



CITY OF VINCENT

AGENDA

Council Briefing

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

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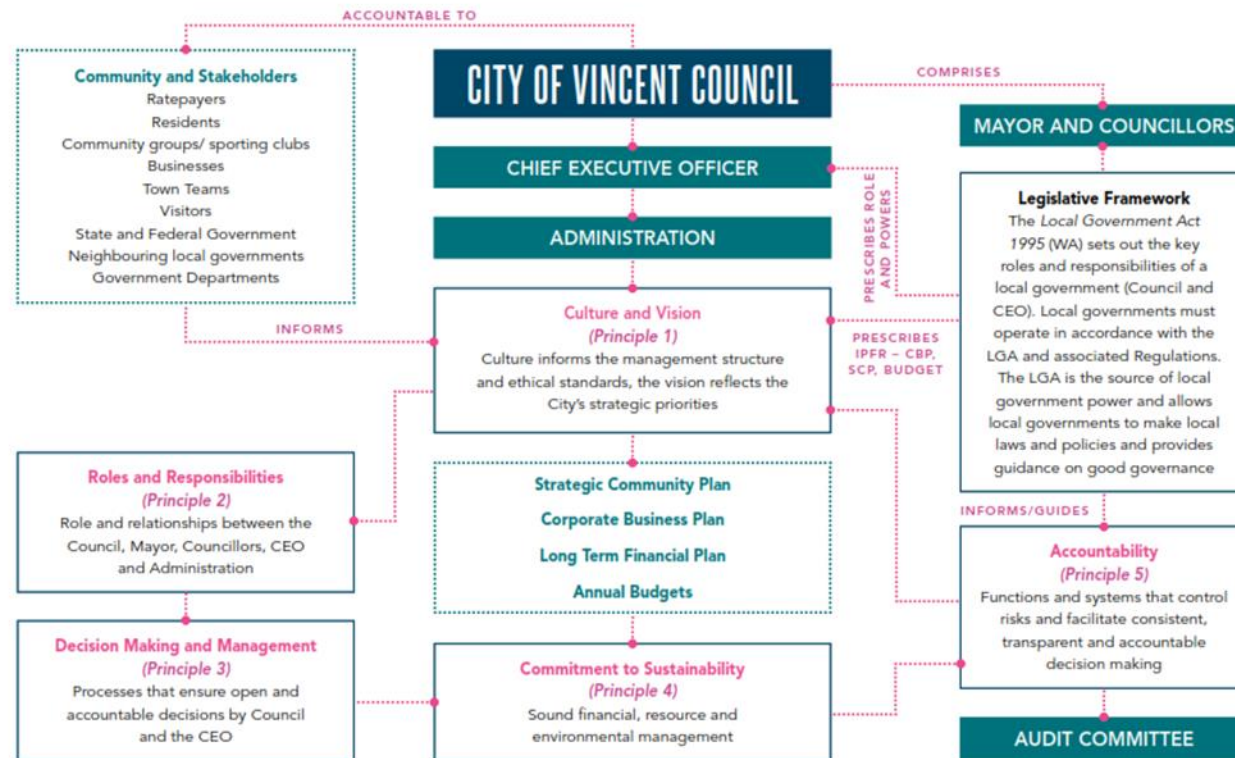
RECORDING AND WEBSTREAMING OF COUNCIL MEETINGS

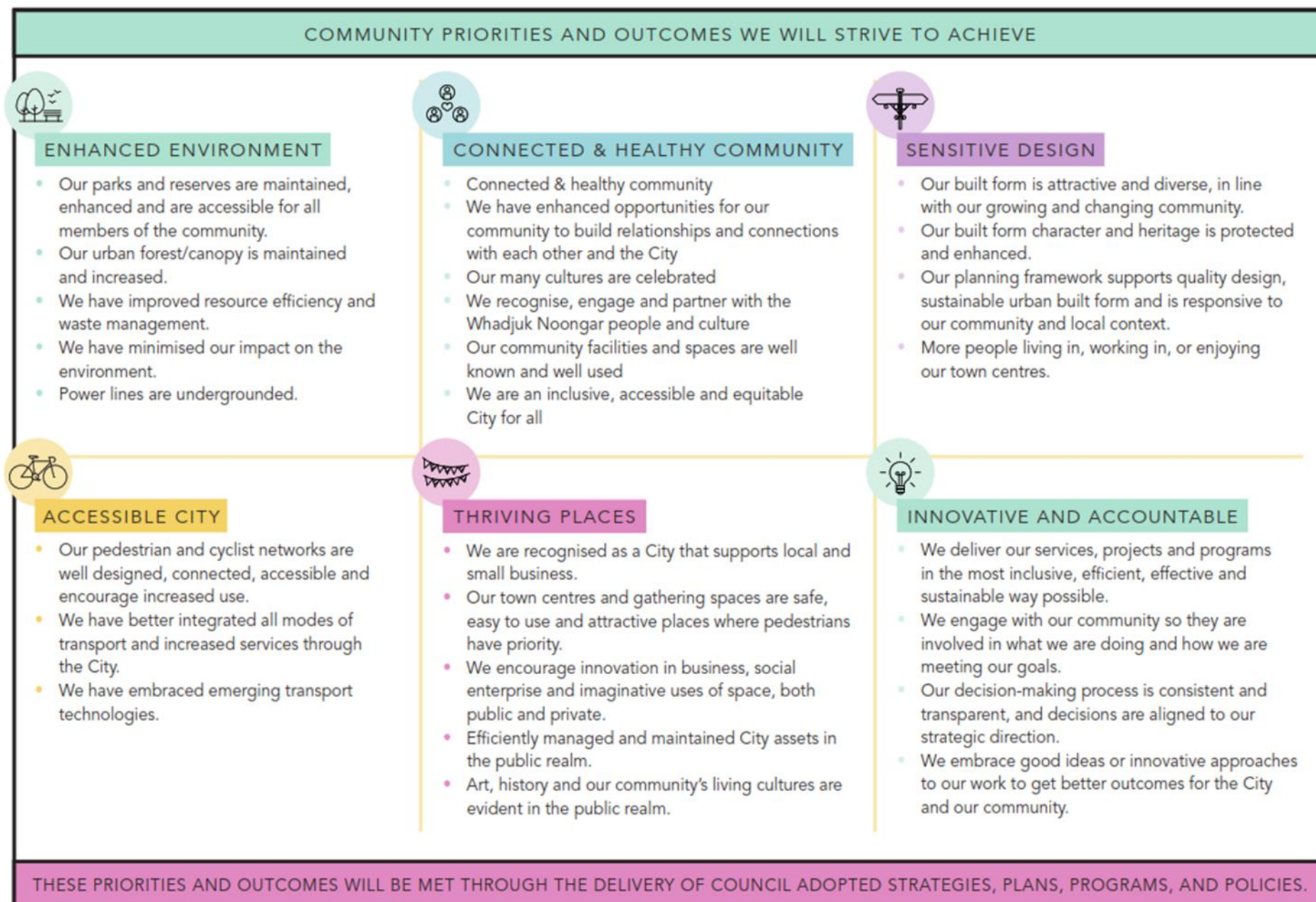
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CITY OF VINCENT GOVERNANCE FRAMEWORK 2020 OVERVIEW





1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Nil

3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

4 DECLARATIONS OF INTEREST

5 STRATEGY & DEVELOPMENT

5.1 NO. 99 (LOT: 1; S/P: 48216) BRISBANE STREET, PERTH - ALTERATIONS AND ADDITIONS TO GROUPED DWELLING

Ward: South

Attachments:

1. Consultation and Location Plan [↓](#) 
2. Development Plans [↓](#) 
3. Applicant Justification [↓](#) 
4. Determination Advice Notes [↓](#) 

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for Alterations and Additions to Grouped Dwelling at No. 99 (Lot: 1; S/P: 48216) Brisbane 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 Grouped Dwelling as shown on the approved plans dated 19 February 2024 and 21 February 2024. 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 and schedule of materials and colours, which form part of this approval, to the satisfaction of the City; and

4. Stormwater

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

EXECUTIVE SUMMARY:

The purpose of this report is to consider an application for development approval for Alterations and Additions to Grouped Dwelling at No. 99 Brisbane Street, Perth (the subject site) that is included on the City of Vincent Heritage List as Management Category B – Conservation Recommended. The subject site was constructed in the later years of the 19th century and early years of the 20th century. It includes a shopfront with a nil setback to the corner of Brisbane Street and Lindsay Street, and a fibre-cement clad first floor addition.

The application proposes to re-clad the first-floor of the dwelling in 'nailstrip' metal cladding. The existing openings to the first floor balcony are proposed to be removed and replaced with new bi-fold doors, which widens the existing openings provided. The introduction of this larger opening requires demolition of a portion of the in the north-eastern elevation of the existing first floor, which was constructed in in 2007.

The application also proposes the re-painting of the ground floor, removal of existing fibre-cement sheeting from the Lindsay Street and Brisbane Street shopfront windows and reinstatement of decorative features to the shopfront parapet walls.

The proposal meets all relevant deemed-to-comply and acceptable development (or equivalent) standards. A development application is required for the proposed works due to the heritage listing of the place.

The proposed modifications are acceptable as they meet the objectives of the City's Local Planning 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 properties.

The proposed alterations and additions do not result in the demolition of heritage fabric on the subject site. The work does not impact the elements mentioned in the Statement of Significance for the place and would enhance the streetscape presentation of the heritage place by increasing the differentiation between the contemporary first floor addition and the original building fabric. It would also increase the extent of street surveillance, consistent with the shopfront nature of the existing heritage building. Building fabric that contributes 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 existing two-storey grouped dwelling on the subject site. A summary of the works proposed is as follows:

- Removal of existing fibre-cement sheeting to the shopfront windows on the Brisbane and Lindsay Street elevations of the subject site to reveal existing windows behind.
- Modification to colours and material of the existing upper floor. This includes the removal of fibre-cement cladding in a light grey colour and the installation of 'nailstrip' sheet metal cladding in the colour 'monument'.
- Modification to the upper floor north-east façade facing Brisbane Street. This includes the installation of new bi-fold doors, which widens the existing openings provided to the upper floor balcony. The widening of the existing openings requires the partial demolition of the north-eastern elevation wall of the first floor.
- Repainting of the existing ground floor facade from grey to white, with 'monument' and 'silver tea set' grey trim.
- Repainting the existing ground floor doors to the Brisbane and Lindsay Street elevations from red to 'lemon delicious' yellow.
- Installation of parapet wall decorative feature orbs to the Brisbane Street and Lindsay Street elevations of the original corner shop.

The proposed Development Plans including schedule of colours and materials, and Applicant Justification including Heritage Impact Statement, are included as **Attachments 2** and **3**, respectively.

BACKGROUND:

Landowner:	Benjamin Dwyer
Applicant:	Benjamin Dwyer
Client:	Benjamin Dwyer
Date of Application:	13 December 2023
Zoning:	MRS: Urban LPS2: Zone: Mixed Use R Code: R80
Built Form Area:	Mixed Use
Existing Land Use:	Dwelling (Grouped) – P Use
Proposed Use Class:	Dwelling (Grouped) – P Use
Lot Area:	512m ²
Right of Way (ROW):	N/A
Heritage List:	City of Vincent Heritage List – Category B
State Heritage List:	No

Site Zoning and Context

The proposal is located on a strata lot that contains three separate properties. This includes the dwelling subject to this application as well as two additional single-storey grouped dwellings, both of which are orientated to Brisbane Street.

The subject site is bound by Brisbane Street to the north-east, Lindsay Street to the south-east, a single storey single house to the south-west and a grouped dwelling development to the north-west. On the eastern side of Lindsay Street is a pair of converted single-storey dwellings that are used as offices. A location plan is included as **Attachment 1**.

The subject site and adjoining properties are zoned Mixed Use R80 under the City's Local Planning Scheme No. 2 (LPS2) and are within the Mixed Use Built Form Area under the City's Policy No. 7.1.1 – Built Form (Built Form Policy) with a building height standard of two storeys and a nil street setback standard.

Approval History

At its Ordinary Meeting held on [22 August 2006](#), Council resolved to approve an application for a Change of Use and Alterations and Additions on the subject site. The approved plans included a Restaurant/Café and Ancillary Art Gallery use on the ground floor, a single car garage, and a second storey addition accommodating four bedrooms, two bathrooms and a kitchenette. A building licence for these works was issued on 14 March 2007.

Following the 22 August 2006 approval, the subject site, inclusive of the subject property and the two additional grouped dwellings, were included in the City's Heritage List on 12 September 2006.

A further development application was approved by Council at its Ordinary Meeting held on [23 June 2009](#). This application reverted the use of the subject sites building to residential use only, and included the following works:

- Installation of a pergola to the first floor.
- Modifications to the internal layout of the dwelling.
- Modifications to the Brisbane Street and Lindsay Street shopfront windows, including installation of fibre-cement sheeting in front of existing glass panes.
- Painting of the house in a grey and red colour scheme.

Heritage Listing

The subject site, inclusive of the subject property at No. 99 Brisbane St and the adjoining dwellings to the north-west at Nos. 101 and 103 Brisbane Street are included as a [group listing](#) on the on the City's Heritage List as Management Category B – Conservation Recommended.

The Statement of Significance for the subject site is as follows:

"The former shop and semi-detached dwelling at Nos. 99 and 101 - 103 Brisbane Street were constructed in the later years of the 19th century and the early years of the 20th century, in the vernacular styles of the Late Colonial period. The group demonstrates the nature of modest and unsophisticated urban development during this period".

The Physical Description included in the listing is as follows:

"Nos. 99 to 103 Brisbane Street comprises a shop on the corner of Lindsay Street (No. 99) and a semi-detached pair at Nos. 101 - 103. The former shop on the corner of Lindsay Street, opened on the corner truncation. The windows have been infilled and any awning/canopy has been removed. The neighbouring single storey detached pair is symmetrically arranged about a central fire place, in a Federation Georgian style. Minimal setbacks. Various shop window and doors have been infilled with hardiflex and aluminium framed windows."

The upper floor extension is not referenced in the Physical Description or Statement of Significance for the place. This is because the upper floor was constructed after the subject site was included on the City's Heritage List. For this reason, 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 LPS2, the State Government's Residential Design Codes (R Codes) 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	Deemed-to-Comply / Acceptable Outcomes (or equivalent)	Requires the Discretion of Council
Street Setback	✓	
Building Setbacks/Boundary Wall	✓	
Building Height/Storeys	✓	
Street Surveillance	✓	
Street Walls and Fences	✓	
Open Space	✓	
Outdoor Living Area	✓	
Landscaping (R Codes)	✓	
Car Parking	✓	
Solar Access	✓	
Vehicle Access	✓	
Visual Privacy	✓	
External Fixtures, Utilities and Facilities	✓	
Heritage Management Policy	✓	

Detailed Assessment

The application satisfies all deemed-to-comply and acceptable outcomes (or equivalent) 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.

Unlike the Built Form Policy and R Codes, the Heritage Management Policy 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 undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for a period of 14 days between 20 November 2023 and 3 December 2023.

The proposed development was advertised in conjunction with a proposed change of use application for a 'coffee window' establishment on the ground floor of the subject site, to be contained within the room noted as 'lounge' on the plans. That application has been approved by Administration under delegated authority on 26 February 2024 but the works are yet to be undertaken. The method of consultation included a notice on the City's website, sign on site, and 18 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.

At the conclusion of consultation, seven submissions were received. Two submissions related to the works considered in the subject development application, both in support of the application. The remaining submissions related to the separate Change of Use development application.

The comments in support of the proposed works are summarised as follows:

- The existing building looks tired and dated. The proposed works are well-considered and would provide clearer delineation between the original building fabric and newer additions.
- Restoring the windows to the original corner shop will provide passive surveillance, or perception of surveillance to Lindsay and Brisbane Streets. This is needed in an area which experiences anti-social behaviour semi-regularly.
- Express support for owner investing in upgrading the existing building.

Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was referred for comment to a member of the City's DRP who specialises in heritage conservation. Comments were sought on the acceptability of the proposed external works, as considered against the 10 principles of good design.

The DRP Member provided the following comments in support of the proposal:

- The chosen white paint colour is consistent with the original building's character as well as the built features of the wider local area by evoking an early lime wash render finish.
- Monument Colorbond cladding is proposed for the upper level only. This is a contemporary finish and does not detract from the character of the local area, instead, it enhances its distinctiveness within a mixed area of heritage and contemporary built fabric and will allow the upper-level addition to be readily identifiable as a new intervention.
- The proposed colour palette is an improvement of the existing colour palate as it better emulates the early lime wash finish noted in the 2009 Council report. While the proposed accent colour of Monument black and light grey (silver tea set) are not traditional heritage colours they do conform to the traditional relationship of façade painting where rendered facades would typically be a lighter colour with trims (windows and frames, banding etc) accented in a darker colour.
- The proposed yellow doors are not traditional colours of the streetscape or adjacent heritage buildings which feature green or red accent colours. However, colours are reversable and there is no permanent negative impact to the established heritage significance of the property. On this basis the colours can be supported.
- The new cladding improves the build quality of the upper-level addition by employing a more durable cladding material that will age better than the existing.
- The retention and recladding of the existing upper-level addition is more sustainable than to demolish and build new. Proposed double glazed stackable door to the north-east elevation of the first floor improves the building's thermal performance.
- Reinstatement of the parapet orbs will enhance the existing architectural character of the significant building if they are based upon historical evidence.
- The proposal will provide improved streetscape activation.

Comment was not provided on Principle 2 – Landscaping, as the proposed works do not result in any changes to the provision of landscaping on site.

The plans provided for community consultation and DRP comment are identical to the development plans included in **Attachment 2**, except references to the location of the proposed 'coffee window' use have been removed.

The table below shows the assessment of the application by the DRP member as considered against the 10 principles of good design:

Design Review Progress	
	<i>Supported</i>
	<i>Pending further attention</i>
	<i>Not supported</i>
	<i>No comment provided/Insufficient information</i>
	<i>DRP Member</i>
	<i>Plans dated 21 February 2024</i>
Principle 1 – Context & Character	
Principle 2 – Landscape Quality	
Principle 3 – Built Form and Scale	
Principle 4 – Functionality & Built Quality	
Principle 5 – Sustainability	
Principle 6 – Amenity	
Principle 7 – Legibility	
Principle 8 – Safety	
Principle 9 – Community	
Principle 10 – Aesthetics	

LEGAL/POLICY:

- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- *City of Vincent Local Planning Scheme No. 2;*
- *Burra Charter;*
- *State Planning Policy 3.5 - Historic Heritage Conservation;*
- *State Planning Policy 7.3 – Residential Design Codes Volume 1;*
- *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. Relevant articles of the Burra Charter are summarised as follows:

- Article 15.3: Demolition of significant fabric of a place is generally not acceptable. Minor demolition may be appropriate as part of conservation, and removed significant fabric should be reinstated possible.
- Article 20.1: Reconstruction is appropriate only where a place is incomplete through damage or alteration, and only where there is sufficient evidence to reproduce an earlier state of the fabric.
- Article 20.2: Reconstruction should be identifiable on close inspection or through additional interpretation.
- Article 22.1: '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.
- Article 22.2: 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.

State Planning Policy 7.3 – Residential Design Codes Volume 1

On 23 February 2023, the State Government publicly released amendments to Volume 1 of the R Codes (2023 R Codes). The amendments would split the R Codes Volume 1 into Part B and Part C. The amended R Codes were due come into operation on 1 September 2023.

On 9 August 2023, the Minister for Planning announced that they had requested that the Western Australian Planning Commission (WAPC) defer the implementation of the 2023 R Codes and make amendments to the policy to remove single houses in areas coded R30 and R40 from 'Part C' of the codes.

The Department of Planning, Lands and Heritage will be publicly releasing the further amended R Codes on 8 March 2024 (2024 R Codes). Part C will apply to grouped dwellings in areas coded R30 and above, including the subject site.

A transitional period applies, and the 2024 R Codes will come into operation in the week of 8 April 2024. During this transitional period, assessment is to be undertaken against the existing R Codes. Where deemed-to-comply provisions are not met, the assessment is required to be undertaken primarily against the design principles of the existing R Codes, with due regard given to relevant design principles of Part C.

The design principles in Part C are generally consistent with the existing R Codes design principles. As this application does not propose any new elements that do not meet the deemed-to-comply standards of the R Codes, assessment against the Design Principles is not required.

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 alterations and additions approved by Council in 2006 and 2009, including a portion of the north-east elevation of the first floor.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

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

There are limitations on the extent to which the proposal can influence the environmental impact of the existing dwelling on the site through this application. This is because the scope of the application is limited to the proposed demolition works, including removal of fibre cement sheeting to windows, and re-cladding of the existing first floor.

The subject site and proposed development incorporates environmental sustainability measures. A 13 kilowatt-hour solar photovoltaic array has been installed on the roof of first floor, with a nine kilowatt-hour battery provided. This provides storage for electricity that is generated during the day for use on-site. The proposed opening to the north-eastern elevation of the first floor would be double-glazed, improving energy efficiency on-site, and was supported by the City's DRP member.

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:Heritage Management Policy

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

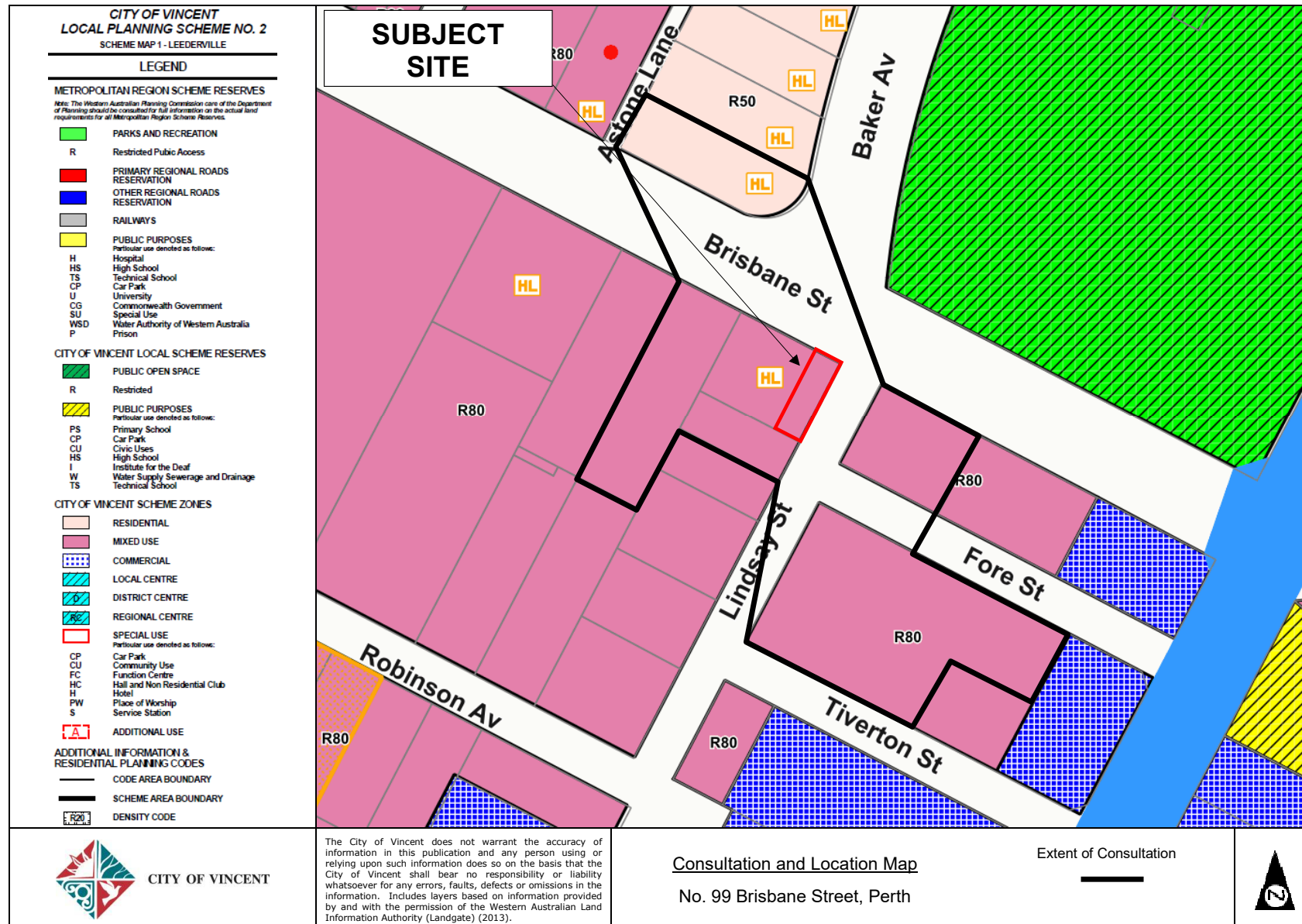
Comments are included below relating to how the proposed alterations and additions to a heritage listed place meets the performance criteria and objectives of the Heritage Management Policy.

- Modifications to First Floor Openings: The proposed demolition works to the first floor would respect the cultural heritage significance of the place and would not affect heritage fabric. The Heritage Management Policy allows for demolition to places where the fabric to be demolished is of little significance to the heritage place. The first floor was constructed in 2007 and does not contain heritage fabric and is not included in the Statement of Significance. The widening of the existing openings to the north-eastern elevation of the first floor would have minimal impact on the streetscape presentation of the building. This is because the north-east elevation wall of the first floor is set back 3.8 metres behind the parapet wall of the shopfront to Brisbane Street. The height of the existing parapet wall largely interrupts views of the north-eastern elevation of the first floor when viewed from Brisbane Street, as shown in Figure 1 below:

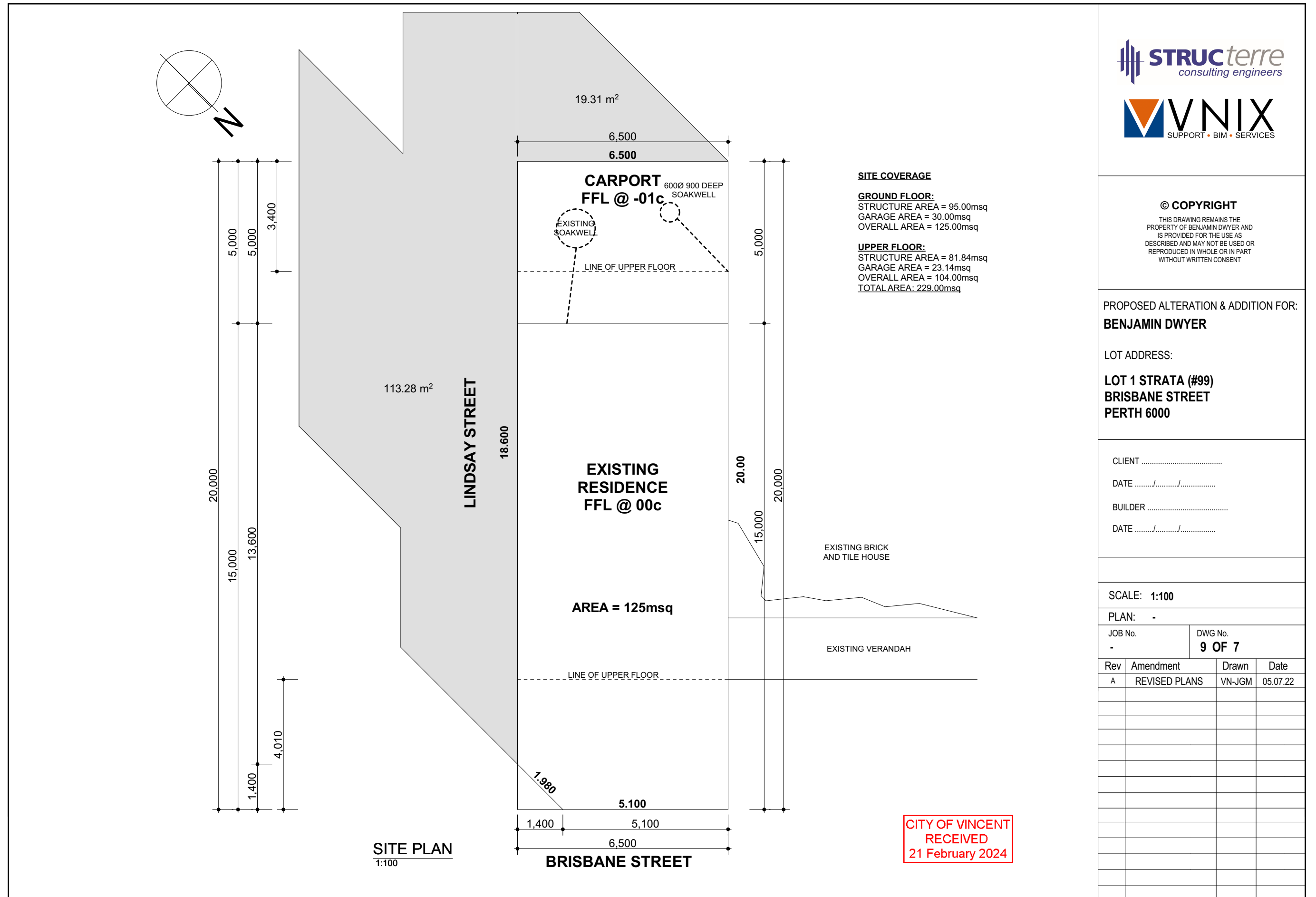


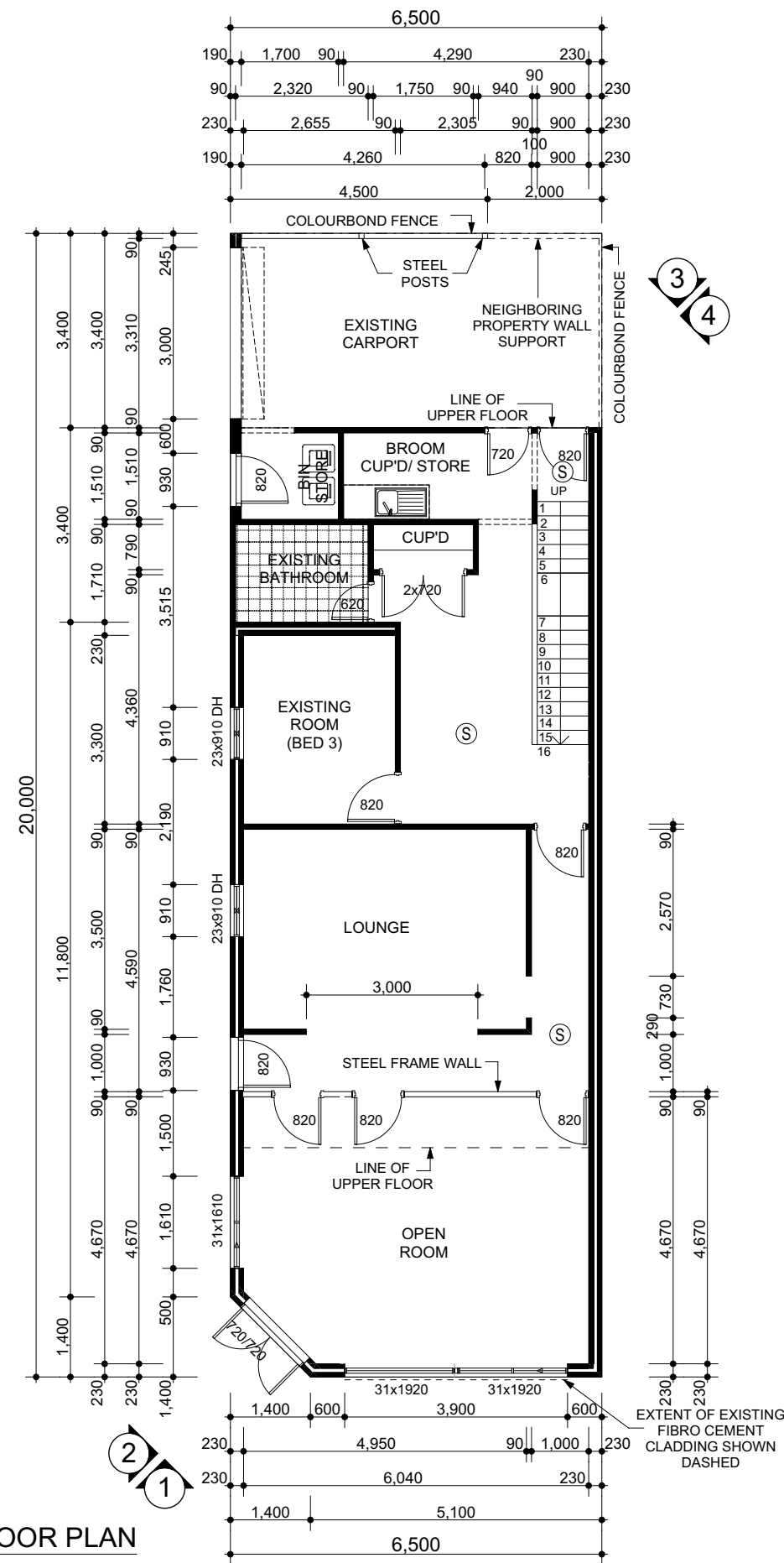
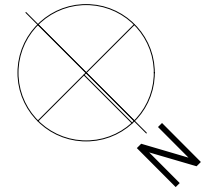
Figure 1: No. 99 Brisbane Street – View Looking West from Brisbane Street

- Re-cladding of First Floor: The Heritage Management Policy accepts development to a heritage place where it is sympathetic to the existing material and readily identifiable as 'new work'. The application proposes to remove the existing fibre-cement sheeting cladding from the first floor and replace it with 'nailstrip' metal sheeting cladding in the colour 'monument'. The original ground floor is proposed to be painted white. The colour and materials would allow the first floor to be readily distinguished as 'new work'. The replacement of the cladding would not result in the first floor mimicking or replicating historic styles or obscure the heritage fabric of the building. The proposed difference in colours and materials the ground and first floors accentuate the difference between the contemporary first-floor addition and the original ground floor, including the corner shopfront, and was supported by the City's DRP Member specialising in heritage conservation.
- Painting of the Ground Floor: The proposed painting of the ground floor in white with 'monument', 'silver tea set' grey trim and yellow doors is acceptable. Paint scrapings previously undertaken on the subject site revealed that the premises had originally had a limewash (white) finish. Later colour schemes have included aqua, white, and salmon. The proposed white wall colour is consistent with the original limewash finish applied to the place. While the proposed trim colours of 'monument' 'silver tea set' are not traditional heritage colours, these colours are consistent with the traditional tonal relationship that is found in buildings of this architectural style, where accent colours were darker than the rendered walls of the building. The yellow colour for the doors would be consistent with the history and character of the subject site. While 'lemon delicious' yellow door colour is not a traditional heritage colour. The [2009 report to Council](#) notes the subject site has a history of "vibrant and unique colour schemes", which includes the current colour scheme which does not consist of heritage colours. The proposed painting of the ground floor was supported by the City's DRP Member specialising in heritage conservation.
- Removal of Fibre Cement to Shopfront: The fibre cement sheeting to the Brisbane Street and Lindsay Street elevations of the original shopfront covers glazing which had been installed in accordance with the 2006 approval. The sheeting was approved by Council as part of the 2009 Approval. As outlined in the Statement of Significance, prior to the site's inclusion on the City's Heritage List, the shopfront had undergone significant modification. The removal of the of the fibre-cement sheeting would reinforce the shopfront presentation of this original portion of the dwelling and would support and enhance the ongoing significance of the heritage place. The removal of the sheeting would also facilitate improved street surveillance and activation and was supported by the City's DRP member.
- Installation of Parapet Orbs: The applicant has provided photographic evidence to demonstrate that the parapet wall previously included decorative elements in the locations of the proposed decorative orbs. While direct evidence of the type of decoration that was attached in these locations is not available, the City's DRP member noted that the proposed orbs are in keeping with the architectural style of the existing heritage place. The parapet orbs parapet orbs would not obscure any original heritage fabric and would enhance the presentation of the corner shopfront that contributes to the heritage significance of the place.
- DRP Support for Works: Comments received from the City's DRP Member specialising in heritage conservation confirm that the works are compatible with the heritage place. This is because the proposed wall colours would be consistent with the original building's character. The proposed recladding of the upper floor would improve the build quality of the building and would enhance the presentation of the upper floor as a contemporary intervention to the heritage place, consistent with Articles 22.1 and 22.2 of the Burra Charter.









EXISTING GROUND FLOOR PLAN

Ⓢ DENOTES SMOKE DETECTOR



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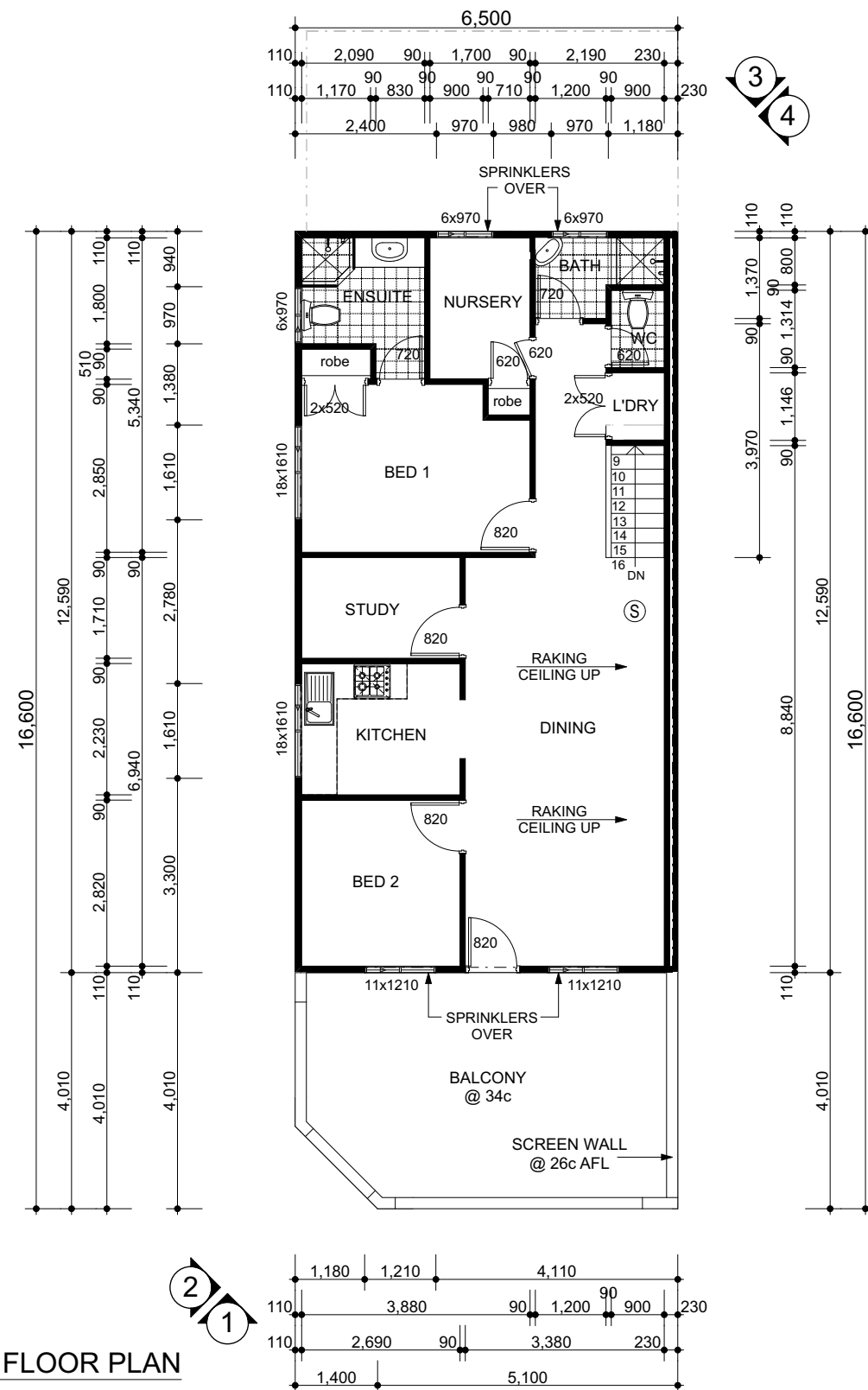
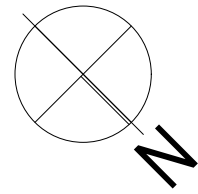
**LOT 1 STRATA (#99)
BRISBANE STREET
PERTH 6000**

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EXISTING UPPER FLOOR PLAN

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PROPOSED ALTERATION & ADDITION FOR:
BENJAMIN DWYER

LOT ADDRESS:

**LOT 1 STRATA (#99)
BRISBANE STREET
PERTH 6000**

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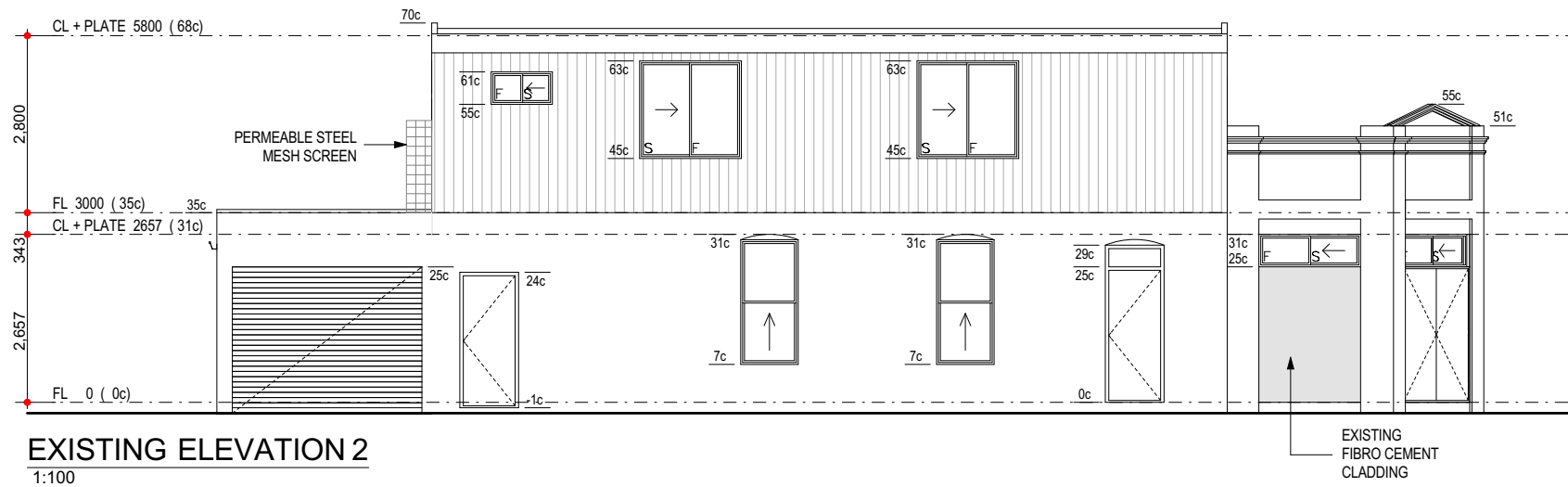
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BENJAMIN DWYER

LOT ADDRESS:

**LOT 1 STRATA (#99)
BRISBANE STREET
PERTH 6000**

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**LOT 1 STRATA (#99)
BRISBANE STREET
PERTH 6000**

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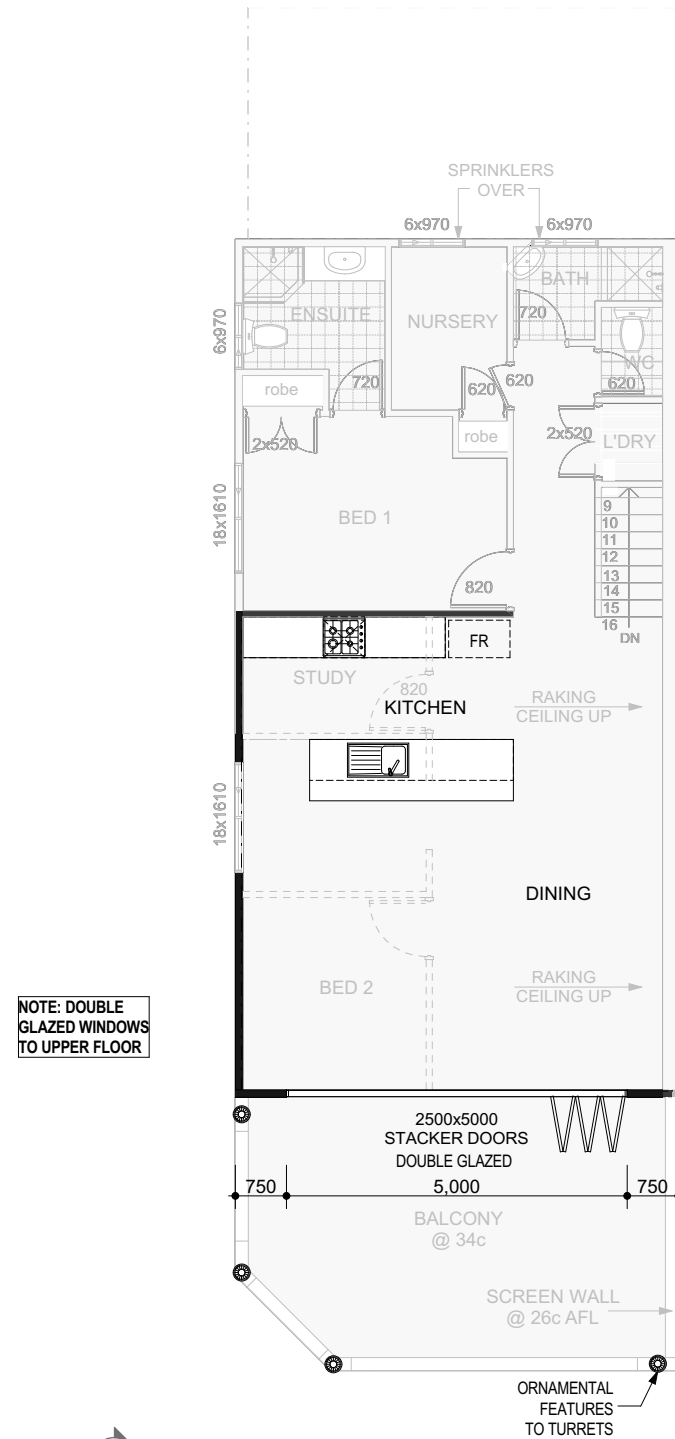
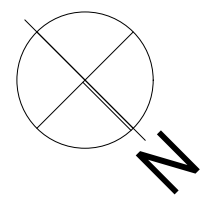
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BRISBANE STREET
PERTH 6000**

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PROPOSED UPPER FLOOR PLAN

**NOTE: TILES TO ALL FLOORS EXCEPT BED 1 & NURSERY
TIMBER FLOOR TO BED 1 & NURSERY**

**NOTE: DOUBLE
GLAZED WINDOWS
TO UPPER FLOOR**



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PERTH 6000**

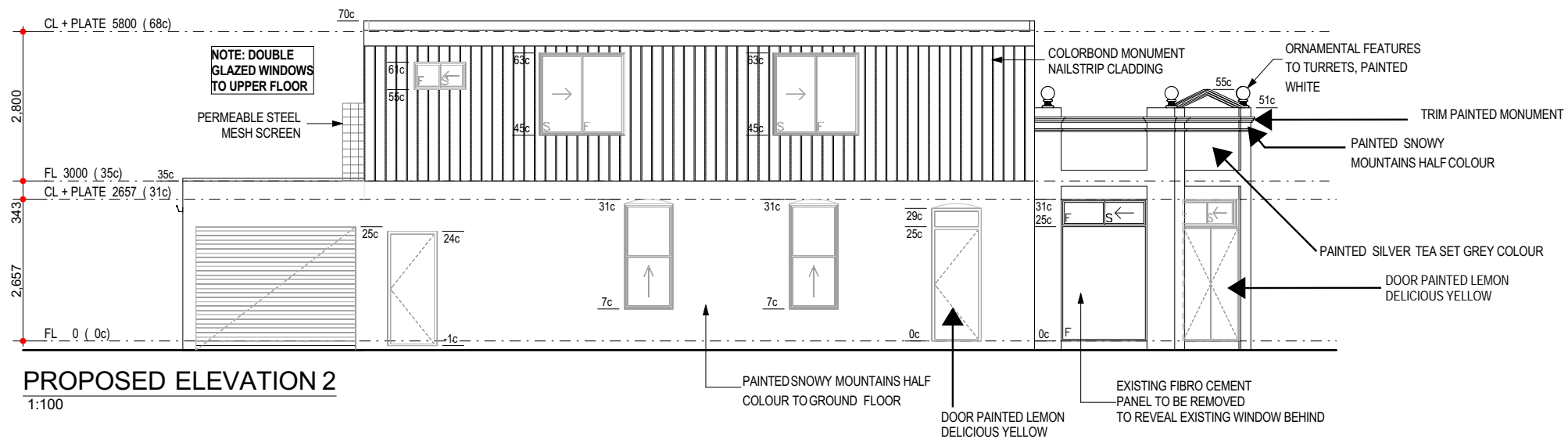
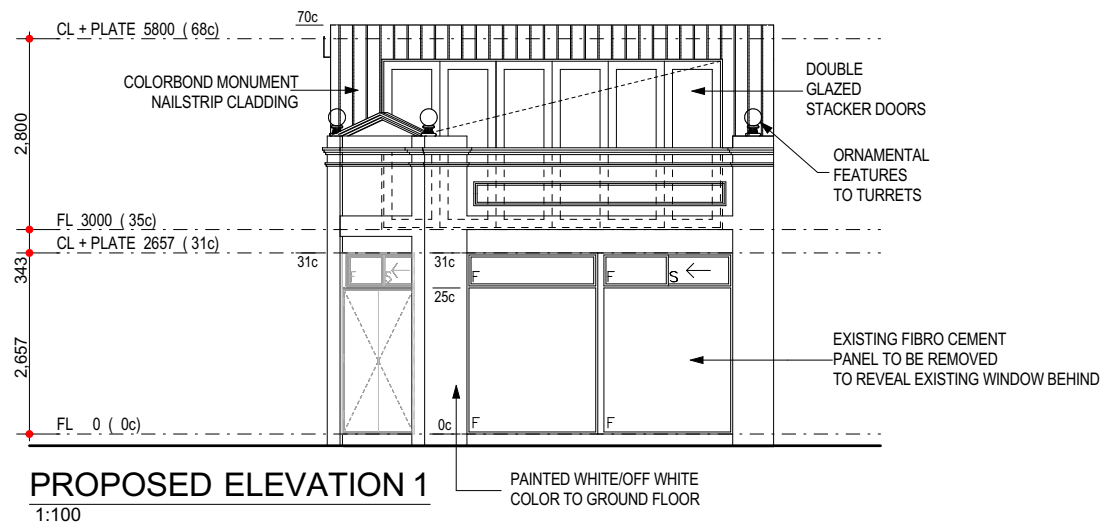
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BENJAMIN DWYER

LOT ADDRESS:

**LOT 1 STRATA (#99)
BRISBANE STREET
PERTH 6000**

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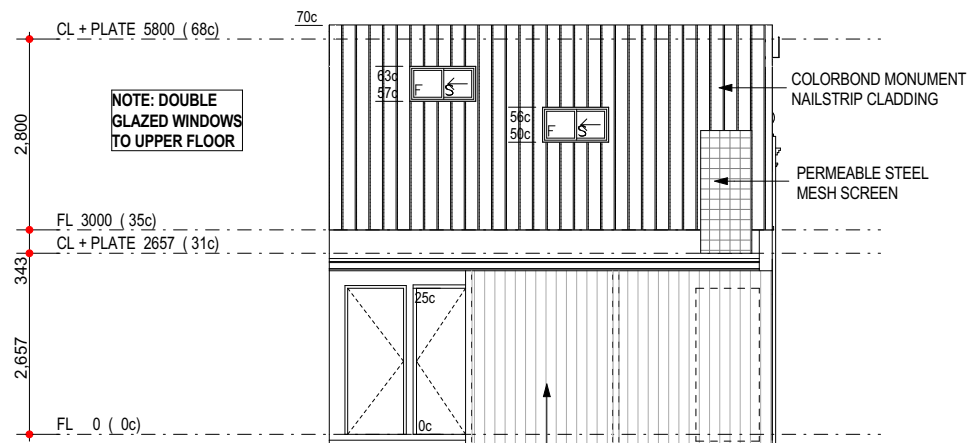
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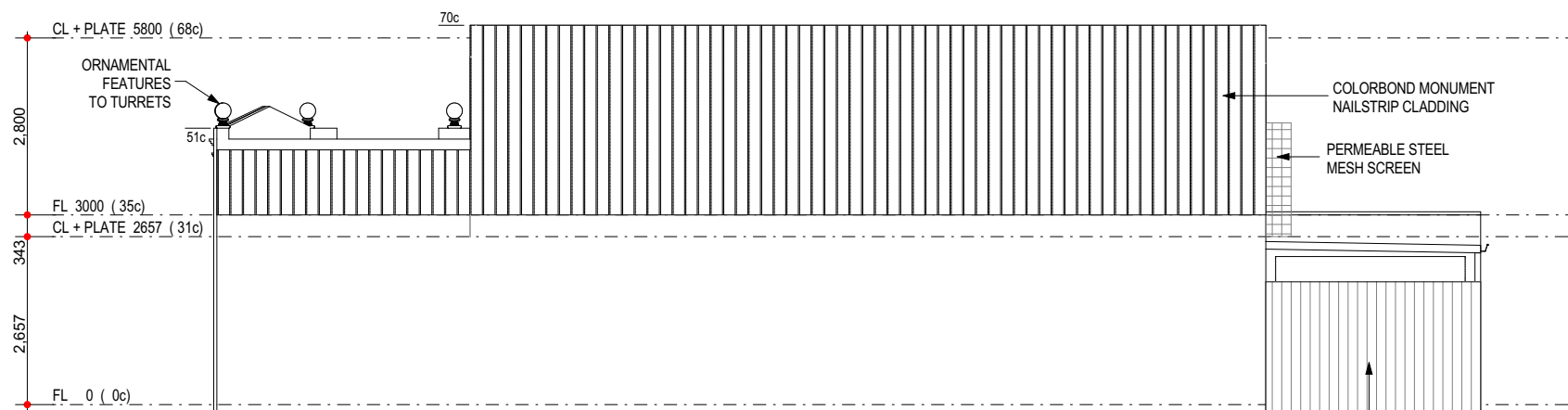
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PROPOSED ELEVATION 3
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PROPOSED ELEVATION 4



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BENJAMIN DWYER

LOT ADDRESS:

**LOT 1 STRATA (#99)
BRISBANE STREET
PERTH 6000**

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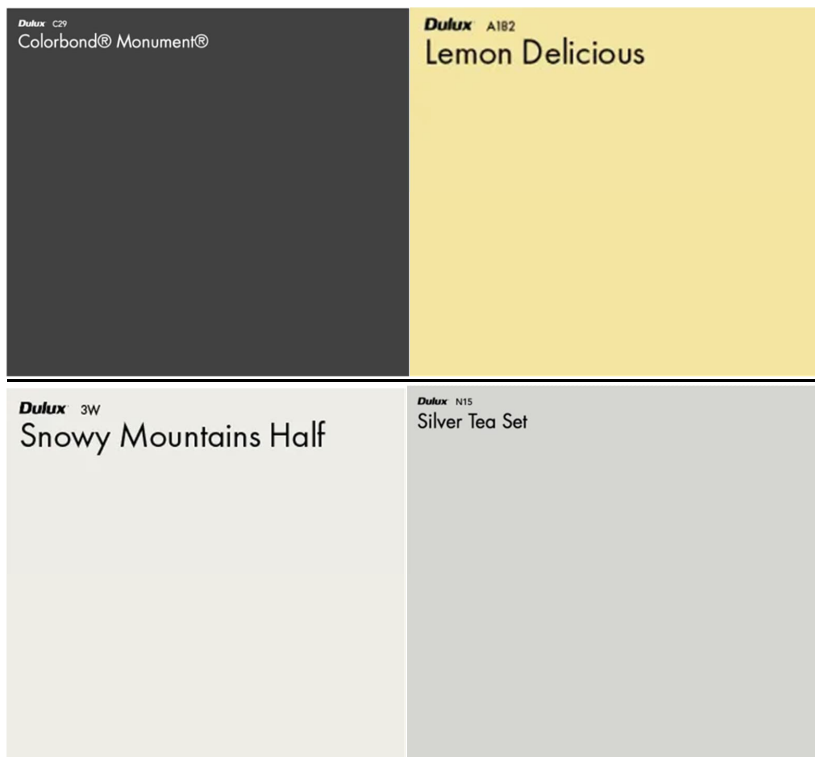
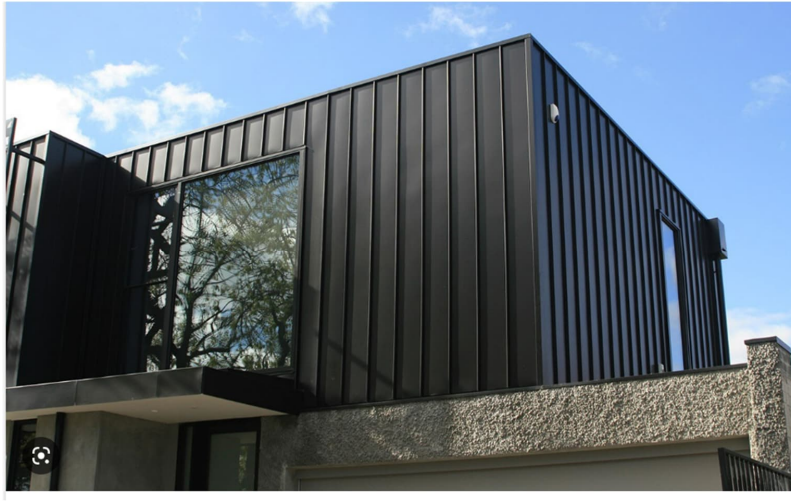
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Colour Scheme and Indicative Photos

Upper Floor Level of Building - Colourbond Nailstrip in Monument Colour

Lower Floor Level of Building – Off white colour with monument/silver tea accents

Doors – Lemon yellow



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Proposed Development at 99 Brisbane Street Perth

- To increase thermal energy efficiency approval is being sought to replace the existing door on the north side of upper floor (Page 2 and 3 of drawings) with double glazed stacking doors (see plan drawings page 6 and 7). This sustainability improvement to the existing 2009 extension by replacing the existing external door with a double-glazed stackable door which will increase the thermal performance of the building and reduce energy consumption, therefore lowering greenhouse gas emissions.
- Approval is being sought to replace existing damaged external cladding on the upper floor of the property with Colourbond Nailstrip cladding (monument colour). See heritage impact statement for further information. Replacement cladding is proposed to be in a dark colour to better align with the Burra Charter article 22.2 "New work should be readily identifiable as such but must respect and have minimal impact on the cultural significance of the place". This will better differentiate the newer 2009 extension from the fabric of the original building façade from an external viewing perspective.
- Remove fibro cement board to reveal the original shop front windows on the ground floor heritage listed façade to enhance the heritage significance of the former shop at 99 Brisbane Street by restoring the fabric of the facade to the former state of the fabric.
- Restore rendered concrete facade and paint lower level of building white with monument colour accents to enhance the heritage significance of the former shop at 99 Brisbane Street by restoring the fabric of the facade to the former state of the fabric.

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99 Brisbane Street Perth – Heritage Impact Statement Attachment

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

There will not be any changes to number 101 or 103 Brisbane Street.

The following aspects of the proposal aim to enhance the heritage significance of the former shop at 99 Brisbane Street by restoring the fabric of the facade to the former state of the fabric:

- removing the Hardiflex boards to reveal the shop windows (article 19 Burra Charter)
- reconstructing finials to the top corners of the facade/turret (article 20 Burra Charter)
- restoring the external rendering that has suffered damage (article 16 Burra Charter)
- painting the facade to a colour scheme that reflects other heritage buildings in the area
- restore the use of the building to its former state as a shop (article 23 Burra Charter)

The following aspects of the proposal aim to enhance the heritage significance of the former shop at 99 Brisbane Street through maintenance to the existing extension that was developed in 2009, this maintenance includes:

- replacing damaged external cladding to the upper floor extension with more robust Colourbond Nailstrip cladding
- replacement cladding is proposed to be in a dark colour to better align with the Burra Charter article 22.2 “New work should be readily identifiable as such but must respect and have minimal impact on the cultural significance of the place”. This will better differentiate the newer 2009 extension from the fabric of the original building façade from an external viewing perspective.

This proposal also includes a sustainability improvement to the existing 2009 extension by replacing the existing external door with a double-glazed stackable door which will increase the thermal performance of the building and reduce energy consumption, therefore lowering greenhouse gas emissions.




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Determination Advice Notes:

1. This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.
2. If the development 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. 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.
8. 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.
9. 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.
10. The applicant is advised that they may require approval from the Strata Corporation in accordance with the *Strata Titles Act 1985*, prior to commencement of any works on site.

5.2 NO. 12 (LOT: 609; D/P: 49287) LINDSAY STREET, PERTH - PROPOSED ALTERATIONS AND ADDITIONS TO OFFICE

Ward: South Ward

- Attachments:**
1. Consultation and Location Plan [↓](#) 
 2. Development Plans [↓](#) 
 3. Heritage Impact Statement [↓](#) 
 4. Applicant Photos of Steel Floor Tiles [↓](#) 
 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 Alterations and Additions to Office at No. 12 (Lot: 609; D/P: 49287) Lindsay Street, Perth in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 5.

1. Development Plans

This approval for Alterations and Additions to Office as shown on the approved plans dated 13 November 2023 and 9 January 2024. No other development forms part of this approval;

2. Works

- 2.1 All works shall be undertaken 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;
- 2.2 All works shall be carefully undertaken to ensure that minimal damage occurs to original building fabric, to the satisfaction of the Heritage Council of Western Australia; and
- 2.3 Security camera surface mounted conduit is to be colour matched to the adjacent surface to minimise the impact to the original fabric and setting, to the satisfaction of the Heritage Council of Western Australia;

3. 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; and

4. Documented Record

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

EXECUTIVE SUMMARY:

The purpose of this report is to consider an application for development approval for Alterations and Additions to Office at No. 12 Lindsay Street, Perth (the subject site) that is included on the Central Perth Heritage Inventory (CPHI) as Level 1 – Place of State Significance and is included on the State Register of Heritage Places.

The application proposes removal, treatment, and storage of steel floor tiles that are of heritage significance to the ground floor entrance and offices. The application also proposes the replacement of the ground floor training room roof, removal of glass screening from the front and rear elevations of the building and installation of two small security cameras to the front elevation of the building. The applicant proposes the works to:

- Prevent the steel floor tiles from deteriorating beyond repair.
- Maintain safety of staff and clients who occupy the site by ensuring that it is fit for purpose as office use.
- Maintain and conserve the heritage protected place to support its ongoing use and contribution to the Lindsay Street precinct.

The proposal seeks a performance standards assessment in relation to the abovementioned works. The proposed works are acceptable because they would meet the objectives of Central Perth Development Policy No. 2 – Heritage Places which ensures that development, including demolition does not adversely affect the significance of the place and is consistent with best practice conservation methods.

The proposed works would not adversely affect the heritage significance of the place and would facilitate the conservation of the heritage fabric of the place. This is because the proposed works are limited to recent additions or would facilitate conservation of heritage fabric of the site. The proposed works are also consistent with the heritage agreement between the Heritage Council of Western Australia and the National Disability Services who occupy the building.

PROPOSAL:

The application seeks approval for proposed alterations and additions to the ground floor entry area and office flooring, roof of the training room and front and rear facades. A summary of the works proposed is as follows:

- Removal of 169 square metres of polycarbonate roofing and aluminium framing from the ground floor training room to the north-eastern elevation of the site. The existing roofing is proposed to be replaced with polycarbonate roof sheets with a corrugated profile. The training room roof was later addition and does not contribute to the heritage significance of the place. The architectural steel shading structure that sits above the roof would be retained.
- Removal of 14.4 square metres of steel floor tiles to the ground floor entry lobby and replacement with a recessed non-slip mat. Tiles that are removed from the floor are to be treated for rust and stored on-site.
- Removal of 38 square metres of carpet to offices on the ground floor to allow for inspection, repair, and removal of steel tiles beneath. New carpet proposed to be installed. Tiles that are removed from the floor are to be treated for rust and stored on-site.
- Removal of six glass screens to the ground and first floor windows of the Lindsay Street elevation, and one glass screen to the first floor of the Elovalis Lane elevation of the building. The glass screens were a later addition, and do not contribute to the heritage significance of the place.
- Installation of two security cameras to the Lindsay Street elevation.

The proposed Development Plans are included as **Attachment 2**, and the Applicant's supporting information include a Heritage Impact Statement and Photos of Steel Floor Tiles, are included as **Attachments 3 and 4**, respectively.

BACKGROUND:

Landowner:	National Disability Services Limited
Applicant:	Nisar Dar
Client:	National Disability Services Limited
Date of Application:	9 November 2023
Zoning:	MRS: Urban LPS2: Zone: Mixed Use R Code: R80
Built Form Area:	Not Applicable – Lindsay Street Precinct Policies and Design Guidelines Apply
Existing Land Use:	Office
Proposed Use Class:	Office
Lot Area:	885m ²
Right of Way (ROW):	Yes – Elovalis Lane
Heritage List:	Yes – Central Perth Heritage Inventory: Level 1 – Place of State Significance (Individual) Heritage Precinct – Historic Precinct of Local Significance.
State Register of Heritage Places:	Yes

Site Context and Zoning

The subject site is bound by Lindsay Street to the north-west, Elovalis Lane to the south-east, a single storey converted dwelling used as an office to the north-east and a four-storey mixed use development to the south-west. A location plan is included as **Attachment 1**.

The subject site and adjoining and adjacent properties are zoned Mixed Use R80 under the City's Local Planning Scheme No. 2 (LPS2).

The subject site is owned and occupied by National Disability Services Limited (NDS) and serves as one of their three offices in WA. NDS is a not-for-profit organisation that provides support for people with various disabilities. NDS also administer the ACROD Parking Program in WA. NDS have occupied the subject site since 2015.

Planning Framework

The East Perth Redevelopment Authority (EPRA) was formed in 1991 to guide the renewal of Claisebrook Cove in East Perth. In 2010, EPRA's responsibility expanded to a range of inner-city renewal projects such as the East Perth Power Station, Riverside area, Northbridge, and Perth City Link.

EPRA was combined with other redevelopment authorities across Perth in 2012 to form the Metropolitan Redevelopment Authority (now known as DevelopmentWA). The *Metropolitan Redevelopment Authority Act 2011* was gazetted and the control of the planning framework and processing of development approvals was transferred to the MRA.

At this time, a planning framework for the redevelopment of the central Perth area was established. The new framework included a [redemption scheme](#), [New Northbridge Design Guidelines](#), [Central Perth Redevelopment Policies 1-10](#) and a [Heritage Inventory](#).

The subject site is located within the redevelopment area known as the [Lindsay Street Precinct](#).

In 2021, LPS2 was amended to return planning control and development functions of the area from DevelopmentWA to the City. To ensure consistency in planning decisions, the redevelopment policies and guidelines have been retained, and continue to apply as if adopted under LPS2.

This means that the City's Policy No. 7.1.1 – Built Form (Built Form Policy) does not apply to the Lindsay Street Precinct. New development is instead assessed against the [Central Perth Development Policies](#) and [New Northbridge Design Guidelines](#).

Approval History

In 2004 the subject site received development approval for Change of Use of the existing building from 'Flour Mill' to 'Office' to be occupied by EPRA. The works related to conservation, repair, fit out and removal of intrusive material. Notable works of this approval are summarised as follows:

- Conservation of steel floor tiles and timber floors.
- Installation of six glass screens to the ground and first floor windows of the Lindsay Street elevation.
- Construction of a parapet boundary wall to north of cart lane to form northern wall of the EPRA offices (business services, now training room).
- Removal of a gable roof and replaced with a pitched roof. Installation of a steel architectural shading structure above.

In 2008 the subject site received development approval for alterations and additions. The works related to further conservation, repair and fit out to support the 'office' land use.

In 2015 the subject site was leased to the NDS. The subject site received development approval for alterations and additions which related to accessibility modifications to support NDS staff and clients.

In November 2023, Administration approved an application for development approval which related to conservation and maintenance works required by the Heritage Agreement. Notable works included:

- Repairs to external and internal brickwork masonry throughout.
- Repairs to wall renders, limewash, plaster and paint throughout.
- Repairs to rainwater goods.

Heritage Listing

The subject site is included on the CPHI as Level 1 – Place of State Significance in a joint listing with the adjoining property at No. 22 Lindsay Street. These sites are within the Beaufort Street, Lindsay Street and Money Street Heritage Precinct under the CPHI, which is a Historic Precinct of Local Significance. Nos. 12 and 22 Lindsay Street are also included in a joint listing on the State Register of Heritage Places.

The HCWA's Statement of Significance for the heritage place reads as follows:

Lindsay Street Flour Mill and Bakery Complex, a three-storey former flour mill and bakery (1894+), with ancillary buildings, a single-storey shop (1894), and a single-storey house in the Federation Bungalow style (1900-04) has cultural heritage significance for the following reasons:

- *The place demonstrates the characteristics of a three-storey flour mill of the early 20th century, with ancillary buildings, and is the only mill of its size constructed in the period prior to World War I extant in the central district of Perth;*
- *The place provides evidence of its humble beginnings as a bakery and mill and its subsequent development to become one of the four largest bakeries in Perth in the 1950s, and a substantial producer of flour through the associated company, Aero Lindsay Street Flour Mill;*
- *The place was the location of the business and residence of H. C. Moore and his family, between 1894 and 1959 and is associated with the family until its disposal to the Metropolitan Regional Planning Authority in 1980; the place differed from other baking and milling operations in the extent of the milling operation, and in its expansion into making flours for retail consumption, making it unique in Western Australia;*
- *The place has rarity value as an extant example of an inner-city industrial complex, dating from the early twentieth century. The place also has rarity value for the construction method of the first floor with its square steel tile finish; and*
- *The place has been a landmark building in Northbridge since 1894.*

The lightweight perimeter fencing, car park surface, and light framed outbuildings on the north-east boundary are of little significance. The shed on the south-east corner of the house is intrusive.

The CPHI includes separate Statements of Significance for the [subject site](#) and the [Heritage Precinct](#).

The subject site also has a Conservation Plan and [Heritage Agreement](#).

The Conservation Plan was a report commissioned by EPRA and published in 2002 by Palassis Architects. It includes an assessment of the cultural heritage significance of the place and management guidelines to assist in conservation of the site.

The Heritage Agreement between NDS and the Heritage Council of WA (HCWA) was formalised in 2017.

The purpose of it is to ensure that subject site's cultural significance is appropriately conserved and maintained in accordance with the Conservation Plan. It sets out conservation and remediation works which are required to be undertaken, as well as ongoing maintenance items at the property.

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), Central Perth Development Policy No. 2 – Heritage Places and the New Northbridge Design Guidelines.

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

Planning Elements:	Performance Standards	Requires the Discretion of Council
New Northbridge Design Guidelines	✓	
Policy No. 2 – Heritage Places	✓	

Detailed Assessment

The application satisfies all performance standards of the New Northbridge Design Guidelines and Central Perth Redevelopment Policies, including Policy No. 2 – Heritage Places.

Policy No. 2 – Heritage Places provides performance standards to guide the assessment and approval of development applications for heritage places and within heritage precincts.

The New Northbridge Design Guidelines and Central Perth Redevelopment policies require consideration of the proposal against objectives of the policy even where an element complies with the prescribed performance standard. This is considered in the Comments section below.

CONSULTATION/ADVERTISING:Community Consultation

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 17 November 2023 to 30 November 2023.

In accordance with the City's Community and Stakeholder Engagement Policy, the method of consultation included a notice on the City's website, a sign erected on the Lindsay Street elevation of the subject site and 15 letters mailed to the owners of adjoining and adjacent properties as shown in **Attachment 1**.

At the conclusion of the consultation period, the City received nil submissions.

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 HCWA supported the proposal and advised as follows:

- The proposal is supported as the plans detail a good conservation approach including principles of conservation.
- The proposal will have a moderate positive benefit on the cultural heritage significance of Lindsay Street Flour Mill Bakery Complex.
- Two conditions of approval are to be applied which are:
 1. All works shall be carefully undertaken to ensure that minimal damage occurs to original building fabric; and
 2. Surface mounted conduit is to be colour matched to the adjacent surface to minimise the impact to the original building fabric and setting.

Design Review Panel (DRP):

The proposal was referred to a member of the City's DRP who specialises in heritage conservation for comment. The referral related to development plans which included the works approved by Administration in November 2023 as well as the works proposed as part of this development application. Comment was sought on the acceptability and implications of proposed conservation works as detailed in development plans, including the removal of steel tiles.

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

- The Heritage Agreement between the National Disability Services and the Heritage Council of Western Australia requires conservation works for Lindsay Street Flour Mill and Bakery to preserve and enhance the significance of the place.
- The works proposed are in accordance with heritage best practice and can be supported in accordance with the HCWA advice.
- The place has rarity value for the construction method of the first floor with its steel tiles.
- The proposed removal of these tiles has potential for heritage impact but the proposed retention in situ and the remainder stored on site for future re-use or interpretation is an acceptable outcome that will sufficiently ameliorate the impact and can be supported.
- The overall conservation benefit of the proposal is very high, and the partial removal and relocation of the tiles is acceptable.

Additional information relating to the method, rational and extent of removal to the steel floor tiles was received from the applicant in December 2023. This information, along with the plans as included in **Attachment 2**, was referred to the DRP member who affirmed their previous advice and support for the proposal.

Referred to DRP: Yes

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>December 2023</i>
Principle 1 – Context and character	
Principle 2 – Landscape quality	
Principle 3 – Built form and scale	
Principle 4 – Functionality and build quality	
Principle 5 – Sustainability	
Principle 6 – Amenity	
Principle 7 – Legibility	
Principle 8 – Safety	
Principle 9 – Community	
Principle 10 – Aesthetics	

LEGAL/POLICY:

- *Planning and Development Act 2005;*
- *Heritage Act 2018;*
- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- *Heritage Regulations 2019;*
- *City of Vincent Local Planning Scheme No. 2;*
- *Burra Charter;*
- *State Planning Policy 3.5 – Historic Heritage Conservation;*
- *Community and Stakeholder Engagement Policy;*
- *Central Perth Redevelopment Area – Development Policies 1-10; and*
- *New Northbridge Design Guidelines.*

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 10 of the Burra Charter, fixtures which contribute to the cultural significance of a place should be retained in place where possible. Removal of contents is acceptable only where it would be the only means of ensuring their preservation.

Article 15 of the Burra Charter relates to changes to heritage places. It outlines that changes should be reversible, and that minor demolition may be acceptable where it is required as part of conservation.

Article 33 states that *"significant fabric which has been removed from a place including contents, fixtures and objects, should be catalogued, and protected in accordance with its cultural significance. Where possible and culturally appropriate, removed significant fabric including contents, fixtures and objects, should be kept at 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.

Central Perth Redevelopment Area Development Policy No. 2 – Heritage Places:

Policy No. 2 – Heritage Places provides performance standards to guide development on heritage listed and adjacent sites.

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 Policy No. 2 – Heritage Places Guidelines, which are:

- *To ensure that the development of heritage places, and sites within heritage precincts, accord with the relevant statement of significance and level of protection or management identified in the MRA's Heritage Inventory and the State Register of Heritage Places.*
- *To promote and facilitate appropriate and sensitive adaptive re-use of underutilised heritage buildings and to ensure high quality architectural responses for additions and infill development, to allow ongoing use and enjoyment of heritage places.*
- *To ensure development, including proposed demolition, does not adversely affect or detract from the significance of a heritage place or heritage precinct; and*
- *To ensure development proposals and planning decision making is consistent with best practice in heritage conservation and the principles of the Burra Charter.*

New Northbridge Design Guidelines

The New Northbridge Design Guidelines provide performance standards common to the whole redevelopment area as well as precinct-specific performance standards. The New Northbridge Design Guidelines is a performance-based policy. Applications for development approval need to demonstrate that they are consistent with the objectives and intent of the guidelines.

The objectives for the Lindsay Street Precinct are to:

- *allow a mixture of compatible land uses in appropriate circumstances, such as residential, retail and commercial;*
- *promote mixed use planning by locating facilities such as housing, places of employment and shops in close proximity to each other;*
- *create a precinct which recognises the capacity to accommodate a variety of compatible land uses while retaining the unique character and identity referred to above;*
- *impose specific land use controls which manage the impacts of non-residential development;*
- *minimise any adverse effect on residential amenity by devising appropriate design assessment criteria and applying specific impact mitigation requirements;*
- *increase the significance of heritage buildings by encouraging a contemporary design response from infill development;*
- *facilitate the development of affordable housing within the Precinct; and*
- *encourage built form to promote security and safety within the Precinct through the activation of streets, under-width roads and laneways.*

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 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 removal, treatment, and storage on-site of steel floor tiles to the ground floor entry area and office rooms;
- The removal and replacement of the roof above the ground floor training room which does not form part of the significance of the place; and
- Removal of non-heritage glass coverings to the front and rear elevations of the building which do not form part of the significance of the 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:

As the subject site is located within the Lindsay Street Precinct of the New Northbridge Design Guidelines, the environmentally suitable design provisions of the City's Built Form Policy do not apply.

The New Northbridge Design Guidelines require that all new buildings are to comply with the standards of the Central Perth Development Policy No 1 – Green Building. Policy No. 1 states that the Environmentally Sustainable Design provisions apply to new buildings only. The provisions do not apply to extensions, alterations, or fit outs of existing buildings and do not apply to this proposal.

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, Administration recommends approval. The following key comments are of relevance.

- The removal, treatment, and storage of steel floor tiles to the ground floor entry area and offices is required to prevent further degradation to the steel floor tiles that are of heritage significance. The removal, treatment and storage are acceptable because would ensure the steel floor tiles are conserved. Installation of a recessed non-slip mat will allow for NDS staff and clients to safely access the subject site and facilitate ongoing use of the building, consistent with the principles of the Burra Charter.
- The proposed re-roofing of the training room is required to prevent damage to internal fabric of the building and ensure that the site can continue to be occupied by NDS. The proposed re-roof is acceptable because it would not result in demolition of any heritage fabric at the subject site as the roofing works are contained to a later addition to the site. Due to the location of the works and presence of the existing sawtooth shading structure, the re-roofing would not impact the Lindsay Street and Elovalis Lane streetscapes.
- The removal of the glass screens to the Lindsay Street and Elovalis Lane elevations is to return the façades closer to their original built form. The removal of the glass screens is acceptable because would not detract from the heritage significance of the place. This is because the screens were a modern addition included in the 2004 alterations and additions and are not identified as being of heritage fabric as in the statement of significance.
- The installation of two small security cameras to the Lindsay Street façade are required to ensure safety of safety of NDS staff and clients. The proposed installation is acceptable because due to their size and location, there would be no impact the Lindsay Street streetscape and would not result in permanent damage to the heritage fabric.
- The proposed conservation works are consistent with the Heritage Agreement between NDS and the HCWA and are supported by the HCWA and the City's DRP Member.

Steel Floor Tiles

The existing steel floor tiles on the ground floor are currently covered by carpet and floor mats. This is a requirement of the National Construction Code (NCC), where commercial buildings require slip-resistant walking surfaces to ensure people can move safely to, and within buildings.

The Applicant advised that the mats are preventing airflow through to the tiles and are trapping moisture, causing the heritage significant tiles to rust and degrade. This is resulting in on-going health and safety concerns for users of the premises as the degrading tiles make the floor uneven.

The Applicant has advised that the proposed removal, treatment, and storage of the steel floor tiles to the ground floor entry lobby, and where required to the areas of ground floor offices, and subsequent installation of floor mats above is required to:

- Prevent the heritage significant steel floor tiles from deteriorating beyond repair.
- Ensure the safety of NDS staff and clients by meeting NCC requirements.
- Fulfill the heritage conservation duties of NDS as detailed in the conservation agreement.

The applicant has provided photographs of the current condition of the steel floor tiles as shown in **Attachment 4** and has advised that the removed floor tiles would be stored on site for future interpretation or reinstatement when possible.

The proposed works to the steel floor tiles would satisfy the [objectives](#) of Development Policy 2 – Heritage Places and [objectives](#) of the New Northbridge Design Guidelines for the following reasons:

- **Impact to Heritage Significance:** The HCWA's statement of significance identifies that the subject site has heritage value for the construction method of the first-floor steel tile finish. The first-floor tiles would not be affected by the proposed works. This is because the proposed works are contained to a 14 square metre area of entry lobby, and 38 square metre area of office, both of which are located on the ground floor. The floor tiles have moderate heritage value because of their construction method, and form part of original fabric of the building. The removal and treatment of the tiles is acceptable because it would prevent further degradation of the original heritage fabric of the building. The floor tiles would be conserved on-site to allow their re-installation when this becomes possible, consistent with Articles 10, 15 and 33 of the Burra Charter. The floor tiles are not visible from the exterior of the building and would not impact the heritage significance of the building within the streetscape or the heritage precinct. The proposed installation of new carpet and floor mats is acceptable as it would be sympathetic to the existing building and would not detract from the site's heritage significance due to their location, size, and scale. The proposed carpet and floor mat would be readily identifiable as new development and would not seek to replicate heritage architecture or mimic the existing steel floor tiles or heritage fabric.
- **Required by Heritage Agreement:** The Heritage Agreement requires that the NDS undertake a range conservation works which includes the removal of rust to steel floor tiles and treatment with rust inhibitor. The proposed works would be in accordance with the Heritage Agreement between the HCWA and NDS and would contribute towards the preservation of the heritage protected place.
- **Extent of Works:** Policy 2 – Heritage Places accepts partial demolition to heritage listed places, where the removal or relocation of heritage significant buildings or structures is the only means of ensuring the continuation of the places' heritage significance. The proposed removal, treatment, and storage of the steel floor tiles aligns with Policy 2 because the proposed works are the only means ensure the tiles do not continue to degrade in situ and are preserved for future use. If the tiles were left in-situ they would continue to degrade due to being covered by carpet. The carpet is required because it allows the premises to be fit for purpose as NDS office, and it is a requirement of the NCC to ensure that people have safe mobility and access to, and within the site.
- **Documentation to be Prepared:** In accordance with the standards of Policy No. 2 – Heritage Places and Article 32 of the Burra Charter, a condition of approval is included in the Administration recommendation to ensure that a documentary record is made of the works to the existing fabric, in accordance with the HCWA's [Digital Image Standards](#).
- **Supporting Adaptive Re-Use of Site:** The subject site has been used by the NDS for over nine years. The proposed works would support the continued long-term use of the subject site as an office. As advised by an NDS officer, the current steel tiles and floor mats present a safety risk to clients of the NDS, particularly to those who have additional mobility requirements. The applicant has supplied photographs to demonstrate the uneven flooring as shown in **Attachment 5**. The proposed works to the steel floor tiles, and installation of carpet and floor mat would support the continued the active adaptive re-use of the heritage place, consistent with the objectives of the CPHI. The City's DRP member supported the proposal, noting that the overall conservation benefit is very high and the partial removal and relocation of the tiles is acceptable.

Roofing Works

The removal and replacement of the training room roof would satisfy the [objectives](#) of Development Policy 2 – Heritage Places and [objectives](#) of the New Northbridge Design Guidelines for the following reasons:

- **Roof is not Heritage Fabric:** The roof is required to be replaced it is currently in a state of disrepair. The applicant has also advised that there are inherent design issues with the roof which is causing water ingress. The roof was constructed in 2004 as part of the EPRA alterations and additions does not form part the site's original heritage fabric. Development Policy 2 – Heritage Places accepts development which does not adversely affect, damage, or destroy heritage significance. The roof replacement would be acceptable because it would not adversely affect heritage fabric, would prevent water ingress to internal material susceptible to water damage, and would allow NDS to continue to occupy the site. The replacement would align with the principles of the heritage agreement.
- **No Impact to Streetscape:** The proposed roof would replace the existing polycarbonate roof. As a polycarbonate roof, which is a contemporary building material, the works would be readily identifiable as new, and would not mimic or replicate heritage fabric. The proposed re-roofing would not alter the building's dimensions, height or setbacks. The works would not detract from the cultural heritage significance of the subject site or the wider precinct as they would not be visible from Lindsay Street or Elovalis Lane. This is because of existing parapet walls of the heritage building fronting Lindsay Street, and the retained steel shade structure that sits on top of the roof.

Removal of Glass Screens

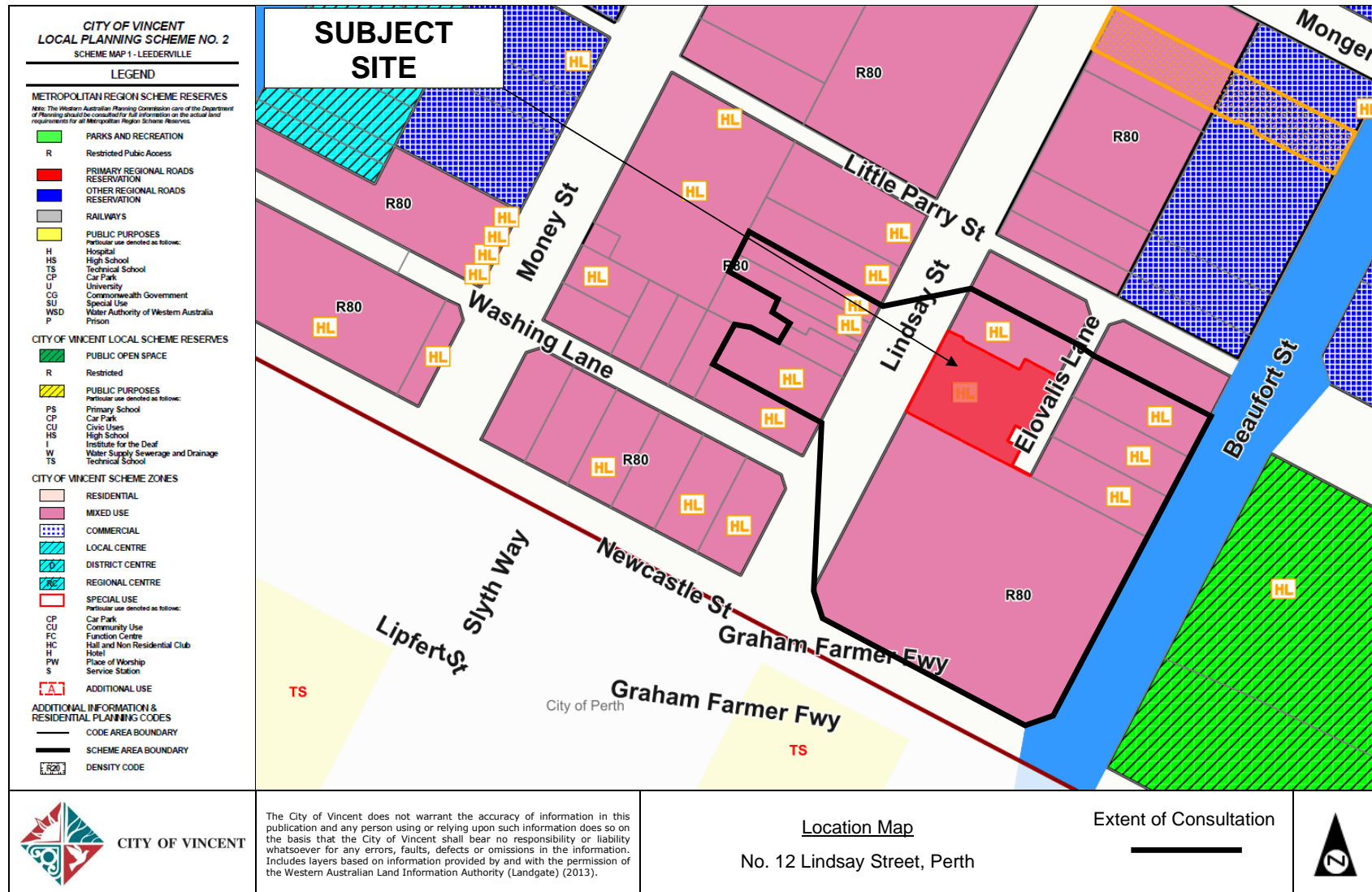
The removal of six glass screens to windows to the Lindsay Street Façade, and one glass screen to the Elovalis Lane facade would satisfy the [objectives](#) of Development Policy 2 – Heritage Places and [objectives](#) of the New Northbridge Design Guidelines for the following reasons:

- Heritage Significance. Development Policy 2 – Heritage Places accepts development which does not adversely affect, damage, or destroy heritage significance. The glass screenings were constructed as a part of the EPRA alterations and additions in 2004. The removal of the screens is acceptable because they are a modern architectural addition and do not contribute to the original fabric of the building, or the heritage significance of the place as detailed in the Statement of Significance.
- Streetscape. The removal of the glass screens is acceptable as it would have a positive impact on the streetscape. This is because the removal of the screens would return the façades closer to the manner and form in which they were originally constructed. The removal of the screens would also be consistent with Article 22 of the Burra Charter, where alterations are accepted when they do not distort or detract from the cultural significance, interpretation and appreciation of the place.

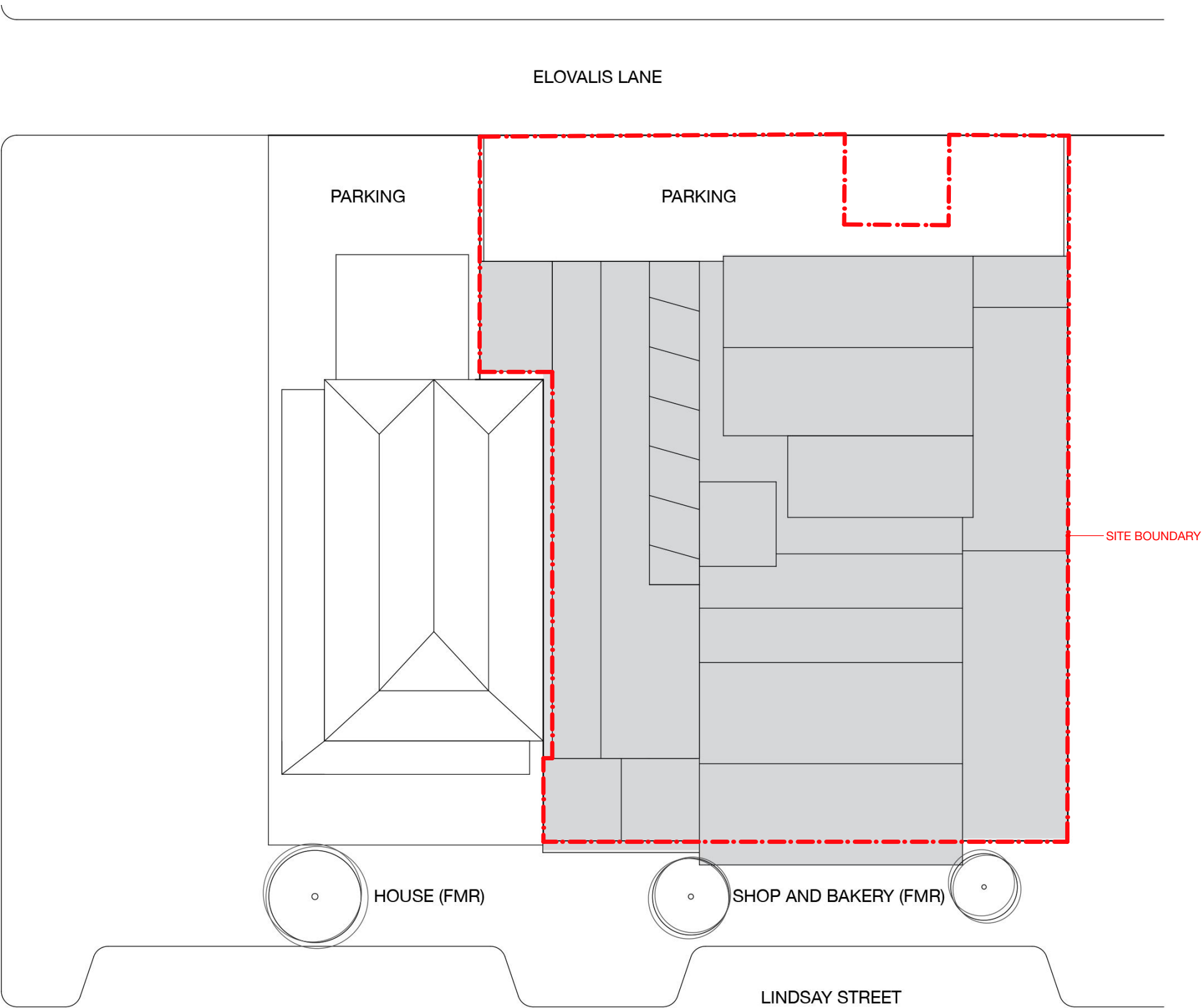
Installation of Security Cameras

Two small security cameras would be installed to the Lindsay Street Façade. The installation requires a cable to penetrate through the masonry wall at the upper floor level which would connect to a wall mounted monitor located at the reception desk via surface mounted conduit. The installation of the security cameras would satisfy the [objectives](#) of Development Policy 2 – Heritage Places and [objectives](#) of the New Northbridge Design Guidelines for the following reasons:

- Streetscape: The cameras are located 3.4 metres above the natural ground level of the adjacent footpath and are small in size. Because of their size and location, the cameras would have minimal impact to the building façade, would not be visually intrusive to the wider Lindsay Street streetscape and would not detract from the significance of the heritage place. The works are reversible whereby their removal would provide permanent damage to the heritage fabric.
- Referral: The proposal for installation of the security cameras was separately referred to the HCWA and City's DRP member for comment. In both instances it was asserted that the works are acceptable would have no discernible impact on the cultural heritage significance impact of the place.







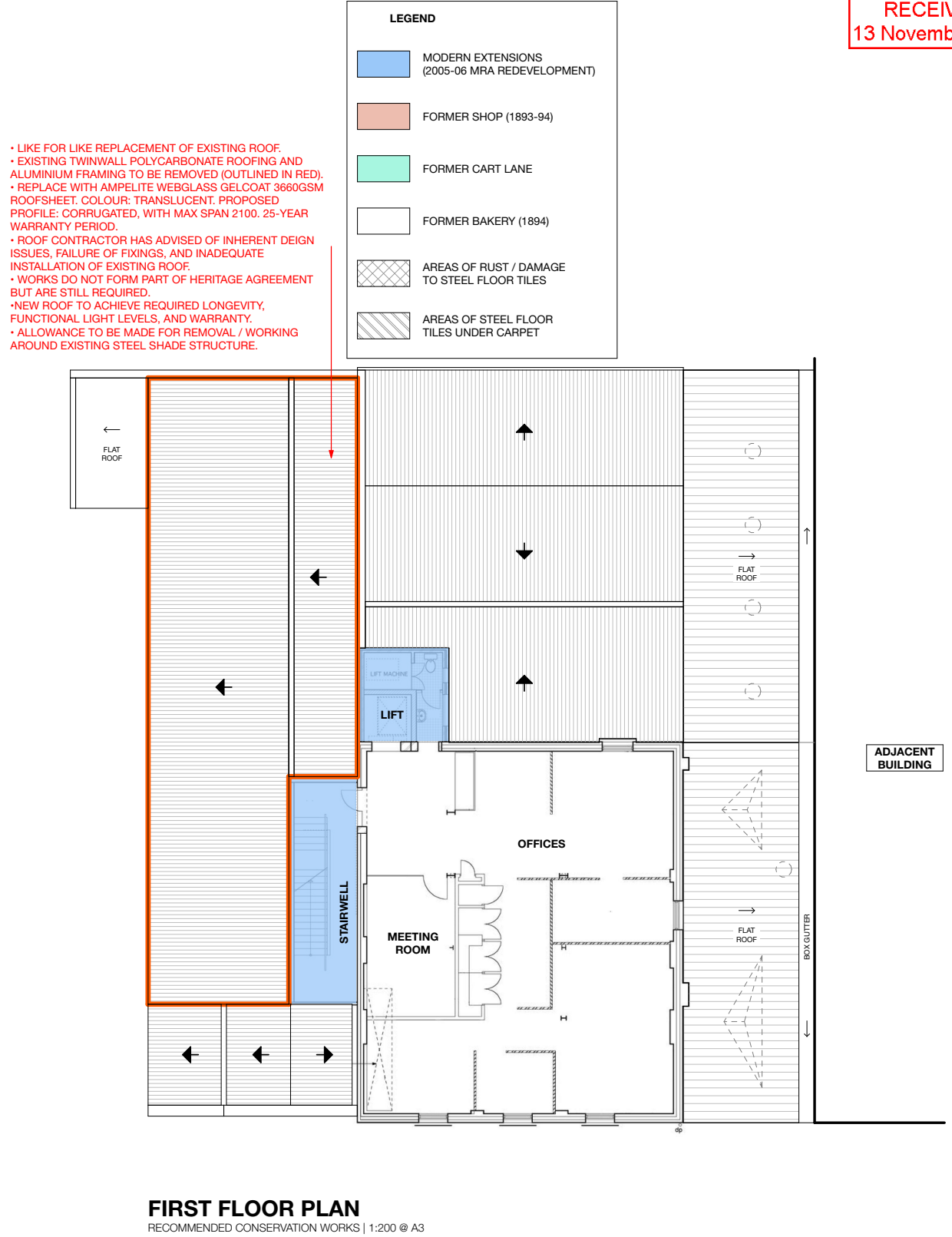
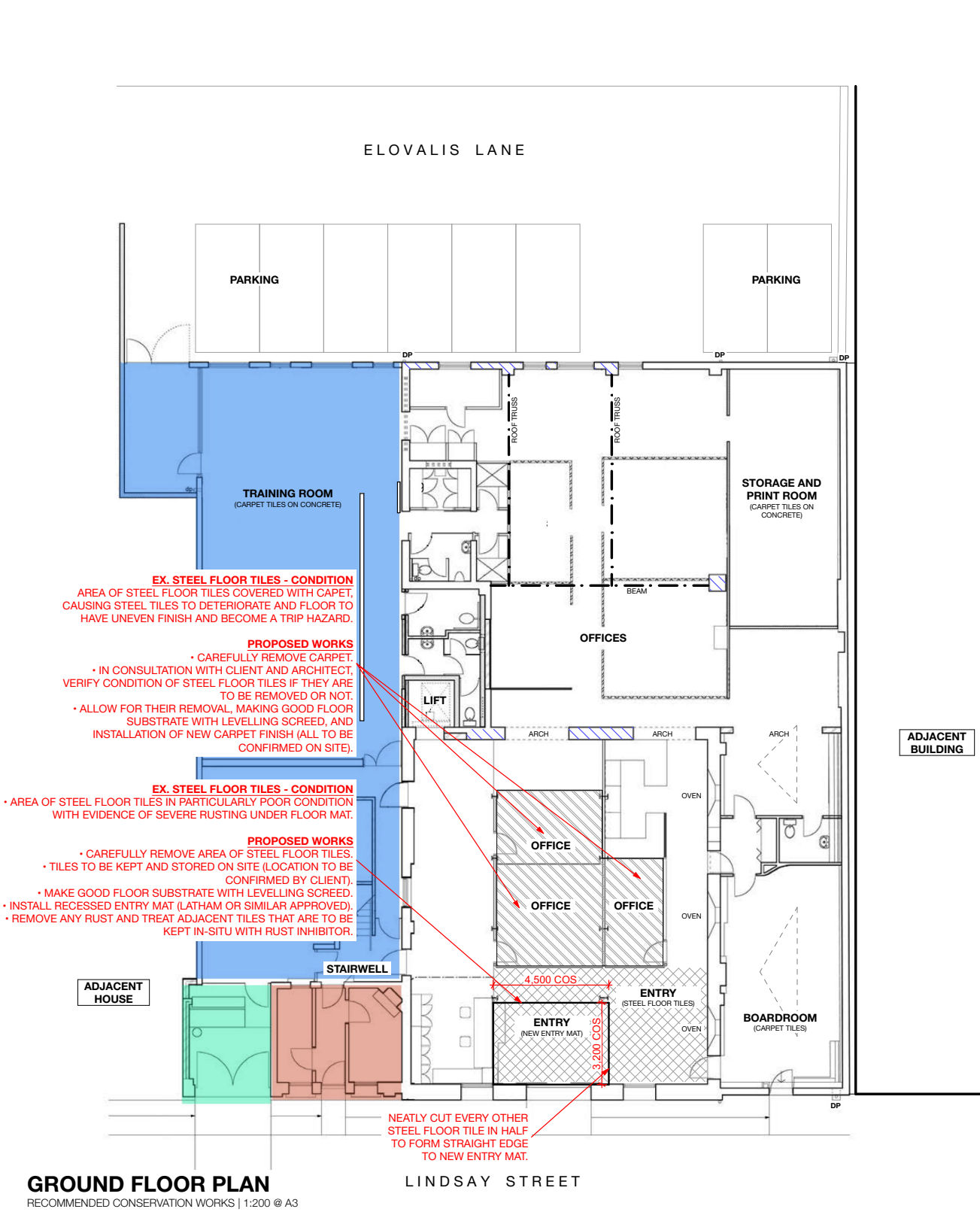
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<div>PROJECT</div> <div>LINDSAY STREET FLOUR MILL & BAKERY COMPLEX 12 LINDSAY STREET, NORTHBRIDGE</div>	<div>DRAWING TITLE</div> <div>SITE PLAN</div>	<div><div><div>02510m</div></div></div>	<div>NOTES</div>
<div>CLIENT</div> <div>NATIONAL DISABILITY SERVICES (NDS)</div>	<div><div>DRAWING NO.</div><div>001</div></div> <div><div>REV</div><div>D</div></div> <div><div>DATE</div><div>OCTOBER 2023</div></div>	<div><div>SCALE</div><div>1:200 @ A3</div></div> <div><div>N</div></div>	<div><div>ISSUE STATUS</div><div>DA SUBMISSION (AMENDED PLANS)</div></div>

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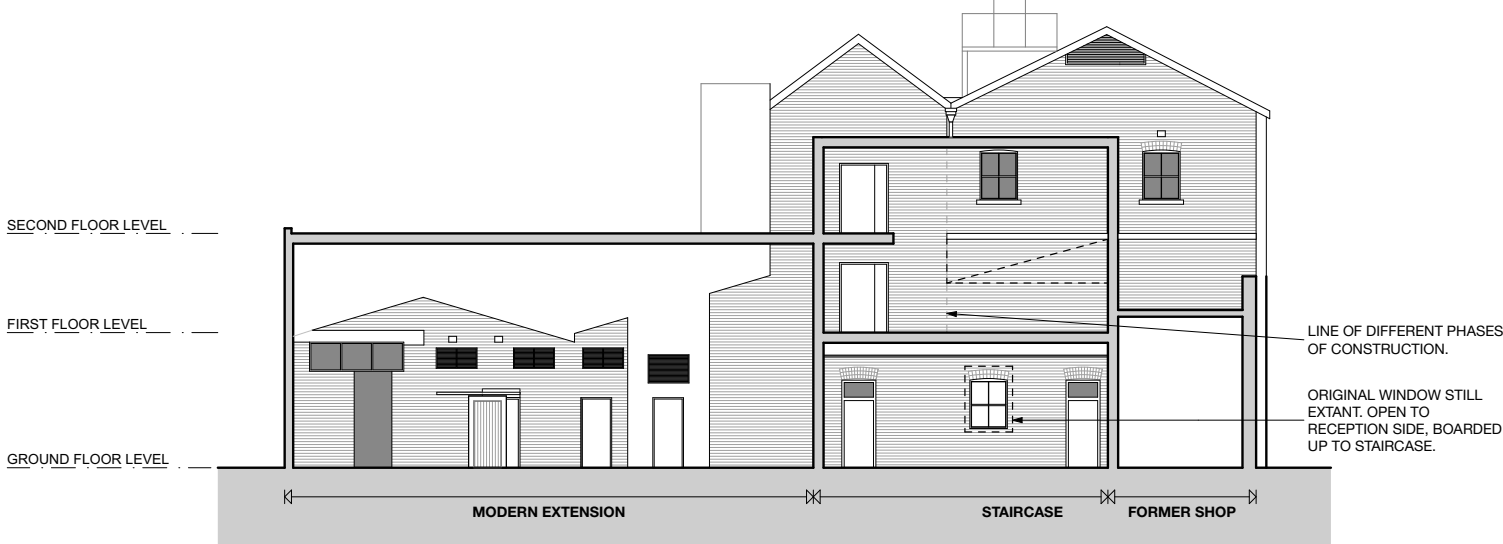


<div>PROJECT</div> <div>LINDSAY STREET FLOUR MILL & BAKERY COMPLEX 12 LINDSAY STREET, NORTHBRIDGE</div>	<div>DRAWING TITLE</div> <div>GROUND AND FIRST FLOOR PLANS PROPOSED WORKS</div>	<div><div><div><div>0</div><div>2</div><div>5</div><div>10m</div></div></div><div><div>N</div></div></div>	<div>NOTES</div> <div>STRUCTURAL COMPONENT OF PROPOSED WORKS PROVIDED BY: PETER BAXENDALE CONSULTING ENGINEER, T: 0407 385 653, E: peter.baxendale@bigpond.com</div> <div>BASE DRAWINGS ARE NOT A MEASURED SURVEY OF THE BUILDING AND HAVE BEEN TAKEN FROM THE CONSERVATION PLAN (PALASSIS ARCHITECTS, 2015).</div>	<div><div><div></div></div><div>DAR STUDIO</div><div>ARCHITECTURE + HERITAGE</div></div>
<div>CLIENT</div> <div>NATIONAL DISABILITY SERVICES (NDS)</div>	<div><div>DRAWING NO.</div><div>105</div><div>REV</div><div></div><div>DATE</div><div>NOVEMBER 2023</div></div>	<div>SCALE</div> <div>1:200 @ A3</div>	<div>ISSUE STATUS</div> <div>DA SUBMISSION (AMENDED PLANS)</div>	

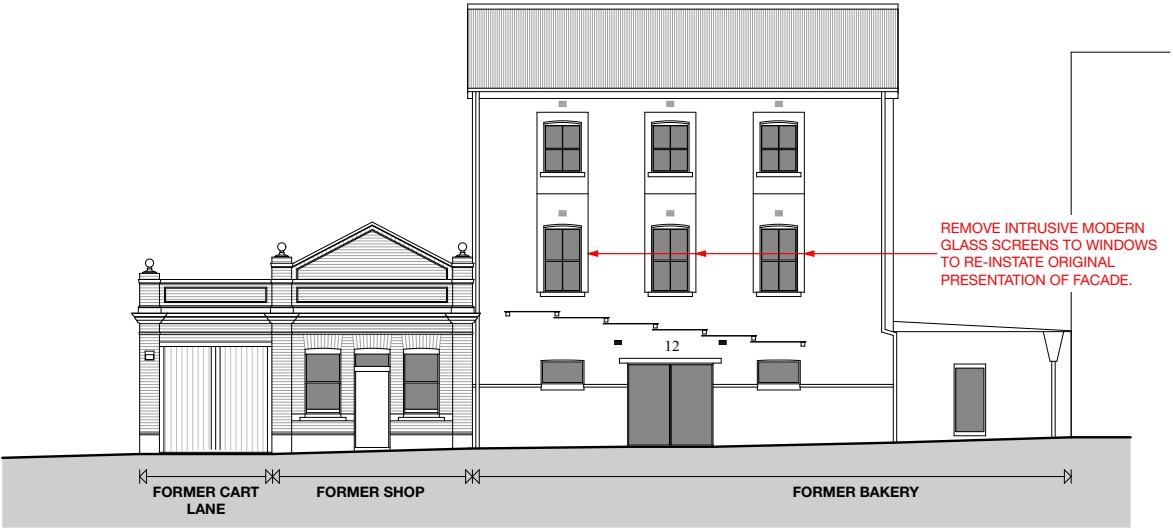
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EAST ELEVATION
(ELOVALIS LANE)
PROPOSED CONSERVATION WORKS | 1:200 @ A3



NORTH ELEVATION
PROPOSED CONSERVATION WORKS | 1:200 @ A3



WEST ELEVATION
(LINDSAY STREET)
PROPOSED CONSERVATION WORKS | 1:200 @ A3



SOUTH ELEVATION
PROPOSED CONSERVATION WORKS | 1:200 @ A3

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PROJECT
LINDSAY STREET FLOUR MILL & BAKERY COMPLEX
12 LINDSAY STREET, NORTHBRIDGE

CLIENT
NATIONAL DISABILITY SERVICES (NDS)

DRAWING TITLE
ELEVATIONS
PROPOSED WORKS

DRAWING NO. 106
REV C
DATE NOVEMBER 2023

0 2 5 10m

SCALE
1:200 @ A3

NOTES
STRUCTURAL COMPONENT OF PROPOSED WORKS PROVIDED BY: PETER BAXENDALE
CONSULTING ENGINEER, T: 0407 385 653, E: peter.baxendale@bigpond.com

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TAKEN FROM THE CONSERVATION PLAN (PALASSIS ARCHITECTS, 2015).

ISSUE STATUS
DA SUBMISSION (AMENDED PLANS)



CITY OF VINCENT
RECEIVED
9 January 2024

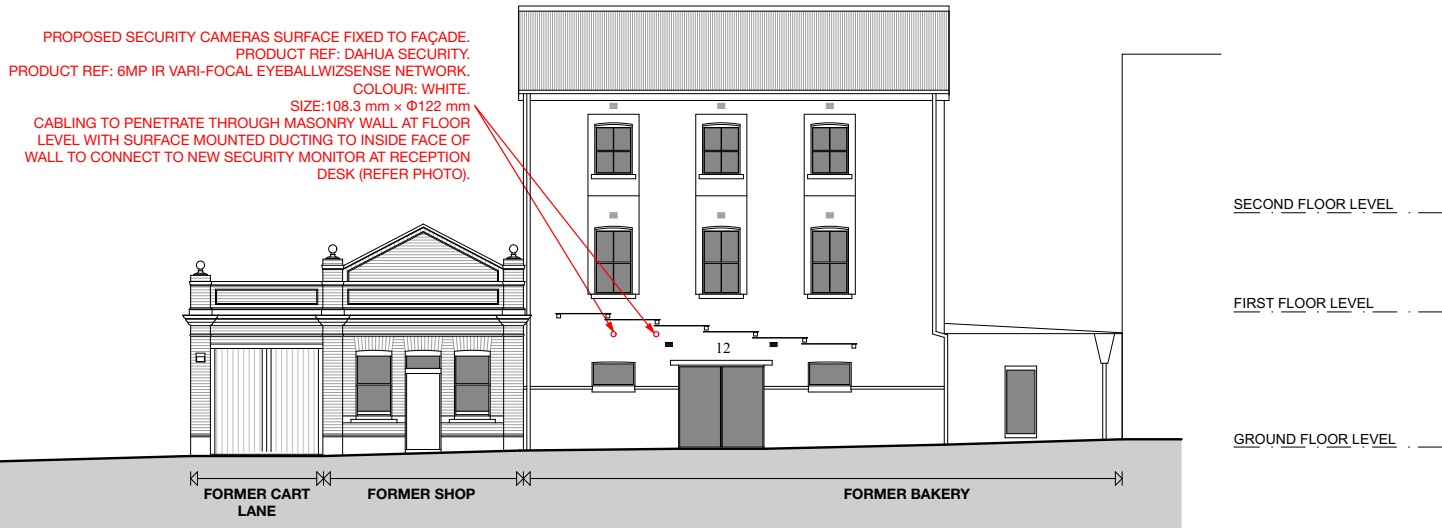


DH-IPC-HDW3666TP-ZS-AUS
6MP IR Vari-focal Eyeball WizSense Network Camera

- > 6 MP 1/2.7" CMOS image sensor, excellent low luminance performance and high definition of images
- > Output max. 6MP (3872 × 2544) @25/30 fps
- > H.265 codec, high compression rate, ultra-low bit rate
- > Built-in IR LED, max. IR distance: 40 m
- > RS. SMART N.264 + H.265+ AI H.264/H.265, flexible coding, applicable to various bandwidth and storage
- > Rotation mode: WDR, 3D NR, HLC, BLC, digital watermarking, applicable to various monitoring scenes
- > Intelligent detection: Intrusion, tripwire (support the classification and accurate detection of vehicle and human)
- > Abnormality detection: Motion detection, privacy masking, scene changing, audio detection, no SD card, SD card full, SD card error, network disconnection, IP conflict, illegal access, and voltage detection
- > Max. 256 G Micro SD card, built-in Mic
- > 12 VDC/1W power supply, easy for installation
- > IP67 protection
- > SMD 4.0, AI 55A



CAMERA SPECIFICATION



**WEST ELEVATION
(LINDSAY STREET)**
AS PROPOSED | 1:200 @ A3



PHOTO OF INTERNAL FACE OF EXTERNAL WALL AND RECEPTION DESK WITH MARK UP SHOWING LOCATION OF MONITOR AND DUCTING.

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<div>PROJECT</div> <div>LINDSAY STREET FLOUR MILL & BAKERY COMPLEX 12 LINDSAY STREET, NORTHBRIDGE</div>	<div>DRAWING TITLE</div> <div>PROPOSED SECURITY CAMERAS TO STREET FAÇADE</div>	<div><div><div>0</div><div>2</div><div>5</div><div>10m</div></div></div>	<div>NOTES</div>	<div><div><div></div></div><div>DAR STUDIO</div><div>ARCHITECTURE + HERITAGE</div></div>
<div>CLIENT</div> <div>NATIONAL DISABILITY SERVICES (NDS)</div>	<div><div>DRAWING NO.</div><div>107</div></div> <div><div>REV</div></div> <div><div>DATE</div><div>FEBRUARY 2024</div></div>	<div><div>SCALE</div><div>1:200 @ A3</div></div>	<div><div>ISSUE STATUS</div><div>DA SUBMISSION (AMENDED PLANS)</div></div>	

TIMELESS PLACES BY DESIGN



4. HERITAGE IMPACT STATEMENT (HIS)

The following brief HIS has been prepared to examine the potential for impact of the proposal on the cultural heritage values of *Lindsay Street Flour Mill and Bakery Complex*, as expressed in the Statements of Significance contained in the State Register of Heritage Places. It has been prepared

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TIMELESS PLACES BY DESIGN



in accordance with the requirements set out in the 'Heritage Impact Statement - A Guide', published by the Heritage Council of Western Australia.

Statement of Significance

The Heritage Council of Western Australia have prepared the following statement of significance taken from their Registered Entry for *Lindsay Street Flour Mill and Bakery Complex*:

Lindsay Street Flour Mill and Bakery Complex, a three-storey former flour mill and bakery (1894+), with ancillary buildings, a single-storey shop (1894), and a single-storey house in the Federation Bungalow style (1900-04) has cultural heritage significance for the following reasons:

the place demonstrates the characteristics of a three-storey flour mill of the early 20th century, with ancillary buildings, and is the only mill of its size constructed in the period prior to World War I extant in the central district of Perth;

the place provides evidence of its humble beginnings as a bakery and mill and its subsequent development to become one of the four largest bakeries in Perth in the 1950s, and a substantial producer of flour through the associated company, Aero Lindsay Street Flour Mill;

the place was the location of the business and residence of H. C. Moore and his family, between 1894 and 1959 and is associated with the family until its disposal to the Metropolitan Regional Planning Authority in 1980;

the place differed from other baking and milling operations in the extent of the milling operation, and in its expansion into making flours for retail consumption, making it unique in Western Australia;

the place has rarity value as an extant example of an inner-city industrial complex, dating from the early twentieth century. The place also has rarity value for the construction method of the first floor with its square steel tile finish; and,

the place has been a landmark building in Northbridge since 1894.

The lightweight perimeter fencing, car park surface, and light framed outbuildings on the north-east boundary are of little significance. The shed on the south-east corner of the house is intrusive.

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TIMELESS PLACES BY DESIGN



How will the proposed works affect the significance of the place or locality?

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

- Removal of a section of the steel floor tiles and replacement with new floor mat and carpet are intended to protect original building fabric from further deterioration, so in this regard will have a positive impact.
- The leaking roof must be replaced to protect internal fabric, including timbers and plaster susceptible to water damage. However, this is considered not to be applicable in assessing heritage impact, as this work is related to later modern building fabric and non-heritage.
- Through conservation of original building fabric, the conservation works will naturally enhance the significance of the place.

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:

- Removal of a section of the steel floor tiles will have a minor heritage impact with removal of building fabric from their original location.
- There are no adverse impacts of the conservation works or from replacing the roof to the ground floor training room, as this is non-heritage fabric.

The following sympathetic solutions have been considered and discounted for the following reasons:

- The possibility remains to do nothing with regards to the steel floor tiles. However, this leaves the problem of them deteriorating further, as they need to be covered to support ongoing use of the place.

What measures are proposed to ameliorate any adverse impacts?

- The removed steel floor tiles will be stored on site with a label stating their origin, to facilitate reinstatement when this becomes possible.

Will the proposal result in any heritage conservation benefits?

- The benefit of the proposed conservation works will preserve and enhance the original building fabric. Removal of the steel floor tiles will ensure they do not deteriorate further. The works are also required to ensure continued occupation of the building in a prominent inner-city location, which is also considered to be a key conservation benefit to ensure its ongoing use and subsequent longevity.

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5. CONCLUSION

The part of the proposal to remove select areas of original steel floor tiles and replace with an entry mat and carpet will have an acceptable impact on the heritage significance of the place due to the small area of fabric affected and the ability to reinstate. This work will protect the tiles from ongoing damage. The replacement roof is essential maintenance work to protect this part of the building. The proposed conservation works will be an enhanced conservation outcome for the place and the community.

Due to a significant part of the proposal being conservation works associated with a Heritage Agreement, prior consultation was undertaken with the Department of Planning, Lands, and Heritage, with their comments stating that the works are a good conservation approach with a moderate positive impact on the cultural heritage significance of the place - refer attached letter.

The works are also justified as it does not impact on any requirements of the City of Vincent's City Planning Scheme No. 2, or does it impact on any objectives of the City of Vincent's Local Planning Policies and State Planning Policies. We therefore respectfully request this application for development approval be favourably determined.

Should you have any queries or require further clarification in regard to the above please do not hesitate to contact the undersigned.

Yours faithfully,
DAR STUDIO

A handwritten signature in black ink, appearing to read 'Nisar Dar', written in a cursive style.

Nisar Dar
Director | Architect Reg: 2988 | M.ICOMOS

Attached: Letter from the Department of Planning, Lands, and Heritage dated 25 July 2023.

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Determination Advice Notes:

1. This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme only. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/owner to obtain any other necessary approvals and to commence and carry out development in accordance with all other laws.
2. If the development 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 regard to condition 3, the archival record must be prepared in accordance with the Heritage Council of Western Australia's 'Standard Record' as outlined in the [Archival Record Guidelines](#), to the satisfaction of the City.

5.3 NO. 121 (LOT: 2; D/P: 1080) FITZGERALD STREET, WEST PERTH - PROPOSED CHANGE OF USE FROM OFFICE TO RESIDENTIAL BUILDING (SHORT TERM ACCOMMODATION) INCLUDING ALTERATIONS AND ADDITIONS

Ward: South

- Attachments:**
1. Location and Consultation Plan [↓](#) 
 2. Development Plans [↓](#) 
 3. Parking Management Plan [↓](#) 
 4. Management Plan [↓](#) 
 5. Code Of Conduct [↓](#) 
 6. Noise Management Plan [↓](#) 
 7. Acoustic Report [↓](#) 
 8. Sustainability Statement [↓](#) 
 9. Waste Management Plan [↓](#) 
 10. Summary of Submission - Applicant's Response [↓](#) 
 11. Summary of Submissions - Administration's Response [↓](#) 
 12. Determination Advice Notes [↓](#) 

RECOMMENDATION:

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, **APPROVES** the development application for a proposed Change of Use from Office to Residential Building (Short Term Accommodation) including Alterations and Additions at No. 121 (Lot: 2; D/P: 1080) Fitzgerald Street, West Perth, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 10:

1. Development Approval

This approval is for a Change of Use from Shop to Residential Building (Short Term Accommodation) including Alterations and Additions as shown on the approved plans dated 20 February 2024. No other development forms part of this approval;

2. Use of Premises

2.1 This approval is for a Residential Building as defined in State Planning Policy 7.3: Residential Design Codes Volume 1. The use of the subject land for any other land use may require further approval from the City;

2.2 The operation shall be carried out in accordance with the definition of Short Term Accommodation/Short Stay Accommodation as defined in the City of Vincent Local Planning Policy: Short Term Accommodation, to the City's satisfaction;

Means temporary accommodation provided either continuously or from time to time with no guest accommodated for periods totalling more than 3 months in any 12 month period;

2.3 The total number guests staying the premises shall be limited to 47 persons at any one time, to the satisfaction of the City; and

2.4 A maximum of 1 staff member on site at any given time, who are also not a guest of the premises, to the satisfaction of the City;

3. Management Plan and Code of Conduct

3.1 The premises shall operate in accordance with the approved Management Plan and Code of Conduct dated 30 January 2024, to the satisfaction of the City; and

- 3.2 The approved Code of Conduct shall be provided to guests at the time of check-in and displayed in a prominent location where it is visible to guests, to the satisfaction of the City;

4. Car Parking and Access

- 4.1 Prior to the first occupation or use of the development, two parking bays shall be provided on-site, as depicted on the approved plans, to the satisfaction of the City. The car bay accessed from Fitzgerald Street, shall be reserved as a dedicated pick up/drop off bay. The car bay accessed from the right of way should be reserved as for staff car parking only;
- 4.2 Prior to the first occupation or use of the development, the pick up/drop off car parking bay shall be marked and clearly signposted as a dedicated drop off/pick up bay with a maximum time restriction of 15 minutes, to the satisfaction of the City;
- 4.3 The premises shall operate in accordance with the approved Parking Management Plan dated 11 December 2024, to the satisfaction of the City;
- 4.4 All pedestrian access levels shall match into existing verge and footpath levels, to the satisfaction of the City; and
- 4.5 Three bicycle parking spaces shall be provided on-site in accordance with Australian Standard AS2890.3 prior to the occupation or use of the development, to the satisfaction of the City;

5. Building Design

- 5.1 Prior to the issue of a Building Permit, a detailed schedule of external finishes including materials, colour schemes and details, that are generally consistent with those shown on the approved plans, shall be submitted to and approved by the City. The development shall be finished in accordance with the approved schedule prior to the use or occupation of the development, to the satisfaction of the City;
- 5.2 All external fixtures and building plant, including air conditioning units, piping, ducting and water tanks, shall be located so as to minimise any visual and noise impact on surrounding landowners, and screened from view from the street, and surrounding properties to the satisfaction of the City; and
- 5.3 The roof of the proposed addition shall have a maximum solar absorptance rating of 0.4, to the satisfaction of the City;

6. Façade Design

- 6.1 Doors and windows and adjacent floor areas fronting Fitzgerald Street shall maintain an active and interactive relationship with the street, to the satisfaction of the City;
- 6.2 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;
- 6.3 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; and
- 6.4 The portion of the courtyard wall to the Fitzgerald Street elevation, as indicated in red on the approved plans, shall provide a minimum of 50 percent visual permeability, to the satisfaction of the City;

7. Landscaping

7.1 Prior to the issue of a Building Permit, a detailed landscape and reticulation plan for the development site, shall be submitted to and approved by the City, to the satisfaction of the City. The plan shall be drawn to a scale of 1:100 or 1:200, shall be generally in accordance with the plan previously provided to the City dated 11 August 2023, and show the following:

- The location and type of proposed plants, including pot sizes, and permeable paving treatments;
- Areas to be irrigated or reticulated;
- The *Callistemon 'Kings Park Special'* tree shall be minimum of 35 litres;
- The *Syzygium Australe 'Straight and Narrow'* species shall be replaced with an alternative species, on advice of the City's Parks Team; and
- The roof top planter bed depth and volume, and roof top planter bed access provisions for maintenance. The planter bed shall have a minimum depth of 0.5 metres;

to the satisfaction of the City;

7.2 All works shown in the approved landscape and reticulation plan as identified in Condition 5.1 shall be undertaken in accordance with the approved plans to the City's satisfaction, prior to occupancy or use of the development and maintained thereafter to the satisfaction of the City at the expense of the owners/occupiers;

8. 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;

9. Waste Management

9.1 Prior to the issue of a Building Permit, an updated Waste Management Plan, shall be submitted to and approved by the City, to the satisfaction of the City. The plan shall include details of the following:

- Two bins located in the rear car bay area to be relocated within the drying court area, to ensure suitable vehicle access for the rear car bay;
- Waste collection times;

9.2 The updated Waste Management Plan, as required by Condition 9.1, shall be implemented at all times to the satisfaction of the City; and

9.3 Waste and refuse generated on the site by the development shall be collected by a private contractor at the expense of the applicant/landowner;

10. Acoustic Report and Noise Management

10.1 Prior to the issue of a Building Permit, an updated acoustic report shall be submitted to and approved by the City, to the satisfaction of the City. The updated acoustic report shall demonstrate compliance with the City's Policy No. 7.5.21 – Sound Attenuation, namely in relation to the construction of the building and mechanical services;

- 10.2 The updated report, as required by Condition 10.1, should be generally consistent with the report provided to the City, dated 11 December 2023, and should modify the recommendation for a 1.8 metre high fence to be provided in the front setback area, as included in the Environmental Noise Assessment recommendations, to remove the requirement for fence of Colourbond construction and ensure the fence can be provided in a high quality material and with suitable vehicle sightline truncations incorporated into the design provided, to the satisfaction of the City.
- 10.3 The recommended measures of the report required, as required by Condition 10.1, shall be implemented, to the satisfaction of the City; and
- 10.4 The premises shall operate in accordance with the approved Noise Management Plan dated 11 December 2023, to the satisfaction of the City; and

11. Construction Management Plan

Prior to the issue of a Building Permit, a Construction Management Plan that details how the construction of the development will be managed to minimise the impact on the surrounding properties (including demolition and/or forward works), shall be submitted to, and approved by the City. The Construction Management Plan is required to address the following concerns that relate to any works to take place on the site:

- Public safety, amenity and site security;
- Contact details of essential site personnel;
- Construction operating hours;
- Noise control and vibration management;
- Air, sand and dust management;
- Stormwater and sediment control;
- Soil excavation method;
- Waste management and materials re-use;
- Traffic and access management;
- Parking arrangements for contractors and subcontractors; and
- Consultation plan with nearby properties.

EXECUTIVE SUMMARY:

The purpose of this report is to consider an application for development approval for a change of use from Office to Residential Building (Short Term Accommodation) including Alterations and Additions to an existing two storey commercial development at No. 121 Fitzgerald Street, West Perth (the subject site).

The subject site contains an existing vacant commercial development. This is a two storey office building with associated car parking and service areas. The building is setback seven metres from Fitzgerald Street and is proposed to be retained as part of the development.

The subject site is zoned Mixed Use under the City's Local Planning Scheme No. 2 (LPS2) and is located within the Activity Corridor Built Form Area under the City's Policy No. 7.1.1 – Built Form (Built Form Policy), with a building height standard of six storeys.

The application proposes the adaptive reuse of the existing building on the subject site to facilitate the opening of a short term accommodation development with a maximum capacity of 48 persons, comprised of a minimum of one staff member and up to 47 guests on-site at any given time. The venue is proposed to operate as a hostel, which is consistent with the Residential Building land use under the Residential Design Codes Volume 1.

The proposed works to the existing building would involve the demolition of portions of internal and external walls to facilitate the installation of new openings and an internal fit-out of the building to accommodate the proposed use. Single storey additions are proposed to the Fitzgerald Street elevation of the existing building to accommodate reception facilities and a courtyard.

Two on-site car parking bays are proposed to be provided, with a pick up/drop off area, accessed from Fitzgerald Street, and a staff parking bay, accessed from the right of way at the rear of the site. The development also includes landscaping works in the front setback area with permeable paving provided to the pick up/drop off area.

The key areas of discretion being sought under the planning framework relate to the provision of car parking facilities, the short term accommodation nature of the use, landscaping, and building design.

The development proposes two on-site car parking bays. The applicant has provided a Parking Management Plan in support of the proposed car parking arrangements. The information provided by the applicant demonstrates that the proposed development would be capable of operating without resulting in an adverse impact to the surrounding area and the existing publicly available car parking.

The proposed short term accommodation use would provide additional accommodation options in close proximity to the Perth CBD and the Northbridge entertainment/commercial area. The applicant has submitted a Management Plan and Code of Conduct which detail how the use will be managed to protect the amenity of adjoining properties, consistent with objectives of the City's Local Planning Policy: Short Term Accommodation (Short Term Accommodation Policy). The surrounding locational context, which includes predominantly commercial uses, would also reduce the impact of the development on the surrounding area.

The proposed building design would be sympathetic to the existing streetscape character and would provide articulation and visual interest when viewed from Fitzgerald Street. The proposed courtyard area would facilitate high levels of passive surveillance and engagement with the street.

The development would provide an appropriate amount of landscaping that would assist with softening the impact of the proposed built form as viewed from the street while providing internal amenity for guests of the development.

The proposed development is acceptable as considered against the planning framework and is recommended for approval subject to conditions.

PROPOSAL:

The development application proposes adaptive reuse of the existing two storey building on the subject site including alterations and additions and a change of use from Office to Residential Building (Short Term Accommodation). The business is proposed to operate as a hostel providing short term accommodation.

Details of the proposed development works include:

- Retention of the existing two storey building, with the following alterations and additions proposed:
 - Demolition of existing internal walls of the building and portions of external walls to facilitate the installation of new openings.
 - Internal fit-out of the existing building to accommodate the hostel with bedrooms and associated kitchen, dining/lounge, bathroom, and storeroom facilities.
 - Single storey additions to the Fitzgerald Street elevation of the existing building to accommodate a courtyard and reception facilities.
 - A drying court and fire exit to the rear of the existing building addressing the right of way.
- Provision of two on-site car parking spaces including a guest pick up/drop off area located at the front of the site, accessed from Fitzgerald Street and a staff parking bay located at the rear of the site accessed from the right of way. The installation of the guest pick up/drop off area will require the installation of an additional crossover to Fitzgerald Street to facilitate left-in/left-out vehicle access.
- Provision of three bicycle parking spaces and e-scooter parking, located on the ground floor, internally within the building.
- Landscape works incorporated into the design of the courtyard and guest pick up/drop off area.

No signage is proposed as part of the application.

Details of the proposed land use operation include:

- The venue is proposed to operate as a hostel offering short term accommodation to guests.
- The venue would have a capacity of 48 persons on-site at any given time comprised of a minimum of one staff member and up to 47 guests.
- Staff of the business would consist of one full-time manager who is not a guest of the development, with additional staff comprised of guests staying within the hostel.

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

The applicant's supporting documentation including the applicant's Parking Management Plan, Management Plan, Code of Conduct, Noise Management Plan, Acoustic Report, Sustainability Statement and Waste Management Plan are included as **Attachments 3 – 9**, respectively.

BACKGROUND:

Landowner:	Swan Imports Pty Ltd
Applicant:	Fitzgerald House Pty Ltd
Client:	Fitzgerald House Pty Ltd
Date of Application:	26 September 2023
Zoning:	MRS: Urban LPS2: Zone: Mixed Use R Code: R80
Built Form Area:	Activity Corridor
Existing Land Use:	Office
Proposed Use Class:	Residential Building (Short Term Accommodation)
Lot Area:	273 square metres
Right of Way (ROW):	Yes, 4.5 metres, not constructed
Heritage List:	No

DETAILS:

Site Context and Zoning

The subject site is bound by Fitzgerald Street to the south-east, an unnamed 4.5 metre wide ROW, which is not constructed to the north-west, a single storey converted character office to the north-east, and a two storey mixed use development to the south-west. The mixed use development, being No. 380-388 Newcastle Street, West Perth is listed on the City's Heritage List as a Management Category A – Conservation Essential. A location plan is included as **Attachment 1**.

The subject site and the properties to the north-east of the subject site that front the western side of Fitzgerald Street are zoned Mixed Use R80 under LPS2 and are located within the Activity Corridor Built Form Area under the City's Built Form Policy, with a building height standard of six storeys. To the south-west, the properties fronting Newcastle Street are zoned Commercial and are located within the Activity Corridor Built Form Area under the Built Form Policy, with a building height standard of six storeys.

The surrounding development context generally consists of commercial, industrial and mixed-use developments located along Fitzgerald Street and Newcastle Street, as well as some vacant sites. Residential development located north along Fitzgerald Street as well as within mixed use developments to Newcastle Street.

The ROW at the rear of the property provides connection for the subject site and surrounding properties to Fitzgerald Street and Newcastle Street. The rear ROW connects to Newcastle Street to the south and to another ROW that connects to Fitzgerald Street, located approximately 55 metres to the north of the subject site. The ROW is 4.5 metres wide with portions constructed of brick paving, portions sealed with asphalt and drained, and portions constructed from gravel.

Existing Development

The subject site contains an existing vacant commercial development, being a two-storey office building with associated car parking.

The existing building is setback seven metres from Fitzgerald Street, four metres from the rear ROW and is constructed up both the north-east and south-west lot boundaries.

The existing car parking located on site is provided in the front setback area, accessed from Fitzgerald Street, and to the rear, accessed from the right of way.

Four bays are provided in the front setback area with two bays provided to the rear. The current four bay parking arrangements in the front setback area are unauthorised, noting that two bays were approved in this location.

The current, approved, provision of car parking on the site is four bays. The current application seeks removal of two bays to facilitate the installation of the courtyard area to the front of the site and the drying court and fire stairs to the rear of the site.

Operator Background

The operator currently operates Spinners Hostel nearby at No. 342 Newcastle Street, Perth which has operated for a number of years at this location.

Summary Assessment

The table below summarises the planning assessment of the proposal against Clause 67(2) of the Deemed Provisions – matters to be considered in determining an application in the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Planning Regulations), the provisions of LPS2, the City's Built Form Policy and relevant local planning policies, including the Short Term Accommodation Policy, Local Planning Policy: Non Residential Parking (Non-Residential Parking Policy), Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties (Heritage Management Policy) and Policy No. 7.5.21 - Sound Attenuation (Sound Attenuation Policy).

A summary of each of these assessment considerations is provided below.

Planning and Development (Local Planning Schemes) Regulations 2015

In accordance with Clause 67(2) of the Deemed Provisions – matters to be considered in determining an application 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.

Administration's response to each matter requiring consideration is listed in the table below.

Clause 67 – Matters to be Considered	
Matter	Administration Comment
(a) The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area.	Residential Building is a permitted use within the Mixed Use zone under LPS2 if the use complies with any relevant development standards and requirements. Any assessment against the relevant standards is provided below.
(b) The requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> or any other proposed planning instrument that the local government is seriously considering adopting or approving.	The suitability of the development has been assessed having regard to the relevant scheme requirements, the City's local planning framework, and the impact of the development on the area, consistent with the principles of orderly and proper planning. There are no draft planning instruments relevant to this application.

Clause 67 – Matters to be Considered	
Matter	Administration Comment
(c) any approved State planning policy.	<p>The applicant has submitted an acoustic report which provides an assessment against State Planning Policy 5.4 – Road and Rail Noise.</p> <p>The acceptability of the acoustic report is considered further in Administration's comments below.</p>
(g) Any local planning policy for the Scheme area.	An assessment against the City's relevant local planning policies is discussed further in Administration's comments below.
(k) the built heritage conservation of any place that is of cultural significance.	<p>The proposed additions to the existing building on the subject site would not obscure or restrict views to the prominent architectural features of the adjacent heritage listed place to the south-west, due to the existing setbacks of this building. The additions would be of a scale that is respectful of the prominence of the adjacent heritage listed place.</p> <p>This is considered further in Administration's comments below.</p>
(m) The compatibility of the development with its setting including – (i) The compatibility of the development with the desired future character of its setting. (ii) The relationship of the development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.	<p>The proposed development would be compatible with its setting. The additions to the existing building on the subject site would not have an adverse visual impact on the adjoining properties due to the scale and proposed single storey nature of the works.</p> <p>This is considered further in Administration's comments below.</p>
(n) The amenity of the locality including the following – (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development.	<p>The applicant has provided a Management Plan, Code of Conduct and Noise Management Plan, included as Attachments 4, 5 & 6 respectively, demonstrating that the proposed development is capable of operating without impacting on the amenity of adjoining properties and the surrounding area.</p> <p>This is considered further in Administration's comments below.</p>
(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved.	<p>The landscaping proposed maximises the available site area to provide a landscaping outcome that will contribute to the streetscape and the internal amenity of the visitors to the development.</p> <p>This is considered further in Administration's comments below.</p>
(s) the adequacy of – (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles	<p>The two car parking bays provided, being a staff parking bay and a pick up/drop off area, are sufficient to meet needs of the guests and staff of the proposed development.</p> <p>The applicant's Parking Management Plan, included as Attachment 3, includes suitable management measures to manage the anticipated parking demands generated by the development.</p>
(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety.	<p>This is considered further in Administration's comments below.</p>

Clause 67 – Matters to be Considered	
Matter	Administration Comment
	<p>The proposed vehicle access arrangements have been considered by the City's Engineering Services Team and are acceptable.</p> <p>The additional traffic generated by the proposed development is not anticipated to impact on the surrounding road network in terms of traffic flow and safety.</p>
<p>(u) the availability and adequacy for the development of the following —</p> <ul style="list-style-type: none"> (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with disability. 	<p>The site is optimally located in proximity to easy and convenient public transport services with high level of walkability provided. The development has easy access to the Perth cycle network, and provides suitable bike storage and end of trip facilities to encourage users to access the development by bicycle. This is considered further in Administration's comments below.</p> <p>The applicant has submitted a Waste Management Plan, included as Attachment 9, which provides suitable waste management measures for the proposed development.</p> <p>The development offers ramped access to all areas of the ground floor to ensure access for older people and people with disabilities is provided.</p>
<p>(y) Any submissions received on the application.</p>	<p>Three submissions late submissions were received on the application, following the conclusion of the community consultation period. This included two submissions in objection and one neither supporting nor objecting but raising concerns.</p> <p>A summary of the submissions received including Administrations response to each comment is included as Attachment 11.</p> <p>The issues raised in the submissions have been considered as part of Administration's assessment of this application.</p>
<p>(zc) any advice of the Design Advisory Committee.</p>	<p>The proposal was referred to the City's Design Review Panel Chairperson to provide comment on the acceptability of the proposal.</p> <p>The Design Review Panel Chair provided comments in respect to the development. Refer below to the Design Review Panel section of this report.</p>

Consideration of LPS2 and Local Planning Policies

The table below summarises the planning assessment of the proposal against the provisions of LPS2, and other relevant local planning policies. In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the Detailed Assessment section following from this table.

Planning Element	Use Permissibility/ Deemed-to-Comply/ Acceptable Outcomes (or equivalent)	Requires the Discretion of Council
Land Use	✓	
Building Height	✓	
Street Setback	✓	
Side and Rear Setbacks	✓	
Landscaping		✓
Public Domain Interface	✓	
Pedestrian Access and Entries	✓	
Car Parking		✓
Bicycle Parking		✓
Universal Design	✓	
Façade Design		✓
Landscape Design		✓
Adaptive Reuse	✓	
Environmentally Sustainable Design		✓
Short Term Accommodation Policy		✓
Non-Residential Parking Policy – Car Parking		✓
Heritage Management Policy		✓
Sound Attenuation Policy	✓	

Detailed Assessment

The deemed-to-comply/acceptable outcome (or equivalent) assessment of the element that requires the discretion of Council is as follows:

Landscaping	
Acceptable Outcomes	Proposal
Built Form Policy Volume 3, Clause 1.5	
A1.5.1 – 12% (32.8 square metres) of the site to be provided as deep soil areas.	Nil deep soil areas provided.
A1.5.3 – 3% (8.2 square metres) of the site to be provided as planting areas.	Nil planting areas provided.
Car and Bicycle Parking	
Deemed-to-Comply Standard	Proposal
Policy No. 7.7.1 – Non-Residential Development Parking Requirements	
For uses not listed in Table 1 of the policy, car and bicycle parking arrangements to be determined by the City based on a site-specific Parking Management Plan.	A parking management plan has been submitted, included as Attachment 3 .
	One car bay and one pick up/drop off bay provided on-site.
	Three long term bicycle parking facilities provided on-site.
One service bay required.	Nil dedicated service bays provided.

Façade Design	
Acceptable Outcomes	Proposal
Built Form Policy Volume 3, Clause 1.13 A1.13.3 – Commercial development shall provide a continuous protective awning over the pedestrian footpath.	No awning is provided over the pedestrian footpath.
Landscape Design	
Acceptable Outcomes	Proposal
Built Form Policy Volume 3, Clause 1.13 A1.15.2 – Landscaped areas are located and designed to support mature, shade-providing trees.	Landscape area is not designed to support mature, shade providing trees.
Environmentally Sustainable Design	
Acceptable Outcomes	Proposal
Built Form Policy Volume 3, Clause 1.17 A1.17.2 – Development achieves one of the permitted environmental performance standards detailed, or their equivalent. These include Green Building Council of Australia's Green Star Rating System or a Life Cycle Assessment in Accordance with EN15978.	No report detailing how the development achieves the environmental performance standards has been provided.
Short Term Accommodation Policy	
Acceptable Development Criteria	Proposal
General Requirements for Short Term Accommodation 1. Local Centre, District Centre, Regional Centre and Commercial Zones a) The preferred location for short term accommodation uses is on land zoned Local Centre, District Centre, Regional Centre and Commercial, in proximity to entertainment, commercial and recreational facilities and public transport routes.	The subject site is zoned Mixed Use.
Locational Context	
f) Proposals that do not involve works that alter the external appearance of the building.	The proposed development includes a single storey addition and façade alterations.
Heritage Management Policy	
Acceptable Outcomes	Proposal
5. Development Adjacent to Heritage Listed Buildings A3.1 – Side setbacks of new development reflect those of the adjacent heritage listed place.	The adjacent heritage place has a 7.0 metre setback. The proposed additions have a nil boundary setback to the south-west boundary.

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

CONSULTATION/ADVERTISING:

Community consultation was undertaken for a period of 14 days in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) from 12 January 2024 to 29 January 2024. The method of consultation included a notice on the City's website and 14 letters being mailed to owners and occupiers of all adjoining and adjacent properties to the subject site, in accordance with the City's Community and Stakeholder Engagement Policy.

No submissions were received at the conclusion of the consultation period.

Three late submissions were received by the City following the conclusion of the consultation period. Two submissions objecting to the proposed development, and one submission neither supporting nor objecting but expressing concerns.

The key concerns raised are summarised as follows:

- Concerns regarding the proposed land use and its compatibility with the surrounding area in relation to noise and privacy impact on the amenity of adjoining properties.
- Concerns regarding the proposed car parking arrangements and the impact on adjoining properties. Additional concerns regarding the possibility of unauthorised car parking on adjoining properties.
- Concerns regarding the visibility of the proposed new development from the adjoining property.
- Concerns regarding the lack of landscaping proposed by the development and the impact on tree canopy.

A summary of the submissions received along with the applicant's response to each comment is provided in **Attachment 10**. Administration's response to the submissions received are provided as **Attachment 11**.

Department of Planning, Lands and Heritage – Other Regional Road Referral:

In accordance with Delegation 2022/03 from the Western Australian Planning Commission (WAPC), the application was referred to the Department of Planning, Lands and Heritage (DPLH). This is because the development abuts Fitzgerald Street which is reserved as Category 2 Other Regional Roads (ORR) under the Metropolitan Region Scheme, and the development proposes an additional access point from the subject site to Fitzgerald Street, to facilitate left-in, left-out access.

DPLH reviewed the development plans and proposed access arrangements and provided written comments that did not object to the proposed development, and the additional access point being provided to Fitzgerald Street on Other Regional Roads planning grounds.

As part of the written comments, DPLH provided recommended angles in relation to vehicle manoeuvring when entering and leaving a site for the proposed pick up/drop off area, in accordance with Main Roads Western Australia (MRWA) guidance. The City's Engineering Services Team reviewed the advice provided and have confirmed that the vehicles utilising the area would be capable of meeting the recommended manoeuvring angles in accordance with the MRWA guidance.

Design Review Panel (DRP):

Referred to DRP: Yes

The proposal was referred to a Chairperson of the City's DRP for comment on three occasions. The DRP Member noted positive aspects of the proposal that are summarised below.

- The proposal does not have a negative impact on the adjoining heritage listed property to the south-west in terms of its built form and massing due to the modest scale of the proposed new addition at the front of the property, and the location of the driveway/parking area on the adjoining property.
- The principle of bringing the built form further forward to address the streetscape in this area and reducing the parking in the front setback area is supported.
- The adaptive re-use of the building is positive from an environmentally sustainable design perspective.
- The main entry is legible from the streetscape.
- The use of feature concrete blocks and face brick on the new addition front façade is supported.

The DRP Chairperson also provided comments that require further consideration. These are addressed further below.

The table below shows the design review evaluation by the DRP Chairperson as considered against the 10 principles of good design.

Design Review Progress Report			
	<i>Supported</i>		
	<i>Pending further attention</i>		
	<i>Not supported</i>		
	<i>No comment provided/Insufficient information</i>		
	<i>Referral 1 24 January 2024</i>	<i>Referral 2 8 February 2024</i>	<i>Referral 3 19 February 2024</i>
Principle 1 – Context & Character			
Principle 2 – Landscape Quality			
Principle 3 – Built Form and Scale			
Principle 4 – Functionality & Built Quality			
Principle 5 – Sustainability			
Principle 6 – Amenity			
Principle 7 – Legibility			
Principle 8 – Safety			
Principle 9 – Community			
Principle 10 – Aesthetics			

The table below provides a summary of the outstanding DRP comments and Administration's response to these.

DRP Comments Received	Administration Comment:
<p><u>Principle 1 – Context and Character & Principle 9 – Community</u></p> <p>The site provides limited opportunity for a pick up/drop off area although using the majority of the front setback as a pick up/drop off area is not a great outcome from a surrounding streetscape/community perspective.</p> <p>The front setback provides an opportunity to include generous soft landscaping to soften the streetscape interface and contribute to the streetscape as well as surrounding local community in a positive way.</p>	<p>The application proposes adaptive reuse of the existing commercial building on the subject site. This limits the ability for car parking to be provided in alternative locations.</p> <p>A considered landscaping outcome is proposed in the front setback area, which includes permeable paving for the pick up/drop off area, and planter bed incorporated into the courtyard which will provide additional landscaping visible from the street.</p> <p>This limits the visual impact of the proposed area on the streetscape and will soften the development from the street and adjoining properties.</p>

<p><u>Principle 2 – Landscape Quality</u></p> <p>The level of landscaping detail provided is minimal. Details in relation to planter bed depth/volume, reticulation, selection of planting species and maintenance access provisions should be provided to ensure landscaping is viable long term.</p> <p>The proposal provides no deep soil area, minimal planting and tree canopy coverage on the site.</p> <p>The front setback area is an opportunity to include significant areas of deep soil zone, more planting and tree canopy coverage.</p>	<p>The level of detail provided by the applicant is appropriate in considering the extent of the landscaping proposed. This is demonstrated through the provision of a detailed species list in the landscaping plan, provided as part of the development plans which are included as Attachment 2.</p> <p>A condition of approval has been included in the officer recommendation requiring an updated landscaping plan to include details of the proposed tree and planting sizes and reticulation systems, on advice of the City's Parks Team.</p> <p>As the application proposed adaptive reuse of the existing commercial building on the subject site, the ability to provide a greater level of landscaping is limited.</p> <p>The landscaping in the front setback area has been maximised with a tree and a number of other small plantings proposed. The permeable paving proposed for the pick up/drop off area will provide visual interest and soften built form when viewed from the street.</p> <p>The acceptability of landscaping proposed is discussed further in the comments section of the report.</p>
<p><u>Principle 5 – Sustainability</u></p> <p>The applicant is encouraged to engage an ESD professional to provide input into the project.</p> <p>The majority of rooms will receive limited north light access (apart from some upper floor rooms with access through proposed skylights).</p> <p>The east and west facing windows have minimal passive shading. Passive shading is encouraged along with the use of high performance glazing.</p> <p>The internal communal living spaces as well as a number of the bedrooms and bathrooms are positioned internally with no external windows. These receive natural light through skylights only and will receive limited cross ventilation.</p> <p>The windows on the building are fixed and the floorplan layouts generate limited cross flow of air meaning limited cross ventilation will be generated.</p> <p>The proposal doesn't indicate the integration of renewable technologies such as rainwater re-use, no gas (all electric). It is noted that solar panels are proposed to be installed.</p>	<p>The proposal includes adaptive re-use of the existing commercial building which limits the whole of life environmental impact of the development.</p> <p>The applicant has demonstrated that the sustainability outcomes of the development have been considered as part of the application.</p> <p>This includes the works that are proposed to the building which will improve environmental performance. These works include the installation of operable skylights to provide natural ventilation and cooling to the upper floor rooms, and the installation of new glazing to the windows.</p> <p>The applicant also proposes to install solar panels on the roof of the existing building to integrate renewable technologies into the proposed development.</p> <p>Given the extent of works proposed, the ability for additional renewable technologies to be incorporated is limited.</p>

<p><u>Principle 6 – Amenity</u></p> <p>From a design and user amenity perspective bedrooms without windows are not something that are encouraged by the DRP.</p> <p>These will receive limited natural light (some through skylights only) or cross ventilation. This is a poor outcome in terms of the level of amenity provided for guests.</p>	<p>The application proposes short term accommodation and is intended to operate as a hostel. The development would provide an acceptable level of amenity for guests, in considering the nature of the land use.</p> <p>At 1.1 square metres, the size of the proposed skylights is generous when considering the proposed room sizes and will provide an appropriate level of light through the provision of wider ceiling openings. The skylights will provide sufficient light and ventilation to meet the expectations from guests visiting the development.</p> <p>Five of the seven bedrooms of the development are provided with external windows with skylights also provided to these rooms. In the two bedrooms where external windows cannot be provided, the proposed skylights would be sufficient to provide an acceptable level of amenity for guests, for the reasons outlined above.</p>
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LEGAL/POLICY:

- *Planning and Development Act 2005*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- City of Vincent Local Planning Scheme No. 2;
- Community and Stakeholder Engagement Policy;
- Policy No. 7.1.1 – Built Form Policy;
- Local Planning Policy: Short Term Accommodation;
- Local Planning Policy: Non-Residential Parking;
- Policy No. 7.6.1 – Heritage Management: Development Guidelines for Heritage and Adjacent Properties;
- Policy No. 7.5.21 – Sound Attenuation;
- State Planning Policy 5.4 – Road and Rail Noise; and
- Western Australian Planning Commission – Delegation 2022/03 – Powers of Local Governments Metropolitan Region Scheme.

Planning and Development Act 2005

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

Delegation to Determine Applications:

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

This is because the delegation does not extend to applications for development approval that propose a Residential Building land use and the application seeks approval for a Residential Building (Short Term Accommodation) land use.

RISK MANAGEMENT IMPLICATIONS:

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

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

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

This is discussed further in the Environmentally Sustainable Design section below.

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

There are no finance or budget implications from this report.

COMMENTS:Summary Assessment

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

- The provision car parking is appropriate and would be sufficient to cater for the needs of the proposed development in considering the nature of the proposed use. The highly accessible nature of the subject site by alternative transport means and the management measures proposed in the applicant's Parking Management Plan would be sufficient for managing any impact on the available public car parking in the surrounding area.
- The proposed short term accommodation use is acceptable and has been demonstrated by the applicant as being able to be suitably managed through the Management Plan and Code of Conduct, to not have an impact on adjoining properties and the surrounding area.
- The façade design of the proposed development would provide suitable articulation and visual interest when viewed from Fitzgerald Street. The interface with the public realm would be consistent with the existing streetscape character and would provide increased passive surveillance and activation.
- The development would deliver a landscaping outcome which facilitates streetscape activation and engagement. The landscaping would provide improved internal amenity and assist with softening the impact of the built form on the street.
- The works proposed to the existing building would be of a scale that is respectful of the prominence of the adjacent heritage listed building and would not obscure or restrict views to the prominent architectural features. This would maintain the visual prominence of the adjacent heritage listed building.

A more detailed assessment against the discretionary aspects of the application is set out below. These relate to consideration against relevant local planning policies.

Car and Bicycle Parking

The development is proposed to have a maximum capacity of 48 persons, comprised of one full time staff member on-site at any given time and up to 47 guests. Additional staff of the business would be comprised of guests staying within the hostel.

Two on-site car parking spaces are proposed to be provided. This includes a guest pick up/drop off area located at the front of the site, accessed from Fitzgerald Street, and a staff parking bay located at the rear of the site accessed from the right of way. Three on-site bicycle space are proposed to be provided, located on the ground floor, internally within the building.

The Non-Residential Parking Policy does not include specified car parking or bicycle parking standards for a Residential Building land use. It sets out that this is to be determined by the City based on a parking management plan.

Applicant's Parking Management Plan

A Parking Management Plan (PMP) has been prepared and submitted by the applicant as justification for the proposed car parking arrangements. This is included as **Attachment 3** and is summarised as follows:

- Car Parking Provision: The two car parking bays provided are sufficient to meet needs of the guests and staff of the proposed development. The pick up/drop off area will enable guests and service vehicles to conveniently access the site, with the majority of guests expected to utilise alternative transport methods as they visiting the area and are unlikely to have private vehicles. The staff parking bay will be reserved for use by the full-time manager of the business with additional staff being comprised of guests staying at the hostel eliminating the need for additional staff parking.
- Guest Parking Information: Information will be provided to guests during the booking and check in process advising that there is no available on-site parking for guests. In the unlikely case where guests do have a vehicle, they will be advised of the privately-operated, long-term car parking facilities that are available within a walkable catchment of the development. This includes Wilson Carparks at No. 243 Newcastle Street, being 700 metres from the site and No. 216 Roe Street, Perth, being 450 metres from the site.
- Provision of Bicycle Parking: Secure bicycle parking is proposed to be provided within the hostel, with bathrooms available on the ground floor able to be utilised as end-of-trip facilities.
- Availability of Alternative Transport Options: Alternative transport options are available in close proximity to the subject site which reduces the need for additional on-site car parking to be provided. High frequency bus routes available along Fitzgerald Street with the CAT bus service located nearby, and an e-scooter ride share parking location on the north-east corner of the Fitzgerald Street/Newcastle Street intersection. Guests visiting the site would be made aware of the alternative transport options and availability of car parking options in the surrounding area during the booking process, prior to their stay.

Acceptability of the Proposed Car Parking

The proposal would be consistent with the [element objectives](#) of the Built Form Policy and [objectives](#) of the Non-Residential Parking Policy for the following reasons:

- Nature of the Use: The nature of the use, being short term accommodation, is such that it is expected that guests of the development would not have private vehicles and would instead opt for taxi, ride-share, public transport, walking or other alternate modes of transport either when accessing the venue or during their stay. This would have the effect of reducing the car parking demand for the development. The proposed pick up/drop off area would provide a suitable area for guests utilising these alternate transports modes to be dropped off and picked-up at the development, without the need for public car parking to be utilised.

- Car Parking Management: The applicant's PMP identifies that the two car parking bays provided would be sufficient to cater for the needs of the proposed development. Due to the nature of the use, the development is not expected to generate demand for vehicle parking that would have an unreasonable impact the available public car parking in the surrounding area. This is because it is unlikely that guests of the development would have private vehicles and the management measures proposed by applicant in the PMP provided, as detailed above, are realistic and would be adequate to manage the anticipated parking demands generated by the proposal. The pick up/drop off area would allow guests to be dropped off directly at the site, unload bags, and return to the site via vehicle transport options during their stay. A condition of approval has been included in the officer recommendation restricting the use of the bay to a maximum of 15 minutes and requiring the installation of signage notifying visitors to the proposed development of this restriction. As the bay is proposed to be utilised only on this short-term basis, it is unlikely to result in conflict for users and the need for alternative parking options to be used. This would be suitable to ensure the car parking provided by the development meets the anticipated demands and does not detrimentally impact on the surrounding area.
- Access to Alternate Modes of Transport: The site is optimally located in proximity to easy and convenient alternative modes of transport for guests to utilise, as summarised below:
 - Bus: The subject site is located on Fitzgerald Street which is a high frequency bus route with high levels of bus frequency throughout the day providing connections to the Perth CBD, Murdoch University and Mirrabooka. The free 'Blue CAT' is approximately 200 metres from the subject site on Newcastle Street and provides connections to Perth Underground, the Esplanade Busport and Barrack Street Jetty.
 - Train: The City West Train Station and Perth Train Stations are approximately 800 metres and one kilometre, respectively, from the subject site. and would provide guests with a connection to the Perth rail network and Perth Airport.
 - Bicycle & E-Scooter Parking: Bicycle parking, e-scooter parking, and end of trip facilities are proposed to support active modes of transport for guests of the proposed development. The parking bays are suitably located within the building to provide a suitable level of security for the on-site parking that would meet the expectations of guests and staff seeking to travel to and from the development by bicycle or e-scooter. The subject site is also near the Perth Bicycle Network route NE4, located on Palmerston Street, under the Department of Transport's Perth Bike Map which connects the site to the wider Perth cycle network. The current e-scooter ride share trial, initiated by the City, has a parking location nearby at the north-east corner of the Fitzgerald Street/Newcastle Street intersection.
 - Walkability: The area is highly walkable, with Fitzgerald Street providing a main pedestrian route to Perth CBD and Newcastle Street providing a pedestrian route from the Northbridge Town Centre to the Leederville Town Centre. The area has a high level of pedestrian amenity which would support the use of alternative means of transport to the site.
- Sustainability: The development would support a shift towards active and sustainable transport modes by staff and guests. This is consistent with the objectives of the Non-Residential Parking Policy and would assist in mitigating the impacts of the development on the surrounding area.
- Service Bay: The provision of the pick up/drop off area at the front of the site would allow service vehicles to access the proposed development. A single weekly delivery is planned to occur between 9:00am and 1:00pm on a weekday, excluding public holidays. Due to this limited frequency, the delivery would not have a substantial impact the use of the pick up/drop off area by guests visiting the development.

The demands for parking for staff and customers of the development as a result of the increased capacity would be sufficiently met through the availability of alternate modes of transport and public parking in the area to support the use, without the need for a cash-in-lieu contribution from the applicant.

Short Term Accommodation Policy

The Short Term Accommodation Policy requires consideration of the proposed Residential Building (Short Term Accommodation) land use within the Mixed Use zone, noting that the use is a 'P' permitted use in the zone under LPS2.

The proposed short term accommodation land use would satisfy the [objectives](#) of the Short Term Accommodation Policy for the following reasons:

- **Locational Context:** The use would provide additional short term accommodation options near the Perth CBD and the Northbridge entertainment/commercial area. The subject site is well located to provide this use type while minimising the impact on the surrounding locality. This is because the subject site is primarily surrounded by commercial land uses, noting the presences of residential dwellings on the adjoining property at Nos. 380-388 Newcastle Street, West Perth. These dwellings are orientated away from the subject site with their primary outdoor living areas and major opening located facing Newcastle Street, providing an appropriate buffer from the proposed use on the subject site. The subject site previously operated as a commercial land use with the current, proposed, use of an intensity that can be reasonably expected to be in this location and would not result in adverse amenity impacts on adjoining properties.
- **Code of Conduct and Management Plan:** The applicant has provided a Management Plan and Code of Conduct for the proposed use, which are included as **Attachments 3 and 4**. The Management Plan addresses issues relating to car parking, noise control, complaints management, waste management, and conduct of guests and staff. The Code of Conduct provides guidance to guests on house rules and behavioural expectations, particularly in relation to noise. Noise is controlled by enforcing a noise curfew for all guests with quiet hours established from 9:30pm to 7:00am, to minimise the impact of noise on the surrounding community. The Management Plan and Code of Conduct demonstrate that the proposed use is capable of operating in manner that would protect the amenity of the area, including the adjoining properties.
- **Car Parking:** The proposed short term accommodation use would provide sufficient car parking and access to alternative transport modes, as detailed above in the Car and Bicycle Parking section of this report.
- **Operator Experience:** The operator has run the existing Spinners Hostel business nearby at No. 342 Newcastle Street, Perth for a number of years and has demonstrated they are capable of operating the business in a manner that does not have an undue impact on the surrounding locality. Notwithstanding this, if the operator was to change, the applicant has demonstrated that the use could be sufficiently managed through the proposed Management Plan and Code of Conduct.

Façade Design

The proposed façade design would satisfy the [element objectives](#) of the Built Form Policy for the following reasons:

- **Awning:** The Fitzgerald Street streetscape contains a range of commercial developments that provide different building typologies and setbacks to the street. This has resulted in buildings that do provide awnings to the street as well as a number of existing commercial developments that do not provide an awning to Fitzgerald Street. The proposed development would be consistent with the existing commercial developments that do not provide an awning to Fitzgerald Street. The existing building is setback 7.0 metres from Fitzgerald Street and while the proposed addition is set forward of the existing building, a setback of 3.0 metres is still proposed. The setbacks provide a space for car parking within the front setback area. This limits the ability for an awning to be provided which extends over the footpath area along the street while also providing these necessary site requirements. The design of the proposed addition would provide a suitable urban edge to the streetscape without the provision of an awning. The addition would present similarly to a verandah, consistent with the existing built form of the properties to the north-east along the western side of Fitzgerald Street.
- **Consistency with the Street:** The proposed building addition located to the front of the site would be proportionate in scale to the existing building and would provide articulation to the street. The existing streetscape contains a mixed typology of buildings and the heights of the proposed addition tie in with the existing commercial developments on Fitzgerald Street.
- **Surveillance and Activation:** The building would express the internal functions of the development by providing a courtyard outdoor living space to the street. This would assist in increasing the extent of casual surveillance to and from the premises and the street.

Landscaping:

The proposed landscaping would satisfy the tree canopy and deep soil area [element objectives](#) and the landscape design [element objectives](#) of the Built Form Policy for the following reasons:

- **Site Limitations & Adaptive Reuse:** The application proposes adaptive reuse of the existing building on the subject site. This limits the ability for meaningful landscaping to be provided, given the existing building is built up to both side boundaries, with remaining areas set aside for car parking. The landscaping proposed maximises the available site area to provide a landscaping outcome that will contribute to the streetscape and the internal amenity of the visitors to the development.
- **Introduction of Landscaping:** The proposed landscaping outcome facilitates streetscape activation and engagement, an increase in canopy cover and an overall softening of the development when viewed from the street. The street setback area allows for the introduction of planting which would soften the impact of the proposed built form when viewed from the street, while also benefiting users of the site. The proposed landscaping proposed includes:
 - A *Callistemon 'Kings Park Special'* tree, located in a raised planter bed adjacent to the pick up/drop off area, to provide shade to this area and the adjacent courtyard.
 - A raised planter bed, located between the courtyard and the pick up/drop off area, with native species proposed including *Hibbertia Scandens*, a climbing species which will provide landscape screening to the proposed brick addition while softening the built form when viewed from the street.
 - A roof top planter bed, located above the entry/reception area, with native species proposed including *Casuarina Glauca 'Cousin It'*, a species that provides cascading forms which will provide further softening and visual interest to the development.
 - A *Banksia Integrifolia 'Sentinel'*, located in a raised planter bed adjacent to the entry of the development, which would provide legibility to the entry along with screening from the parking area, located on the adjoining property.
 - Permeable paving provided to the pick-up /drop off area which reduces the extent of hardscape within the front setback area, assisting with urban heat island effect and also further softening the development when viewed from the street.
- **Internal Amenity:** Landscaping is proposed adjacent to the main outdoor living/recreation area of the development, providing visual amenity for visitors and users of the development. This landscaping includes flowering native plantings that would provide visual interest.

Heritage Management Policy

Part 5 of the City's Heritage Management Policy sets out standards for development adjacent to heritage places. The Policy requires the proposal to be considered against the performance criteria.

The proposal would satisfy the [objectives](#) and [performance criteria](#) of the Heritage Management Policy for the following reasons:

- **Views of Heritage Building:** The additions would not obscure or restrict views to the prominent architectural features of the adjacent heritage listed place due to the existing setbacks of the building. The adjacent heritage listed place presents a car park at the interface with the subject site, presenting a seven metre setback. The proposed addition seeks to continue the nil boundary setback of the existing building, compliant with the requirements of the Built Form Policy.
- **Scale:** The proposed addition would be of a scale that is respectful of the prominence of the adjacent heritage listed building. This is because the proposed development is of a single-storey design with a low profile roof form. This would maintain the visual prominence of the adjacent building which is two storeys in height.

Acoustic Report

The applicant submitted an Acoustic Report prepared by a qualified acoustic consultant in support of the proposal which is included as **Attachment 7**. The report assesses noise generated from the proposed use and the traffic noise impact on the use.

The acoustic report submitted has been reviewed and is supported by the City's Environmental Health Team.

The report identifies that noise from the proposed development has been modelled and assessed against the assigned levels of the *Environmental Protection (Noise) Regulations 1997*, and that traffic noise has been assessed against [State Planning Policy 5.4 – Road and Rail Noise](#). The report provides the following discussion and recommendations:

- To achieve reasonable indoor amenity, 'Quiet House Package C' should be implemented for both the ground and upper floors.
- A notification should be incorporated on the title as part of the development approval to advise that the site is located in a noise-affected area as there are existing noise levels which exceed the outdoor noise targets regardless of any proposed noise attenuation measures.

The acoustic report provided confirms that noise levels generated from the premises during the proposed operating hours would comply with the relevant assigned noise levels under the *Environmental Protection (Noise) Regulations 1997*, following the installation of a 1.8 metre high solid colour bond fence to the north-east boundary of the pick up/drop off area.

The installation of a Colourbond fence would be inconsistent with the Public Domain Interface Acceptable Outcomes of the Built Form Policy and is not supported by Administration as it would have a negative impact on the amenity of public domain and the safety of vehicle movements from the site, due to the required materiality and the impact on vehicle sightlines.

Sightline truncations are required to be provided to ensure suitable vehicle and pedestrian safety. The sightline truncations require walls located on the north-east boundary within 1.5 metres of the Fitzgerald Street boundary, at the intersection of the pick up/drop off area and the footpath, to be reduced to a maximum height of 750 millimetres with visually permeable material permitted above.

To ensure the amenity of the public domain is not impacted, the Built Form Policy seeks for high quality materiality to be provided to street walls and fences, such as brick or masonry fencing. Galvanised metal, such as Colourbond, is not supported under the Built Form Policy due to adverse visual impacts it provides.

Administration sought additional comments from the applicant's acoustic consultant in relation to this issue. The acoustic consultant was supportive of the modification of the materiality of the 1.8 metre fence to masonry construction and the incorporation of the required sightline truncations, on the basis that a 15 millimetre transparent Perspex sheet is installed on top of the portions of wall that have a maximum 750 millimetres, to ensure an overall height of 1.8 metres is provided.

To ensure noise is appropriately managed and the development would not unduly impact the amenity of the surrounding area, the City recommends the following conditions of approval be imposed:

- The submission of an updated acoustic report to be provided prior to issuing a Building Permit, modifying the recommendation for a 1.8-metre-high fence to be provided in the front setback area. This include removing the requirement for fence of Colourbond construction and ensure the fence is provided in a high quality material with suitable sightline truncations provided. The updated acoustic report would also allow for assessment of mechanical and plant equipment selected through the detailed design of the development.
- The operation of the venue in accordance with the approved Management Plan and Noise Management Plan which include noise management measures.

Notwithstanding the recommended conditions, the venue would also be subject to always comply with the requirements of the *Environmental Protection (Noise) Regulations 1997*.

Environmentally Sustainable Design

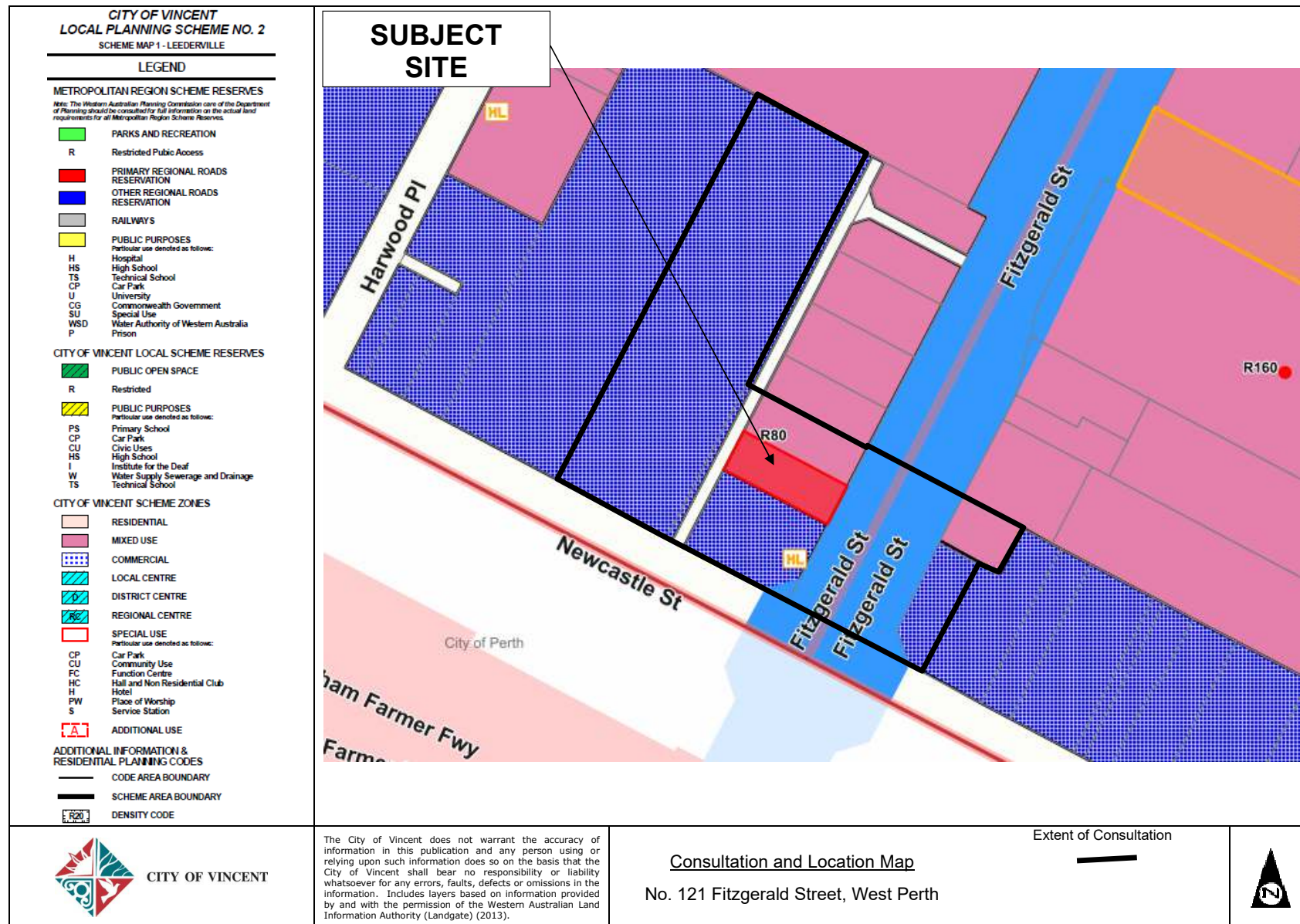
Clause 1.17 of the Built Form Policy relating to Environmentally Sustainable Design (ESD) sets out acceptable outcomes to be achieved for commercial development. This is for an ESD report to be provided that includes an assessment against the Green Building Council of Australia's Green Star Rating System Report or Life Cycle Assessment.

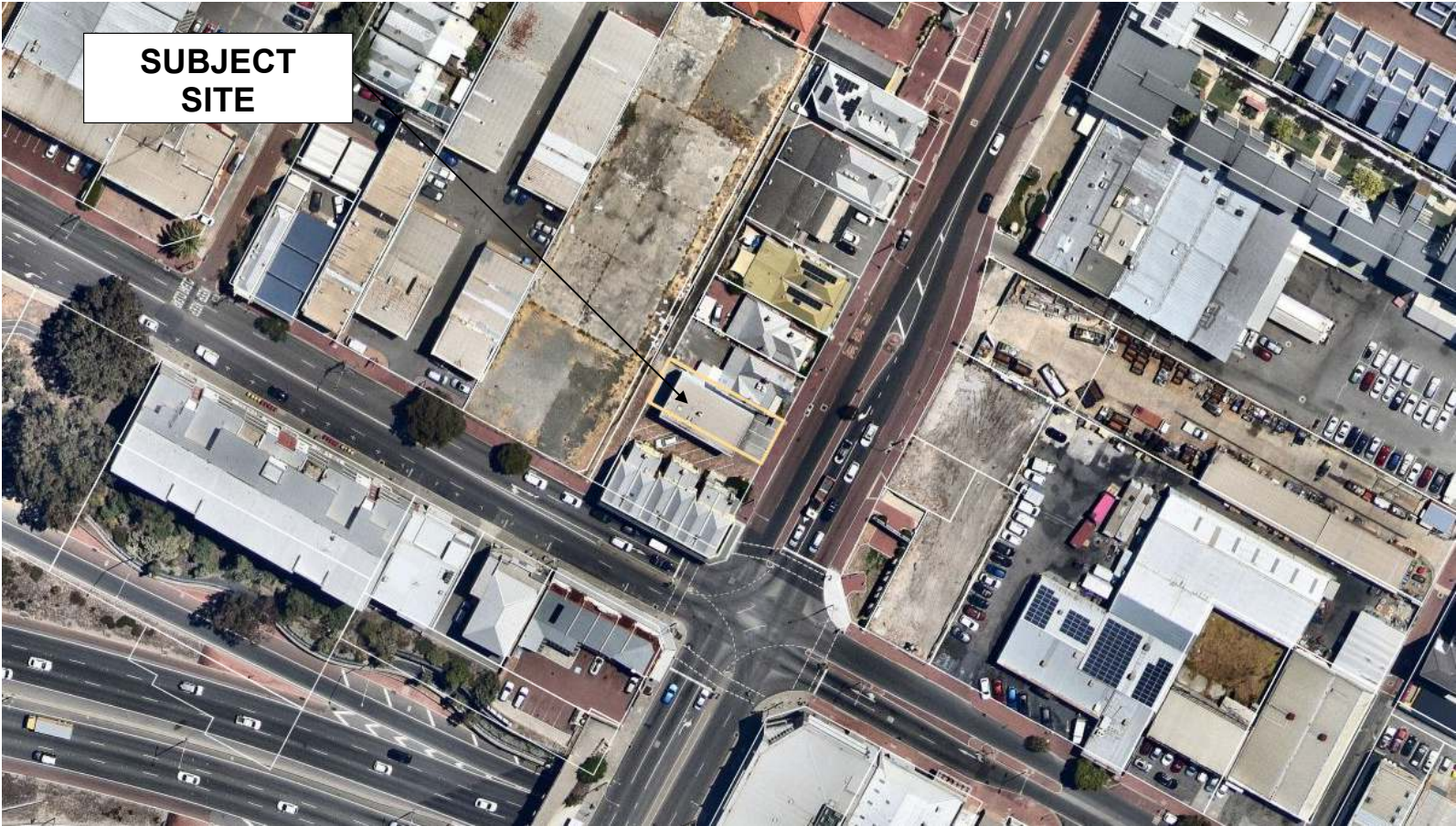
The applicant has provided a Sustainability Statement which does not include a rating under the Green Building Council of Australia's Green Star Rating System Report or a Life Cycle Assessment. The Sustainability Statement is included as **Attachment 9**.

The Statement identifies the following measures that have been incorporated into the proposed development that would satisfy the [element objectives](#) of the Built Form Policy in respect to environmentally sustainable design. These include:


- Reglazing: The building is proposed to be reglazed with to increase the building's passive energy efficiency. The glazing will reduce heat loss in summer and increase heat retention in winter, lowering energy consumption for climate control.
- Natural Light and Ventilation: Seven additional skylights are proposed to be installed. These skylights will maximise use of natural light and winter sun for passive heating. The skylights would be operable windows would enable ventilation to supplement or replace the artificial cooling in summer.
- Solar Panels: The applicant proposes to install solar panels on the building which would assist in reducing the energy requirements of the building.

As the applicant provided a Sustainability Statement that identified the above measures, the City did not require an ESD report to be provided as part of the development application. The proposal includes adaptive re-use of the existing commercial building which limits the whole of life environmental impact of the development.






SUBJECT SITE

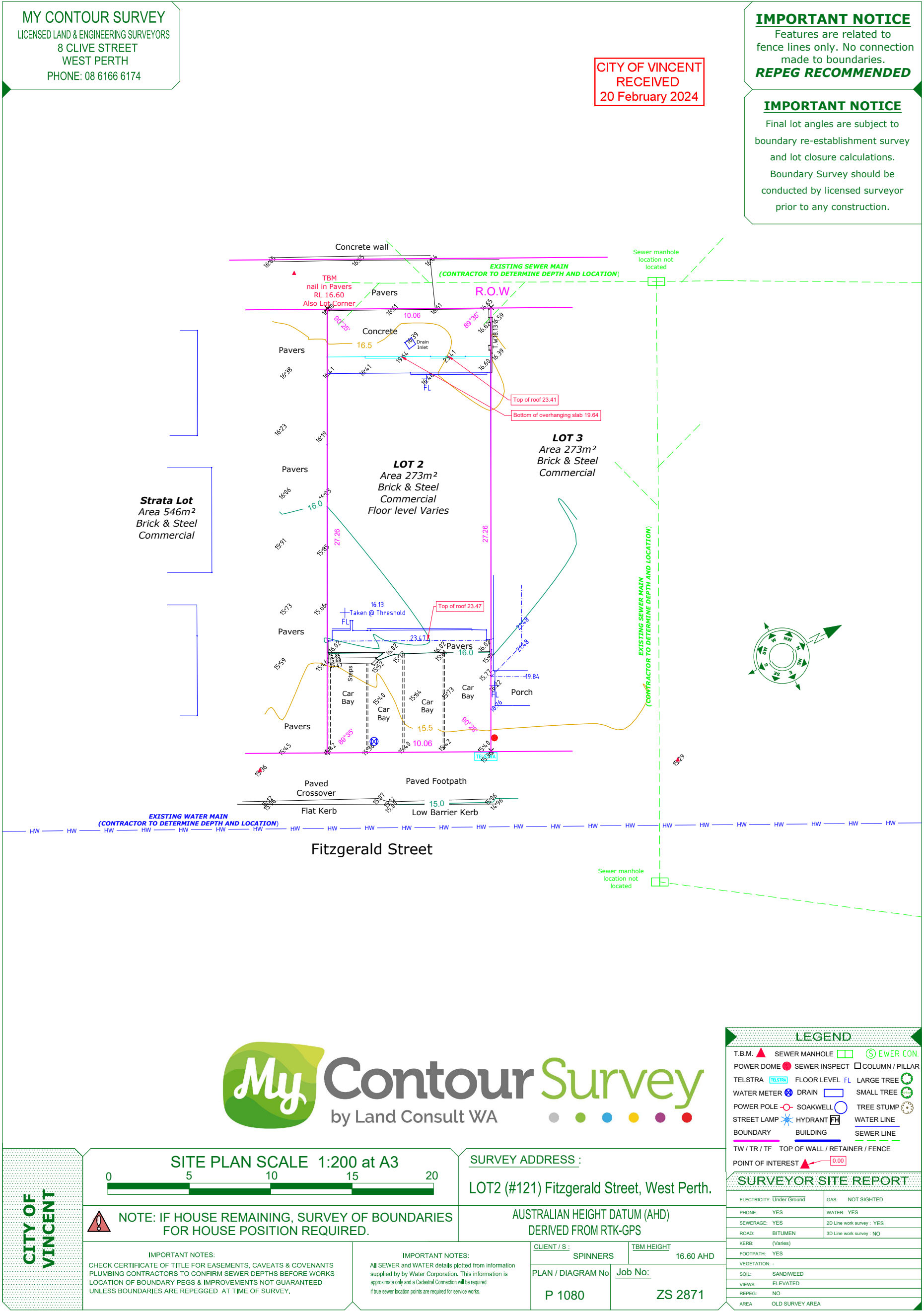


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No. 121 Fitzgerald Street, West Perth

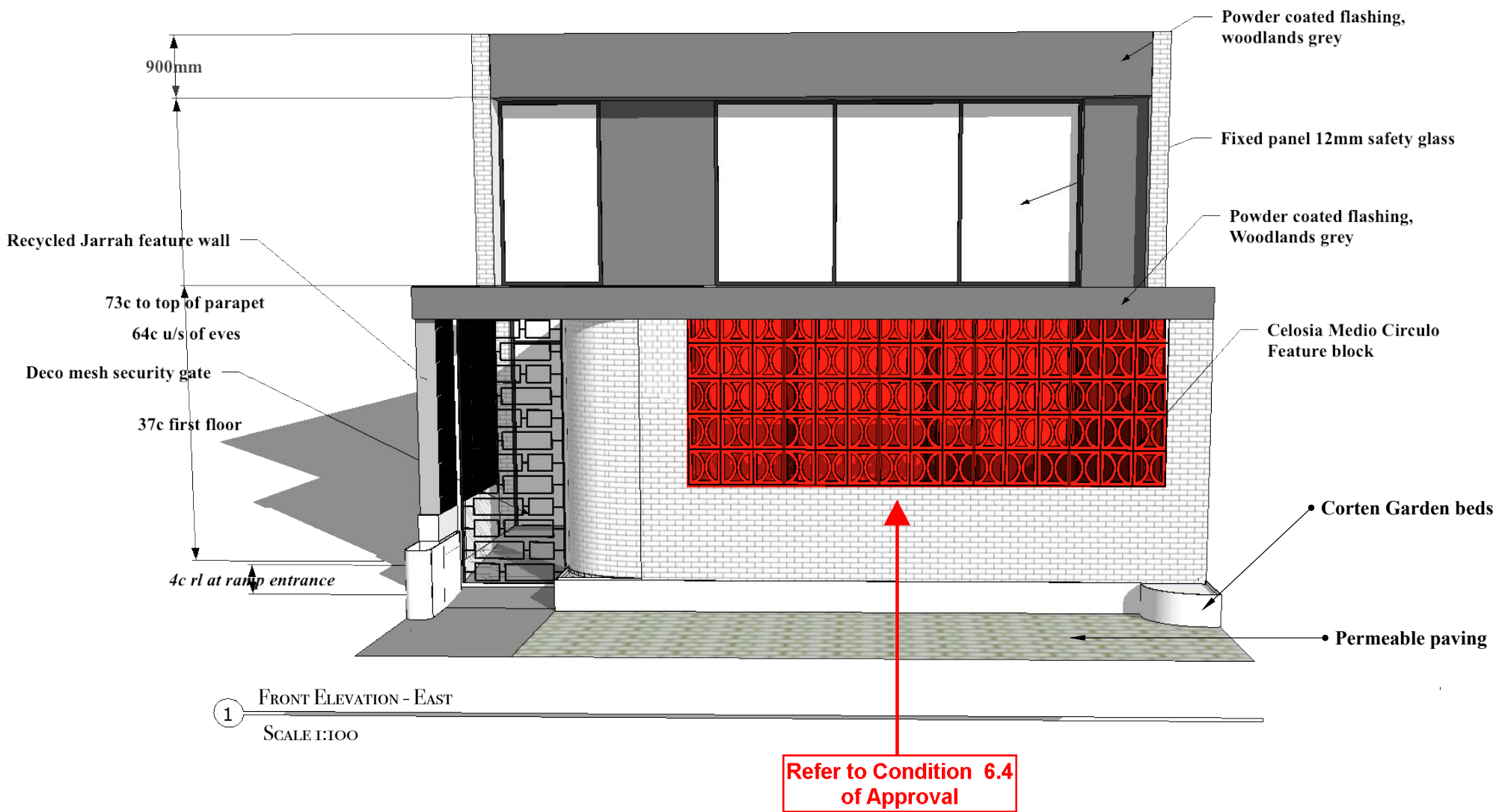




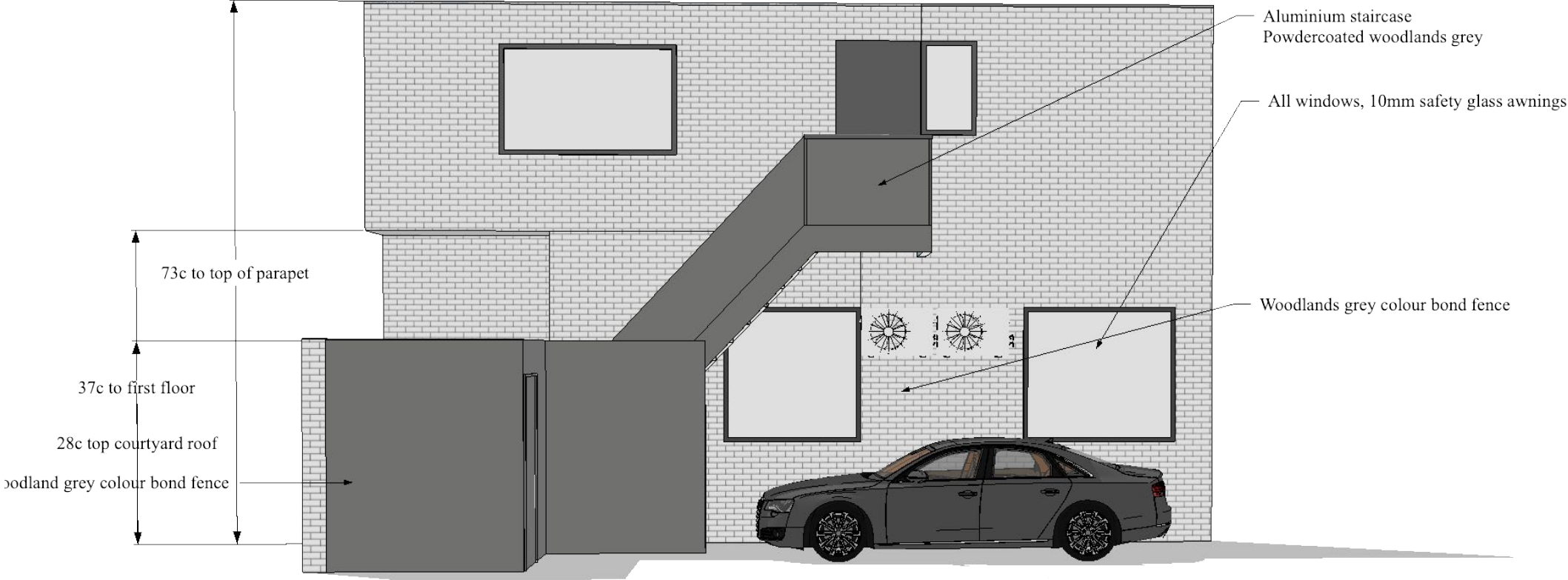
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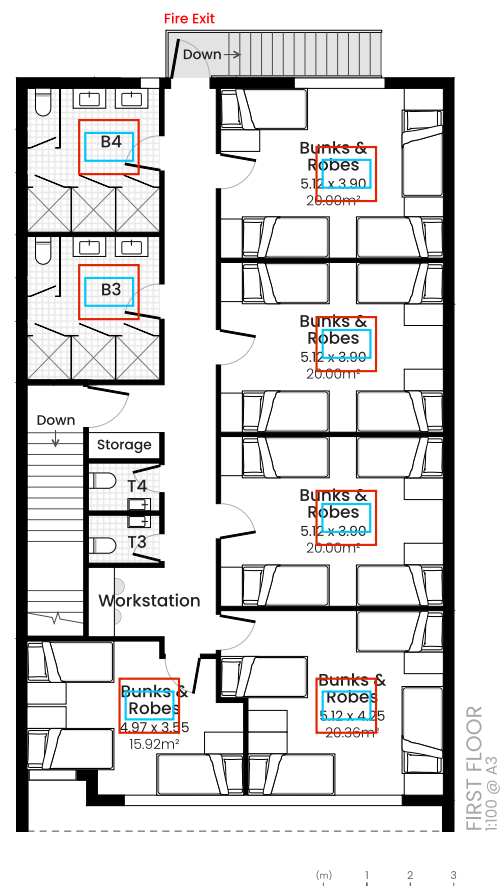
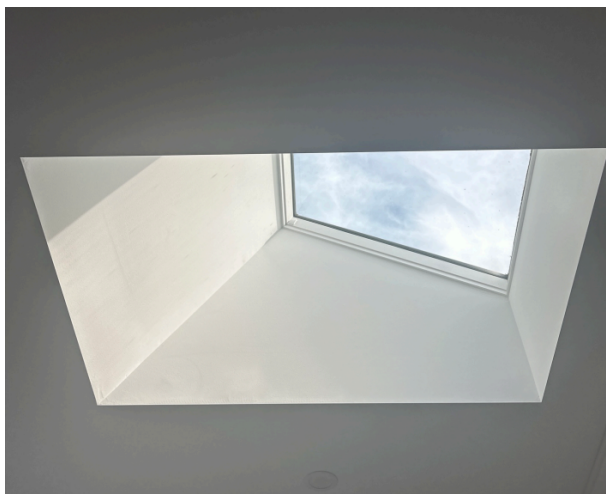


2 Exterior elevation- West
Scale 1:100

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FITZGERALD STREET

400mm x 200mm concrete block wall, with feature mural.
*Please see attached image

121 Fitzgerald Street WEST PERTH
Lot on Plan P001080 2
Land ID Number 1348808
City of Vincent

Proposed new fit-out

Joel Medalia
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Lot on Plan P001080 2
Land ID Number 1348808
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Proposed new fit-out

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Parking Plan

With our experience at Spinners hostel, we understand the diverse transportation requirements of our guests. Our parking plan is designed to accommodate both those who travel with vehicles and those who rely on public and alternative transportation methods. Here's how we plan to manage parking:

- **Manager's Parking Bay:**
 - There will be a designated parking bay at the rear of the building reserved exclusively for the full-time manager. This ensures convenient access to the hostel for the manager at all times.
 - Our additional staff are comprised of guests staying within our Hostel so there is no additional requirement for staff parking.
- **Drop-off/Short-term Parking:**
 - At the front of the hostel, we have a designated area for drop-off and short-term parking. This space will be intended for guests who need to unload luggage, check-in, or drop off fellow trailers.
 - Guest Transportation Options:
 - We recognise that most of our guests prefer to use alternative transportation methods, such as buses, ride-shares, bikes, electric scooters, and car-sharing services. This aligns with our experience at Spinners Hostel, where guests have found these options highly convenient for inner-city lodging.
- **Bus Service Proximity:**
 - Similar to Spinners Hostel, our location provides easy access to the bus service, particularly Fitzgerald Street. Guests can utilize this service for travel to North Perth shopping, Osbourne Park for work, and Scarborough Beach for leisure.
- **Bike Storage:**
 - We offer secure bike storage facilities at the hostel, allowing guests to safely store their bicycles during their stay.
- **CAT Bus Service:**
 - The CAT bus service, available nearby, offers free and convenient transportation options to explore the city.
- **Electric Scooters and E-Scooter Ride Share:**
 - For those interested in electric scooters, we encourage guests to use nearby electric scooter ride-sharing services for short-distance travel.
- **Vehicle Travel:**
 - Our booking engines, as well as Hostel homepage, booking confirmation emails as well as the terms and conditions form signed at checkin clearly outline what options are available to you if traveling by car. These include the short term parking options and restriction available on the neighbouring streets as well as long term parking options available in Northbridge and the CBD.
 - We provide a map of all parking options in the immediate area to assist guests in finding suitable parking.
 - Many guests opt for renting vans and cars for their West Coast road trips, typically picking up their vehicles on the day of departure and returning them to the depot upon their return to Perth.

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By offering a variety of transportation options and a parking plan that considers the needs of both our manager and our guests, we aim to ensure a hassle-free and enjoyable stay at our new venue whilst ensuring minimal negative impact of the surrounding area. We are committed to providing convenience and flexibility options to our guests enhance stay here in Perth and right across WA.

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Hostel Management Plan

The purpose of this Hostel Management Plan is to establish guidelines for the effective and responsible management of the hostel premises. This plan addresses various aspects, including noise control, guest screening, complaints management, security, parking control, in-house cleaning process and guest relations.

1. Noise and Disturbance Control:

Compliance with Environmental Protection (Noise) Regulations 1997:

- As part of guest induction our noise policy is explained during the hostel walk through.
- Establish and enforce quiet hours within the premises.
- Ensure that common areas have posted reminders about noise regulations.
- Regularly monitor noise levels to ensure compliance.

2. Guest Screening and Assessment Procedures:

- Our check-in process includes the screening of new arrivals, to ensure no guest is signed in under the influence of alcohol or drugs, or demonstrating aggressive behaviour.
- Request and scan necessary photo identification and contact information.
- Names are automatically checked against the West Australian ban backpackers list.
- Clearly communicate hostel rules, code of conduct and expectations during the check-in process.

3. Complaints Management Procedures:

- We provide a dedicated after-hours contact for complaints.
- All complaints are addressed immediately by staff and results relayed back to complainant where necessary.
- Distribute the telephone number of the accommodation owner and operator to adjoining neighbors prior to opening for business.

4. Guests Code of Conduct:

Guests are provided with a copy of our code of conduct digitally prior to check-in and a physical copy upon arrival.

The consequences for anti-social behavior and breaches of the code of conduct clearly state our zero-tolerance policy for disruptive behavior, which may result in the termination of stay.

5. Security and Emergency Preparedness:

- Implement and maintenance of secure access systems to the premises.
- Provide guests with emergency phone numbers and evacuation protocols.
- Conduct regular training, fire and security safety drills for staff.

6. Parking Control:

- Parking rules and regulations are clearly communicated to all guests in writing prior to check-in, and again verbally at reception.
- Information on acceptable parking requirements is provided by reception and mentioned in the code of conduct.
- Parking policies are enforced to ensure guest compliance.
- Parking-related issues are relayed to local authorities/rangers.

7. Staff Training:

- We ensure all staff members are trained thoroughly on the hostel management plan, code of conduct, and are aware of the house rules and emergency protocols prior to

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commencement. New staff are required to complete a minimum of 4 shifts alongside the manager or a senior staff member to provide on the job training to ensure they are familiar with and capable of all items listed on the shift checklist. Please see a copy of the shift checklist on the next page.

8. Communication and Education:

Regularly communicate with guests about expectations and rules, particularly around noise control, parking, and the code of conduct.
Display relevant information in common areas.

We will conduct regular audits to assess the effectiveness of the hostel management plan and update the plan as needed based on feedback, incidents, or changes in regulations.

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Shift checklist

Morning Shift 6am-12pm

- Lights on
- Open doors
- Bathroom clean
- Collect and wash up anything from the alfresco area
- Wipe surfaces
- Fix sofa
- Vacuum & mop
- Clean outdoor area
- Fix outdoor pillows and seating
- Put dishes away
- Empty machines for coins
- Start changing beds after 9.30am

Middle shift 11am-3pm

Upstairs

- Bed changes
- Empty garbage
- Clean mirrors/tables
- Vacuum
- Bathrooms

Downstairs

- Kitchen
- Bathrooms
- Clean food boxes
- Vacuum
- Double check beds/private rooms are all made up
- Make sure most laundry is washed

Afternoon Shift 3-7pm

- Clean bathrooms
- Mop bathrooms
- Fold laundry
- Clean kitchen
- Fix sofa
- Fix outdoor areas
- Vacuum

Night shift 6pm-12am

- Clean bathrooms
- Clean kitchen - 10pm
- Vacuum & mop
- Lock up
- Lights off

End of every shift:

- Make sure garbage is put in bins
- Make sure kitchen is clean and dishes are clean and put away

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Short Term Accommodation Policy

Hostel Code of Conduct

The hostel's Code of Conduct will be displayed at reception in a prominent position within the premises at all times. Guests are encouraged to review and adhere to the Code of Conduct throughout their stay. Guests who breach the hostel code of conduct may face consequences, including warnings, or eviction from the premises.

At Spin-Off Hostel we aim to create a safe, enjoyable, and respectful experience for all guests during their stay. To achieve this, we kindly ask that you read and adhere to our code of conduct:

1. Respect Others:

Treat your fellow guests, the Spin-Off staff, and neighbours of the property with respect and kindness.

Help promote an inclusive and positive atmosphere within the hostel.

Keep noise levels to a minimum, especially during quiet hours from 9:30 PM to 7:00 AM.

2. House rules:

The back door is an emergency exit only.

All doors lock at **9:30 PM**

- Use of the courtyard is permitted at all hours but the doors must remain closed at night

Quiet hours start at **9:30 PM**

- No music outside
- Music and tv inside are permitted but must be kept on low volume after **9:30 PM**

Pool table shuts down at **11:00 PM**

Towels are available at reception for **\$6.00**

Kitchen

You are responsible for washing, drying and putting away all of your dishes.

All food must be kept in your food box or in a marked bag in the fridge.

- Fridge bags should be labeled with your name and departure date
- All food left out will be put in the free food boxes
- Only plastic storage boxes should be used as food containers in the fridge and anything else will be removed
- All leftovers must be transferred to plastic food containers and kept in your labeled bags

Kitchen is closed from **10:00 PM to 5:00 AM**

- Use of boiling water tap, toaster and microwave are still permitted after hours.

Checkout

Checkout is at **11:00 AM**

- Please strip your sheets and leave them on top of your bed
- Please empty your food box before **11:00 AM**
- Any food left in your food box after **2:00 PM** will be moved to the free food boxes
- **Only** freezer storage will be provided for guests checking out for up to 2 weeks, any other food left will be placed in the free boxes
- Late checkouts until **1:00 PM** are available for **\$5.00**

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- Late checkouts must be organised at least one night prior to departure
- Checkouts after **1:00 PM** will be charged for an additional night of accommodation
- Guests who are switching bed numbers or room numbers must still checkout by **11:00 AM**
 - Your old key must be returned to reception and your new key will be issued at **2:00 PM**
 - If you will be outside of the hostel for the day, we will hold your key until you return
 - Please move your food to your new food box between **11:00 AM** and **2:00 PM**
 - If you are leaving for the day before checkout ends at **11:00 AM** and your new food box is not yet available, we are happy to hold your food in the office until you return
 - Any food left in your old food box after **2:00 PM** will be moved to the free food boxes

Guests who want to move to a new bed in their room **must notify** a manager before doing so.

Long-term (7 days) guests

- May request new bed sheets - we ask that you strip your sheets, leave them on your bed and speak to the manager on duty.

Storage

- Short/medium term storage is available for a few of \$20 per week per item
- Any bags left and not checked into storage will cost \$10 per day

3. Cleanliness:

Clean up after yourself in shared spaces such as the kitchen, bathrooms and other common areas to contribute towards a clean environment for all to enjoy.

Dispose of rubbish in the relevant, designated bins and support our efforts to recycle where possible.

4. Personal Belongings:

Store personal belongings in designated areas and lockers provided.

Do not touch or move others' belongings without permission. If you are concerned about a fellow guest's belongings, please raise the issue with a staff member to assist you.

5. Security:

Ensure that external doors are locked when entering or leaving the hostel premises.

Do not allow entry to anyone who does not have a key or proof of booking.

Any visitors must be signed in by guests at reception and vacate the premises by 9:30pm.

Report any suspicious activity from the surrounding streetscape to hostel staff immediately.

6. Noise and antisocial behaviour:

Consume alcohol responsibly and in designated areas.

The use of illegal substances is strictly prohibited on hostel premises.

Smoking and use of e-cigarettes is only permitted in designated outdoor areas. Please dispose of cigarette butts responsibly.

Abide by local laws and regulations during your stay.

Your stay may be terminated immediately if you breach any of the above points.

Report any disturbances or noise policy breaches to hostel staff promptly.

7. Check-in and Check-out:

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Contact reception to arrange a check-in or check-out if it is outside of regular operating hours (7am-12pm).
Please provide accurate and up-to-date information during check-in for registration purposes. Valid international passport or photo identification must be physically present at time of check-in.

8. Wi-Fi Usage:

Use the hostel Wi-Fi responsibly, avoiding illegal or inappropriate content.

9. Parking Rules:

Follow all local parking rules and regulations. Be aware of local street parking restrictions and comply accordingly.

If you are travelling by personal vehicle, you are required to sign your vehicle in upon check-in, providing the registration number and your contact information.

If you would like to book a parking bay, please do so through the Spin-Off parking booking form located at reception or online.

Please ask reception for any parking solutions and alternative modes of transportation.

Any guests' vehicles parked in adjoining businesses parking lots at any hour of the day will result in the immediate termination of your stay.

By choosing to stay at Spin-Off hostel, you agree to abide by this code of conduct. If you have any questions or concerns, please don't hesitate to contact management at:

Phone: TBA once phone account is established

Email: TBA once email addresses are established

We hope you enjoy your stay!

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Noise Management Plan

The primary goal of this Noise Management Plan is to ensure a peaceful and enjoyable environment for both hostel guests and neighbouring residents. By implementing and enforcing these noise control measures, we are able to create a balance between providing our guests with a fun and enjoyable experience whilst always being considerate of our neighbours. We actively encourage the cooperation of all guests and staff in adhering to these policies to ensure a pleasant atmosphere 24 hours a day.

- **Guest Induction:**
 - 1) Upon check-in, all guests will be required to go through a 5minute induction process. This is without exception, if they are staying for just one night or arriving at 2am they will still be inducted into the hostel. During this induction, guests will be informed about the hostel's noise management policies and the reasons behind them, then asked to sign our terms and conditions stating that they have understood all of our rules and regulations.
- **Low Noise Policy:**
 - 1). We enforce a low noise policy within the hostel and its surrounds from 8:00 pm to 10:00am.
 - 2). The use of speakers, guitars or any other noise-generating instruments is prohibited outside the hostel premises after 8:00pm.
 - 3). Inside the hostel, the use of personal speakers is strictly prohibited at all times to maintain a peaceful ambient noise level thorough.
 - 4). The noise policy and hostel rules are clearly displayed at the hostel entrance to reminder guests of our specific policy and requirements.
- **24-Hour Staff Presence:**
 - 1) The hostel will have 24-hour staffing to monitor and ensure compliance with all noise policies.
 - 2) Staff will address any noise disturbances and, if necessary, issue warnings or terminate the stay of guests who do not adhere to the noise policy.
 - 3) The use of security cameras in all communal spaces, corridors, alfresco areas and the full perimeter of the building ensures that should there be any issues we can quickly identify what and or whom has caused it.
 - 4) Staff report any disturbances (noise or otherwise) promptly to management and they are addressed immediately.
- **Recommendations for Nightlife:**
 - 1). We provide guests with nightly recommendations for local restaurants, bars, and clubs to encourage them to socialise and enjoy nightlife at venues away from the hostel.
- **Minimizing Late Night Car Arrivals and Departures:**

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- 1). Our night staff are there to assist with any late night arrivals and departures to streamline the process and reduce impact for both guests and neighbours.
- 2) All after hours arrivals are pre arranged at the time of booking. During pre-arrangement we include our noise policy and the importance of maintaining a quiet environment.
- **Communication and Feedback:**
- 1) Establish open communication channels for both guests and neighbours to report noise-related issues.
- 2) We ensure that all neighbouring businesses have not only the email and phone contact details for hostel reception, but also the mobile numbers of both the manager and owner. This ensures that there is always an immediate line of contact available should it be required any time of day.
- **Consequences for Non-Compliance:**
- 1) Any guests who disregard the noise policy will be issued a warning, and if necessary, their stay may be terminated immediately.
- 2) The hostel reserves the right to take legal action against guests causing significant disturbances or violating noise regulations.

The noise management policy will be reviewed every 6 months by management and staff.
The policy may be reviewed sooner if required.

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ACOUSTIC REPORT

FOR

121 FITZGERALD STREET WEST PERTH

5 December 2023

AES-890355-R01-0-05122023

Acoustic Engineering Solutions
www.acousticengsolutions.com.au

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DOCUMENT CONTROL

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Revision: 0

Date: 5 December 2023

Doc NO: AES-890355-R01-0-05122023

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EXECUTIVE SUMMARY

A hostel is proposed to operate at 121 Fitzgerald Street West Perth. Graham Farmer Fwy and Fitzgerald Street are the major/significant traffic routes and located within the trigger distances to the subject site. Acoustic Engineering Solutions (AES) has been commissioned by Fitzgerald House Pty Ltd to undertake:

- Traffic noise assessment in accordance with the State Planning Policy 5.4 - Road and Rail Noise (the SPP5.4); and
- Noise impact assessment in accordance with the Environmental Protection (Noise) Regulations 1997 (the Regulations).

An acoustic model is developed using SoundPlan v8.0. For road traffic noise, the *Calculation of Road Traffic Noise* algorithm is selected. For the noise emissions from proposed hostel, the ISO 9613 prediction algorithm is selected. The acoustic model is used to predict:

- Onsite traffic noise levels from Fitzgerald Street and Graham Farmer Fwy; and
- Noise emissions from the proposed hostel operations.

TRAFFIC NOISE ASSESSMENT

Attended traffic noise monitoring was undertaken onsite during the peak hour (between 4:30pm and 5:30pm) of Fitzgerald Street on Wednesday 29th November 2023. The acoustic model is calibrated using the noise monitoring results.

Day-time noise levels $L_{Aeq(Day)}$ are predicted and then adjusted according to the SPP5.4 Guidelines. For the future road traffic conditions, the highest adjusted day-time noise level $L_{Aeq(Day)}$ falls into exposure category:

- C for both the ground and upper floors.

To comply with the requirements of SPP5.4 and achieve reasonable indoor amenity, the following measures are recommended:

- Implement the "Quiet House" package C for both the ground and upper floors.
- Incorporate "Notification on Title".

"Quiet House" package C is detailed in APPENDIX C and also in the SPP5.4 Guidelines.

ENVIRONMENTAL NOISE ASSESSMENT

Three worst-case operational scenarios of the proposed hostel are modelled:

Scenario 1 represents the worst-case operation of mechanical plant.

Scenario 2 represents the worst-case patron conversations.

Scenario 3 represents short events of car-door closing in a car-park area.

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After preliminary modelling, Fitzgerald House Pty Ltd agrees to install a 1.8m colorbond fence along the front site boundary with R2. This short solid boundary fence is required to reduce noise propagation towards R2 from car-door closing and to achieve evening/night-time compliance with the Regulations for scenario 3.

Five closest residential and commercial premises are selected for the detailed assessments of noise emissions from the proposed hostel. Noise levels are predicted for the default "worst-case" meteorological conditions. The predicted worst-case noise levels are adjusted to account for their dominant characteristics according to the Regulations and then assessed against the criteria set by the Regulations. The compliance assessment concludes that full compliance is achieved for the proposed hostel.

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1.0 INTRODUCTION

A hostel is proposed to operate at 121 Fitzgerald Street West Perth. Graham Farmer Fwy and Fitzgerald Street are the major/significant traffic routes and located within the trigger distances to the subject site. Acoustic Engineering Solutions (AES) has been commissioned by Fitzgerald House Pty Ltd to assess:

- Road traffic noises in accordance with the State Planning Policy 5.4 - Road and Rail Noise (SPP5.4); and
- Noise emission from the proposed hostel in accordance with the Environmental Protection (Noise) Regulations 1997 (the Regulations).

1.1 HOSTEL

Figure 1 in APPENDIX A presents an aerial view of the subject site and surrounding area including the attended noise monitoring location and selected noise-sensitive receivers.

Figure 2 in APPENDIX A presents the proposed hostel floor plans. The hostel building is a two-storey building of cavity brick walls and metal roofing with Anticon underneath. Suspended ceilings with 16mm ceiling tiles are present on both the ground and upper floors. Front doors will be aluminium framed glass panel while both back doors to be solid fire rated doors. All windows and doors will be replaced as per recommendations of section 8.0 based on the road traffic assessment. An addition will be built in the front as a reception.

Most bedrooms are located on the upper floor. TV lounge, laundry and kitchen/living/dining area are located on the ground floor. A courtyard is located in the front with 2.4m brick wall of "feature" breeze block section. The rear drying area has 2.4m colour bond fencing.

Toilets and showers are located on both the ground and upper floors. The toilet/shower vents of upper floor are located above the roof while the toilet/shower vents of ground floor are ducted to the rear wall. Kitchen rangehood outlet is located above the roof. Two Bonair evaporative and two split air-conditioning units will be installed.

The hostel is proposed to have a maximum capacity of 48 and to operate 24 hours a day and 7 days a week. The hostel does not provide meals to its customers. A weekly delivery is planned between 9am and 1pm on a weekday excluding public holidays. Minivans are used for the weekly delivery.

Car parking bays are available onsite: One drop off bay at the front and the manager bay at the rear. No solid site boundary fences are present except for the courtyard and rear drying area.

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2.0 NOISE CRITERIA

2.1 STATE PLANNING POLICY 5.4

Noise management for land use and road/rail transport corridor planning in Western Australia is implemented through the WAPC State Planning Policy 5.4 "*Road and Rail Noise*" (SPP5.4). SPP5.4 sets out the noise targets, as shown in Table 2-1.

Table 2-1: Noise Targets

Proposals	New/Upgrade	Noise Targets in dB(A)		
		Outdoor		Indoor
		Day ¹ L _{Aeq} (Day)	Night ² L _{Aeq} (Night)	L _{Aeq}
Noise-sensitive Land-use and/or Development	New noise-sensitive land-use and/or development within the trigger distance of an existing/proposed transport corridor	55	50	L _{Aeq} (Day) = 40 (living and work areas) L _{Aeq} (Night) = 35 (Bedrooms)
Roads	New	55	50	NA
	Upgrades	60	55	NA
Railways	New	55	50	NA
	Upgrades	60	55	NA

The noise target is to be measured at one meter from the most exposed, habitable façade of the proposed building, which has the greatest exposure to the noise-source.

2.1.1 Notification on Title

A notification on title is required as a condition of subdivision (including strata subdivision) and development approval for the purposes of noise-sensitive development as well as planning approval involving noise-sensitive development to advise that the site is located in a noise-affected area where existing and/or forecasted noise levels are to exceed the outdoor noise targets shown in Table 2-1, regardless of proposed noise attenuation measures. The notification on title should be identified in the noise management plan.

¹ Day: from 6am to 10pm.

² Night: from 10pm to 6am.

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2.2 ENVIRONMENTAL NOISE REGULATIONS

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

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

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

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

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

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

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2.2.1 Correction for characteristics of Noise

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

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

when assessed under Regulation 9".

If the noise exhibits intrusive or dominant characteristics, i.e. if the noise is impulsive, tonal, or modulating, noise levels at noise-sensitive premises must be adjusted. Table 2-3 presents the adjustments incurred for noise exhibiting dominant characteristics. That is, if the noise is assessed as having tonal, modulating or impulsive characteristics, the measured or predicted noise levels have to be adjusted by the amounts given in Table 2-3. Then the adjusted noise levels must comply with the assigned noise levels. Regulation 9 sets out objective tests to assess whether the noise is taken to be free of these characteristics.

Table 2-3: Adjustments for dominant noise characteristics

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

2.2.2 Vehicle Noise

Regulation 3(a) states that *nothing in these regulations applies to the following noise emissions —*

- (a) *Noise emissions from the propulsion and braking systems of motor vehicles operating on a road.*

If it is open to public, a car park is considered to be a road and therefore vehicle noise (propulsion and braking) is not strictly assessed. However, noise from car door closing still requires assessment, as this does not form part of the propulsion or braking systems.

2.2.3 Influencing Factors

Five closest noise-sensitive and commercial receivers are selected for detailed assessment of noise impacts, as shown in Figure 1 in APPENDIX A. R1 to R3 and R5 are the noise-sensitive receivers while R4 is the future commercial receiver.

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Influencing factor varies from residence to residence depending on the surrounding land use. The traffic flow data published in the Main Roads website indicate that both the Fitzgerald Street and Graham Farmer Fwy are classified as the major road. Fitzgerald Street and Graham Farmer Fwy are less than 100m from the selected receivers. Therefore, a transport factor of 6 dB applies to R1 to R3 and R5.

Figure 3 in APPENDIX A presents the planning scheme zone map 2 of the City of Vincent. The hostel, R1, R2 and R5 are located within the "Mixed Use" zone while R3 and R4 are located within "Commercial" zone. Table 2-4 presents the calculation of influencing factors and Table 2-5 presents the calculated assigned noise levels for the selected receivers.

Table 2-4: Calculation of influencing factors.

Closest Residents	Transport Factor in dB	Commercial Land		Influencing Factor in d(B)
		Within 100m Radius	Within 450m Radius	
R1	6	88%	65%	14
R2	6	92%	65%	14
R3	6	82%	65%	13
R5	6	86%	65%	14

Table 2-5: Calculated assigned noise levels in dB(A)

Closest Residents	Assigned Noise levels in dB(A)			
	Day ⁴ Monday to Saturday	Day ⁵ Sunday and Public Holiday	Evening ⁶	Night ⁷
L _{A10}				
R1, R2 & R5	59	54	54	49
R3	58	53	53	48
R4	60	60	60	60

⁴ 0700 to 1900 hours for Monday to Saturday.

⁵ 0900 to 1900 hours for Sunday and public holidays.

⁶ 1900 to 2200 hours for all days.

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

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Closest Residents	Assigned Noise levels in dB(A)			
	Day ⁴ Monday to Saturday	Day ⁵ Sunday and Public Holiday	Evening ⁶	Night ⁷
L_{A1}				
R1, R2 & R5	69	64	64	59
R3	68	63	63	58
R4	75	75	75	75
L_{Amax}				
R1, R2 & R5	79	79	69	69
R3	78	78	68	68
R4	80	80	80	80

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3.0 NOISE MONITORING

Attended traffic noise monitoring was performed onsite at the most exposure location to Fitzgerald Street, as shown in Figure 1 and Figure 4 in APPENDIX A, between 4:30pm and 5:30pm (peak hour of Fitzgerald Street) on Wednesday 29th November 2023, when it was calm sunny day with temperature of about 24°C.

Noise levels were recorded using a Nor139 Sound Level Meter (SLM). The SLM complies with the instrumentation requirements of AS2702:1984⁸ and SPP5.4 Guidelines⁹. The SLM was programmed to record the S (slow) and A-weighted noise levels of L_{A1} , L_{A10} , L_{A90} , and L_{Aeq} in every 15-minute interval. The SLM microphone was placed at 1.4m above the ground pointing to Fitzgerald Street. The SLM was calibrated using an SV33A Class 1 Sound Calibrator immediately before and after the measurements. No level difference was observed between the two calibrations.

Attended noise monitoring was undertaken to:

- Quantify the current noise levels at the most exposure location onsite during the peak hour;
- Determine the peak-hour relationships between L_{A10} and L_{Aeq} ; and
- Calibrate the acoustic model.

Noise levels were measured in accordance with the measurement procedures of SPP5.4 Guidelines⁵ and AS2702:1984⁴.

Figure 5 in APPENDIX A presents the logged noise levels for the peak hour (between 4:30pm and 5:30pm, referring to Figure 6). Table 3-1 summarises the monitoring results and Table 3-2 presents the standard deviations of measured noise levels. It is shown that the variations of logged noise levels L_{A10} and L_{Aeq} are within 0.5 dB. The level difference between L_{A10} and L_{Aeq} during the peak hour is 3.1 dB. It may not be exactly equal to the level difference between $L_{A10,18\text{hour}}$ and $L_{Aeq(\text{Day})}$, but it is expected to be at a similar level.

Table 3-1: Measured Noise Levels in dB(A).

Time Intervals	Measured Noise Levels in dB(A)				Difference (dB)
	L_{A1}	L_{A10}	L_{A90}	L_{Aeq}	$L_{A10} - L_{Aeq}$
4:30pm – 5:30pm (Peak Hour)	77.9	71.6	59.0	68.5	3.1

⁸ Australian Standard 2702-1984 Acoustics – Methods for the Measurement of Road Traffic Noise.

⁹ Road and Rail Noise Guidelines, September 2019.

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Table 3-2: Standard Deviation of Measured Noise Levels in dB.

Time Intervals	Standard Deviation of Measured Noise Levels in dB			
	L _{A1}	L _{A10}	L _{A90}	L _{Aeq}
4:30pm – 5:30pm (Peak Hour)	1.7	0.3	0.5	0.5

Figure 6 and Figure 7 in APPENDIX A shows that the traffic flows reduce significantly after 7pm. The traffic noise from Fitzgerald Street and Graham Farmer Fwy should become much lower after 7pm. It is expected that the average daily noise level $L_{Aeq(Day)}$ is less than the measured peak-hour noise level $L_{Aeq(PeakHour)}$ because the noise level L_{Aeq} become lower during non-peak hours.

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4.0 NOISE MODELLING

4.1 METHODOLOGY

An acoustic model is developed using SoundPlan v8.0 program. For traffic noise, the *Calculation of Road Traffic Noise* (the CoRTN) algorithm is selected. For the noise emissions from the proposed hostel, the ISO 9613 prediction algorithm is selected. The acoustic model is used to predict:

- Traffic noise levels from Fitzgerald Street and Graham Farmer Fwy; and
- Noise emissions from the proposed hostel operations.

The acoustic model does not consider noise emissions from the other road traffic, neighbouring commercial premises; birds; aircraft; dog barking; etc.

4.2 INPUT DATA

4.2.1 Topography

The ground elevation contours of the subject site and surrounding area are obtained from the intramaps of the City of Vincent. The road surfaces of Fitzgerald Street and Graham Farmer Fwy are assumed to be reflective while the other area is assumed to have averaged ground absorption of 0.6.

The hostel building and the existing buildings surrounding the subject site are digitized into the acoustic model. The proposed reception building and 2.4m brick/colorbond fences for the front courtyard and rear drying area are considered.

4.2.2 Closest Receivers

Five neighbouring residential and commercial receivers are selected, as shown in Figure 1 in APPENDIX A, for the detailed assessments of noise impact from the proposed hostel. R1 and R5 represents the front and back receivers of the same neighbouring residence. R2 is located within the "Mixed Use" zone and represents a future noise-sensitive receiver. R3 represents the upper floor residential receiver (the ground floor units are shops). R4 is located within the "Commercial" zone and represents a future commercial receiver.

R3 is the upper floor receiver at 4.5m above the ground while the other receivers are the ground receivers at 1.5m metres above the ground.

4.2.3 Building Façade Receivers

Seven representative receivers close to building facades are selected, as shown in Figure 2 in APPENDIX A, for the detailed assessment of traffic noise impact. G1 to G4 are the ground receivers at 1.4 metres above the ground while T1 to T3 are the upper floor receivers at 4.4

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metres above the ground. G1 is located at the centre of courtyard while the other receivers are located at 1m from the building facades. G2 is 1m from the front entry door.

4.2.4 Source Sound Power Levels

Table 4-1 presents the sound power levels of noise sources in the hostel. The overall noise levels of mechanical plant were provided by Fitzgerald House Pty Ltd but their spectrum shapes were obtained from the AES database for similar equipment. The sound power level of a patron conversation was measured for another AES project.

Table 4-1: Sound power levels.

Equipment	Number	Overall Sound Power Levels in dB(A)
Rangehood Outlet	1	74
Rangehood Inlet	1	82
Toilet vent		62
Feature Ceiling Fan	1	81
Bonair Evaporative AC Unit	2	73
Split Air-Conditioner	2	65
TV Audio	1	79
Skopec Glass-Door Fridge	2	60
Chest Freezer	1	60
5-Burner Cooktop with Oven	3	72
Coffee Vending Machine		79
Washer	2	77
Dryer	2	66
Patron Conversation		66
Car door Closing L_{Amax}		86

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4.2.5 Traffic Data

Graham Farmer Fwy and Fitzgerald Street are classified as the major/significant traffic routes in the SPP5.4 Guidelines. The other major and significant traffic routes are more than 300m away from the subject site. Fitzgerald Street and Graham Farmer Fwy are the only roads to be considered in this study.

Traffic flow data for Fitzgerald Street (North of Newcastle Street) and Graham Farmer Fwy (East of Mitchell Fwy) are obtained from the Main Roads website. The traffic flow data include traffic volumes, vehicle speeds, and the percentages of heavy vehicles. Table 4-2 presents the traffic flow data. As suggested in the SPP5.4 Guidelines, the future (year 2043) traffic flow data are assumed to be 2.5% annual traffic growth over 20 years.

Table 4-2: Current and Future Traffic Flows.

Direction	Speed Limit (km/Hour)	Average Daily Traffic Flows (Monday to Friday)		
		Current	Future (2043)	Heavy Vehicles
Graham Farmer Fwy				
Both	80	56,614	84,922	9.4%
Eastbound	80	31,235	46,853	9.7%
Westbound	80	25,379	38,069	9%
Fitzgerald Street				
Both	60	19,432	29,148	9.2%
Northbound	60	8,756	13,134	7%
Southbound	60	10,676	16,014	11%

Figure 6 and Figure 7¹⁰ in APPENDIX A presents the averaged daily traffic flow data for Monday to Friday. The traffic flow data indicate that the daily traffic peak hour is from:

- 4:30pm to 5:30pm with the traffic flow of 1635 (for both directions) on Fitzgerald Street; but
- 4:15pm to 5:15pm with the traffic flow of 4809 (for both directions) on Graham Farmer Fwy.

¹⁰ Obtained from the Main Road website.

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The night-time (10pm to 6am) traffic flow rate (vehicle number per hour) is less than:

- 16% of the day-time traffic flow rate for Fitzgerald Street; but
- 18% of the day-time traffic flow rate for Graham Farmer Fwy.

For such traffic flow rates, it is expected that the night-time traffic noise level $L_{Aeq(night)}$ is much lower than the daytime noise level $L_{Aeq(Day)}$, and their difference ($L_{Aeq(Day)} - L_{Aeq(night)}$) should be greater than 5dB. Therefore, daytime noise level $L_{Aeq(Day)}$ is more critical for compliance assessment.

4.2.6 Road Surface Corrections

Fitzgerald Street is assumed to have a stone mastic asphalt surface. Table 4-3 presents a summary of relative noise relationships between different types of road surfaces.

Table 4-3: Noise Relationship between Different Road Surfaces.

Chip Seal			Asphalt			
14mm	10mm	5mm	Dense Graded	Novachip	Stone Mastic	Open Graded
+ 3.5 dB	+ 2.5 dB	+ 1.5 dB	0 dB	- 0.2 dB	- 1.5 dB	- 2.5 dB

4.3 CORRECTION OF FAÇADE REFLECTION

The CoRTN algorithm does not calculate the noise reflections from building facades. According to the SPP5.4 Guidelines, the predicted noise levels $L_{A10,18hour}$ are adjusted by 2.5 dB to account for the facade reflections for all of the receivers.

4.4 NOISE LEVEL CONVERSION

The CoRTN algorithms were originally developed to calculate the $L_{A10,18hour}$ noise levels. SPP5.4 however uses noise levels of $L_{Aeq(Day)}$ and $L_{Aeq(Night)}$. Generally the relationship between the parameters varies depending on the composition of traffic on the road. For most cases, the difference between $L_{Aeq(Day)}$ and $L_{A10,18hour}$ is about 3 dB¹¹. Based on the measured peak-hour noise level difference (3.1 dB) shown in Table 3-1, the following relationship is used:

$$L_{Aeq(Day)} = L_{A10,18hour} - 3 \quad \text{dB(A)}$$

¹¹ NSW Road Noise Policy, 2011.

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4.5 METEOROLOGY

For the environmental noise modelling, the “default” worst-case meteorological conditions¹² are assumed, as shown in Table 4-4.

Table 4-4: Worst-case meteorological conditions.

Time of day	Temperature Celsius	Relative Humidity	Wind speed	Wind Direction
Day (0700 --- 1900)	20° Celsius	50%	≤5 m/s	All
Evening (1900 --- 2200)	15° Celsius	50%	≤5 m/s	All
Night (2200 --- 0700)	15° Celsius	50%	≤5 m/s	All

4.6 NOISE MODELLING SCENARIOS

Fitzgerald House Pty Ltd advised:

- The hostel operates 24 hours a day and 7 days a week.
- A maximum capacity of 48 patrons is proposed.
- Four toilets/showers are located on the ground floor and four toilets/showers are on the upper floor. The upper floor toilet vents are located above the roof while the ground floor toilet vents are ducted to the rear wall.
- Two Bonair evaporative air-conditioning (AC) systems will be installed. One Bonair outdoor unit sits on the roof while another Bonair outdoor unit sits on the ground against rear building wall under the stairs.
- Two split air-conditioners are installed to service the two rear bedrooms on ground floor, and their outdoor units are wall-mounted.
- A feature ceiling cooling fan is installed in the TV lounge.
- One TV screen with audio will be installed on walls in the TV lounge.
- No amplified or live music plays.
- No meals are provided.
- The kitchen is open kitchen with living/dining area. The kitchen has:
 - A rangehood. The rangehood exhaust outlet is located above the roof.
 - 2x skope glass door fridge;
 - 3x 5 burner cooktop with oven beneath;
 - 1x chest freezer; and
 - 1x coffee vending machine.

¹² Guideline: Assessment of Environmental Noise Emissions, Draft for Consultation, May 2021.

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- Front doors will be aluminium framed glass panel while both back doors to be solid fire rated doors. All windows and doors will be replaced with new ones as per recommendations given in section 8.0 (based on the road traffic assessment).
- The laundry is located on the ground floor with two washers and two dryers.
- One vacuum cleaner will be used to clean rooms.
- The front entry door is kept closed with an auto closer.
- A weekly delivery is planned between 9am and 1pm on a weekday excluding public holidays. Minivan is used for the weekly delivery.
- Car parking bays are available onsite: One drop off bay at the front and the manager bay at the rear.

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

Scenario 1: All items of the following mechanical plant operate simultaneously:

- One TV and one feature ceiling cooling fan in the TV lounge.
- All items of Kitchen Equipment: 1 X Rangehood, 2 X Skope glass door fridges, 3 X 5 burner cooktop with oven, 1 X Chest freezer and 1 X Coffee vending machine.
- Laundry machines: 2 X Washers and 2 X Dryers.
- 2 X Bonair evaporative air-conditioning systems.
- 2 X split air-conditioning (AC) systems.
- 8 X Toilet/Shower vents.
- One vacuum cleaner at the upper-floor back room of Bunks and Robes.

Scenario 2: 40% of 48 patrons talk simultaneously (19 conversations in total):

- One conversation in each of 6 Bunks and Robes.
- 6 outdoor conversations (in the courtyard); and
- 7 indoor conversations (in the TV lounge and living/dining area).

Scenario 3: A car door is closed in the front car park bay.

For scenarios 1 and 2, the double doors to the courtyard and the two back doors are assumed to be fully opened but the front entry door is assumed to be closed.

Scenario 1 represents the worst-case operation of mechanical plant while scenario 2 represents the worst-case patron conversations. Scenario 3 represents the short events of closing vehicle doors. Scenario 3 includes the door closing of minivans for weekly delivery.

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5.0 NOISE CONTROL

After preliminary modelling, Fitzgerald House Pty Ltd agrees to implement the following noise control measure:

- Install a 1.8m colorbond fence along the front site boundary with R2, as shown in a thick black line in Figure 2 in APPENDIX A.

This short solid boundary fence is required to reduce noise propagation towards R2 from car-door closing and to achieve evening/night-time compliance with the Regulations for scenario 3.

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6.0 TRAFFIC NOISE PREDICTIONS

6.1 MODEL CALIBRATION

The acoustic model for road traffic noises from Fitzgerald Street and Graham Farmer Fwy was calibrated based on the measured peak-hour $L_{A10,1h}$ (71.6 dB(A) shown in Table 3-1) by comparing the predicted peak-hour $L_{A10,1h}$ with the measured peak-hour $L_{A10,1h}$ at the logger location.

6.2 POINT MODELLING RESULTS

As shown in Figure 6 and Figure 7, the night-time (10pm to 6am) traffic flow rate is less than 18% of the day-time (6am to 10m) traffic flow rate. This traffic rate indicates that the night-time traffic noise level $L_{Aeq(Night)}$ is more than 5dB lower than the daytime traffic noise level $L_{Aeq(Day)}$. The daytime traffic noise level $L_{Aeq(Day)}$ compliance guarantees the night-time traffic noise level $L_{Aeq(Night)}$ compliance.

Table 6-1 presents the predicted and adjusted A-weighted day-time traffic noise levels $L_{Aeq(Day)}$. Since they do not account for building facade reflections, the predicted traffic noise levels are adjusted by adding 2.5dB to account for facade reflections. According to the SPP5.4 Guidelines, the predicted and adjusted traffic noise levels are rounded to integer numbers. Table 6-1 indicates that under the future road traffic conditions, the highest adjusted day-time traffic noise level $L_{Aeq(Day)}$ is:

- 64 dB(A) for the ground level.
- 66 dB(A) for the upper floor level.
- 56 dB(A) in the courtyard.

Table 6-1: Predicted and Adjusted Day-time Traffic Noise Levels $L_{Aeq(Day)}$ in dB(A).

Receivers	Current		Future (2043)	
	Predicted Level	Adjusted Level	Predicted Level	Adjusted Level
G1	51	54	53	56
G2	60	63	62	64
G3	54	56	56	58
G4	45	47	47	49
T1	62	64	64	66

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Receivers	Current		Future (2043)	
	Predicted Level	Adjusted Level	Predicted Level	Adjusted Level
T2	58	60	60	62
T3	48	50	49	52

6.3 TRAFFIC NOISE CONTOURS

Figure 8 to Figure 11 in APPENDIX B present the predicted traffic noise level $L_{Aeq(Day)}$ contours at 1.4m above the ground. The black lines represent the proposed 2.4m brick/colorbond fences. These noise contours include the barrier effects of the proposed/existing buildings and boundary fences, but do not account for building facade reflections.

Figure 8 and Figure 9 present the daytime traffic noise level $L_{Aeq(Day)}$ contours for the current road traffic conditions while Figure 10 and Figure 11 show the daytime traffic $L_{Aeq(Day)}$ contours for the future road traffic conditions.

Figure 8 and Figure 10 show the traffic $L_{Aeq(Day)}$ contours at the ground level (1.4m above the ground) while Figure 9 and Figure 11 show the traffic $L_{Aeq(Day)}$ contours at the upper floor level (4.4m above the ground).

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7.0 NOISE EMISSIONS FROM THE HOSTEL

Table 7-1 presents the predicted worst-case noise emissions from the hostel. For scenario 3, the predicted noise levels are in $L_{A_{Max}}$ level. It is shown that for all scenarios the predicted day and evening/night-time noise levels are at similar levels (within 0.1 dB). The highest noise level is predicted at:

- R4 for scenario 1; but
- R1 for scenarios 2 and 3.

Table 7-1: Predicted worst-case noise levels in dB(A).

Receivers	Scenario 1		Scenario 2		Scenario 3	
	Day	Evening/Night	Day	Evening/Night	Day	Evening/Night
R1	39.5	39.5	41.0	41.0	55.1	55.1
R2	31.9	31.9	27.2	27.2	48.4	48.4
R3	34.0	34.0	30.1	30.1	52.6	52.7
R4	48.7	48.6	14.5	14.5	29.4	29.5
R5	37.4	37.4	19.4	19.4	31.9	32.0

7.1 WORST-CASE NOISE CONTOURS

Figure 12 to Figure 14 in APPENDIX B present the worst-case noise contours at 1.5m above the ground. The black lines represent the proposed solid fences including the proposed 1.8m short boundary fence. The noise contours represent the worst-case noise propagation envelopes from the hostel, i.e., worst-case propagation in all directions simultaneously. Since the predicted day and evening/night-time noise levels are at similar levels, the noise contours represent worst-case day, evening and night-time noise emissions from the hostel.

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8.0 TRAFFIC NOISE ASSESSMENT AND RECOMMENDATIONS

Under the SPP5.4, noise mitigation measures are necessary if the adjusted noise levels of a new development exceed the outdoor target levels.

For the future road traffic conditions, the highest adjusted day-time noise level $L_{Aeq(Day)}$ falls into exposure category:

- C for both the ground and upper floors.

To comply with the requirements of SPP5.4 and achieve reasonable indoor amenity, the following measures are recommended:

- Implement the "Quiet House" package C for both the ground and upper floors.
- Incorporate "Notification on Title".

"Quiet House" package C is detailed in APPENDIX C and also in the SPP5.4 Guidelines.

8.1 WINDOWS AND DOORS

The front two Bunks and Robes on the upper floor have the glazing to floor ratios of about 43% and 52%. To comply with the requirements of "Quiet House" package C,

- The front fixed windows should achieve $R_w + C_{tr}$ 37 (minimum 12.5mm VLam Hush or double insulated glazing 8mm VFloat – 16mm Gap – 10.5mm Hash). Alternatively the glazing area is reduced to below 40% of floor area and then a minimum 10 mm single or 6mm-12mm-10mm double insulated glazing ($R_w + C_{tr}$ 34dB).
- The front entry door should achieve R_w 32 (minimum 10mm single glazing insert) acoustically rated door and frame system with acoustic seals.
- The two back doors should be 40mm solidcore timber doors with acoustic seals (to achieve R_w 30 for the door and frame systems).

As advised, the roof is metal roofing with Anticon underneath. Suspended ceilings with 16mm ceiling tiles are present on both the ground and upper floors. To comply with the roof-ceiling requirement of "Quiet House" package C, the upper floor suspended ceiling should be affixed using steel furring channels beneath ceiling rafters/supports. R4.1 Bradford gold ceiling insulation batts are recommended to be added above the ceiling tiles.

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9.0 NOISE IMPACT ASSESSMENT

9.1 ADJUSTED NOISE LEVELS

According to Table 2-3, the predicted noise levels shown in Table 7-1 should be adjusted by:

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

Mechanical plant may radiate tonal noise components. Therefore, a 5dB tonality adjustment applies to the predicted noise levels for scenario 1.

Conversations are broadband noises, and no adjustment applies to the predicted noise levels for scenario 2.

Scenario 3 considers the car-door closing noise only. The car-door closing noise may exhibit impulsiveness and then a 10dB adjustment applies.

Table 9-1 presents the adjusted worst-case A-weighted noise levels.

Table 9-1: Adjusted worst-case noise levels in dB(A).

Receivers	Scenario 1	Scenario 2	Scenario 3
R1	44.5	41.0	65.1
R2	36.9	27.2	58.4
R3	39.0	30.1	62.7
R4	53.7	14.5	39.5
R5	42.4	19.4	42.0

9.2 COMPLIANCE ASSESSMENT

Scenarios 1 and 2 generate continuous noise emissions, and then their noises should be assessed against the assigned noise levels L_{A10} . Car door closing is a short event. The noise from a car door closing is predicted in L_{Amax} level and the assigned noise levels L_{Amax} apply for scenario 3.

Table 2-5 shows that Sunday and evening-time assigned noise levels are the same and lower than the day-time ones on Monday to Saturday while Table 7-1 shows that the

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predicted day and evening-time noise levels are at similar levels (within 0.1 dB). Therefore, the evening-time compliance guarantees the day-time compliance.

9.2.1 Evening

Table 9-2 presents evening-time compliance assessment. It is shown that the adjusted noise levels are much below the assigned noise levels at all receiver locations for all of the scenarios. This concludes that compliance with the Regulations is achieved for both the day and the evening.

Table 9-2: Evening-time compliance assessment.

Receivers	Assigned Levels L_{A10} in dB(A)	Adjusted Noise Levels in dB(A)		Assigned Levels L_{A10} in dB(A)	Adjust L_{Amax}
		Scenario 1	Scenario 2		Scenario 3
R1	54	44.5	41.0	69	65.1
R2	54	36.9	27.2	69	58.4
R3	53	39.0	30.1	68	62.7
R4	60	53.7	14.5	80	39.5
R5	54	42.4	19.4	69	42.0

9.2.2 Night

Table 9-3 presents compliance assessment for the night-time operations. It is shown that the adjusted noise levels are below the night-time assigned noise levels at all receivers. This concludes that the night-time compliance is achieved.

Table 9-3: Night-time compliance assessment.

Receivers	Assigned Levels L_{A10} in dB(A)	Adjusted Noise Levels in dB(A)		Assigned Levels L_{A10} in dB(A)	Adjust L_{Amax}
		Scenario 1	Scenario 2		Scenario 3
R1	49	44.5	41.0	69	65.1

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Receivers	Assigned Levels L_{A10} in dB(A)	Adjusted Noise Levels in dB(A)		Assigned Levels L_{A10} in dB(A)	Adjust L_{Amax}
		Scenario 1	Scenario 2		Scenario 3
R2	49	36.9	27.2	69	58.4
R3	48	39.0	30.1	68	62.7
R4	60	53.7	14.5	80	39.5
R5	49	42.4	19.4	69	42.0

The above assessments conclude that full compliance is achieved for the proposed hostel.

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APPENDIX A SITE LAYOUTS

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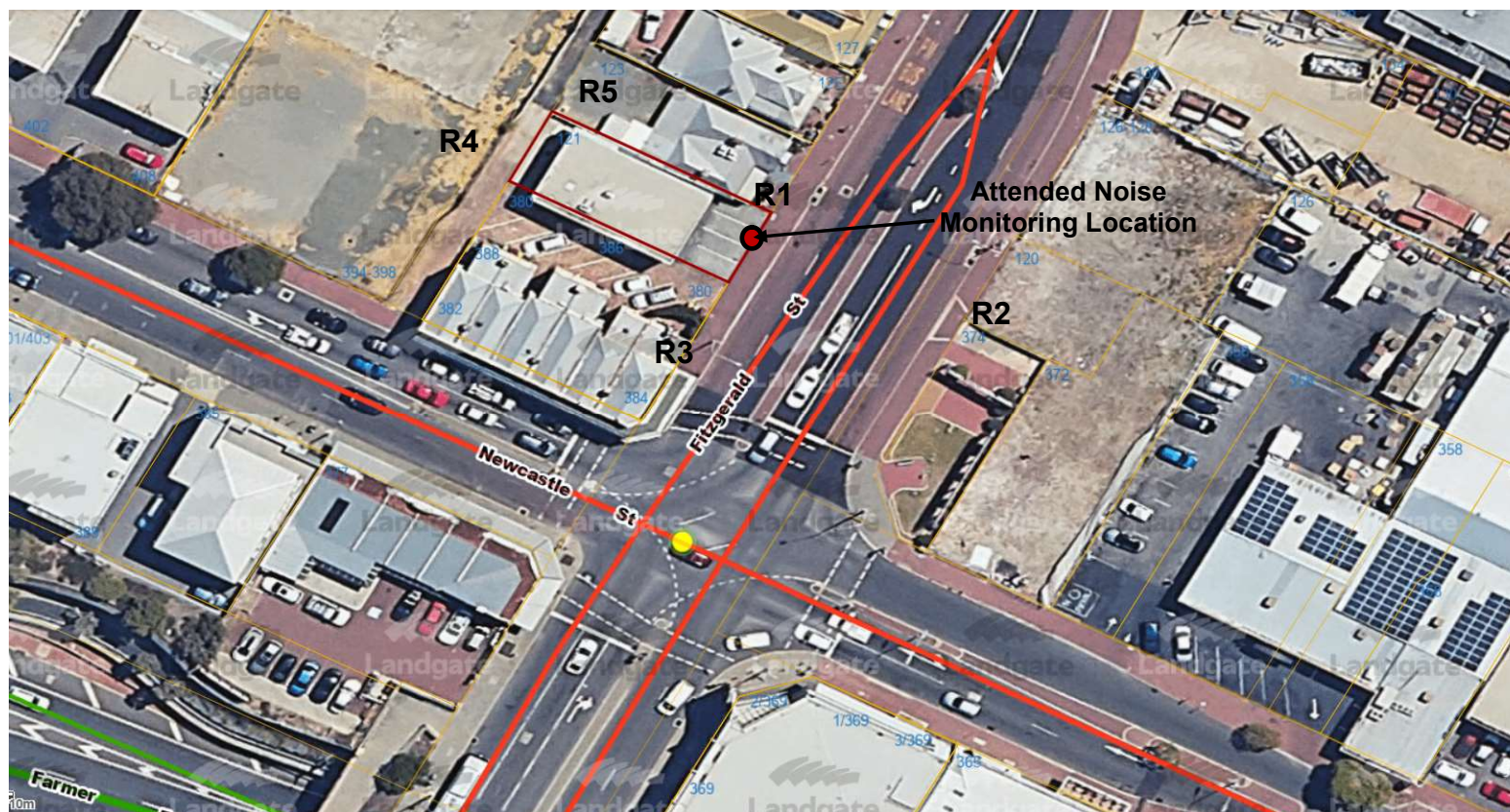


Figure 1: Aerial view of subject site and surrounding area.

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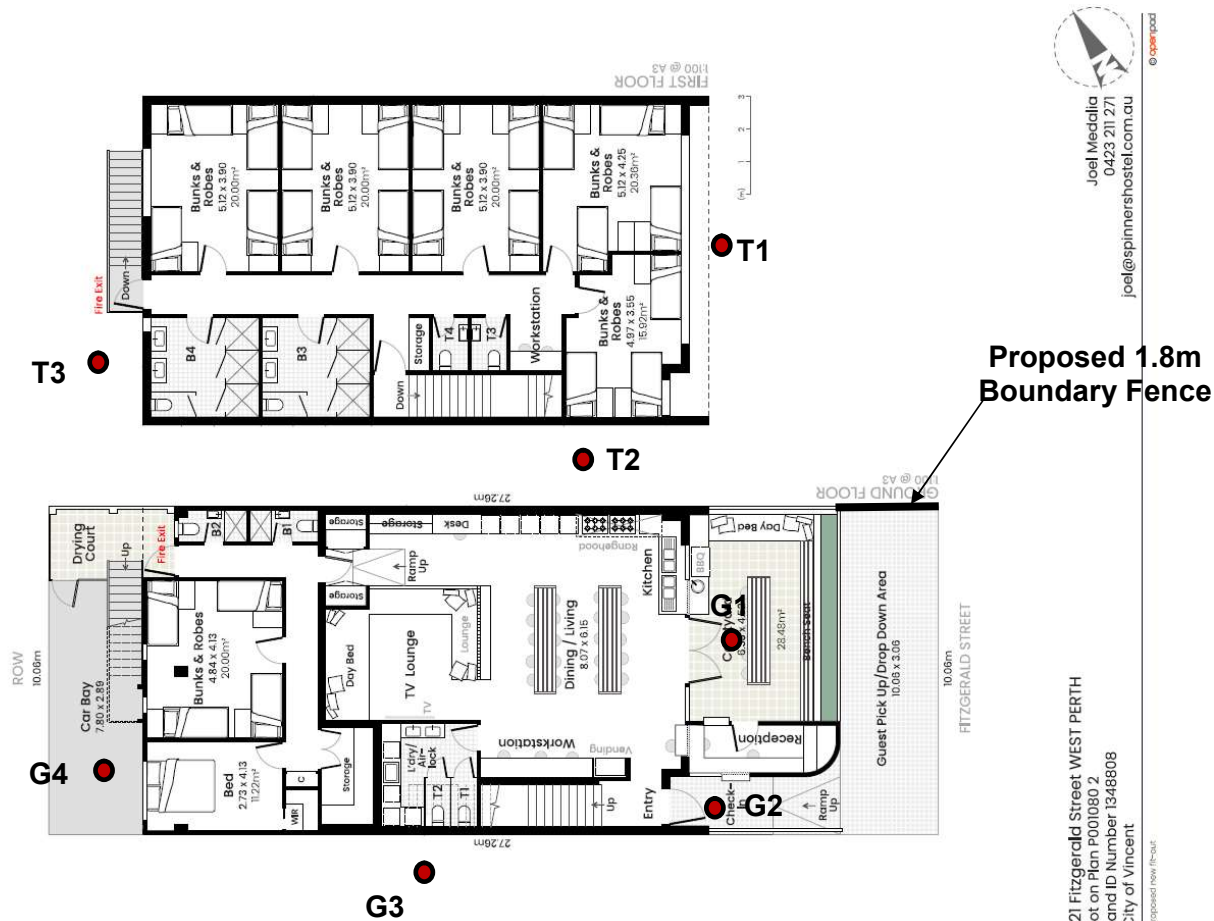


Figure 2: Floor plans.

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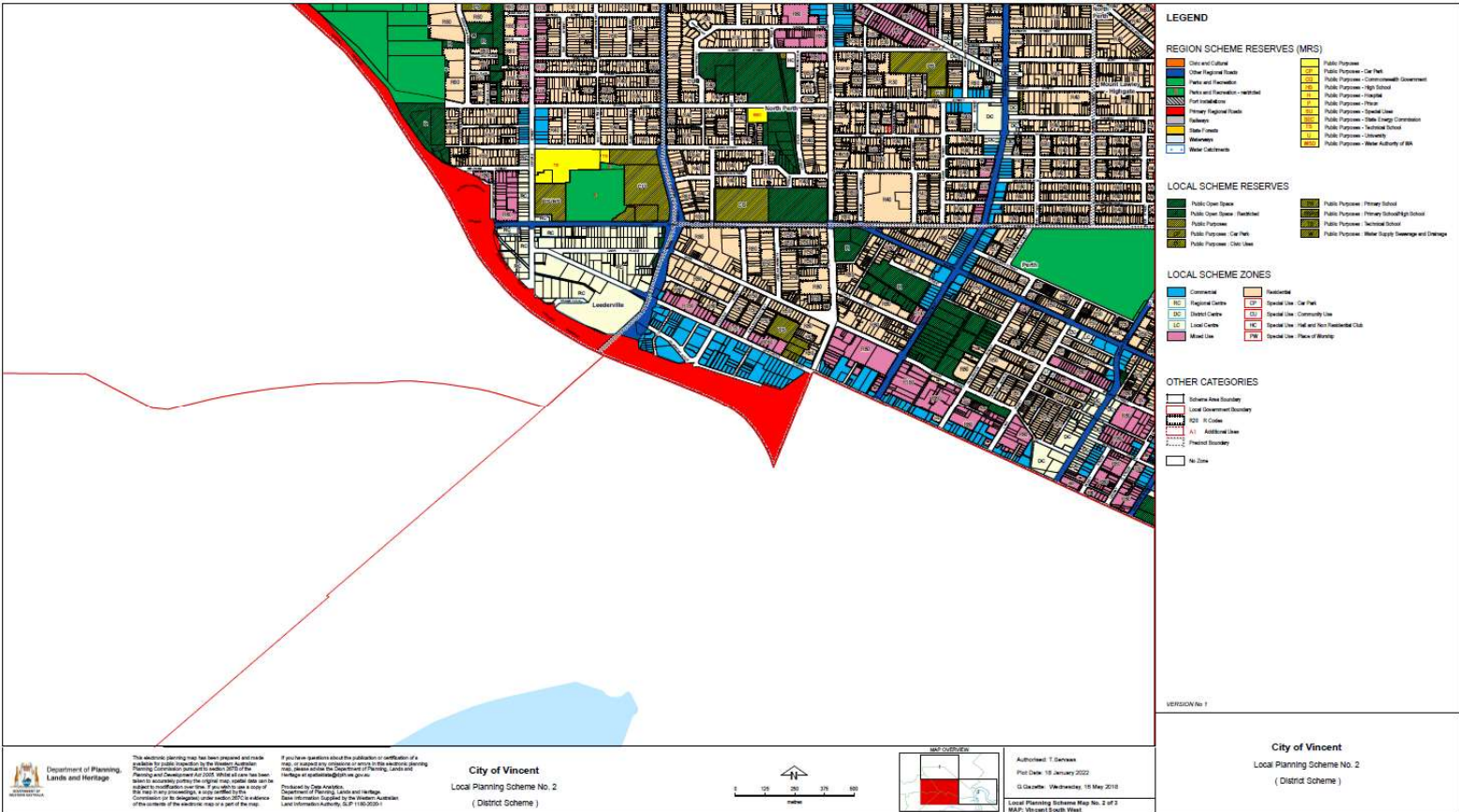


Figure 3: Local planning scheme map 2 of the City of Vincent.

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Figure 4: Photo of the sound level meter.

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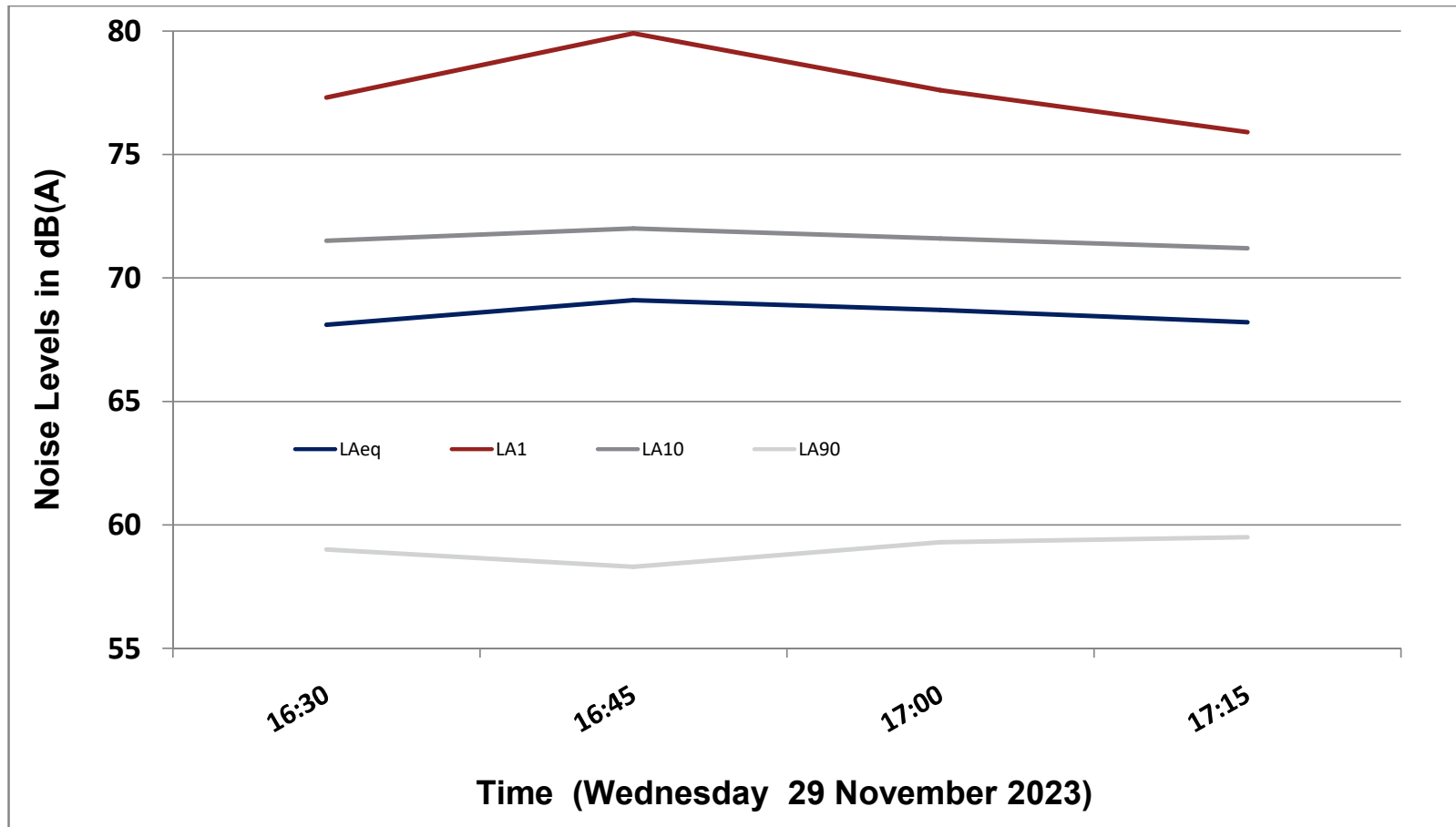


Figure 5: Measured noise levels from 4:30pm to 5:30pm on Wednesday 29/11/2023.

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SITE 4391

Hourly Volume

Fitzgerald St (1300280)

North of Newcastle St (SLK 0.08)

2021/22
Monday to Friday

	All Vehicles				Heavy Vehicles				
	NB	SB	Both		NB	SB	Both	%	
00:00	74	46	120		3	4	7	5.8	
01:00	50	33	83		2	4	6	7.2	
02:00	32	22	54		0	2	2	3.7	
03:00	21	26	47		2	3	5	10.6	
04:00	33	68	101		3	10	13	12.9	
05:00	72	280	352		5	52	57	16.2	
06:00	171	673	844		21	145	166	19.7	
07:00	265	1171	1436		38	144	182	12.7	
08:00	371	1279	1650		43	107	150	9.1	
09:00	419	789	1208		52	78	130	10.8	
10:00	408	591	999		47	64	111	11.1	
11:00	444	595	1039		42	67	109	10.5	
12:00	495	595	1090		42	60	102	9.4	
13:00	504	570	1074		34	59	93	8.7	
14:00	608	573	1181		43	60	103	8.7	
15:00	737	569	1306		50	53	103	7.9	
16:00	1006	555	1561		52	56	108	6.9	
17:00	1015	570	1585		49	53	102	6.4	
18:00	614	473	1087		28	47	75	6.9	
19:00	404	358	762		16	32	48	6.3	
20:00	329	303	632		14	30	44	7.0	
21:00	293	256	549		10	20	30	5.5	
22:00	229	177	406		8	14	22	5.4	
23:00	162	104	266		6	9	15	5.6	
TOTAL	8756	10676	19432		610	1173	1783	9.2	



Peak Statistics

AM	TIME	11:45	07:30	08:00	09:15	06:30	06:30
	VOL	489	1296	1650	57	162	192
PM	TIME	16:30	12:00	16:30	15:15	13:15	15:30
	VOL	1055	595	1635	54	64	114

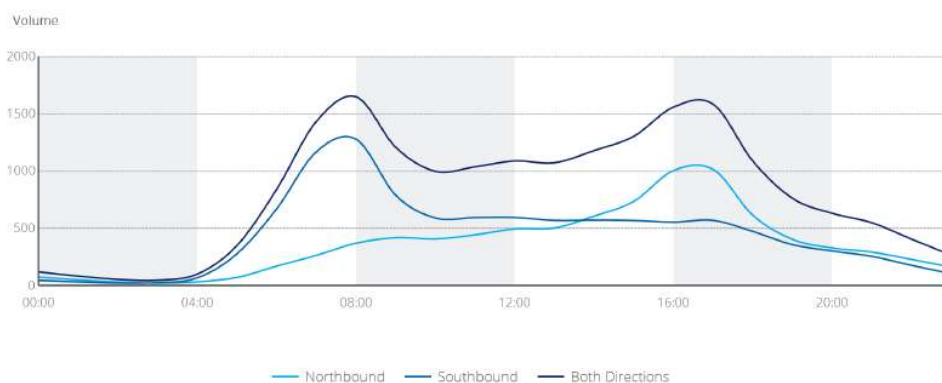


Figure 6: Weekday traffic flows for Fitzgerald Street.

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SITE 50943

Hourly Volume

Graham Farmer Fwy (H020)

East of Mitchell Fwy (SLK 0.27)

2021/22
Monday to Friday

	All Vehicles				Heavy Vehicles					
	EB	WB	Both		EB	WB	Both			%
00:00	112	151	263		10	8	18			6.8
01:00	63	89	152		7	5	12			7.9
02:00	56	79	135		7	7	14			10.4
03:00	135	75	210		12	10	22			10.5
04:00	416	171	587		33	22	55			9.4
05:00	1412	453	1865		158	44	202			10.8
06:00	2361	1034	3395		295	124	419			12.3
07:00	2791	1534	4325		231	165	396			9.2
08:00	2265	1601	3866		187	157	344			8.9
09:00	1708	1333	3041		213	179	392			12.9
10:00	1597	1325	2922		213	174	387			13.2
11:00	1705	1359	3064		229	183	412			13.4
12:00	1695	1419	3114		232	176	408			13.1
13:00	1616	1522	3138		230	199	429			13.7
14:00	1788	1951	3739		220	198	418			11.2
15:00	2120	2326	4446		217	202	419			9.4
16:00	2430	2339	4769		199	157	356			7.5
17:00	2392	2007	4399		147	103	250			5.7
18:00	1505	1430	2935		67	64	131			4.5
19:00	1017	904	1921		45	39	84			4.4
20:00	719	722	1441		32	27	59			4.1
21:00	673	655	1328		23	22	45			3.4
22:00	418	574	992		19	17	36			3.6
23:00	241	326	567		11	14	25			4.4
TOTAL	31235	25379	56614		3037	2296	5333			9.4



Peak Statistics

AM	TIME	06:45	07:30	07:00	06:15	11:45	06:15
	VOL	2819	1656	4325	299	184	439
PM	TIME	16:30	15:45	16:15	12:30	14:30	14:30
	VOL	2531	2388	4809	240	207	443

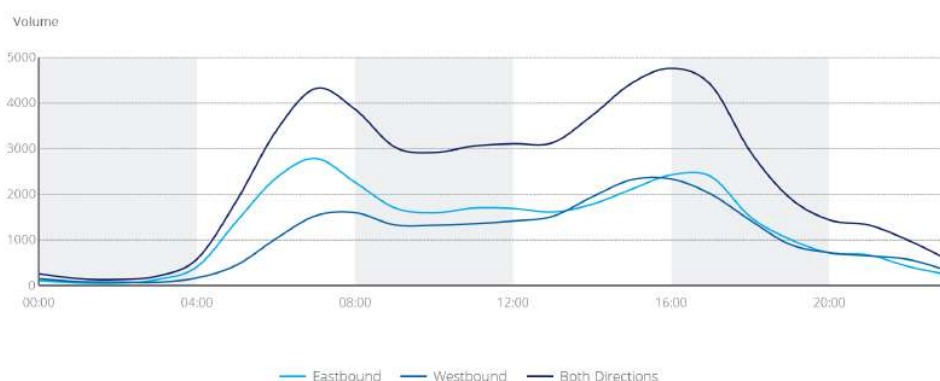


Figure 7: Weekday traffic flows for Graham Farmer Fwy.

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APPENDIX B NOISE CONTOURS

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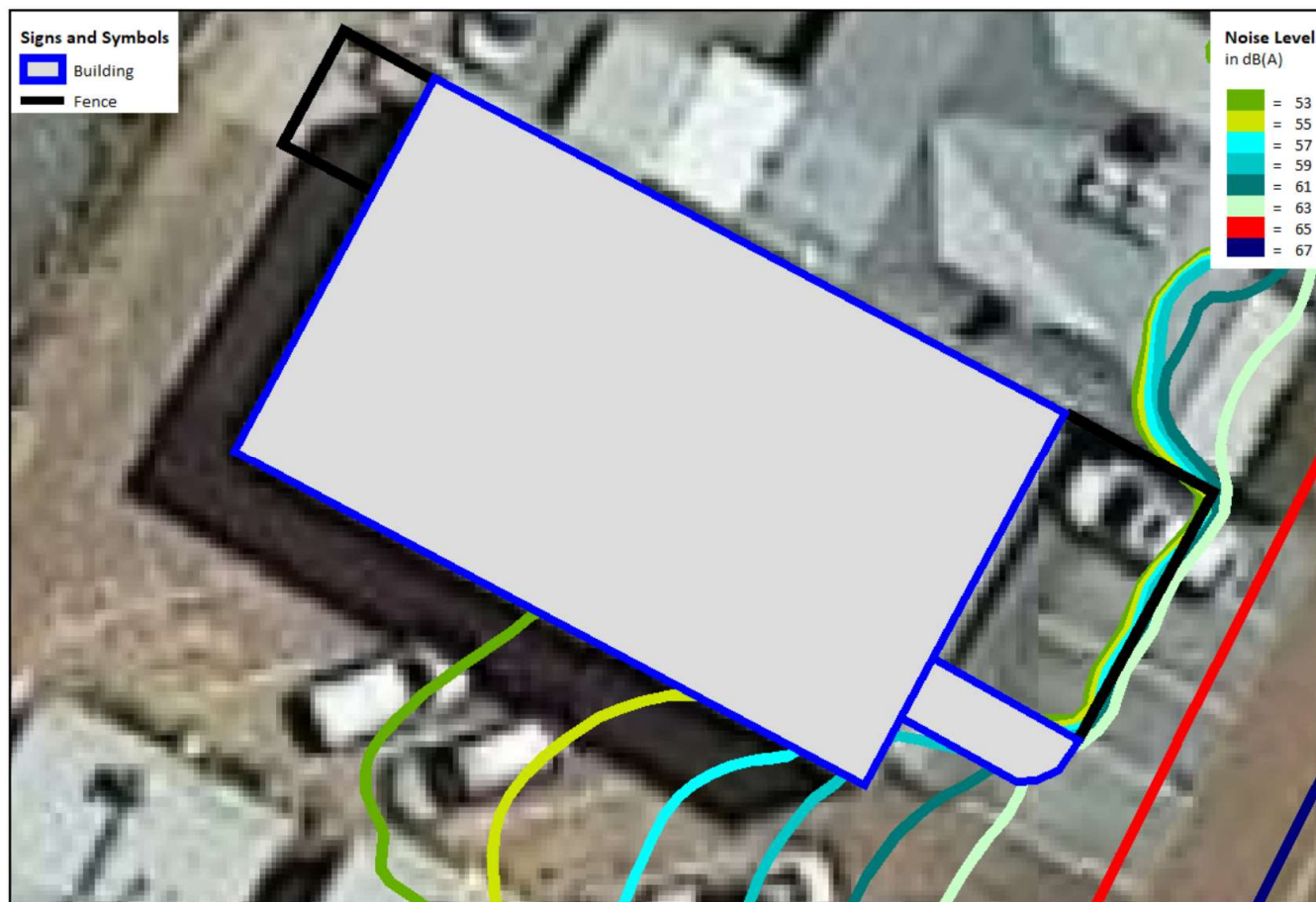


Figure 8: Day-time $L_{Aeq}(\text{Day})$ contours at 1.4m above the ground for current traffic flows.

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Figure 9: Day-time $L_{Aeq}(Day)$ contours at 4.4m above the ground for current traffic flows.

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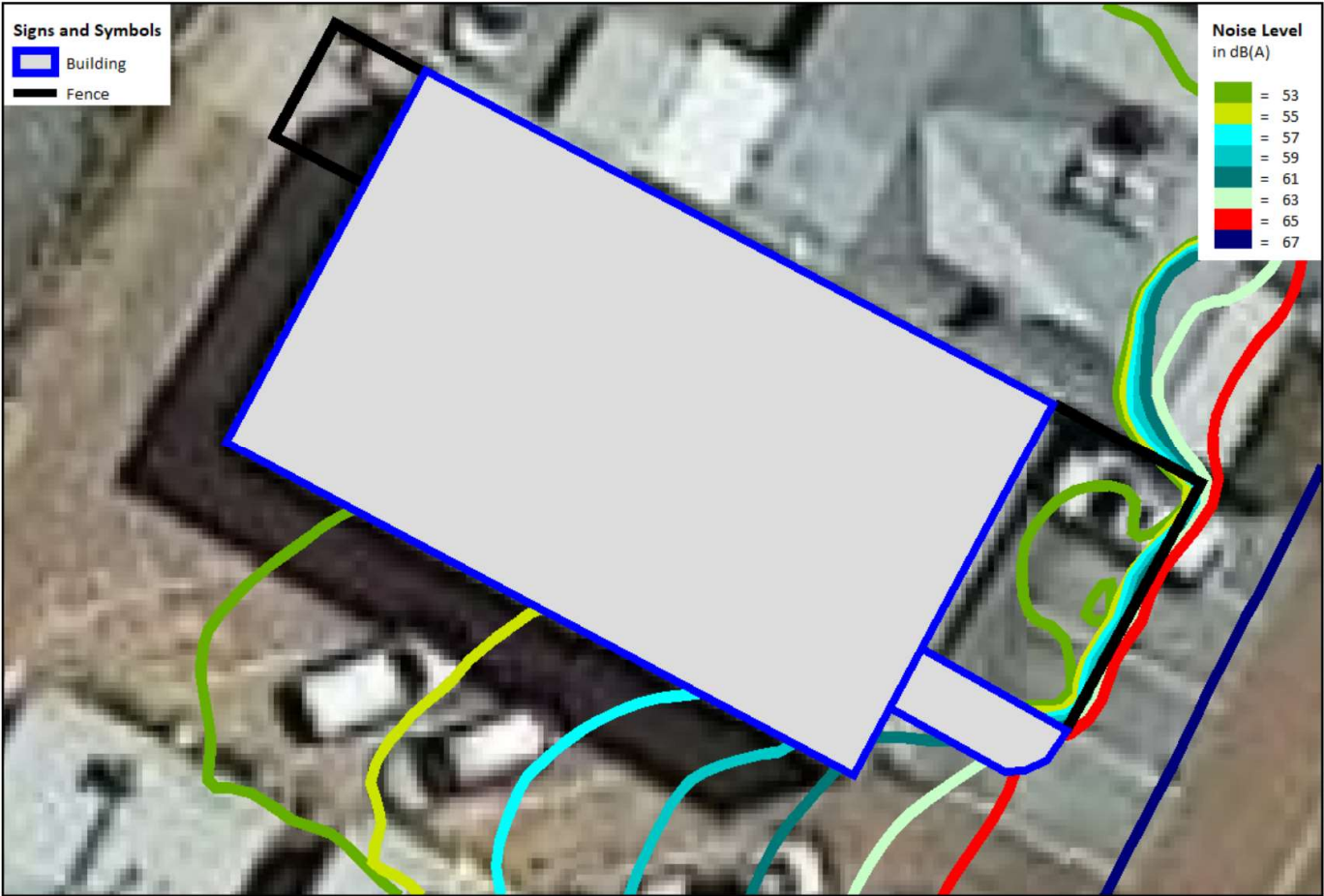


Figure 10: Day-time $L_{Aeq(Day)}$ contours at 1.4m above the ground for future traffic flows.

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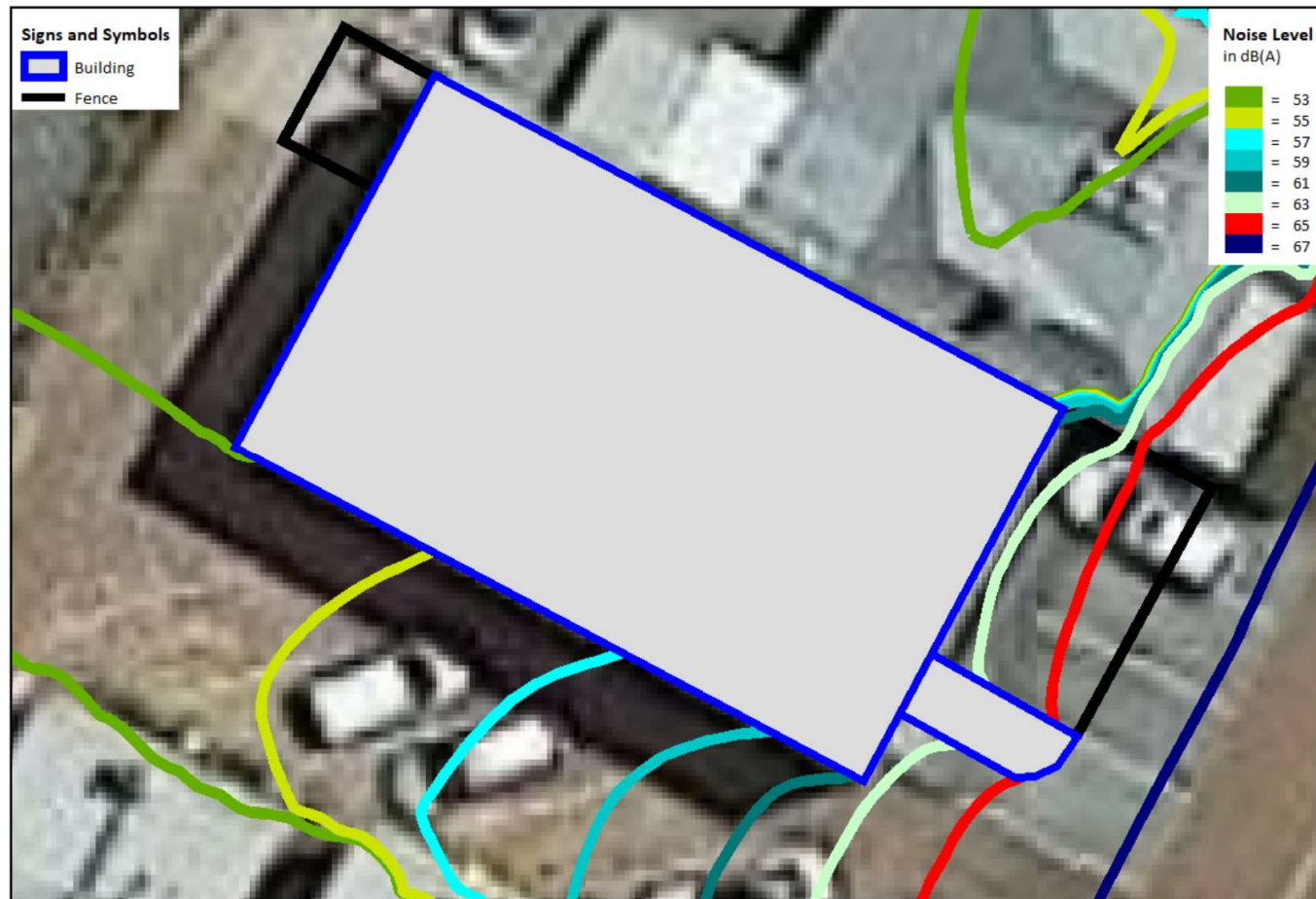


Figure 11: Day-time $L_{Aeq}(\text{Day})$ contours at 4.4m above the ground for future traffic flows.

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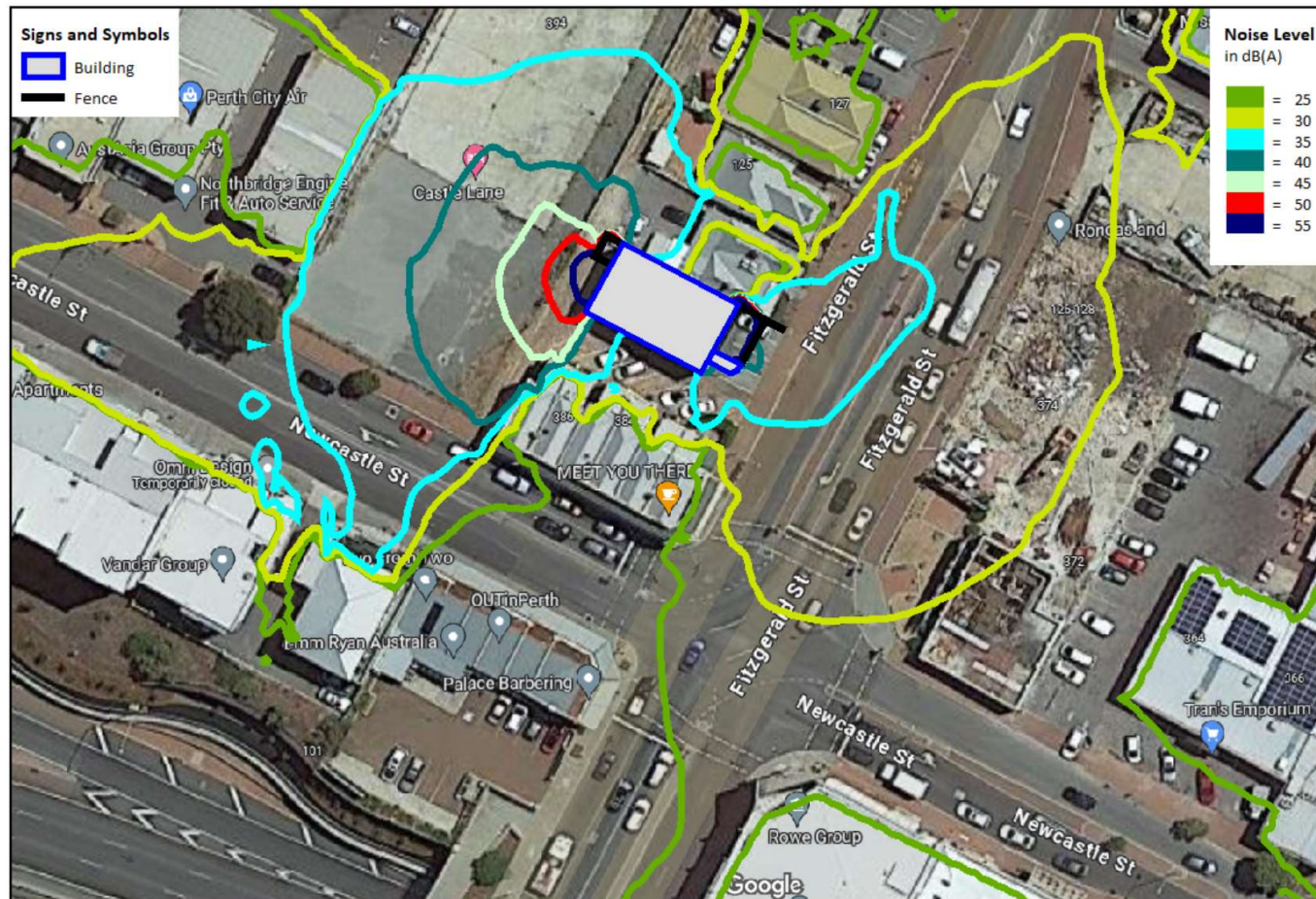


Figure 12: Worst-case noise contours at 1.5m above the ground for scenario 1.

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Figure 13: Worst-case noise contours at 1.5m above the ground for scenario 2.

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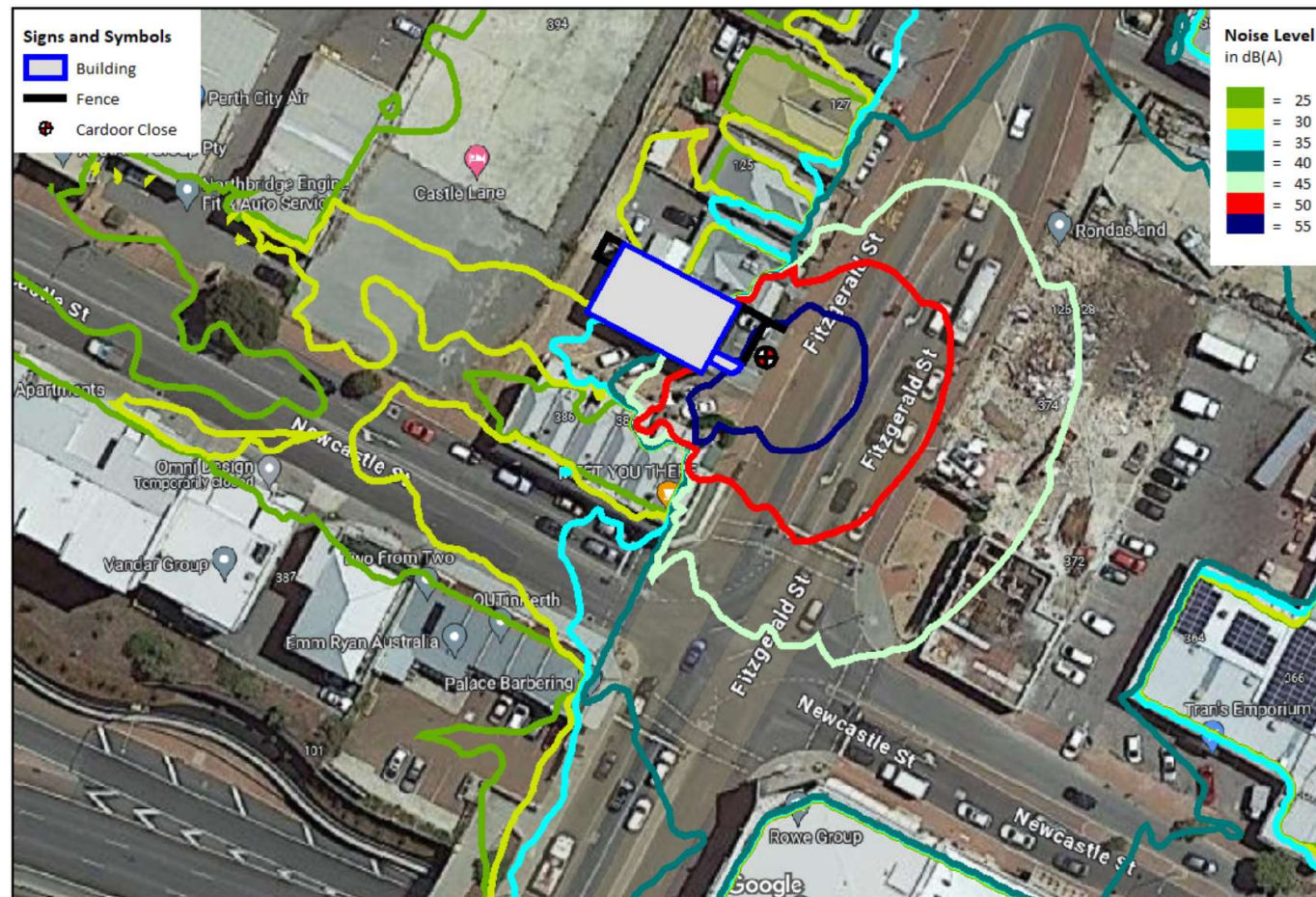


Figure 14: Worst-case noise contours at 1.5m above the ground for scenario 3.

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APPENDIX C QUIET HOUSE PACKAGES

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Exposure Category	Orientation to corridor	Acoustic rating and example constructions				Mechanical ventilation / air conditioning considerations
		Walls	External doors	Windows	Roofs and ceilings of highest floors	
A Quiet House A	Facing	Bedroom and indoor living and work areas to Rw+Ctr 45dB <ul style="list-style-type: none"> One row of 92mm studs at 600mm centres with: <ul style="list-style-type: none"> Resilient steel channels fixed to the outside of the studs; and 9.5mm hardboard or 9mm fibre cement sheeting or 11mm fibre cement weatherboards or one layer of 19mm board cladding fixed to the outside of the channels; and 75mm glass wool (11kg/m³) or 75mm polyester (14kg/m³) insulation, positioned between the studs; and Two layers of 16mm fire-protective grade plasterboard fixed to the inside face of the studs. Single leaf of 150mm brick masonry with 13mm cement render on each face. Double brick: two leaves of 90mm clay brick masonry with a 20mm cavity between leaves. 	Bedrooms: <ul style="list-style-type: none"> Fully glazed hinged door with certified Rw+Ctr 28dB rated door and frame including seals and 6mm glass Other external doors to Rw+Ctr 25dB, e.g. <ul style="list-style-type: none"> 35mm solid core timber hinged door and frame system certified to Rw 28dB including seals Glazed sliding door with 10mm glass and weather seals 	Bedrooms: <ul style="list-style-type: none"> Total external door and window system area up to 40% of room floor area: Sliding or double hung with minimum 10mm single or 6mm-12mm-10mm double insulated glazing (Rw+Ctr 28 dB). Sealed awning or casement windows may use 6 mm glazing instead. Up to 60% floor area: as per above but must be sealed awning or casement type windows (Rw+Ctr 31dB). Indoor living and work areas <ul style="list-style-type: none"> Up to 40% floor area: Sliding, awning, casement or double hung with minimum 6mm single pane or 6mm-12mm-6mm double insulated glazing (Rw+Ctr 25dB). Up to 60% floor area: As per Bedrooms at up to 40% area (Rw+Ctr 28 dB). Up to 80% floor area: As per Bedrooms at up to 60% area (Rw+Ctr 31dB). 	To Rw+Ctr 35dB <ul style="list-style-type: none"> Concrete or terracotta tile or metal sheet roof with sarking and at least 10mm plasterboard ceiling 	<p>At least one outdoor living area located on the opposite side of the building from the transport corridor and/or at least one ground level outdoor living area screened using a solid continuous fence or other structure of minimum 2 metres height above ground level.</p> <ul style="list-style-type: none"> Acoustically rated openings and ductwork to provide a minimum sound reduction performance of Rw 40dB into sensitive spaces Evaporative systems require attenuated ceiling air vents to allow closed windows Refrigerant-based systems need to be designed to achieve National Construction Code fresh air ventilation requirements Openings such as eaves, vents and air inlets must be acoustically treated, closed or relocated to building sides facing away from the corridor where practicable
	Side on					
	Opposite		As per 'Facing' above, except Rw+Ctr values may be 3dB less, e.g. glazed sliding door with 10mm glass and weather seals for bedrooms. No specific requirements	As above, except Rw+Ctr values may be 3dB less, or max 9% area increased by 20%		
A Quiet House A+	All	As per Quiet House A, except double leaf masonry / brick construction only.	As per Quiet House A.	As per Quiet House A, except that <ul style="list-style-type: none"> 'Side-on' requirements same as 'Facing'. All windows comprise minimum 6 mm thick laminated or toughened glass in sealed awning or casement frames. Polymer (e.g. uPVC) window framing should be used. Evaporative air conditioning systems are not recommended. No external doors for bedrooms with entry 'Facing' transport corridor 	No specific requirements	
B Quiet House B	Facing	Bedroom and indoor living and work areas to Rw+Ctr 50dB <ul style="list-style-type: none"> Single leaf of 90mm clay brick masonry with: <ul style="list-style-type: none"> A row of 70mm x 35mm timber studs or 64mm steel studs at 600mm centres; A cavity of 25mm between leaves; 50mm glass wool or polyester cavity insulation (R2.0+) insulation between studs; and One layer of 10mm plasterboard fixed to the inside face Single leaf of 220mm brick masonry with 13mm cement render on each face 	Bedrooms <ul style="list-style-type: none"> Fully glazed hinged door with certified Rw+Ctr 31dB rated door and frame including seals and 10mm glass Other external doors to Rw+Ctr 28dB, e.g. As per Quiet House A Bedrooms. 	Bedrooms: <ul style="list-style-type: none"> Total external door and window system area up to 40% of room floor area: Fixed sash, awning or casement with minimum 6mm single or 6mm-12mm-6mm double insulated glazing (Rw+Ctr 31 dB). Up to 60% floor area: as per above but must be minimum 10 mm single or 6mm-12mm-10mm double insulated glazing (Rw+Ctr 34dB). Indoor living and work areas <ul style="list-style-type: none"> Up to 40% floor area: Sliding or double hung with minimum 6mm single pane or 6mm-12mm-6mm double insulated glazing (Rw+Ctr 28dB). Sealed awning or casement windows may use 6 mm glazing instead. Up to 60% floor area: As per Bedrooms at up to 40% area (Rw+Ctr 31 dB). Up to 80% floor area: As per Bedrooms at up to 60% area (Rw+Ctr 34dB). 	To Rw+Ctr 35dB <ul style="list-style-type: none"> Concrete or terracotta tile or metal sheet roof, sarking and at least 10mm plasterboard ceiling, R3.0+ insulation 	<p>At least one outdoor living area located on the opposite side of the building from the corridor and/or at least one ground level outdoor living area screened using a solid continuous fence or other structure of minimum 2.4 metres height above ground level</p>
	Side-on	<ul style="list-style-type: none"> 150mm thick unlined concrete panel or 200mm thick concrete panel with one layer of 13mm plasterboard or 13mm cement render on each face 				
	Opposite	<ul style="list-style-type: none"> Double brick: two leaves of 90mm clay brick masonry with: <ul style="list-style-type: none"> A 50mm cavity between leaves 50mm glass wool or polyester cavity insulation (R2.0+) resilient ties where required to connect leaves Double brick: two leaves of 110mm clay brick masonry with a 50mm cavity between leaves and R2.0+ cavity insulation 	As per Quiet House A 'Facing' above (Rw+Ctr values may be 3dB less, or max 9% area increased by 20%). As per Quiet House A 'Side-on' above.			
B Quiet House B+	All	As per Quiet House B example above, except use double leaf masonry construction only.	As per Quiet House B, except <ul style="list-style-type: none"> No external doors for bedrooms with entry 'Facing' or 'Side-on' to transport corridor 	As per Quiet House B, except that <ul style="list-style-type: none"> 'Side-on' requirements become the same as Quiet House B 'Facing'. All windows comprise minimum 6 mm thick laminated or toughened glass in sealed awning or casement frames. Polymer (e.g. uPVC) window framing should be used. Evaporative air conditioning systems are not recommended. 	As per Quiet House C (to Rw+Ctr 40dB).	

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Exposure Category	Orientation to corridor	Acoustic rating and example constructions					Mechanical ventilation / air conditioning considerations
		Walls	External doors	Windows	Roofs and ceilings of highest floors	Outdoor living areas	
C Quiet House C	Facing	Bedroom and indoor living and work areas to Rw+Ctr 50dB • As per Quiet House B example above.	Bedrooms • External doors to bedrooms facing the corridor are not recommended. Other external doors to Rw+Ctr 30dB, e.g. • Fully glazed hinged door with certified Rw+Ctr 31dB rated door and frame including seals and 10mm glass. • 40mm solid core timber frame and door (without glass or with glass inserts not less than 6mm), side hinged with certified Rw 32dB acoustically rated door and frame system including seals	Bedrooms: • Total external door and window system area up to 20% of room floor area: Fixed sash, awning or casement with minimum 6mm single or 6mm-12mm-6mm double insulated glazing (Rw+Ctr 31 dB). • Up to 40% floor area: as per above but must be minimum 10 mm single or 6mm-12mm-10mm double insulated glazing (Rw+Ctr 34dB). Indoor living and work areas • Up to 40% floor area: Sliding or double hung with minimum 6mm single pane or 6mm-12mm-6mm double insulated glazing (Rw+Ctr 31dB). Sealed awning or casement windows may use 6 mm glazing instead. • Up to 60% floor area: As per Bedrooms at up to 40% area (Rw+Ctr 34 dB).	To Rw+Ctr 40dB • To all bedrooms, 2 layers of 10mm plasterboard, or one layer 13 mm high density sealed plasterboard (minimum surface density of 12.5 kg/m ²), affixed using steel furring channels beneath ceiling rafters / supports. • R3.0+ Insulation batts laid in cavity. • Concrete or terracotta tile roof with sarking, or metal sheet roof with foil backed R2.0+ fibre insulation between steel sheeting and roof battens.	As per Quiet House B	• Acoustically rated openings and ductwork to provide a minimum sound reduction performance of Rw 40dB into sensitive spaces • Evaporative systems require attenuated ceiling air vents to allow closed windows • Refrigerant-based systems need to be designed to achieve National Construction Code fresh air ventilation requirements • Openings such as eaves, vents and air inlets must be acoustically treated, closed or relocated to building sides facing away from the corridor where practicable
	Side-on		As per Quiet House B 'Facing' above (Rw+Ctr values may be 3dB less, or max % area increased by 20%).				
	Opposite		As per Quiet House A 'Facing' above.				
C Quiet House C+	All	As per Quiet House B example above, except using double leaf masonry construction only. • Double brick: two leaves of 90mm clay brick masonry with: – A 50mm cavity between leaves – R2.0+ cavity insulation – resilient ties where required to connect • Double brick: two leaves of 110mm clay brick masonry with a 50mm cavity between leaves and R2.0+ cavity insulation	As per Quiet House C, except • No external doors for bedrooms with entry 'Facing' or 'Side-on' to transport corridor.	As per Quiet House C, except that • 'Side-on' requirements same as Quiet House C 'Facing'. • All windows into habitable areas comprise minimum 6 mm thick glazing in sealed awning or casement frames. Polymer (e.g. uPVC) window framing and hardware which cannot rattle loose should be used throughout. • Evaporative air conditioning systems are not recommended.	To Rw+Ctr 45dB As per Quiet House C, except • the roof must be concrete or terracotta tile construction with sarking (i.e. no steel sheet roof option). • Ceilings to bedrooms must be constructed from at least 2 overlapping layers of flush plasterboard.		

Footnotes:

- The airborne weighted sound reduction index (Rw) and traffic correction term (Ctr) are published by manufacturers/suppliers, can be determined by acoustical consultants or measured in accordance with AS ISO 717.1. Higher Rw+Ctr values infer greater sound insulation. All values are minimum Rw+Ctr (dB)
- Example construction for different external wall ratings of Rw+Ctr 45dB and 50dB are provided and are listed within Specification F5.2 in Volume 1 Part F of the National Construction Code. These values are based on the installation and sealing of joints and penetrations in accordance with Specification F5.2.

- Window and external door sound reduction values provided are based on the provision of suitable acoustic seals to prevent sound leakage. To comply with the above ratings, all external glass windows and doors specified under requirements A, B and C must have the following:
 - Operable windows and external doors must have a seal to restrict air infiltration fitted to each edge and doors must have a drop seal to provide an airtight seal when closed
 - Within doors or fixed framing, glazing must be set and sealed using an airtight arrangement of non-hardening sealant, soft rubber (elastomer) gasket and/or glazing tape, or be verified by manufacturer or approved person that the construction system as to be installed achieves the relevant Rw+Ctr value

- In this context, a seal is foam or silicon based rubber compressible strip, fibrous seal with vinyl film interleaf or the like. Brush / pile type seals without this seal included are not allowed.
- Glazing referenced can be monolithic, laminated or toughened safety glass
- Any penetrations in a part of the building envelope must be acoustically treated so as not to degrade the performance of the building elements affected. Most penetrations in external walls such as pipes, cables or ducts can be sealed through caulking gaps with non-hardening mastic or suitable mortar

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Sustainability:

Our intention has always been to install solar panels on the rooftop of the building. We have engaged Perth Solar Force as our contractor, and their advice from the outset has been to wait for the works on the roof to be completed before they can provide a feasibility report. As we are adding the 7 sky lights as well as the AMCOR AHU500P1 AHU unit they are waiting to assess available space to complete their report.

Reglazing the building as well as the addition of the planting a front the building will greatly increase the buildings passive energy efficiency. The new glazing will reduce heat loss in summer as well as increase heat retention in winter. This combination will effectively lower energy consumption for climate control.

All of the facilities taps (with the exception of the kitchen) are sensor operated. They are set to automatically shut off after 5 seconds, greatly reducing water wastage. An additional key advantage is minimising physical touch and spread of germs.

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11 December 2023

Bin Location Map and Waste Management Plan

We recognise the importance of reducing our environmental footprint while also contributing to the welfare of our guests and wider community through our commitment to sustainable and responsible waste management practices. This Waste Management Plan outlines the procedures and strategies we use to manage various types of waste generated within our hostel.

General Waste, Cardboard Recycling and Glass Recycling:

- JJs Waste Service is our general waste and cardboard recycling provider. They supply 3x 240L general waste bins that are collected three times weekly, as well as 1x 240L cardboard bin collected twice weekly.
- These bins are located at the rear of the building. They are locked 24/7 to assure no items are incorrectly disposed of and no illegal dumping may take place. Our agreement states they are to be loaded into the waste removal truck on the Fitzgerald st side of the property to minimise noise impact on both our guests and surrounding neighbours.
- For our refundable glass items our provider is Containers For Change. They provide 2x 240L bins that are stored in our alfresco area inside a custom aluminium storage area to minimise visual impact for our guests . These bins are collected from the alfresco area twice weekly with the same loading agreement as JJs Waste.
- Hostel staff will ensure that all general waste is properly segregated from recyclables and placed in designated bins.
- Cardboard recycling bins will be available in common areas, and guests will be informed of their location upon check-in.
- Clear signage will be posted near waste disposal areas to encourage correct disposal practices.
- Regular inspections will be conducted to ensure compliance with waste disposal guidelines.
- Hostel staff will ensure that glass containers are rinsed before disposal to prevent contamination.

Clothing and Footwear Donation:

- All leftover clothing, footwear, and other usable items left behind by guests will be collected fortnightly.
- These items will be donated to an Indigenous support group located in Northbridge.
- Collection points for these donations will be clearly marked within the hostel premises.
- Hostel staff will coordinate the collection and donation process.

Mattress Repurposing:

- All used mattresses in the hostel will be donated to the local Men's Shed for repurposing into outdoor seating and other creative projects.

Hostel staff will arrange for the pickup of mattresses to the Men's Shed as needed.

CITY OF VINCENT
RECEIVED
11 December 2023

Food Sharing Program:

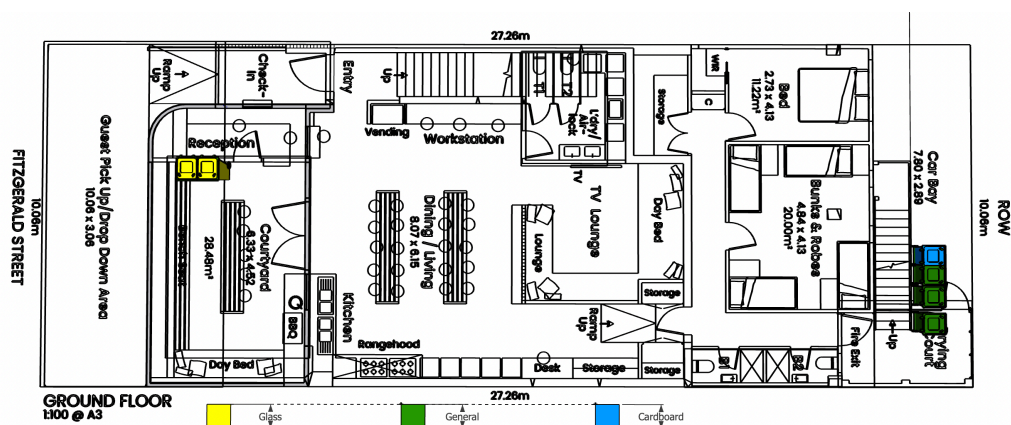
- Departing guests will be encouraged to leave any usable, unopened food items in a designated "Free Food" section within the hostel.
- All food items placed in the Free Food section will be available for other guests to use.

At the end of the day, hostel staff will assess the remaining food items and dispose of accordingly.

Guest Awareness:

- All guests will be made aware of the hostel's waste management procedures upon check-in.
- Information on proper waste disposal practices will be provided through signage and guest orientation materials.

Bin location map



Summary of Submissions:

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

Comments Received in Objection:	Applicant Comment:
<u>Land Use & Short Term Accommodation</u> <ul style="list-style-type: none"> Concerns that the proposed use is incompatible with the existing businesses in the area. 	<p>Quite the opposite, the proposed use is compatible and beneficial to existing businesses in the area. Not only will our guests provide additional customers to our neighbouring businesses, they also provide those vendors with access to new staff members.</p> <p>There are currently 4 hostels successfully operating in close proximity (few hundred meters) to 121 Fitzgerald st.</p> <p>Quokka Backpackers - 5 Fitzgerald st Northbridge 6005 Spinners Hostel 342 Newcastle st Northbridge 6000 Ozzi Inn Backpackers - 282 Newcastle st Northbridge 6000 My Ozzexp Palmerston lodge - 21 Palmerston st Northbridge 6000</p> <p>As stated above these guests provide a wide array of cultural diversity custom and staffing to the area.</p>
<ul style="list-style-type: none"> Concerns that there are no other backpacker hostels in the immediate vicinity and that the proposed use represents a new use for the property. 	<p>This is not correct. We have owned and operated our current hostel, Spinners Hostel, for the past 5 years just 100 meters from 121 Fitzgerald St. In our submission we included letters of support from 100% of the businesses in our immediate proximity. All of whom have agreed the hostel's presence has proven to be an asset to both the neighbouring businesses and community in general.</p>
<ul style="list-style-type: none"> Concerns that the proposed use will result in increased foot and vehicle traffic and will impact on surrounding residents' amenity. 	<p>As we will be licensed for a maximum capacity of 48 total occupants, with an expected turnover of 8 guests a day, the additional foot and vehicular traffic this will bring to the site will be minimal, and far less than most businesses operating from a similar sized venue. Our parking management plan and hostel management plan both take these points into consideration and provide sufficient strategies to maintain (and in our opinion, improve) the surrounding residents' amenity.</p>
<ul style="list-style-type: none"> Concerns regarding parking and access issues relating to the proposed use will impact privacy and amenity. 	<p>The building is only accessible to guests via the main entrance on Fitzgerald Street. The rear access is for emergency and staff access only, thus should not impact on the privacy and amenity of the businesses in the area. Our parking management plan has taken these issues into consideration and offered adequate solutions.</p>
<u>Car Parking</u> <ul style="list-style-type: none"> Concerns regarding the impact of the proposed land use on adjoining businesses in relation to car parking availability. 	<p>Our data shows just 11% of backpackers travel by vehicle and there is more than ample suitable parking day and night to accommodate this need around the venue without adversely affecting the nearby residents. Our terms and conditions ensure guests adhere to parking requirements during their stay. The neighbouring businesses to our current hostel, Spinners, can attest to this being a successful way to manage guest parking arrangements as they have experienced minimal impact on parking.</p>

Summary of Submissions:

Comments Received in Objection:	Applicant Comment:
<ul style="list-style-type: none"> Concerns that existing car parking issues for the adjoining property, (which includes unauthorised parking and restriction of access from service vehicles), will be compounded by the proposed development. This is due to the increased numbers of people that will be in the area with varied access to transport options with many seeking to park vehicles in the area. 	<p>Please refer to above for percentage of guests requiring parking.</p> <p>We supply a detailed map of both free and paid parking options available in the area to all guests prior to arrival and on arrival. They must also adhere to our terms of conditions during their stay which includes parking requirements.</p> <p>Please refer to our letters of recommendation from neighbouring businesses and their experience with our management plans and solutions around parking.</p>
<p><u>Façade Design</u></p> <p>Concerns that the subject site is an exposed environment and that people from the development will seek shelter at the adjoining property.</p>	<p>The vast majority of our guests arrive as solo travellers or couples, meaning we have ample space for arrivals to "seek shelter" at the venue upon check-in. Once checked in they will have key fob access, and can wait in the larger covered area behind the entrance gate should they need shelter. The alfresco area also provides a combination of open air and covered space for guest to enjoy. We have not had an issue with guests seeking shelter at neighbouring properties in our current hostel just 100m down the road.</p>
<p><u>Landscaping</u></p> <p>Concerns regarding the lack of deep soil area and tree canopy currently in the area. Concerns that the development will reduce the likelihood of improved tree canopy being achieved.</p>	<p>On the contrary, the development will increase the likelihood to 100% that deep root planting and improved tree canopy will occur. Please see previously submitted drawings and planting schedule for further details. This will provide a lush green streetscape unmatched by any commercial building in the immediate vicinity. As owner/operators we are very excited to bring some greenery and vibrance into the area.</p>
<p><u>Noise</u></p> <ul style="list-style-type: none"> Concerns regarding the proposed noise impacts on adjoining properties due to the scale of the proposed development. Concerns that the noise generated by the guests of the proposed development will impact on the amenity of adjoining properties. 	<p>With 5 years of trade at Spinners hostel and zero noise complaints, we are extremely confident that our hostel management plan and noise policy will maintain a quiet atmosphere for guests and residents alike. We have purpose built the facility to physically move any noise inside the building and contain it within the ground floor.</p> <p>The proposed development has been designed in a way that contains noise as best possible. As mentioned above, the noise policy and terms and conditions in place at our sister venue has been extremely effective in minimising noise generated and we expect this to continue at our new hostel, thus creating minimal impact on adjoining properties.</p>
<p><u>Building Bulk</u></p> <p>Concerns regarding the visibility of the proposed new works from the adjoining property.</p>	<p>The proposed additions visible from adjoining property will consist almost entirely of alfresco, garden, feature timber wall with hedging, permeable paving and grass. It is of our opinion and that of the Design Review Panel that this proposed meets and in most cases exceeds the city's requirements around landscaping an aesthetics. We strongly believe that the vista will be more visually appealing than the current car parks.</p>

Summary of Submissions:

Comments Received Expressing Concern:	Applicant Comment
<u>Car Parking</u> <ul style="list-style-type: none">Request that the need a traffic and parking plan is considered.Concerns that the two proposed car parking bays are insufficient to meet the needs of the proposed development.Concerns regarding cars and pedestrians utilising the private road at the rear of the adjoining property. Comment that the installation of gates would assist with addressing this issue.	<p>This has been considered and we believe our parking management plan offers adequate solutions for these concerns. Please refer to the parking management plan in our submission.</p> <p>The parking management plan provided in the submission meets the requirements as per the City of Vincent's parking policy and guidelines for lodging houses. From our experience as hostel operators for the past 5 years, the need for parking is minimal given most travellers currently utilise more flexible modes of transport such as bicycles, e-scooter hire, bus/train and ride share apps. We are confident that the proposed parking bays, along with ample suitable street parking surrounding the venue will be more than enough to meet our guests' needs.</p> <p>We do not see utilisation of the private road at the rear of the adjoining property occurring. Especially given access to the venue for guests is from Fitzgerald Street. However, we have no objection to the adjoining property installing gates on their premises.</p>

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

Summary of Submissions:

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

Comments Received in Objection:	Administration Comment:
<p><u>Land Use & Short Term Accommodation</u></p> <ul style="list-style-type: none"> Concerns that the proposed use is incompatible with the existing businesses in the area. Concerns that there are no other backpacker hostels in the immediate vicinity and that the proposed use represents a new use for the property. Concerns that the proposed use will result in increased foot and vehicle traffic and will impact on surrounding residents' amenity. Concerns regarding parking and access issues relating to the proposed use will impact privacy and amenity. 	<ul style="list-style-type: none"> The proposed Residential land use is a permitted use within the Mixed Use zone. The subject site is well located to provide this use type while minimising the impact on the surrounding locality. This is because the subject site is primarily surrounded by commercial land uses, noting the presence of residential dwellings on the adjoining property at Nos. 380-388 Newcastle Street, West Perth. These dwellings are orientated away from the subject site with their primary outdoor living areas and major opening located facing Newcastle Street, providing an appropriate buffer from the proposed use on the subject site. The subject site previously operated as a commercial land use with the current, proposed, use of an intensity that can be reasonably expected to be in this location and would not result in adverse amenity impacts on adjoining properties due to the building design and management measures proposed. The Management Plan and Code of Conduct submitted by the applicant demonstrate that the proposed use is capable of operating in manner that would protect the amenity of the area, including the adjoining properties. A condition of approval is included in the officer recommendation for the development to operate in accordance with these documents. The land use would be also be specifically consistent with the proposed operator's current venue, located nearby at No. 342 Newcastle Street, Perth which has operated for a number of years.
<p><u>Car Parking</u></p> <ul style="list-style-type: none"> Concerns regarding the impact of the proposed land use on adjoining businesses in relation to car parking availability. 	<ul style="list-style-type: none"> Due to the nature of the use, it is expected that guests of the development would be unlikely to have private vehicles. This would reduce the car parking demand for the development. As a result, the development is not expected to generate demand for vehicle parking that would have an unreasonable impact the available public car parking in the surrounding area. The applicant has submitted a Parking Management Plan which provides management measures that are realistic and would be adequate to manage the anticipated parking demands generated by the proposal. A condition of approval is included in the officer recommendation for the development to operate in accordance with this Parking Management Plan.

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
<ul style="list-style-type: none"> Concerns that existing car parking issues for the adjoining property, (which includes unauthorised parking and restriction of access from service vehicles), will be compounded by the proposed development. This is due to the increased numbers of people that will be in the area with varied access to transport options that may seek to park private vehicles in the area. 	<ul style="list-style-type: none"> As mentioned above, due to the nature of the use, being short term accommodation, is such that it is expected that guests of the development would not have private vehicles. The car parking provided by the development meets the anticipated demands and is not expected to have a detrimental impact on the surrounding area. The existing car parking issues on the adjoining property are not required to be addressed by the applicant as part of this application.
<p><u>Building Design</u></p> <p>Concerns that the subject site is an exposed environment and that by not providing an awning, people from the development will seek shelter at the adjoining property.</p>	<ul style="list-style-type: none"> The proposed development would be consistent with the existing commercial developments to the north-east of the subject site along Fitzgerald Street that do not provide an awning to the street. The position of the existing building and provision of car parking within the front setback area limits the ability for an awning to be provided which extends over the footpath area along the street. The design of the proposed addition would provide a suitable urban edge to the streetscape without the provision of an awning.
<p><u>Landscaping</u></p> <p>Concerns regarding the lack of deep soil area and tree canopy currently in the area. Concerns that the development will reduce the likelihood of improved tree canopy being achieved.</p>	<ul style="list-style-type: none"> The application proposes adaptive reuse of the existing commercial building on the subject site, limiting the ability for a greater level of landscaping to be provided. The application proposes an increase to the landscaping currently provided on site which includes one new tree. This tree would provide shading to the pick up/drop off area and a portion of the courtyard area. The development would also provide permeable paving for the pick up/drop off area and smaller plantings to assist in reducing the impact of the urban heat island effect generated by the subject site. Given the constraints of the site, the landscaping proposed maximises the available site area to provide a landscaping outcome that will contribute to the streetscape and the internal amenity of the visitors to the development.
<p><u>Noise</u></p> <ul style="list-style-type: none"> Concerns regarding the proposed noise impacts on adjoining properties due to the scale of the proposed development. Concerns that the noise generated by the guests of the proposed development will impact on the amenity of adjoining properties. 	<ul style="list-style-type: none"> The applicant has provided an acoustic report that demonstrates that noise levels generated from the premises during the proposed operating hours would comply with the relevant assigned noise levels under the <i>Environmental Protection (Noise) Regulations 1997</i>. The applicant has also provided a Noise Management Plan to ensure the appropriate management of noise generated by guests of the proposed development. Noise is controlled by enforcing a noise curfew for all guests with quiet hours established, to minimise the impact of noise on the surrounding community.

Summary of Submissions:

Comments Received in Objection:	Administration Comment:
<p><u>Building Bulk</u></p> <p>Concerns regarding the visibility of the proposed new works from the adjoining property.</p>	<p>The extent of works proposed to the existing building would not impact the bulk presented by the development to the adjoining property. This is because the new works are proposed as a single storey addition to the existing two storey building on the subject site and is proposed to be constructed of high-quality materials that will provide visual interest to the surrounding properties. The addition provides an open design with landscaping incorporated to soften the impact of the appearance of the building when viewed from the adjoining property.</p>
Comments Received Expressing Concern:	Administration Comment
<p><u>Car Parking</u></p> <ul style="list-style-type: none"> Request that the need a traffic and parking plan is considered. Concerns that the two proposed car parking bays are insufficient to meet the needs of the proposed development. Concerns regarding cars and pedestrians utilising the private road at the rear of the adjoining property. Comment that the installation of gates would assist with addressing this issue. 	<ul style="list-style-type: none"> As mentioned above, the applicant has submitted a Parking Management Plan which provides management measures that are realistic and would be adequate to manage the anticipated parking demands generated by the proposal. A condition of approval is included in the officer recommendation for the development to operate in accordance with this Parking Management Plan The Parking Management Plan will be considered by Council in determining the application. Due to the nature of the use, it is expected that guests of the development would be unlikely to have private vehicles. This would reduce the car parking demand for the development. The two car parking bays provided would be sufficient to cater for the needs of the proposed development. As mentioned above, the existing car parking issues on the adjoining property are not required to be addressed by the applicant as part of this application. It is each landowners responsibility to secure their own property, should they wish to do so.

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

Determination Advice Notes:

1. This is a development approval issued under the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme only. It is not a building permit or 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 2 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 the applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.
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 movement of all path users, with or without disabilities, within the road reserve, shall not be impeded in any way during the course of the building works. This area shall be maintained in a safe and trafficable condition and a continuous path of travel (minimum width 1.5 metres) shall be maintained for all users at all times during construction works. Permits are required for placement of any materials within the road reserve.
7. 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.
8. Prior to occupancy or use of the development, redundant or "blind" crossovers shall be removed, and the verge and kerb made good to the satisfaction of the City, at the applicant/owner's full expense.
9. All storm water produced on the subject land shall be retained on site, by suitable means to the full satisfaction of the City. No further consideration shall be given to the disposal of storm water 'off site' without the submission of a geotechnical report from a qualified consultant. Should approval to dispose of storm water 'off site' be subsequently provided, detailed design drainage plans and associated calculations for the proposed storm water disposal shall be lodged together with the building permit application working drawings.
10. The development will be classified as a 'Public Building' and must comply with the *Health (Public Buildings) Regulations 1992*. An application is to be made to the City's Health Services for the assessment of the public building and maximum accommodation numbers prior to occupation of the premises. Please contact Health Services on (08) 9273 6000 upon receipt of this approval to discuss the requirements further with an Environmental Health Officer.
11. Any external artificial lighting installations, including in carparks and common areas, is to comply with Australian Standard AS 4282-1997 'Control of the obtrusive effects of outdoor lighting' and must not be permitted to shine or reflect into other properties, creating a nuisance.

Determination Advice Notes:

12. The lodging house operator is to submit a Lodging House Registration application form to register the premises under the *City of Vincent Health Local Law 2004*. For further information and to download a form please visit: <https://www.vincent.wa.gov.au/develop-build/health/lodging-houses.aspx>.
13. The applicant is advised that the number of beds permitted per room is subject to approval in accordance with Clause 141 (1) (e) of the *City of Vincent Health Local Law 2004*, unless otherwise approved by the Manager Environmental Health Services.
14. Any noise created at the premises must ensure compliance with the provisions within the *Environmental Protection (Noise) Regulations 1997*.
15. For the purposes of the amended acoustic report, the street wall/fence located in the front setback area, shall be provided in a high quality material such as brickwork or masonry, consistent with the colours and materials of the building. The street wall/fence shall be truncated or reduced to no higher than 0.75 metres within 1.5 metres of the Fitzgerald Street boundary of the lot, with the exception of, infill that provides a clear sightline, in accordance with the definition provided in the City's Policy No. 7.1.1 – Built Form.

The applicant is advised to liaise with the City regarding the fence design throughout the review of the amended acoustic report to ensure the outcome is consistent with the City's Policy No. 7.1.1 – Built Form.

5.4	NO. 71 (LOT: 200; D/P: 92012) EDWARD STREET AND NO. 120 (LOT: 1001; D/P: 29129) CLAISEBROOK ROAD, PERTH - PROPOSED EXTENSION OF TIME TO EXISTING CONCRETE BATCHING PLANTS
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Ward: South

Attachments:

1. Location Plan  
2. Minister's 2018 Approval  
3. Recommended Conditions  

RECOMMENDATION:

That Council:

1. **MAKES** a submission to the Western Australian Planning Commission regarding the development applications made to the State Government under Part 17 (Special provisions for COVID-19 pandemic relating to development applications) of the *Planning and Development Act 2005*, for the continued operation of the two existing Concrete Batching Plants at No. 71 Edward Street (application reference SDAU-069-23) and No. 120 Claisebrook Road (application reference SDAU-068-23) and advises the Western Australian Planning Commission that:
 - 1.1 The City of Vincent **DOES NOT SUPPORT** the development applications as they are inconsistent with the matters that the Western Australian Planning Commission is to have due regard to in accordance with Section 275(6) of the *Planning and Development Act 2005* for the following reasons:
 - The Concrete Batching Plants are inconsistent with the provisions, purpose, and intent of the City's Local Planning Scheme No. 2 (LPS2). LPS2 zones the sites as Mixed Use R160 with the objective to provide for a range of housing choices and affordability, and encouraging a mix of compatible and complimentary uses.

The 'Industry' land use, which the Concrete Batching Plant operation would fall within, is an X use in the Mixed Use zone under LPS2 and is a use that is not permitted by LPS2 in these locations. LPS2 provides an additional use of Concrete Batching Plant for the two sites but includes a condition stating that this *"additional use will expire 30 June 2024."*

In support of LPS2 the City's endorsed Local Planning Strategy identifies for the Concrete Batching Plants to relocate from the area to facilitate transit-oriented developments in close proximity to the Perth CBD within the Claisebrook area which is identified as a 'High Density Mixed Use' and 'Planned Urban Growth' area.

The City's approved North Claisebrook Planning Framework local planning policy provides for a clear statement of intent for the Cityscape subprecinct of which the Concrete Batching Plants are located in. This seeks to provide for a greater intensity of development that capitalises on the proximity to the Perth CBD and Claisebrook Station by providing landmark transit-oriented developments.

An extension of the Concrete Batching Plant use on these sites beyond 30 June 2024 would be inconsistent with the Local Planning Strategy, LPS2 and North Claisebrook Planning Framework;

 - The Concrete Batching Plants are inconsistent with the principles of orderly and proper planning as they are an incompatible industrial use within an area that is zoned Mixed Use R160 under LPS2 and has already been developed as high density mixed use.

The continued operation of the sites is impacting on the existing and growing number and intensity of sensitive uses in the area and is inhibiting the delivery of high-density mixed use development and increased housing opportunities within the area.

The relocation of the Concrete Batching Plants at the earliest opportunity would be a matter of state and regional significance as it would finally allow for the provision of high density infill development, providing an estimated 3,258 additional dwellings in the immediate locality consistent with the City's Local Planning Strategy, LPS2 and North Claisebrook Planning Framework;

- The increase in sensitive uses within the locality over time consistent with LPS2 and the North Claisebrook Planning Framework has meant that the amenity disturbances from the existing Concrete Batching Plants are now more impactful than they were previously.

These impacts would continue to increase as the number and intensity of these sensitive uses increase in line with LPS2 and the North Claisebrook Planning Framework;

- The Concrete Batching Plants have operated from their respective locations prior to the COVID-19 Pandemic and the continued operation would not provide for any greater economic investment, jobs, housing or activity to the region in response to this.

The relocation of the Concrete Batching Plants at the earliest opportunity would provide the opportunity for revitalisation of the North Claisebrook area by unlocking two strategic development sites and would have a wider economic benefit to the broader area, including an anticipated 3,258 additional dwellings in the North Claisebrook Planning Framework area alone that would provide much needed housing; and

- The Concrete Batching Plants continue to be inconsistent with broader State policies including Directions 2031, Perth & Peel @ 3.5 Million, the Central Sub-regional Planning Framework, the Capital City Planning Framework, and State Planning Policy 1 – State Planning Framework.

These policies seek to achieve consolidated urban form by providing infill development that is adjacent to activity centres, station precincts and urban corridors, and within close proximity to the Perth CBD and public transport connections, with these sites on the boundary of the CBD and adjacent to the Claisebrook Train Station; and

1.2 Should the Western Australian Planning Commission be of the view to approve the development applications then Council:

- a) ADVISES that any approval should require a set a of short term relocation gateways that the operators must achieve in order to continue operating, as well as decommissioning of each of the sites at the expiry of any extension.

Such conditions would facilitate the economic investment, jobs, housing and activity sort for the area by requiring the relocation of both Concrete Batching Plants in the shortest possible time. This would allow for the redevelopment potential of the region to be realised consistent with the local and state planning framework;

- b) PROVIDES recommended conditions that are included in Attachment 3; and

- c) **REQUESTS** that all possible options be considered by the State Government to prevent land banking and to ensure that redevelopment of both sites occurs consistent with the City's Local Planning Strategy, LPS2 and North Claisebrook Planning Framework as a matter of state and regional significance.

This includes the making of an Improvement Plan area in accordance with Part 8 of the *Planning and Development Act 2005*; and

2. **PROVIDES** a copy of the report and accompanying attachments from the agenda of the Council Meeting on 19 March 2024 to the Western Australian Planning Commission.

EXECUTIVE SUMMARY:

The purpose of this report is to consider comments to be provide to the Western Australian Planning Commission (WAPC) in relation to respective development applications for the continued operation of the existing Concrete Batching Plants at No. 71 Edward Street (Hanson Site) and No. 120 Claisebrook Road (Holcim Site).

The existing approvals for the Concrete Batching Plants on both sites will expire on 30 June 2024. The applications seek a seven year extension for both sites.

The development applications have been lodged with the State Government and are to be determined by the WAPC in accordance with the Part 17 (Special provisions for COVID-19 pandemic relating to development applications) of the *Planning and Development Act 2005*.

Administration has considered the applications against the matters that the WAPC is to have due regard to in accordance with Part 17 of the *Planning and Development Act 2005*. For the reasons below Administration does not support the continued operation because:

- It would be inconsistent with the City's local planning framework, including:
 - The City's Local Planning Strategy identifies for the relocation of the Concrete Batching Plants to facilitate transit-oriented developments within a 'High Density Mixed Use' and 'Planned Urban Growth' area.
 - The Sites are zoned Mixed Use R160 under the City's Local Planning Scheme No. 2 (LPS2), and the Concrete Batching Plants are incompatible with the objectives to provide for a range of housing options and encourage a mix of compatible and complimentary land uses. The Concrete Batching Plants would otherwise be a prohibited 'X' use within the Mixed Use zone of LPS2 once the additional use ceases on 30 June 2024.
 - The North Claisebrook Planning Framework (NCPF) seeks to provide for a greater intensity of development on each of the Sites that capitalises on the proximity to the Perth CBD and Claisebrook Station by providing landmark transit-oriented developments.
- It would be inconsistent with orderly and proper planning because the Concrete Batching Plants are an incompatible industrial use within an area that is zoned Mixed Use R160 under LPS2. The continued operation of the sites is impacting on the existing and growing number of sensitive uses in the area and is inhibiting the delivery of high-density mixed use development and increased housing opportunities.
- The increasing of sensitive uses within the locality over time consistent with LPS2 and the NCPF which would mean that any amenity disturbances from the existing Concrete Batching Plants would have the potential to be more impactful.
- The Concrete Batching Plants would not provide for any greater economic benefits in response to the COVID-19 Pandemic. The relocation of these are a matter of state and regional significance that would have a wider economic benefit by unlocking two strategic sites and encouraging new economic investment, jobs, housing activity to the area.
- The operations would continue to be inconsistent with broader State policies including that seek to achieve consolidated urban form by providing infill development that is adjacent to activity centres, station precincts and urban corridors, and within close proximity to the Perth CBD and public transport connections.

PROPOSAL:

The applications propose to allow for the continued operation of the existing Concrete Batching Plants at No. 71 Edward Street and No. 120 Claisebrook Road, Perth, to continue to operate until 30 June 2031.

The City's Local Planning Scheme No. 2 (LPS2) currently permits for the existing Concrete Batching Plants to operate until 30 June 2024. On 10 October 2018 the Minister for Planning granted development approval (2018 Approval) to extend the operation period to expire on 30 June 2024 for both sites.

There are no changes proposed to the existing operations or structures on either of the sites, or to the conditions of approval imposed by the 2018 Minister Approval.

The applications are not being determined by the City. This is because the applications were lodged with the State Government and referred by the Premier to the WAPC for determination in accordance with the Part 17 (Special provisions for COVID-19 pandemic relating to development applications) of the *Planning and Development Act 2005*.

Prior to determining the application, the WAPC is required to consult with and have due regard to any submission from the City.

BACKGROUND:

Property:	No. 71 Edward Street, Perth	No. 120 Claisebrook Road, Perth
Landowner:	Hanson Construction Materials Pty Ltd	Holcim Australia Pty Ltd
Applicant:	Allerding & Associates	Allerding & Associates
Zoning:	MRS: Urban LPS2: Zone: Mixed Use R Code: R160	MRS: Urban LPS2: Zone: Mixed Use R Code: R160
Built Form Area:	Mixed Use	Mixed Use
Existing Land Use:	Concrete Batching Plant	Concrete Batching Plant
Proposed Use Class:	Concrete Batching Plant	Concrete Batching Plant
Lot Area:	5,968m ²	4,869.7m ²
Right of Way (ROW):	No	No
Heritage List:	No	No

Site Context

The existing Concrete Batching Plant operated by Hanson Construction Materials is located at No. 71 Edward Street, Perth. The Hanson Site is bound by The Graham Farmer Freeway to the south and Lord Street to the west. To the north-east the Hanson Site has an approximate frontage of 11.3 metres to Edward Street and is bound by eight existing properties which each have a frontage to Edward Street.

The existing Concrete Batching Plant operated by Holcim Australia is located at No. 120 Claisebrook Road, Perth. The Holcim Site is of a triangular shape and is bound by The Graham Farmer Freeway to the south, Claisebrook Road to the west, and Caversham Street to the north.

Administration defines the immediate locality as being the area generally bound by Lord Street to the west, Summers Street to the north, the rail reserve to the east, and the Graham Farmer Freeway to the south. This locality is shown in **Attachment 1** and **Figure 1** below.

The existing character of this area is predominantly comprised of various industrial commercial and residential activities:

- Immediately adjoining and adjacent to the Sites there are mainly service industrial type uses including vehicle repairs and servicing, manufacturing and distribution centres.
- Just beyond those immediately adjoining and adjacent sites the area is dominated by commercial and residential-type uses include short term accommodation, restaurants/cafes, art studio, offices, consulting rooms, gyms and other recreation-type uses, educational and training. Restaurant and cafe uses within the area generally front Claisebrook Road and Gladstone Street.
- Residential and mixed use developments are generally located along Claisebrook Road, Lord Street, Gladstone Street, Edward Street and Summers Street.
- There are also two areas of public open space within the locality including Gladstone Street Reserve which is located centrally, and Norwood Park which is in the north-eastern corner. HBF Park is located on the western side of Lord Street.

Planning Framework

The Concrete Batching Plants have operated from each of the Sites since the mid-1980's and 90's.

At that time the land within the area bound by Lord Street, Summers Street and the Freeway, including the subject sites, was within the City of Perth's boundaries and was subject to the City of Perth Town Planning Scheme No. 1 and the East Perth Redevelopment Authority Scheme No. 1.

The land was subsequently transferred to the then Town of Vincent as part of the Local Government boundary changes on 1 July 2007.

Local Planning Strategy

The City's Local Planning Strategy was endorsed by the WAPC on 8 November 2016.

The [Local Planning Strategy](#) identifies that the area bound by the Graham Farmer Freeway, Lord Street, Summers Street and the railway line is identified for 'High Density Mixed Use' and as a 'Planned Urban Growth Area'.

The strategies and actions of the Local Planning Strategy related to 'Planned Urban Growth Areas' include:

- Facilitating high density development.
- Identify areas for future employment growth, to support local government and private sector investment.
- Appropriately zone and/or prepare area specific plans to facilitate a compatible mix of residential and commercial development opportunities.

The Local Planning Strategy notes the following action in relation to housing and population:

"Facilitating high density mixed use development in planned growth areas, strategic development sites and along major roads to respond to the growing demand for high quality multiple dwelling development in well serviced areas."

In relation to both the Hanson and Holcim Sites the Local Planning Strategy recommends that the operation of the concrete batching plants be discontinued as these:

- Present a negative impact on the amenity of the area.
- Represent an underutilisation of the land and are not consistent with the principles of transit oriented development.
- Do not promote the revitalisation of the North Claisebrook area.

Local Planning Scheme No. 2

The City's LPS2 was gazetted on 16 May 2018 and zones both the Hanson and Holcim Sites as Mixed Use R160.

The 'Industry' use class, which the Concrete Batching Plant operations would fall within, is an X use in the Mixed Use zone under LPS2 and is a use that is not permitted by LPS2 in these locations.

Clause 19 of LPS2 sets out the specified land uses are permitted to operate on specified land in addition to uses which are permissible under the Mixed Use zone. In accordance with Clause 19(1) both the Hanson and Holcim Sites are permitted to operate a Concrete Batching Plant until 30 June 2024.

The properties surrounding the subject site with the area bound by Lord Street, Summers Street and the railway reserve are generally zoned Mixed Use R100.

North Claisebrook Planning Framework

At its meeting on 22 August 2023, Council approved the [North Claisebrook Planning Framework](#) (NCPF) following public comment, and it came into effect on 31 August 2023.

The NCPF is a local planning policy and provides for statutory provisions which guide development within the private realm in the area.

The Hanson and Holcim Sites are located within the Cityscape sub-precinct of the NCPF. Both sites are identified as having an acceptable height standard of 12 storeys, with and unlimited additional height possible subject to achieving the development incentives for community benefit criteria of the NCPF and complying with the emergency flight path of the Royal Perth Hospital helicopter service.

With the remainder of the NCPF area the properties are located within various sub-precincts, with acceptable building heights ranging from six storeys opposite the Hanson and Holcim Sites to four storeys along Summers Street.

The NCPF states that there are currently 615 dwellings within the locality, with a total of 3,873 dwellings anticipated within the area under the plan by 2050.

Development Approval History

Holcim have operated a Concrete Batching Plant from its Site since 1987. Hanson have operated a Concrete Batching Plant from its Site since the mid-1990's. Prior to this Concrete Batching Plant operated from the Hanson Site in a smaller capacity than what is currently occurring.

The development approval for the operation of both the Hanson and Holcim Sites was time limited until October 2012.

There have been two subsequent development approvals issued to extend the operation period for each of the Sites. Of most relevance:

- On 22 May 2012 the Minister for Planning granted approval to extend the operation period to expire on 16 October 2017.
- On 10 October 2018 the Minister for Planning granted approval to extend the operation period to expire on 30 June 2024.

The Minister's 2018 Approval is included in **Attachment 2**. The Minister's reasons for this decision that are included in this approval noted:

1. *The subject sites are zoned Mixed Use and coded R160 under the City of Vincent Local Planning Scheme No. 2...*
2. *The Mixed Use zoned and the R160 and R100 density codes provide for increasing dwelling density and diversity, intensity of land use mix, employment opportunities and leisure activities in close proximity to major public transport and road infrastructure, and the Perth CBD.*
3. *Ongoing operation of the concrete batching plants on the subject sites in perpetuity would adversely impact on the opportunity to establish an urban community with commensurate amenity, as is intended under the local scheme.*
4. *The granting of development approvals which will be limited to terms expiring on 30 June 2024 provides certainty to the local community and the operators of the concrete batching plants with respect to development intentions for the area, and allows sufficient time to facilitate the transitioning of the concrete batching plants from the subject sites.*

Concrete Batching Plant Relocation Plan

At its meeting on 21 November 2023 Council considered a relocation plan for the two Concrete Batching Plants. Council resolved to endorse the relocation of both Concrete Batching Plants. The minutes of this meeting are available [here](#).

Relevant to the current development applications, Council's resolution included the following:

4. *AGREES not to object to the shortest possible extension to Hanson's current planning approval in order to undertake a smooth and orderly relocation of its operations to No. 1 Linwood Court, Osborne Park based on the regional importance of facilitating a high-density mixed-used transit-oriented development on its Claisebrook land in line with the City's local Planning Scheme and North Claisebrook Planning Framework (see Attachment 1 – Letter to Planning Minister).*
5. *OBJECTS in the strongest possible terms to any extension to Holcim's planning approval in Claisebrook as there is no legal, planning nor economic justification which would meet the threshold set by the State Government for the WAPC to consider this development application under its extraordinary planning powers and override the City's approved local planning scheme and local planning framework.*

DETAILS:

The application information for both the Hanson and Holcim Sites can be accessed from [here](#) and [here](#) respectively. This information includes a cover letter, development plans, and Environmental Management Plan (EMP).

The applications do not propose to amend any of the existing operational details of either the Hanson or Holcim Sites. A summary of the existing operational details of both Sites is included below.

Hanson Operational Details

The Hanson development application outlines that the use is permitted to operate up to 24 hours a day from Monday to Saturday to meet demand, and that no operations occur on Sundays or public holidays:

- Vehicles delivering aggregate and raw materials, and tankers delivering cement, enter the site from the eastern crossover to Edward Street.
- Aggregate and raw materials are delivered within an enclosed structure and transferred from the 'Drive Over Material Bins' to the 'Load Out Structures' by an enclosed conveyor belt.
- Agitator vehicles are loaded within the 'Load Out Structures'. These trucks enter the site from the eastern crossover to Edward Street and exit from the northern crossover.
- Water is added to agitator trucks to adjust the consistency of the concrete. This activity occurs within the 'Slump Stand Enclosure' in the north-western area of the site during the day and night.
- Wash down bays are provided for the cleaning of agitator trucks, with trucks being parked along the southern boundary of the site.

Holcim Operational Details

The Holcim development application outlines that the use is permitted to operate up to 24 hours a day from Monday to Saturday to meet demand, and that not operations occur on Sundays or public holidays:

- Vehicles delivering aggregate and raw materials enter the site from the northern crossover to Claisebrook Road. Delivery vehicles exit onto Claisebrook Road from the south-western crossover. Tankers delivering cement enter the site from the crossover to Caversham Street and exit onto Claisebrook Road from the south-western crossover.
- Aggregate and raw materials are delivered within an enclosed structure and transferred from the 'Ground Bin Building' to the 'Plant Building' by an enclosed conveyor belt.
- Agitator vehicles are loaded within the 'Plant Building'. These trucks enter the site from Caversham Street between 6:00am and 7:00pm and exit onto Claisebrook Road from the south-western crossover. Outside of these hours all entry and exit for agitator trucks occurs from the south-western crossover onto Claisebrook Road.
- Water is added to agitator trucks to adjust the consistency of the concrete. During the day this activity occurs within the 'Slump Shed' in the north-western area of the site. During the evening this activity occurs centrally within the site.
- Wash down bays are provided for the cleaning of agitator trucks, with trucks being parked along the southern boundary of the site.

CONSULTATION/ADVERTISING:

The Part 17 pathway of the *Planning and Development Act 2005* sets out that the WAPC is responsible for undertaking community consultation.

The Department of Planning, Lands and Heritage (DPLH) advertised the application for a period of 31 days between 9 February 2024 and 11 March 2024. The methods of advertising included a total of 1,455 letters sent to owners and occupiers within the Vincent area generally bound by Pier Street to the west, Lincoln Street and Windsor Street to the north, the railway line to the east, and the Graham Farmer Freeway to the south. This area is shown in **Attachment 1**. A sign was also placed on each site and a notice included in the local newspaper and on the DPLH website.

On 29 February 2024 the City was advised that the DPLH would be extending the advertising for a further seven days to conclude on 18 March 2024 due to an error within the initial consultation information.

The City's Community and Stakeholder Engagement Policy sets out that that for application of State Significance owners and occupiers are to be notified of the proposal, with submitters to provide comments directly to the determining authority. Administration sent letters to owners and occupiers within the advertising radius notifying of the application and that comments are to be provided to the DPLH.

As part of this notification Administration invited owners and occupiers to register for updates on the progress of the application, including details of the Council Briefing and Meeting.

As at 7 March 2024 the City had been provided with copies of eight submissions lodged with the DPLH. All of these did not support the development. The key issues addressed in these submissions included:

- The continued operation of the Concrete Batching Plants is preventing the realisation of transit-oriented development on the footsteps of the Perth CBD and the rejuvenation of the Claisebrook precinct through high density mixed use redevelopment.
- Any further extension to the operations would continue to have detrimental impacts on public health and the environment as a result of the emission of VOC's, dust and other pollutants.
- The Concrete Batching Plants are incompatible with the intended mixed use redevelopment of the area and results in amenity impacts from odour, dust, noise and heavy vehicle movements.

Design Review Panel (DRP):

Referred to DRP: No

LEGAL/POLICY:

Planning and Development Act 2005

Part 17 of the *Planning and Development Act 2005* provides for the Premier to refer applications for determination by the WAPC, where on the advice of the Minister for Planning, the application would raise issues of State or regional importance.

Relevant to Part 17 of the *Planning and Development Act 2005*:

- On 4 December 2023 the Premier [referred](#) both development applications for determination by the WAPC on the recommendation of the Minister for Planning in accordance with Section 272. The reason for this was *"that the proposal[s] does raise issues of State or regional importance as outlined in the Significant Developments Criteria for Referral to Assessment Pathway."*
- Section 275 sets out that in determining applications the WAPC is not bound by any legal instruments, such as the City's LPS2, may have regard to any matter which affects the public interest and is to have due regard to:
 - *The purpose and intent of any planning scheme that has effect in the locality to which the development application relates; and*
 - *The need to ensure the orderly and proper planning, and the preservation of amenity, of that locality; and*
 - *The need to facilitate development in response to the economic effects of the COVID-19 pandemic; and*
 - *Any relevant State planning policies and any other relevant policies of the Commission.*
- Section 276 requires the WAPC to have due regard to the City's submission in determining the applications, as well as any submissions from members of the public.
- Section 283 sets out that the applicant would have the right to seek a review of the WAPC's decision through the State Administrative Tribunal.

Delegation to Determine Applications:

The applications are being presented to Council for it to provide its comments as Section 276(4) of the *Planning and Development Act 2005* requires the WAPC to consult with the local government.

In accordance with the *Local Government Act 1995* the term 'local government' refers to the elected Council.

RISK MANAGEMENT IMPLICATIONS:

There are minimal risks to Council and the City's business function when Council determines its submission on a development 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 does not contribute to any specific sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*.

PUBLIC HEALTH IMPLICATIONS:

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

Reduced exposure to environmental health risks

FINANCIAL/BUDGET IMPLICATIONS:

The subject developments applications do not have any direct financial implications to the City.

COMMENTS:

Administration has assessed the applications against the due regard matters of Section 275(6) of the *Planning and Development Act 2005* below.

Purpose and Intent of Local Planning Scheme

The Minister's 2018 Approval allowed the plants to operate until 30 June 2024 in order to provide "*certainty to the local community and the operators of the concrete batching plants with respect to development intentions for the area,*" and allow "*sufficient time to facilitate the transitioning of the concrete batching plants from the subject sites.*" The City's LPS2 was gazetted in May 2018 and was in effect at the time of the Minister's decision.

Local Planning Strategy

The City's Local Planning Strategy was approved by the WAPC in December 2016 and identifies Claisebrook as being a 'High Density Mixed Use' and 'Planned Urban Growth' area.

Claisebrook is specifically identified as being able to accommodate for future population growth and investment through future TOD developments which capitalise on the proximity to the Claisebrook Train Station and the Perth CBD. At the time that it was approved the Local Planning Strategy identified that an additional 1,147 dwellings could be accommodated in the area by 2031.

Local Planning Scheme No. 2

The subject site is zoned Mixed Use R160 under LPS2. The objectives of the Mixed Use zone identify for high density development which provides for a range of housing choices, includes a compatible mix of non-residential uses, has an active street frontage, and incorporates sustainability principles.

LPS2 specifically lists that the operation of the Concrete Batching Plants on both the Hanson and Holcim Sites would be required to cease on 30 June 2024.

North Claisebrook Planning Framework

To support redevelopment within the precinct, Council adopted the NCPF in August 2023 which is a dedicated policy to guide development within the private realm.

This includes a clear statement of intent for the Cityscape sub-precinct of in which the Hanson and Holcim Sites are located in:

“The Cityscape will capitalise on its proximity to the Perth CBD and Claisebrook Station by providing landmark transit orientated developments that shape the skyline. The Cityscape sub-precinct is the most suitable for the greatest intensity of development, and the quality and experience of the public realm at ground level will be an important factor to ensure that developments integrate well throughout the precinct.”

Administration Comment

The City’s planning framework has not changed since the Minister’s 2018 Approval with the exception of the adoption of the NCPF.

The ongoing operation of the Concrete Batching Plants at both the Hanson and Holcim Sites is inconsistent with the Minister’s 2018 Approval and continues to be inconsistent with the City’s local planning framework because:

- **Minister’s Approval** – In the Minister’s reasons for the 2018 Approval it states that the “*Ongoing operation of the concrete batching plants on the subject sites in perpetuity would adversely impact on the opportunity to establish an urban community with commensurate amenity, as is intended under the local scheme.*” The granting of development approvals which limited to terms expiring on 30 June 2024 allowed the batching plant operators over five years to relocate and was intended by the Minister to provide certainty for local community with respect to the intentions for the area. This has led to investment in the area and development of sensitive uses throughout the locality, including adjacent to the batching plants.

Any extension would undermine the certainty created for all of the investors, new residents and small businesses that now own, reside and operate in the locality, as well as those that currently plan to expand or develop over the next year because of the certainty created by the Minister’s 2018 Approval.

- **North Claisebrook Revitalisation** – The ongoing operation of Concrete Batching Plants within the area would continue to be a constraint to redevelopment and revitalisation of the North Claisebrook area and be contrary to the intent of the City’s Local Planning Strategy which identified for 1,147 additional dwellings to be provided by 2031.
- **Mixed Use Redevelopment** – The City’s LPS2 identifies the Hanson and Holcim Sites as accommodating high density mixed use development. The development of these sites consistent with the Mixed Use R160 zoning of LPS2 would provide for a range of housing choices and affordability and encourage a compatible mix of residential and non-residential uses.

Based on the building heights within the recently approved NCPF and the zoning and density under LPS2 a total of 3,873 dwellings are anticipated to be realised in the area by 2051. This would be an increase of 3,258 dwellings based on the existing number of dwellings identified in the NCPF.

Relevant to the respective Sites:

- Hanson would have the potential to accommodate up to 378 dwellings under the 12 storey acceptable height standard of the NCPF with Holcim having the potential to accommodate up to 308 dwellings.
- Additional height in accordance with the NCPF and complying with the maximum height of the Royal Perth Flight Path would have the potential to accommodate up to 544 dwellings with Holcim having the potential to accommodate up to 525 dwellings.

This would also be consistent with the City’s Local Planning Strategy to deliver an increase to the residential population in close proximity to the Perth CBD and surrounding by key public transport connections.

- **Compatibility with Locality** – The relocation of the Concrete Batching Plants would remove an incompatible heavy industrial use from the area and enable redevelopment of the sites consistent with the intent and vision of LPS2. The development of these sites would support the current State Government intention to deliver sustainable population growth and economic development in line with TOD principles. The redevelopment of the sites would capitalise on Development WA's plans for the nearby former East Perth Power Station site and densification of the broader East Perth area.

Relevant State Planning and WAPC Policies

There are a number of state planning policies and policies of the WAPC that are relevant to the proposed applications and to be given due regard. Administration has undertaken a broad assessment against each of these below:

State Policy and/or Strategy	Administration Comment
<p><i>Directions 2031</i></p> <p>Directions 2031 was released in 2010 and is a high level regional strategy to accommodate for an increased population through the delivery of housing, infrastructure and services. Directions 2031 recognises the economic role of industrial zones by ensuring compatible land use and identifies a focus on the providing for future urban growth in TOD developments.</p>	<p>Directions 2031 was in place at the time of the Minister's 2018 Approval.</p> <p>The proposals would continue to be inconsistent with Directions 2031 as the Claisebrook area is not identified as being either a strategic or an existing industrial centre, or a priority industrial site for future activities.</p> <p>The Hanson and Holcim Sites are well-located close to the Perth CBD and public transport to accommodate high-density mixed-use development within a TOD precinct consistent with the intent of the City's Local Planning Strategy and LPS2 as set out above.</p>
<p><i>Perth & Peel @ 3.5 Million (PP3.5) and Central Sub-regional Planning Framework (CSRPF)</i></p> <p>PP3.5 was released in 2018 and builds on the vision of Directions 2031 by providing a framework for high density infill development around activity centres and high frequency public transport.</p> <p>PP3.5 seeks to improve current density infill through existing undeveloped land to manage urban sprawl, increase housing diversity and affordability, and achieve a city that is connected by public transport. This includes a target to deliver an additional 213,130 dwellings within the Central sub-region by 2050, of which 11,490 would be within the City of Vincent.</p> <p>The CSRPF forms part of the PP3.5 suite of documents to guide infill development within the Central sub-region.</p> <p>The CSRPF seeks to encourage a consolidated urban form by providing infill development that is adjacent to activity centres, station precincts and urban corridors. This identifies the North Claisebrook precinct as an Urban Corridor and is surrounded by the Activity Centre frame for the Perth CBD and the East Perth Station Precinct.</p>	<p>Both PP3.5 and the CSRPF were in draft form at the time of the Minister's 2018 Approval.</p> <p>The continued use of both Sites for Concrete Batching Plants represents an underutilisation of existing land which is adjacent to the Perth Capital City and within an Urban Corridor, which is intended to accommodate higher density residential development along transit corridors and in proximity to public transport. This area is not identified as an Industrial Centre.</p> <p>The redevelopment of Hanson and Holcim Sites as envisioned by the City's LPS2 and North Claisebrook Planning Framework into high-density mixed-use developments would contribute towards the provision of a consolidated urban form to meet the City's dwelling targets.</p> <p>Redevelopment consistent with this would be capable of providing approximately 3,258 additional dwellings within the North Claisebrook area.</p>

<p><i>Capital City Planning Framework (CCPF)</i></p> <p>The CCPF was released in 2013 and provides a planning strategy for Perth to respond to its role as the capital of Western Australia.</p> <p>The CCPF sets out a spatial framework plan for a 12 kilometre by 12-kilometre area around the Perth CBD. The Claisebrook precinct is within the Urban area which are nominated as being a predominantly mixed use area with commercial, retail and residential uses and well-integrated with public transport.</p>	<p>The CCPF was in place at the time of the Minister's 2018 Approval.</p> <p>The Claisebrook precinct is identified as being an Investigation Area on the northern edge of the city centre, for which there are several constraints for future development including land use conflicts. The ongoing operation of the Concrete Batching Plants would continue to result in a heavy-industrial use in an inner-city location which is incompatible with existing and future residential and non-residential uses.</p>
<p><i>State Planning Policy 1 – State Planning Framework (SPP 1)</i></p> <p>SPP 1 was gazetted in November 2017 sets out the key principles to provide for the sustainable use and development of land. These principles include Community, Economy, Environment, Infrastructure, Regional Development and Governance.</p>	<p>SPP 1 was in place at the time of the Minister's 2018 Approval.</p> <p>The operation of the Concrete Batching Plants would continue to be inconsistent with the Community and Economy principles as it would prevent both Sites from being developed as high density mixed use development consistent with the City's local planning framework.</p> <p>Although the operation of both Sites is existing, LPS2 recognises that this heavy-industrial use is not the ultimate outcome for the area by imposing a time limit and would be incompatible with the desired future mixed use character of the area.</p>
<p><i>State Planning Policy 4.1 – Industrial Interface (SPP 4.1)</i></p> <p>SPP 4.1 was amended in July 2022 seeks to prevent conflict and encroachment between industrial and sensitive land uses by ensuring these are adequately located to provide for separation and mitigate amenity impacts.</p>	<p>The updated SPP 4.1 was not in place at the time of the Minister's 2018 Approval and sets out that it does not apply retrospectively. SPP 4.1 sets out that industrial land uses must demonstrate that impacts on sensitive developments can be avoided, mitigated, or managed.</p> <p>As shown in Attachment 1 there are a number of sensitive uses that exist within the locality, including residential, restaurants and cafes and a child care centre. The 2018 approval included conditions to manage off-site amenity impacts and is discussed in further detail in the Amenity section of this report.</p>
<p><i>Economic and Employment Land Strategy (EELS)</i></p> <p>The EELS is a State Government strategy that was released in 2012 in response to there being a shortage of light and general industrial land in the Perth and Peel Region. The EELS aims to ensure that new areas for industrial land are identified, and existing industrial land development is reviewed.</p> <p>The EELS identifies the need to protect existing industrial facilities within the Central sub-region with the Hanson and Holcim Sites as an example of there being <i>“an important need for industrial land to be located within close proximity of the central city and, where located adjacent to primary arterial routes into and out of the city, these land uses should be protected and preserved.”</i></p>	<p>This EELS was in place at the time of the Minister's 2018 Approval.</p> <p>While the EELS identifies for the protection of existing industrial uses for both the Hanson and Holcim sites, it is noted that this document is inconsistent with other state policies as set out above. These sites are not identified as an existing industrial area within the EELS, although the nearby East Perth Power Station is designated as such.</p>

<p>State Infrastructure Strategy (SIS)</p> <p>The SIS is a State Government strategy that was released in 2022 to consider the State's infrastructure needs and priorities.</p> <p>The SIS identifies a number of high level recommendations, including one to ensure the protection of strategic industrial land uses. The SIS references the current 30 June 2024 expiry date for the Hanson and Holcim sites as being a risk to the construction sector, and the need for alternative sites to be identified in a timely manner.</p>	<p>The SIS was not in place at the time of the Minister's 2018 Approval. While the SIS identifies for the protection of strategic industrial land uses broadly, in recognising the contribution to the construction sector it also references the need for relocation of Hanson and Holcim to be resolved in a timely manner.</p> <p>The SIS also identifies several recommendations related to urban consolidation and facilitating urban infill. The relocation of the existing Concrete Batching Plants would support these recommendations.</p>
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Orderly and Proper Planning and Preservation of Amenity

Orderly and Proper Planning

The Concrete Batching Plants were granted an additional five years to operate until 30 June 2024 by the Minister for Planning in October 2018. The intent of this further extension was to provide for certainty to the local community in respect to the future redevelopment aspirations, and to provide Hanson and Holcim sufficient time to facilitate the relocation from each of the sites. This timeframe is also incorporated into LPS2.

Orderly and proper planning requires the consideration of whether an application is consistent with the objectives of the planning framework.

As set out above the continued operation of the Concrete Batching Plants would be inconsistent with the City's local and the state planning framework as both sites are an incompatible heavy industrial use which does not facilitate an increase to the residential population in close proximity to the Perth CBD and surrounding by key public transport connections.

Amenity

The Planning and Development (Local Planning Schemes) Regulations 2015 defines amenity as 'means all those factors which combine to form the character of an area and include the present and likely future amenity'.

The existing land use activities currently that forms the character of the locality are shown in **Attachment 1** and **Figure 1** below, and predominantly comprise of various industrial, commercial and residential activities:

- **Service Industrial Activities** – Immediately around the Sites there is generally more service industrial uses including vehicle repairs and servicing, manufacturing, and distribution.
- **Commercial Activities** – Within the wider area the commercial activities typically include short term accommodation, offices, consulting rooms, gyms and other recreation-type uses, educational and training.
- **Residential Activities** – Residential and mixed use developments are scattered throughout the locality. This includes new mixed use and residential developments along Claisebrook Road opposite the Holcim Site, as well as fronting Lord Street and Gladstone Street.

Lower scale residential dwellings are also located along Edward Street opposite the Hanson Site, and on the periphery fronting Summers Street.

- **Hospitality Activities** – Hospitality uses existing within the locality and includes Teeter Bakery, Aria + Sol, Ischia on Claisebrook and Café Leadman which front Claisebrook Road and are generally opposite the Holcim Site. Sayers Little Brother is located along Gladstone Street.
- **Community Activities** – Community based services operate from within the locality including Youth With A Mission which fronts Robertson Street, the Claisebrook Design Community and Nyoongar Patrol

Outreach Service which front Gladstone Street. The Akidamy Child Care Centre is along the northern edge of the locality fronting Summers Street.

There are also two areas of public open space within the locality including Gladstone Street Reserve which is located centrally, and Norwood Park which is in the north-eastern corner.



Figure 1 – Current Land Use Activities within Locality

Since the Minister's 2018 Approval the key changes to the amenity of the locality include:

- Construction of a mixed use development at No. 123 Claisebrook Road comprising of an office and 12 apartments and is directly opposite the Holcim Site to the west.
- Increased intensity of the existing Ischia on Claisebrook restaurant at No. 155 Claisebrook Road that is directly opposite the Holcim Site to the north-west.
- The opening of Teeter Bakery at No. 145-147 Claisebrook Road which was formerly a warehouse and is directly opposite the Holcim Site to the west.

This locality is likely to experience significant change in the future. This is because most of the properties are capable of more intensive development either in isolation or through amalgamation consistent with the Mixed Use zoning and the residential densities which generally vary between R100 and R160.

In accordance with the NCPF acceptable building height standards vary between 4 and 12 storeys, with additional height capable of being approved subject to the provision of development incentives for community benefit. These height standards from the NCPF are shown below in **Figure 2**.

LEGEND

- VILLAGE - ACCEPTABLE 4 STOREYS, MAX 6¹
- CITYSCAPE - ACCEPTABLE 12 STOREYS, MAX²
- URBAN FRAME TYPE A - ACCEPTABLE 8 STOREYS, MAX 12¹
- URBAN FRAME TYPE B - ACCEPTABLE 6 STOREYS, MAX 8¹
- URBAN FRAME TYPE C - 6 STOREYS
- SUBURBAN FRAME TYPE A - 4 STOREYS
- SUBURBAN FRAME TYPE B - 3 STOREYS
- TRANSIT CORRIDOR - ACCEPTABLE 6 STOREYS, MAX 8¹
- PUBLIC OPEN SPACE

Note: Heights in the precinct are subject to compliance with Clause 4.4.1 Building Height.

¹Maximum height is achieved through Clause 4.7 Development Incentives for Community Benefit.



Figure 2 – Building Height Extract from North Claisebrook Planning Framework

Management of Off-Site Impacts

The Minister's 2018 Approval included a number of conditions to manage the amenity impacts of the Concrete Batching Plants. These conditions relate to limitations of truck and semi-trailer access to both sites, and compliance with EMP's. The EMP's provide for measures to mitigate off-site amenity impacts resulting from dust management, noise management, and traffic management.

A summary of the respective measures is provided below:

- **Traffic** – Actions include implementing a vehicle flow system through the site and complying with on-site speed limits, directions and traffic calming devices, limiting to two vehicles idling/moving between the filling and slumping station within a four hour period between 7:00am and 10:00pm and reducing to one vehicle between 10:00pm and 7:00am, ensuring vehicles are only parked on-site, and restricting vehicles from the Holcim site to using Lord Street and Edward Street and not travelling north of Claisebrook Road unless delivering to a specific site in the area.
- **Noise** – Actions include the use of quieter trucks fitted with low intensity reversing alarms, limiting speed limits within the site, enclosing loading bays, maintaining landscape screening, installation of a noise wall on the Hanson Site, and external monitoring of noise levels emitted by machinery and activities.
- **Dust** – Actions include covering fine materials during transport and delivery, enclosure of loading bays prior to and during loading, applying water sprays/sprinklers within tipper bins and to stockpiles, sweeping and washing delivery trucks, slumping bays and pits, and regular street sweeping between two and three times a week.

Compliance with Existing Conditions

The City has maintained a register of complaints received in relation to both the Hanson and Holcim sites. Since 2012 the City has received a total of 18 complaints from surrounding residents and/or businesses. The nature of the complaints received related to dust emissions from the sites as well as on the road from service vehicles, and noise impacts from on-site activities.

The City has investigated all concerns raised and requested responses from the operators in each instance.

The respective environmental management plans for both Hanson and Holcim include a complaint register that is submitted annually to the City for its information. Since the 2018 Approval these registers have included a total of 21 complaints related to the Hanson Site and 11 related to the Holcim Site. The nature of the complaints related to dust, noise and concrete waste.

Administration Comments

Administration's comments in relation to the consideration of amenity are set out below:

- Existing Amenity Impacts – The locality presently has a relatively low level of amenity due to the various industrial and commercial activities that co-exist, including the Concrete Batching Plants on each of the Sites. While the continued operation of the Hanson and Holcim Sites would not necessarily result in any new amenity impacts, existing detrimental impacts from traffic, noise, dust and concrete waste would likely continue to be experienced.

These amenity impacts are exacerbated by the current approval which permits both Sites to operate 24 hours a day Monday to Saturday. This scale of operation results in a large number of heavy vehicle movements in the locality with increased potential for conflict with local traffic, as well as a greater level of noise and dust emissions that occur into the evening.

- Locality Changes since 2018 – As set out above the locality has experienced significant change since the Minster's 2018 Approval, with the construction of a new mixed use development and new and expanded hospitality activities directly adjacent to the batching plants. These are consistent with the vision for the area under the Local Planning Strategy, LPS2 and NCPF, and more uses would reasonably be expected to move into the area over the coming years.
- Future Amenity Impacts – The increasing of sensitive uses within the locality over time mean that any amenity disturbances from the existing Concrete Batching Plants would have the potential to be more impactful.

Similarly, the existing amenity resulting from the continued operation would continue to act as a disincentive to development occurring consistent with the vision of the City's local planning framework. The City is aware of a number of landowners who are not progressing with redevelopment proposals due to the continued operation of the Concrete Batching Plants.

An example of this is No. 150-158 Claisebrook Road which is a nine storey mixed use development comprising of six non-residential tenancies and 116 dwellings and is directly opposite the Holcim Site to the north. This property first received development approval in September 2014 from the then Metro-West Joint Development Assessment Panel. A three year extension of time was granted by Council at its meeting on 13 November 2018, and an application for a further two year extension of time has recently been lodged with the City and is under assessment.

The landowner's justification for the initial and subsequent extension of time relates to the ongoing operations of both the Holcim and Hanson sites as a deterrent to progressing with the development.

- Recommended Conditions – Should the WAPC be of the view to support the applications, Administration would recommend that any extension of time be accompanied by conditions which seek to ensure that the operations minimise amenity impacts on the locality that has changed since 2018 and would likely to continue to change during the use period through an increase of residential and other sensitive uses.

The key changes to the conditions of the 2018 Approval recommended include:

- Requiring a new noise assessment and management plan to be undertaken to account for the new sensitive uses that are now located immediately adjacent to the sites and the potential for new sensitive uses to be located in the other Mixed Use zoned areas surrounding the site. The purpose of this would be to ensure that the impact on new noise sensitive receivers surrounding the Sites is considered and any noise mitigation strategies to ensure compliance with the *Environmental Protection (Noise) Regulations 1997* are identified and implemented. The operating hours of the plants should then be limited from the 24 hours a day Monday to Saturday currently permitted to whatever the noise management plan approved by the WAPC requires. No new noise assessment was lodged with this application and it is noted that the 2018 Approval were supported by noise assessments from 2010 and 2011.

- Require the EMP to be updated to:
 - Specify truck and semi-trailer access routes for each Site to ensure that these do not extend into the local road network unless for the purposes of local deliveries. The purpose of this is to take account of the newly adjacent sensitive uses (both operating times and locations) to reduce the number of heavy vehicles using roads with sensitive uses. It is noted that the Hanson EMP already contemplates this to a degree.
 - Specify that truck and semi-trailer access to the Sites is managed so that heavy vehicles are not queuing or idling within the road network while waiting to enter. The purpose of this is to ensure that heavy vehicles do not queue within the road network and result in additional noise being emitted, noting that noise from vehicles on public roads is exempt from complying with the *Environmental Protection (Noise) Regulations 1997*. It is noted that the Hanson EMP already contemplates this to a degree.

Administration's comments on conditions in relation to the use period and decommissioning of the Sites are set out further in this report.

Response to the Economic Effects of the COVID-19 Pandemic

The City has not been provided with any information or evidence which justifies the economic benefits of the operation of the Concrete Batching Plants in their existing location.

Administration provides the following high level comments in respect to the economic impacts:

- COVID-19 Response – The Part 17 pathway of the *Planning and Development Act 2005* was established in 2020 by the State Government as a measure to support the recovery of the Western Australian economy in response to the COVID-19 Pandemic.

The Concrete Batching Plants have operated from their respective locations since the mid 1980's and 90's. The continued operation from the current sites in Claisebrook would not provide for any greater economic investment, jobs, housing or activity to the region in response to the Pandemic.

- Redevelopment Opportunity – The relocation of the Concrete Batching Plants at the earliest opportunity would provide the opportunity for revitalisation of the North Claisebrook area by unlocking two strategic development sites.

These sites would be capable of accommodating high-density mixed-use development, accommodating and estimated 3,258 new dwellings, within a TOD precinct and their redevelopment would facilitate new housing and jobs. This would have a wider economic benefit to the broader area.

- Supply Impacts – While both Hanson and Holcim supply concrete to support the construction of new developments and infrastructure projects, there are a number of other manufacturers which would be able to respond to any shortfall in production while both relocate. Holcim currently manufactures concrete from a site in Carlisle and has received development approval to expand the operations but has yet to act on this.

Both Hanson and Holcim have had absolute certainty from the Minister's 2018 Approval that they had until 30 June 2024 (over 5 years) to relocate from these sites and there is no justification for providing any additional time beyond this.

Proposed Continued Operation

The applicant contends that a seven year approval until 2031 would allow for the supply of concrete to service infrastructure projects while both Hanson and Holcim realise relocation options.

The City does not support the continued operation of Concrete Batching Plants as set out above. This is because the continued operation would be inconsistent with the local and state planning frameworks, would continue to contribute towards the existing low level of amenity within the area, and would prevent the revitalisation of the Claisebrook area into a vibrant mixed use precinct.

Decommissioning of Sites

The local and state planning framework have a clear intent to deliver high density development within inner-city urban areas such as Claisebrook. The continued operation of the Concrete Batching Plants would prevent this. It is important to note that both Sites would require remediation to facilitate redevelopment once they have ultimately relocated.

The conditions of the Minister's 2018 Approval only require the use of each Site to cease by 30 June 2024, but do not require the removal of the existing buildings and structures or the remediation of each site to occur.

This would mean that the infrastructure would continue to exist on both Sites and leave open the potential for land banking and for the operators to seek for an approval to recommence operations in the future.

While the continued operation is not supported as set out above, it is acknowledged that if a new approval were to be granted for each Site this would present the opportunity to impose new conditions to address this.

Should the WAPC be of the view to support the applications, Administration would recommend that any extension to the existing time be accompanied by conditions that:

- Require the use to cease and the existing buildings and structures to be removed;
- Require the Sites to be suitably remediated; and
- Set out key milestones to be met in any additional timeframe granted. Should these milestones not be met the approval period would lapse and would trigger the decommissioning of the Sites.

Although these conditions are non-standard they would be in the public interest and would serve a planning purpose to provide absolute certainty as to the future of both Sites and to ultimately ensure that these become consistent with the local planning framework.

Administration has liaised with the Department of Water and Environmental Regulation (DWER) in relation to remediation works. This officer-level advice provided is summarised below:

- Remediation requirements for decommissioning is generally dependant on the nature and extent of any contamination. The minimum expectation that any contaminated soil encountered during decommissioning be remediated.
- Concrete Batching Plants are potentially a contaminating activity, and in order for a more sensitive uses (such as residential development) there would be a need for investigations into contamination, and if required remediation and validation undertaken.

Given DWER's advice it would be in the public interest that the Sites are left in a state that is as de-constrained as possible to encourage redevelopment consistent with the local planning framework.

Administration recommends that both Sites be required by any WAPC approval to be remediated following the expiration of the respective approvals.

Hanson Relocation

The applicant's justification states that Hanson have been proactive in relocating and would continue to work with the City and State Government to relocate and be operational prior to 30 June 2031.

The relocation plan endorsed by Council at its meeting on 21 November 2023 consisted of Hanson relocating to the City's current Operations Depot site in Osborne Park, with the Operations Depot relocating to Mount Claremont.

Administration's assessment of the minimum timeframes to facilitate the relocation is as follows:

- By 30 June 2025 – Hanson and the City would enter into a Heads of Agreement and finalise a Major Land Transaction for the City's Operations Depot in Osborne Park, including its relocation to Mount Claremont. Hanson would obtain the relevant approvals, including development approval, for a new Concrete Batching Plant at the City's Operations Depot in Osborne Park. The City would be granted a management order for the Mount Claremont site to establish its new Operations Depot.

- By 30 June 2026 – The City would relocate its Operations Depot to Mount Claremont and decommissions the Osborne Park. Hanson would commence construction of a new Concrete Batching Plant in Osborne Park.
- By 30 June 2027 – Hanson would complete the construction of a new Concrete Batching Plant in Osborne Park and decommission the current site in Claisebrook.

Should the WAPC be of the view to approve this application, Administration recommends that Hanson be granted an approval for a period of no later than 30 June 2027 based on the above timeframes. This would facilitate Hanson's relocation to Osborne Park in a timely manner.

Holcim Relocation

The applicant's justification states that the seven year period would allow Holcim to transition to a new location and allowing for the construction of its plant in Carlisle, which is half the capacity of the current site and is not a replacement.

At its meeting on [17 May 2021](#) the Metro Inner-South JDAP (MISJDAP) approved a development application to expand the operations of Holcim at its existing Concrete Batching Plant at No. 12 Cohn Street, Carlisle.

Part of the justification provided to the MISJDAP by the applicant in support of this application was:

- *"The infrastructure and facilities at this site are nearing the end of their operational life and with the required closure of the East Perth plant batching plants of both Holcim and Hanson in 2024, this presents as an opportunity for Holcim to upgrade the facilities at the Subject Site to a modern standard and to ensure an ongoing supply for concrete to the inner suburbs of the Perth Metropolitan Area."*
- *"The Subject Site is key to servicing and supplying concrete for the Perth Metropolitan Area and with the closure of the East Perth batching plants in 2024, it is important that the infrastructure on site is updated now to ensure a reliable source for the supply of Holcim's concrete contracts from 2024 onwards from this site. Furthermore, the upgrading of the plant will enable the site to ensure an ongoing reliable source of concrete to support major infrastructure projects aligned with the State's COVID-19 recovery plan with concrete products."*

The MISJDAP approval is valid for a period of six years from when it was granted. This approval will lapse on 17 May 2027 if not substantially commenced before this date.

The Town of Victoria Park have confirmed that at the time of preparing this report Holcim have not progressed with lodging a Building Permit to enact this approval.

Holcim were consulted on the relocation to the City's Operations Depot in Osborne Park but have not sort to enter into a Heads of Agreement with the City on this site.

Should the WAPC be of the view to approve this application, Administration recommends that Holcim be granted an approval for a period no later than 30 June 2027. This would align with the substantial commencement period of the current development approval to expand Holcim's current Carlisle site operations as well as the recommended period for Hanson to relocate.

Future Redevelopment

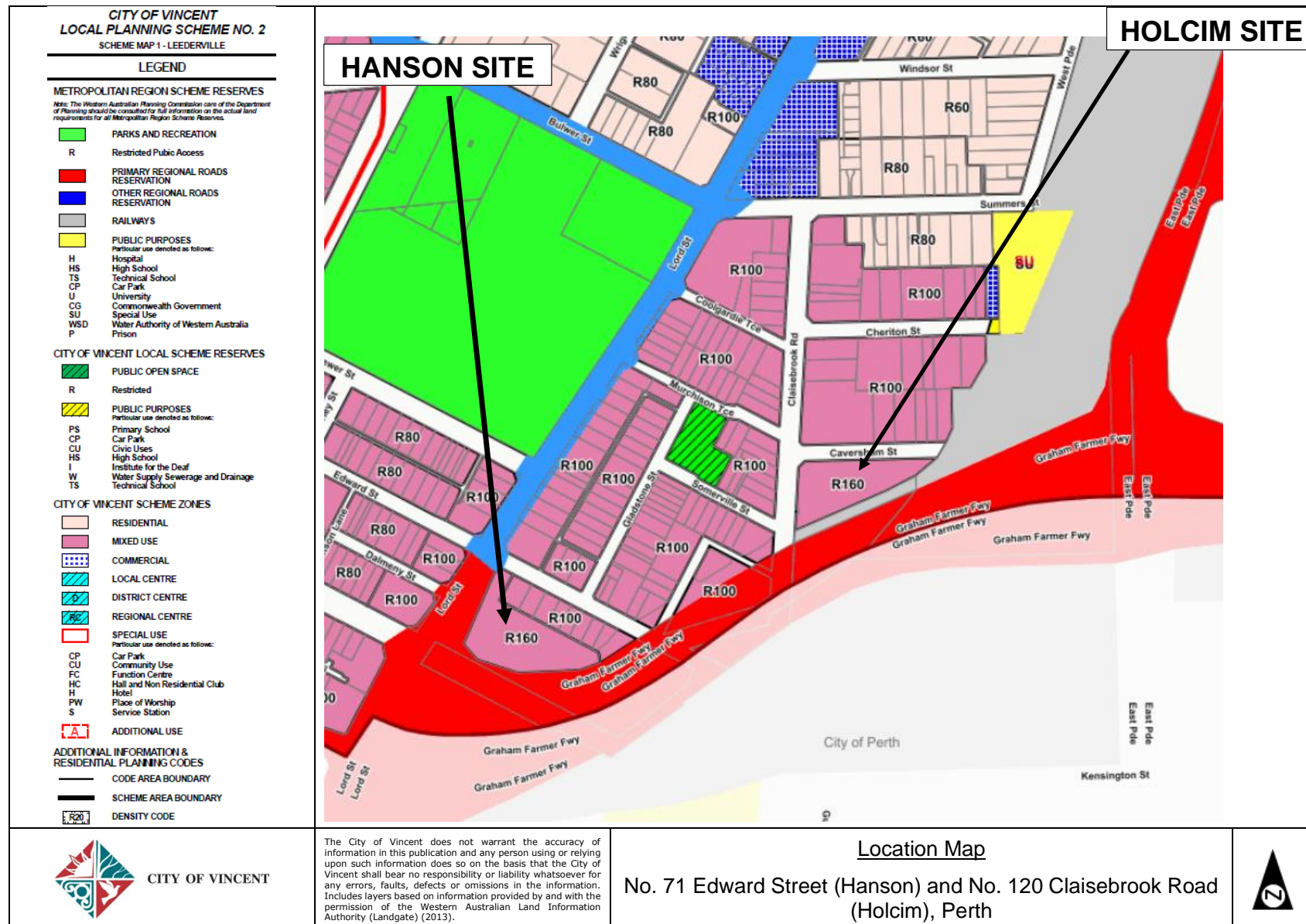
As set out in this report it is the City's position that the redevelopment of the Sites, not the continued operation of the Concrete Batching Plants, that is a matter of state or regional significance.

To ensure that the Sites are ultimately developed for high density mixed use purposes consistent with the local planning framework the WAPC should consider all possible options to avoid these sites and their industrial infrastructure being land banked following the cessation of the use.

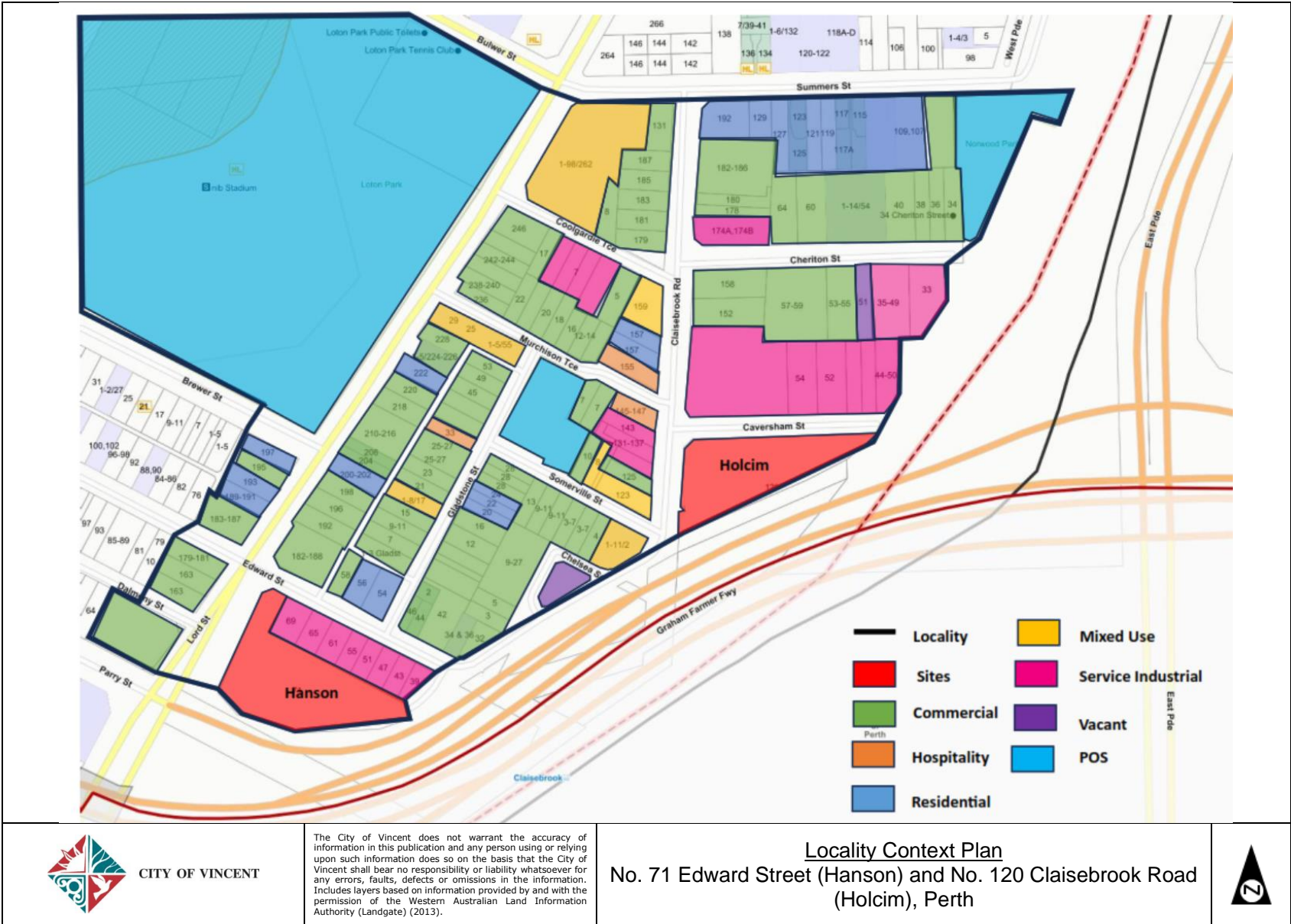
The *Planning and Development Act 2005* provides the ability for an Improvement Plan to be applied to land by the Minister for Planning. An Improvement Plan is a strategic planning instrument that is used for the purposes of advancing planning for land that has a specific constraint, such as being a contaminated site.

Given the strategic importance of the Sites and the potential contamination from nearly 40 years of concrete batching activities, an Improvement Plan could be prepared consistent with the objectives of the North Claisebrook Planning Framework to establish a clear intent for redevelopment.

The Improvement Plan would also have the potential to incorporate other key development sites in the area to create a genuine transit-oriented development precinct, including the Public Transport Authority's land immediately to the east of the Holcim Site and the East Perth Power Station.







DETERMINATION OF APPLICATION FOR REVIEW BY THE MINISTER**Pursuant to section 247 of the *Planning and Development Act 2005*****DR 229 OF 2017**

The Minister for Planning, pursuant to section 247 of the *Planning and Development Act 2005*, in the matter between Hanson Construction Materials Pty Ltd and City of Vincent (DR 229 of 2017) determines the application for review as follows:

Approves the development application for a concrete batching plant at No. 71 (Lot 200) Edward Street, Perth subject to the following conditions:

1. This approval is granted for a term expiring on 30 June 2024.
2. This approval limits concrete batching operations and access to the site by trucks and semi-trailers to any time between Monday and Saturday inclusive.
3. There is to be no access to the site by trucks and semi-trailers on Sundays or public holidays.
4. The plant is to operate in accordance with the Environmental Management Plan prepared by Strategen Environmental Consultants dated August 2014 and approved by the City of Vincent on 4 November 2014 or other environmental management plan approved by the City of Vincent, subject to the following:
 - (a) annual review of the environmental management plan after each year following the grant of approval; and
 - (b) the inclusion in the environmental management plan of any addenda necessary to address any specific matter identified by either Hanson Construction Materials Pty Ltd or the City of Vincent between annual reviews, which addenda are to form part of the environmental management plan.
5. The plant is to operate in accordance with the recommendations made in the SVT Engineering Consultants Environmental Noise Assessment dated 21 April 2011, or other noise management plan approved by the City, including in particular, but without limitation:
 - (a) control/reduction of noise emitted from the site and activities associated with the site;
 - (b) maintenance of plant/mechanical equipment and application of inspection schedules to ensure optimal, quiet working order;

- (c) selection of equipment for onsite operations, including both prospective equipment and retrofitting of existing equipment, to minimise individual and accumulative noise impacts from the site;
 - (d) induction and training of the workforce to promote compliant operation, in accordance with the noise management plan;
 - (e) detail the methods of ongoing self-monitoring, including testing equipment, locations, frequency, technical parameters, interpretation of results, and periodic evaluation of the monitoring method (to account for further encroachment of residential development and changes to surrounding built environment over time);
 - (f) complaint response methods, including short- and long-term abatement measures and record keeping; and
 - (g) details of staff member(s) accountable for overseeing compliance with the noise management plan.
6. Landscaping is to be maintained in accordance with the Landscape Management Plan dated 26 June 2012, or other landscape management plan approved by the City.
7. Where any of the above conditions have a time limitation for compliance and the condition is not met in the required time frame, the obligation to comply with the requirements of the condition continues while the approved development exists.

Signed this 10th day of October 2018



HON RITA SAFFIOTI
MINISTER FOR PLANNING

DETERMINATION OF APPLICATION FOR REVIEW BY THE MINISTER**Pursuant to section 247 of the *Planning and Development Act 2005*****DR 235 OF 2017**

The Minister for Planning, pursuant to section 247 of the *Planning and Development Act 2005*, in the matter between Holcim Australia Pty Ltd and City of Vincent (DR 235 of 2017) determines the application for review as follows:

Approves the development application for a concrete batching plant at No. 120 (Lot 1001) Claisebrook Road, Perth subject to the following conditions:

1. This approval is granted for a term expiring on 30 June 2024.
2. This approval limits concrete batching operations and access to the site by trucks and semi-trailers to any time between Monday and Saturday inclusive.
3. There is to be no access to the site by trucks and semi-trailers on Sundays or public holidays.
4. The plant is to operate in accordance with the Environmental Management Plan dated 14 June 2016 or other environmental management plan approved by the City of Vincent, subject to the following:
 - (a) annual review of the environmental management plan after each year following the grant of approval; and
 - (b) the inclusion in the environmental management plan of any addenda necessary to address any specific matter identified by either Holcim Australia Pty Ltd or the City of Vincent between annual reviews, which addenda are to form part of the environmental management plan.
5. The plant is to operate in accordance with the recommendations made in the Herring Storer Acoustics Noise Management Plan (Ref: 12645-3-10164) dated December 2010, or other noise management plan approved by the City, including in particular, but without limitation:
 - (a) reversing the truck access route during night operations (7pm to 6am), so mixing trucks enter the loading area from the west, travel east through the loading bay building, then move to the night slump stand located behind the existing delivery shed, then following slumping, turn within the site and exit via Claisebrook Road; and
 - (b) ensuring that the personnel entry door to the production tower is not left open between 7pm and 7am.

6. Landscaping is to be maintained in accordance with the Landscape Plan (Ref: 08-13-00985A) dated 2013, or other landscape management plan approved by the City.
7. Where any of the above conditions have a time limitation for compliance and the condition is not met in the required timeframe, the obligation to comply with the requirements of the condition continues while the approved development exists.

Signed this 19th day of October 2018

A handwritten signature in black ink, consisting of a large, stylized 'R' followed by a series of loops and a horizontal stroke.

HON RITA SAFFIOTI
MINISTER FOR PLANNING

DETERMINATION OF APPLICATIONS FOR REVIEW BY THE MINISTER**Pursuant to section 247 of the *Planning and Development Act 2005*****DR 229 OF 2017 AND DR 235 OF 2017****Reasons for the Determination**

I, the Hon Rita Saffioti, Minister for Planning, grant conditional development approval for concrete batching plants at No. 71 (Lot 200) Edward Street, Perth and No. 120 (Lot 1001) Claisebrook Road, Perth for the following reasons:

1. The subject sites are zoned Mixed Use and coded R160 under the City of Vincent Local Planning Scheme No. 2 (gazetted on 16 May 2018). Land in the surrounding area is also zoned Mixed Use and coded R100 under the local scheme.
2. The Mixed Use zone and the R160 and R100 density codes provide for increased dwelling density and diversity, intensity of land use mix, employment opportunities and leisure activities in close proximity to major public transport and road infrastructure, and the Perth CBD.
3. Ongoing operation of the concrete batching plants on the subject sites in perpetuity would adversely impact on the opportunity to establish an urban community with commensurate amenity, as is intended under the local scheme.
4. The granting of development approvals which will be limited to terms expiring on 30 June 2024 provides certainty to the local community and the operators of the concrete batching plants with respect to development intentions for the area, and allows sufficient time to facilitate the transitioning of the concrete batching plants from the subject sites.

Signed this 10th day of October 2018



**HON RITA SAFFIOTI
MINISTER FOR PLANNING**

Recommended Conditions – 71 Edward Street, Perth**Approval Period**

1. Subject to Condition 2, this approval is granted for a term expiring 30 June 2027;
2. Notwithstanding Condition 1, this approval will lapse on:
 - a) 30 June 2025, if by that date a development approval under the *Planning and Development Act 2005* and a building permit under the *Building Act 2011* have not been obtained for the development and construction of a new concrete batching plant on an alternative site to No. 71 (Lot 200) Edward Street, Perth; or
 - b) 30 June 2026, if by that date the new concrete batching plant has not been substantially commenced on the alternative site; or
 - c) 30 June 2027, if by that date the new concrete batching plant has not been completed at an alternative site and an occupancy certificate obtained for that plant under the *Building Act 2011*;
3. When this approval lapses under Condition 1 or at an earlier time under Condition 2, this approval will cease to have any effect from the date on which it lapses, with the exception of Conditions 4, 5 and 6;

Site Decommissioning

4. Within 6 months of the date of this approval lapsing under Condition 1 or at an earlier time under Condition 2, all on-site structures shall be removed from the site;
5. Within 6 months of the date of this approval lapsing under Condition 1 or at an earlier time under Condition 2 an investigation for soil and groundwater contamination is to be carried out to determine the extent of any contamination and if remediation is required, to the satisfaction of the Western Australian Planning Commission, on advice from the Department of Water and Environmental Regulation;
6. Within 9 months of the date of this approval lapsing under Condition 1 or at an earlier time under Condition 2 a decommissioning plan for the site must be submitted to the Western Australian Planning Commission for its approval, on advice from the City of Vincent and the Department of Water and Environmental Regulation.

The decommissioning plan is to include:

- a) Investigation for soil and groundwater contamination is to be carried out to determine if remediation is required; and
 - b) If required, remediation, including validation of remediation, of any contamination identified shall be completed to ensure that the entire site is suitable for a future residential or other sensitive use;
7. The approved decommissioning plan in Condition 6 shall be implemented in its entirety within 24 months of the date of the approval lapsing under Condition 1 or at an earlier time under Condition 2, unless otherwise agreed by the Western Australian Planning Commission.

All contamination investigation and remediation works are to be validated by the Department of Water and Environmental Regulation to the satisfaction of the Western Australian Planning Commission;

Environmental Management Plan

8. Within 28 days of the date of this approval the Environmental Management Plan prepared by Strategen-JBS&G dated 14 May 2021 shall be updated and submitted to the Western Australian Planning Commission for approval on the advice of the City of Vincent.

The updated Environmental Management Plan is to address the following:

- a) Provide a new environmental noise assessment which includes an assessment of the noise impacts of the operations of the plant on surrounding sensitive receiver (including from vehicle movements).

This environmental noise assessment shall demonstrate compliance with the assigned levels of the *Environmental Protection (Noise) Regulations 1997* including any management measure or modification to the existing development and/or operations that would be required to do so.

- b) Specify truck and semi-trailer access routes to be limited to Lord Street and Edward Street only. Truck movements shall not extend beyond this into the local road network unless for the purposes of deliveries to sites within the area bound by Lord Street, the Graham Farmer Freeway, the railway reserve and Summers Street;
 - c) Specify that truck and semi-trailer access to the site is managed so that heavy vehicles are not queuing or idling within the road network while waiting to enter; and
9. The plant is to operate in accordance with the Environmental Management Plan approved in Condition 8 subject to:
- a) An annual review of the environmental management plan after each year following the granting of approval; and
 - b) The inclusion on the environmental management plan of any addenda necessary to address any specific matter identified by either Hanson Constructional Materials Pty Ltd, the Western Australian Commission, or the City of Vincent between annual reviews. These addenda are to form part of the Environmental Management Plan;

Site Operations

10. This approval limits access to the site by trucks and semi-trailers to anytime Monday to Saturday inclusive (excluding public holidays) only, unless otherwise restricted under the approved Environmental Management Plan in accordance with Condition 9 to meet the assigned levels of the *Environmental Protection (Noise) Regulations 1997*.

Landscaping

11. Landscaping is to be maintained in accordance with the Landscape Management Plan dated 26 June 2012, or other landscaping management plan approved by the Western Australian Planning Commission on advice from the City of Vincent; and

General

12. Where any of the above conditions have a time limitation for compliance and the condition is not met in the required timeframe, the obligation to comply with the requirements of the condition continues while the approved development exists.

Recommended Conditions – 120 Claisebrook Road, Perth**Approval Period**

1. Subject to Condition 2, this approval is granted for a term expiring 30 June 2027;
2. Notwithstanding Condition 1, this approval will lapse on:
 - a) 30 June 2025, if by that date a development approval *Planning and Development Act 2005* and a building permit under the *Building Act 2011* have not been obtained for the development and construction of a new concrete batching plant on an alternative site to No. 120 (Lot 1001) Edward Street, Perth; or
 - b) 30 June 2026, if by that date the new concrete batching plant has not been substantially commenced on the alternative site; or
 - c) 30 June 2027, if by that date the new concrete batching plant has not been completed at an alternative site and an occupancy certificate obtained for that plant under the *Building Act 2011*;
3. When this approval lapses under Condition 1 or at an earlier time under Condition 2, this approval will cease to have any effect from the date on which it lapses, with the exception of Conditions 4, 5 and 6;

Site Decommissioning

4. Within 6 months of the date of this approval lapsing under Condition 1 or at an earlier time under Condition 2, all on-site structures shall be removed from the site;
5. Within 6 months of the date of this approval lapsing under Condition 1 or at an earlier time under Condition 2 an investigation for soil and groundwater contamination is to be carried out to determine the extent of any contamination and if remediation is required, to the satisfaction of the Western Australian Planning Commission, on advice from the Department of Water and Environmental Regulation;
6. Within 9 months of the date of this approval lapsing under Condition 1 or at an earlier time under Condition 2 a decommissioning plan for the site must be submitted to the Western Australian Planning Commission for its approval, on advice from the City of Vincent and the Department of Water and Environmental Regulation.

The decommissioning plan is to include:

- c) Investigation for soil and groundwater contamination is to be carried out to determine if remediation is required; and
 - d) If required, remediation, including validation of remediation, of any contamination identified shall be completed to ensure that the entire site is suitable for a future residential or other sensitive use;
7. The approved decommissioning plan in Condition 6 shall be implemented in its entirety within 24 months of the date of the approval lapsing under Condition 1 or at an earlier time under Condition 2, unless otherwise agreed by the Western Australian Planning Commission.

All contamination investigation and remediation works are to be validated by the Department of Water and Environmental Regulation to the satisfaction of the Western Australian Planning Commission;

Environmental Management Plan

8. Within 28 days of the date of this approval the Environmental Management Plan prepared by Holcim dated 12 December 2023 shall be updated and submitted to the Western Australian Planning Commission for approval on the advice of the City of Vincent.

The updated Environmental Management Plan is to address the following:

- d) Provide a new environmental noise assessment which includes an assessment of the noise impacts of the operations of the plant on surrounding sensitive receiver (including from vehicle movements).

This environmental noise assessment shall demonstrate compliance with the assigned levels of the *Environmental Protection (Noise) Regulations 1997* including any management measure or modification to the existing development and/or operations that would be required to do so.

- e) Specify truck and semi-trailer access routes to be limited to Lord Street, Edward Street, Caversham Street and Claisebrook Road (south of Caversham Street) only. Truck movements shall not extend beyond this into the local road network unless for the purposes of deliveries to sites within the area bound by Lord Street, the Graham Farmer Freeway, the railway reserve and Summers Street;
- f) Provide for all truck and semi-trailer access between the hours of 7pm to 6am to only occur from Caversham Street, with no access to occur from Claisebrook Road. Updated internal traffic flows should be provided demonstrating how this would occur; and
- g) Specify that truck and semi-trailer access to the site is managed so that heavy vehicles are not queuing or idling within the road network while waiting to enter;
9. The plant is to operate in accordance with the Environmental Management Plan approved in Condition 8 subject to:
- a) An annual review of the environmental management plan after each year following the granting of approval; and
- b) The inclusion on the environmental management plan of any addenda necessary to address any specific matter identified by either Holcim Australia Pty Ltd, the Western Australian Commission, or the City of Vincent between annual reviews. These addenda are to form part of the Environmental Management Plan;

Site Access

10. This approval limits access to the site by trucks and semi-trailers to anytime Monday to Saturday inclusive (excluding public holidays) only, unless otherwise restricted under the approved Environmental Management Plan in accordance with Condition 9 to meet the assigned levels of the *Environmental Protection (Noise) Regulations 1997*.

Landscaping







11. Landscaping is to be maintained in accordance with the Landscape Management Plan dated 26 June 2012, or other landscaping management plan approved by the Western Australian Planning Commission on advice from the City of Vincent; and

General

12. Where any of the above conditions have a time limitation for compliance and the condition is not met in the required timeframe, the obligation to comply with the requirements of the condition continues while the approved development exists.

6 INFRASTRUCTURE & ENVIRONMENT

6.1 BEAUFORT STREET PRECINCT AREA ROAD SAFETY TREATMENTS

- Attachments:**
1. Harold St_Survey Analysis_240216  
 2. Highgate Precinct Wide Traffic Analysis  
 3. Node#1 - Concept Drawing - Beaufort Street and Harold Street Intersection  

RECOMMENDATION:

That Council:

1. **REQUESTS** Administration to apply to Main Roads WA for approval of Harold Street becoming a formal one-way street either from Vincent Street to Beaufort Street, or from Beaufort Street to Vincent Street;
2. **Subject to** Main Roads WA approval to point 1, **SUPPORTS** a capital works project to convert Harold Street from a bi-directional street to a one-way street in the 2024-2025 financial year; and
3. **SUPPORTS** the development of a 6-year Road Safety Implementation Plan to design and deliver the “Beaufort Street Nodes” project and other projects identified within the precinct-wide Highgate traffic analysis report within attachment 2.

PURPOSE OF REPORT:

To consider the outcomes of community consultation on the proposed Harold Street one-way conversion from Vincent Street to Beaufort Street, Mount Lawley, and progression of a formal application to Main Roads WA for approval.

DELEGATION:

Report requested by Council resolution 22 August 2023.

BACKGROUND:

In response to a report to the Ordinary Council Meeting held 22 August 2023 addressing both parking and traffic safety issues in Harold Street, Mount Lawley, Council resolved –

“That Council,

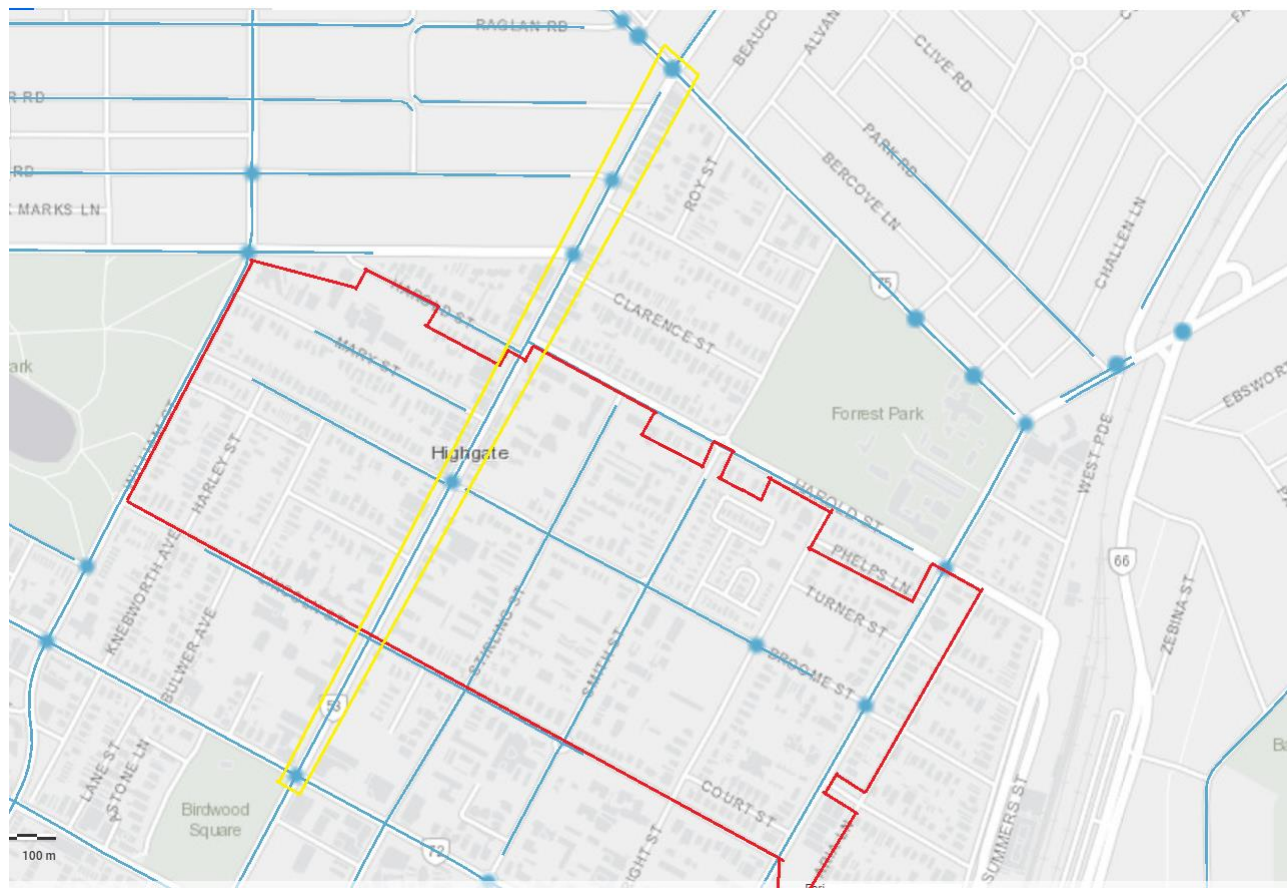
1. *DOES NOT SUPPORT* the progression of the approved Main Roads WA funded Blackspot project at the intersection of Harold Street and Beaufort Street, Mount Lawley as per the design drawing in Attachment 1:
2. *REQUEST* the CEO prepare a report on options to slow vehicle speed and increase pedestrian, 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.”

DETAILS:

Administration has completed a high-level review of the precinct wide traffic analysis of the Highgate area which included reviewing a section of Beaufort Street (Walcott Street to Bulwer Street). The review

highlighted areas which are known to have road safety issues including pre-approved blackspot areas determined through the Main Roads WA crash map system.

The details of this are captured within the technical reports (attachment 1 and 2) summarised within the below image *Blackspot Areas – Beaufort Street Precinct*. The blue dots are pre-approved blackspot locations and blue lines pre-approved blackspot roads. The area highlighted red is the Highgate area and the area highlighted yellow shows the extent of the traffic analysis completed on Beaufort Street.



Blackspot Areas – Beaufort Street Precinct

Most roads within the Highgate precinct are pre-approved blackspot areas. High priority areas are at intersection locations as detailed below:

- Broome St and Beaufort St
- Broome Street and Wright Street
- Broome Street and Lord Street
- Harold Street and Lord Street

Other priority pre-approved blackspot areas are roads within the Highgate precinct area detailed below:

- Harold Street (Vincent Street to Lord Street)
- Mary Street (William Street to Beaufort Street)
- Broome Street (Harley Street to Lord Street)
- Lincoln Street (William Street to Smith Street)
- Stirling Street (Lincoln Street to Harold Street)
- Smith Street (Lincoln Street to Harold Street)
- Lord Street (Lincoln Street to Harold Street)

Beaufort Street from Walcott Street to Bulwer Street is a pre-approved blackspot area which also includes five intersections, intersecting at:

- Walcott Street
- Chelmsford Road
- Vincent Street

- Broome Street
- Bulwer Street
- Harold Street

Although Harold Street is not a pre-approved blackspot area, it had been previously approved by Main Roads WA as a blackspot project to be delivered within the 2023-2024 financial year and therefore added to the list.

The following intersections are not on the pre-approved blackspot list but warrant further investigation:

- Grosvenor Road
- Barlee Street
- Clarence Street
- Mary Street
- Lincoln Street

Overall, the study found that providing intervention treatments that divert traffic is not desirable because while crashes may be treated at the intersection in question, adjacent intersections are consequentially likely to be negatively impacted with an increased safety risk.

The focus is then to consider intervention treatments that improve road safety and allow free-flowing traffic to physically slow vehicles and/or reduce traffic volumes around problem areas. This approach was applied to the following areas:

1. Harold Street (Vincent Street to Beaufort Street)
2. Beaufort Street and Harold Street Intersection
3. Broome and Wight Street intersection

Harold Street (Vincent Street to Beaufort Street) was analysed, and the concept of the one-way treatment modelled. It was evident that traffic volumes would likely decrease, slower speeds would be expected, and crashes likely reduced. There were no signs of negative impacts on other intersections or adjacent roads as traffic was free flowing, travelling West to East down Harold Street.

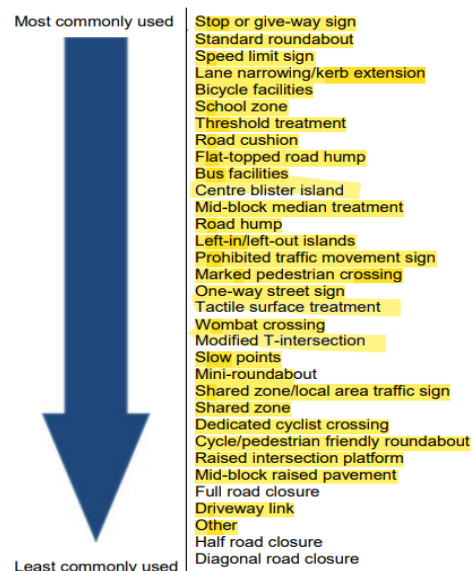
Beaufort Street and Harold Street Intersection was analysed, factoring in the concept of the one-way treatment on Harold Street, which supported the concept of a raised plateau node. Raised plateau nodes have benefits regarding slower speeds, reduces the likelihood of crashes, and allows pedestrians and cyclists to cross at locations which considers accessibility needs and streetscape improvements. It is likely that the node concept would also work at the other pre-approved blackspot intersections with similar benefits expected.

The Broome and Wright Street roundabout project (approved for delivery 2023-2024 and works initiated) was factored into the above analysis and there were no negative impacts from the proposed Harold Street one-way and node treatment within the area.

Other factors considered were the reduced speed limits from 50km/h to 40km/h now approved by Main Roads WA on all Local Roads, the new Bike network plan 2023-2028 as well as input from our internal Town Teams.

In addressing other problematic areas, the precinct wide traffic analysis suggests other free flowing traffic calming and road safety treatments as identified in the following diagram. These treatments are Local Area Traffic Management treatments used by other Local Governments, recommended within the *Austroads Guidelines to Traffic Management Part 8, Local Area Traffic Management*.

Figure 7.1: LATM devices commonly used by local governments



Source: Damen and Ralston (2015).

The Guidelines note that there are few treatments which recommend closing roads and diverting traffic, and these are not commonly used. Community consultation within the City of Vincent over the last five years, suggests that treatments such as raised plateaus and speed humps are generally well received. Diagonal diversions or other road closures which could divert traffic to other streets are not very well received by the community.

The precinct traffic analysis and treatments proposed have been discussed informally with Main Roads WA, Perth Transport Authority, and the Department of Transport with no negative feedback. It is expected that further formal discussions with these external stakeholders will be held over the next 12 months and approvals will be required.

The technical reports in Attachment 1 and 2 provide additional details on the proposed treatments for Harold Street (Vincent Street to Beaufort Street) and Beaufort Street and Harold Street intersection.

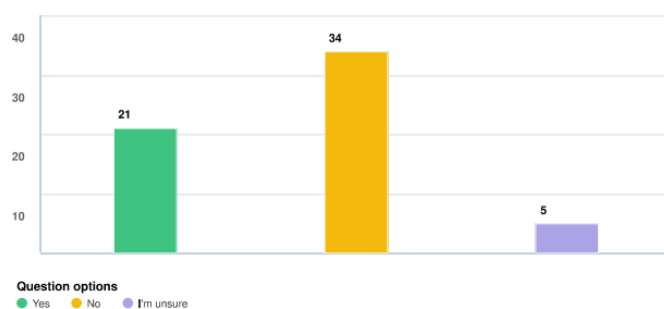
CONSULTATION/ADVERTISING:

Community Consultation for Harold Street to be converted to one-way commenced from 24 January 2024 and closed on 15 February 2024.

There was a total of 60 survey participants, 35% of which supported, 57% did not support and 8% were unsure.

Have Your Say : Survey Report for 24 January 2024 to 15 February 2024

Q3 Do you support the proposal to make the section of Harold Street from Vincent Street to Beaufort Street one-way?



Mandatory Question (60 response(s))
Question type: Checkbox Question

The table below shows that Harold Street residents supported the one-way proposal, however school users, and other City of Vincent residents (inc. Highgate) were not supportive.

	Support	Not support	Unsure	Total
Harold St resident	7	4	2	13
Highgate resident	11	17	2	30
CoV resident	2	5	1	8
School users	2	7	0	9
Total	22	33	5	60

Comments received were mixed with general themes being:

Community Comment	Percentage	Administrations Response
Treatment disrupting drivers commute.	16%	Drivers will need to travel through Harold Street as per the direction of the one-way flow. It will disrupt drivers commute who normally drive against the one-way flow.
One-way needs to be designed to run the other way, from Beaufort Street to Vincent Street.	11%	Administration has reviewed flow running from Vincent Street to Beaufort Street, and from Beaufort Street to Vincent Street. There is no added technical benefit or negative impacts regarding how the flow of the one-way system runs, this will be determined during the detailed design phase and will be decided/approved by Main Roads WA.
Moves the problem of the black spot area at the Intersection of Harold Street and Beaufort Street to other streets/laneways.	31%	There is no negative effects of the on-way on adjoining streets as free-flowing traffic is still allowed to travel through Harold Street and access maintained at both the Vincent Street and Beaufort Street ends for the school and laneway.
Will cause issues to residents at Challis apartments.	5%	Access to Challis apartments from Beaufort Street will be maintained however residents will need to follow the one way system when travelling down Harold Street as it will no longer be bi-directional.
There are no accidents/road safety issues on Harold Street.	4%	Main Roads WA crash map has recorded accidents at the Intersection of Harold Street and Beaufort Street, and on Harold Street between Vincent Street and Beaufort Street. Harold Street is a pre-approved blackspot area relating to severity and number of accidents.
This will improve traffic and road safety issues.	31%	The one-way conversation is expected to treat accidents on Harold Street and at the intersection of Harold Street and Beaufort Street.
Doesn't solve the parking issue.	2%	The one-way conversation is likely to treat crashes associated with parking manoeuvres however will not increase the number of parking bays or solve parking issues.

There has not been any other consultation on proposed treatments within the Highgate area or on Beaufort Street (Walcott Street to Bulwer Street).

LEGAL/POLICY:

Road Traffic Act 1974

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to implement Blackspot projects and Local Area Traffic Management projects which warrant intervention due to road safety concerns.

STRATEGIC IMPLICATIONS:

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

Accessible City

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

Thriving Places

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

Sensitive Design

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

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, it relates to road safety.

PUBLIC HEALTH IMPLICATIONS:

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

Reduced injuries and a safer community

FINANCIAL/BUDGET IMPLICATIONS:

Traffic analysis and engineering design tasks will be completed in-house using existing resources. No external resources or additional funding will be required for the application to Main Roads WA for the conversion of Harold Street from bi-directional to a one-way street.

The construction cost for the conversion of the bi-directional street to a one-way street is estimated to be between \$50K - \$75K.

The Beaufort Street Nodes concept is expected to cost up to \$500,000 per node which includes design costs. Should six nodes be delivered within the pre-approved blackspot locations, a budget of \$3 million over a 6-year period will be required.

External funding sources from MRWA, DoT, RAC and the Perth Parking Fund will be explored with cost saving efficiencies from programming annual road renewal and drainage improvement works to be delivered concurrently.

COMMENTS:

Administration has completed the first precinct wide traffic analysis which has holistically looked at treatments within the Highgate area and Beaufort Street (Walcott Street to Bulwer Street). It is evident that past MRWA approved ad hoc treatments focused on individual intersections resulting in traffic diversion is not sustainable.

Administration has demonstrated that road safety improvements can be made by allowing free-flowing traffic, with minimal on-flow impacts to adjoining streets. There is also added benefits for sustainable modes of transport such as cycling and walking while improving accessibility issues and improving the Street Scape appearance.

Although the majority of the community do not support the one-way conversion of Harold Street (Vincent to Beaufort), Administration recognises that Harold Street residents are largely in support. Administration considers that once the community experience these benefits, there will be an increased support for future proposed projects.

Have Your Say

SURVEY RESPONSE REPORT

24 January 2024 - 15 February 2024

PROJECT NAME:

Proposed changes on Harold Street



Have Your Say : Survey Report for 24 January 2024 to 15 February 2024

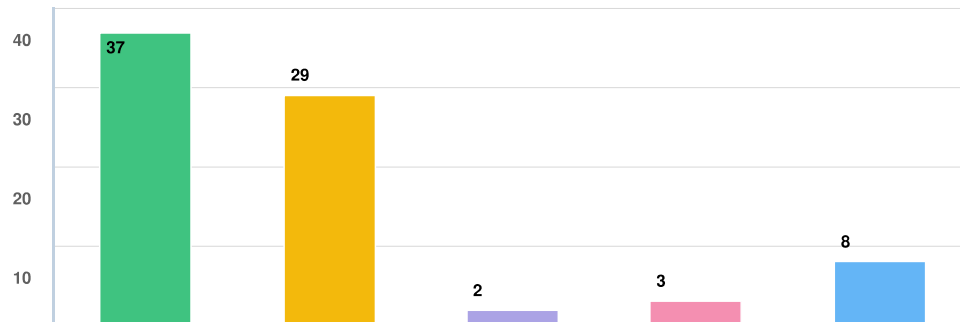


SURVEY QUESTIONS

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Have Your Say : Survey Report for 24 January 2024 to 15 February 2024

Q1 Please select the statement which best applies to you.



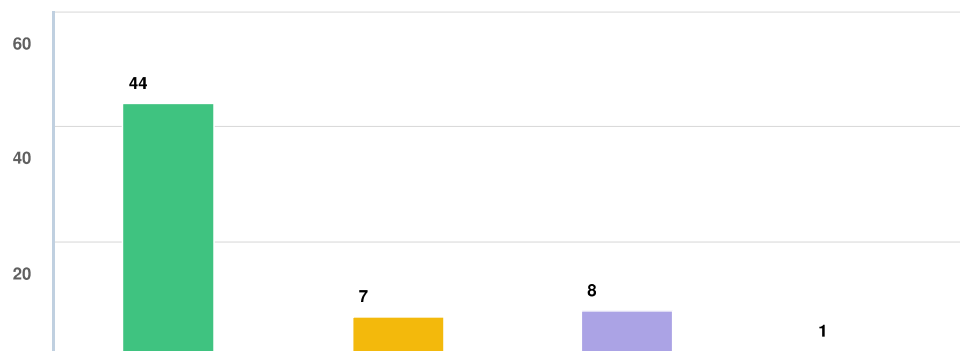
Question options

● I live/own property in Highgate ● I live/own property in the City of Vincent ● I work in Highgate
● I work in the City of Vincent ● Other (please specify)

Mandatory Question (60 response(s))

Question type: Checkbox Question

Q2 How often do you use the section of Harold Street between Vincent Street and Beaufort Street?



Question options

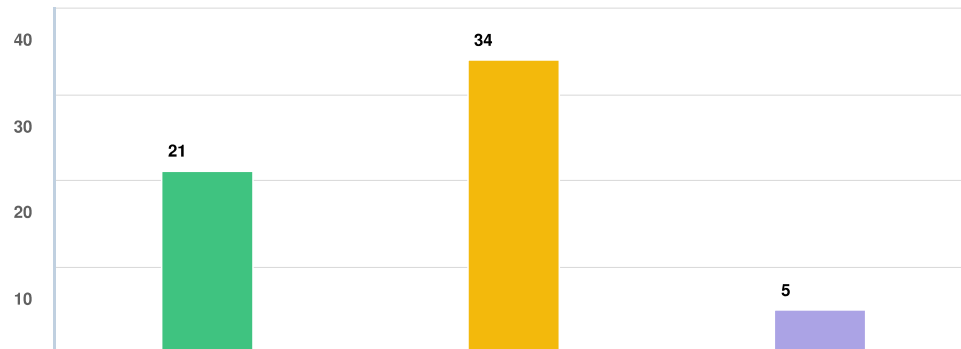
● Daily ● Weekly ● Occasionally ● Never

Mandatory Question (60 response(s))

Question type: Checkbox Question

Have Your Say : Survey Report for 24 January 2024 to 15 February 2024

Q3 Do you support the proposal to make the section of Harold Street from Vincent Street to Beaufort Street one-way?



Question options

● Yes ● No ● I'm unsure

Mandatory Question (60 response(s))

Question type: Checkbox Question

Have Your Say : Survey Report for 24 January 2024 to 15 February 2024

Q4 Please tell us why/why not?

Screen Name Redacted

1/25/2024 07:49 AM

Because it would inhibit the way I access the street I live on and mean that I can only access my home/street from Beaufort, and I would need to drive around to get home. I also think it would cause a bottleneck at Beaufort especially during school drop off - it is already dry a busy street and the corner of Beaufort and Harold is very busy on the weekends with Ubers, party buses and taxis with people coming and going from the Queens and the Beaufort. It will make that so much worse at at more times of the day, meaning that it might be harder/longer to get home when you need to. I live here to be close to public attractions and part of that means living on a busy street, I do not agree with street parking either unless residents do not have driveways/car ports/garages which is not the case for all or the majority of residences on this street. Please don't make it one way. It will cause a bottleneck on Beaufort which is a main road of access.

Screen Name Redacted

1/25/2024 10:45 AM

It's a tight street with on screen parking on both sides, will extremely improve flow.

Screen Name Redacted

1/25/2024 11:00 AM

Prefer one way the other way heading towards Vincent

Screen Name Redacted

1/25/2024 11:00 AM

Better if direction was the other way

Screen Name Redacted

1/25/2024 11:13 AM

I am quite flabbergasted at how a Council could make such a suggestion and would love to find out which experts have come up with such a proposal. This will cause a number of issues for traffic flows in the area. It is ridiculous that the suggested flow is contrary to the more prevalent flow of traffic from east to west along Harold St. This is how most people handle pickup and drop off. The most ridiculous part of this is that it will clearly create even more dangers at the blackspot area which is Harold/Beaufort Street intersection. If people turn into Harold Street from Beaufort St (heading north) they have the bus lane to easily manage the turn, this is handy when busy at school pickup times. Now you're forcing people to turn into a far busier road with kids in the back of the car. There will also be congestion off Vincent Street given the unusual turn into Harold Street.

Screen Name Redacted

Not sure how increased traffic in laneways will go for adjacent

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Have Your Say : Survey Report for 24 January 2024 to 15 February 2024

1/25/2024 11:40 AM

residents and egress onto Vincent and Mary sts. Could also impact Mary st and Chatsworth Rd traffic.

Screen Name Redacted

1/25/2024 11:50 AM

I think it would cause more issues at the intersection of Harold St and Beaufort St on the other side.

Screen Name Redacted

1/25/2024 11:56 AM

The strip needs to provide parking options for people wanting to visit. It isn't proposing improved public parking and this just exacerbates the current problem

Screen Name Redacted

1/25/2024 06:45 PM

As it's impossible to turn right onto Beaufort street when coming from Vincent Street, I use Harold Street. I have never experienced any traffic problems using Harold street and I've been using it daily for the last two and half years since moving to Highgate.

Screen Name Redacted

1/26/2024 11:24 AM

Safety for children is important.

Screen Name Redacted

1/26/2024 04:53 PM

People drive so fast up this section of Harold Street off Beaufort Street it is surprising a major crash hasn't already occurred. This is a residential street with people very rarely doing 40 along the street. It's a dangerous hazard. I regularly reverse out onto the street and fear for my safety between the massive cars parked in blind spots and the speed of cars!

Screen Name Redacted

1/27/2024 12:41 PM

I would definitely support the oneway system because the current situation can be extremely dangerous. I live at number 163 and have grandchildren who attend Sacred Heart School. The cars currently use our street as a cut through normally exceeding the speed limit which causes immense issues. The street is a residential street and should not be used as a main road which is the current situation. Vincent Street which is a main road is normally dismissed and Harold Street used as a cut through road. The people using this cut through are certainly not considerate to the residents living here. Thank you from a very anxious resident with the current situation.

Screen Name Redacted

1/27/2024 12:44 PM

By making it one way you are just directing traffic onto the heavily built up traffic on Beaufort street. My residence is on Harold street and forcing me onto Beaufort street particularly during busy times is more dangerous. The number one issues we have with collision happens on the corner tucked in hard against the cloud 9 where Ubers and drivers pull into the no parking zones and completely block

Have Your Say : Survey Report for 24 January 2024 to 15 February 2024

	traffic and cause hazards. By making it one way it will only funnel People onto Beaufort street on that corner because they won't realise it's one way and try and turn around on that blind section. The other issue is having two way parking along Harold. A good fix would be to put in pull in bays to let traffic pass or get residents to park on one side only.
Screen Name Redacted 1/27/2024 01:44 PM	I live in the Challis apartments and daily see the opportunities for a collision between cars in the very congested Harold Street.
Screen Name Redacted 1/28/2024 11:19 AM	Overall I do, But I live in the Challis apartments and I am worried about traffic being diverted down Tramway Lane as this is where our car park entrance/exit is. I am worried about the risk of collisions and congestion in the lane. Cars turning out of our car park into Tramway Lane must turn left as the tight angle makes it impossible to turn right.
Screen Name Redacted 1/28/2024 10:25 PM	Won't improve and will actually create more restrictions to multiple residents in Challis Building who are currently taking both ways. If you still insist in making this one way should be from Beaufort Street towards Vincent instead.
Screen Name Redacted 1/29/2024 08:45 AM	Should be one way for full length of street Proposal addresses speeding but will create gridlock at each end of the street
Screen Name Redacted 1/29/2024 05:14 PM	I feel residents on Harold st should be able to exit either at Vincent end or Beaufort st
Screen Name Redacted 1/29/2024 11:04 PM	Refer to my previous comments - essentially it's a quiet residential street. Whilst supporting the major growth in Beaufort St, particularly around Harold St area, leaving this road two way promotes unacceptable traffic flows, excessive noise and encourages the Street to become a default through route. That's undesirable for residents in Harold Street. I fully support the proposal to make it one-way to traffic and in particular, the chosen direction - i.e. ONLY handling traffic going INTO Beaufort Street - not exiting from Beaufort Street.
Screen Name Redacted 1/30/2024 06:38 AM	The intersection of Vincent and Harold is more problematic with the number of illegal and dangerous turns that are made by staff or parents trying to get to school on time. I'm not sure if the proposal would make a difference to my concern

Have Your Say : Survey Report for 24 January 2024 to 15 February 2024

Screen Name Redacted

1/30/2024 12:27 PM

You can already not turn down Harold Street from Vincent Street, this proposal essentially cuts all traffic from using the street. If the street were to be one way and remain a street then traffic must flow from Beaufort Street to Vincent Street. There have been no accidents on this street to cause a need for this proposal. As a local resident living on Harold Street it impedes my ability to navigate from my home onto Vincent Street in the safest and most efficient manner. There are no businesses on this street, there are no local residents who would benefit from this proposal it significantly impacts local residents ability to efficiently travel onto Vincent Street and effectively cuts off traffic from efficiently and safely accessing the street.

Screen Name Redacted

1/31/2024 10:41 AM

Since I live in the actual street and in the area marked for the one-way traffic flow change I am fully aware of how certain vehicles 'race' up Harold Street to Vincent Street - in fact just today I saw a motorcyclist do a 'wheelie' up the road at approximately 8.15am in the morning just before the children returned to Sacred Heart after their summer break! I cannot imagine the possible carnage if this idiot had attempted that stupid stunt 15 minutes later when the children were leaving their vehicles to attend the first day back of school! I believe in pro-active behaviour to prevent any possibility of injury to schoolchildren and this suggested change must go ahead to avert any serious injury to a child or even a parent. If this proposal does go ahead access to Harold Street from Vincent Street must also be improved because at the moment you cannot turn into Harold Street whilst driving east along Vincent Street.

Screen Name Redacted

2/01/2024 04:39 PM

In the main I do as the number of non residential users/patrons of business/pubs/Uber drivers/party buses/Door Dash drivers has made Harold Street almost unusable for weekends and evenings. People are either zooming up the road as a through road or crawling looking for a car park space. Given the double side parking and narrow road width, there is nowhere for people to go and speed/crawling doesn't mix. It is sometimes a game of chicken to see who goes first and the reported incidents reflect this with the damage to cars. My only concern is this suggestion - Vehicles entering Harold Street from Beaufort Street will either have to turn around or exit via Mereny or Tramway lanes, before the one-way section. The aforementioned Ubers/Door Dashers already do this in the marked area and this is one of the congestion problems as they also park illegally at the mouth of the intersection waiting to pick up passengers/food. I'm also unsure as to how all of the parents dropping their children off will manage to do U-turns in that small section of road at the top. Given I have had my garage door damaged twice by someone doing just that, I can't see there is enough room. So, yes I support the modification in principle but I don't think it goes far enough and should be all one

Have Your Say : Survey Report for 24 January 2024 to 15 February 2024

	<p>way. And, to be fair, I do use the Harold Street dog leg Mon - Fri so loss of that would be inconvenient but if it's safer for everyone to have the street one way, then I support the change.</p>
<p>Screen Name Redacted 2/01/2024 11:42 PM</p>	<p>I live on Mary Street and blocking access to it from Beaufort is fantastic. Every st should have a similar situation, no one deserves to have their residential street turned in to a rat run. I support any step taken to save our city from the tyranny of the car.</p>
<p>Screen Name Redacted 2/05/2024 09:49 PM</p>	<p>I understand what it is to drive along this road in busy times of the day.. There are idiots that don't care about other drivers just flying up this road to Vincent Street (probably to pick up their kids I imagine). It's not a long road and I've had many a near miss both from parked cars and drivers coming in the opposite way. So I'm pleased to see some action taken to improve this and not let people who disregard other road users as important in their "busy" lives.</p>
<p>Screen Name Redacted 2/07/2024 10:43 AM</p>	<p>This change will cause more traffic and congestion with people turning right on to Beaufort St from the east end of Harold St to get to Vincent St. Which could cause more accidents. Therefore if you want to make this end of Harold St one way then I recommend you make it one-way to Vincent St, opposite to the current proposal.</p>
<p>Screen Name Redacted 2/07/2024 06:34 PM</p>	<p>We access Vincent Street via Harold from 539 Beaufort as this avoids the intersection and troublesome stretch of Beaufort Street between Harold and Walcott. There are also only certain times of the day where this intersection is particularly troublesome such as Friday and Saturday nights when Beaufort Street is also the nasty street. Perhaps a design similar to Mary Street where the intersection is left turn only onto Beaufort will help with the vehicle interactions without impacting residents ability to use the road. Thank you</p>
<p>Screen Name Redacted 2/07/2024 06:58 PM</p>	<p>As a resident of Harold street, this would leave us the only option of turning onto Beaufort street</p>
<p>Screen Name Redacted 2/08/2024 08:07 AM</p>	<p>Our reasons to not support the change to one way: 1. Proposal does not take into account limited or blocked access to the two laneways: Mereny and Tramway due to deliveries and normal daily life of residents. Access to our rear laneways (ROW) is a right to all home owners and residents. 2. Proposal does not take into account added pressure on the Church laneway which will become (more of) a rat run leading to extra pressure on Mary and Harold Streets. 3. Does</p>

Have Your Say : Survey Report for 24 January 2024 to 15 February 2024

not take into account pressure on Vincent Street (opposite 40 Vincent St - our home (rate payers & home owners for over 26 years) with additional "U-turners". U-turns are already a problem outside our home and they are a safety risk to pedestrians and vehicles. U-turn activity is mainly linked to school and church activity. 4. It directly effects us as we have friends, family, taxi and ride share to drop us in Harold Street as it is safer to drop us off (get out of the car) then we cross the road to our home on the north side of Vincent Street. We find car drop off outside our home is dangerous as our home is on the crest of a hill and cars speed up from the Vincent / William Street intersection lights. 5. Vincent Street is still designated 60 kmh which is still pending Main Road approval to alter to 40 kph. Still urgently required. 6. An option is to add a roundabout at the base of Vincent and Beaufort Streets. We know a left field option but there is no right hand turn at the base of the Vincent Street hence the need to do u-turns within Vincent Street. A roundabout would slow traffic (even more and in a positive way) along Beaufort Street and allow traffic to turn right into Beaufort and Harold Streets. 7. The one way proposal does not alter the u-turn behaviour within Vincent Street, in fact it will make it worse. U-turning can be / are risky / dangerous. 8. Does not take into account the elderly residents who need to cross Harold or Vincent Streets to attend Church. 9. More research and genuine community engagement is required before any decisions are made. 10. Changing from two way access to Harold Street does not seem to make any sense or been properly explained or communicated. More engagement is required.

Screen Name Redacted

2/08/2024 10:30 AM

As a homeowner on the street Something definitely needs to be done with the speeding and shortcuts that drivers use to get to Vincent street from Beaufort, but it is already a hard enough street to get in and out of and this makes it more difficult. Are there any other options available?

Screen Name Redacted

2/08/2024 12:35 PM

Turning right off into Harold street not easy at the best of times. Then how do you navigate a turn around? Thle Beaufort to Vincent detour takes the pressure off the Beaufort Vincent corner in both directions. If you must make it one way - it should be the other way - Beaufort to Vincent direction.

Screen Name Redacted

2/09/2024 08:20 AM

People will start using the ROWs instead. Making it harder for residents and businesses to get in and out of their properties.

Screen Name Redacted

2/09/2024 08:22 AM

It will divert traffic elsewhere and make it more dangerous for residents and businesses.

Have Your Say : Survey Report for 24 January 2024 to 15 February 2024

Screen Name Redacted

2/09/2024 08:23 AM

Dangerous for residents and businesses nearby when traffic gets diverted

Screen Name Redacted

2/09/2024 08:25 AM

Cars will use the ROWs instead making it more dangerous for pedestrians using it

Screen Name Redacted

2/09/2024 03:02 PM

Terrible idea

Screen Name Redacted

2/09/2024 03:03 PM

You would have one way traffic constantly trying to turn around or making u turns at some point to access street parking on the other side of the road. Lane ways are not always accessible due to being blocked by commercial vehicle servicing the Beaufort st businesses. Access is already restricted enough

Screen Name Redacted

2/09/2024 03:21 PM

Mary street is already one way, this will have a flow on effect concentrating the traffic two way flow onto parallel streets and cause congestion at the Beaufort and Vincent street or Beaufort and Chelmsford street intersections. It is also a car thoroughfare for school drop off at Sacred Heart Primary School.

Screen Name Redacted

2/09/2024 04:50 PM

You are effectively making the street a private street for the benefit of Harold St property owners only. The change does not do anything other than to support them. It will impact a school community, where that school was founded and existed at that location for over 125 years, before the properties. You are also preventing parking of people on Harold St who go to The Beaufort Hotel and The Queens and local restaurants which will impact trade.

Screen Name Redacted

2/09/2024 05:22 PM

We have a child at Sacred Heart Primary I would support it one way but in the opposite direction for school drop offs its very hard to enter from Vincent st , I'm coming from Bulwer st I want to enter from Beaufort and exit from Vincent then my son doesnt have to cross the road.

Screen Name Redacted

2/09/2024 07:37 PM

My children attend the sacred heart primary school, I drop them off and pick them up daily by car on Harold Street, the school has instructed that I must use Harold Street and not Mary Street, your proposal means that children must always cross the road in front of traffic to go from the car to the school and vice versa, this will make

Have Your Say : Survey Report for 24 January 2024 to 15 February 2024

	<p>things worse, most parents drive from Beaufort Street to Vincent Street so that the children don't have to cross the road in front of traffic. Other factors are also contributing to the congestion on Harold Street, including construction related traffic and local businesses, people who park and then bus it into the city. There needs to be a solution that keeps young children safe. Thank you.</p>
<p>Screen Name Redacted 2/09/2024 08:45 PM</p>	<p>Because all you will do is push traffic down the lane and have people turning up the top end near Vincent - it makes no sense particularly when there are no exit streets to take alternative routes through As it is this street is heavily used during school pick up and drop off - to restrict further will not result in effective network movement</p>
<p>Screen Name Redacted 2/09/2024 09:54 PM</p>	<p>It doesn't make sense for both Mary Street and Harold street to be one way towards William Street. This road has a huge amount of school drop/pick up and majority of those cars currently travel in the Beaufort to Vincent direction. Further the intersection of Harold and Vincent doesn't allow a right turn when eastbound- I foresee this making congestion far worse at both ends of the road and especially on Beaufort. I can also imagine a lot more u turns on Vincent to get back to Harold street. Very much against it.</p>
<p>Screen Name Redacted 2/10/2024 08:04 AM</p>	<p>My children attend Sacred Heart Primary school. With the Mary Street exit running one way towards Beaufort Street, having Harold street assume the same path seems completely counterintuitive. This will force traffic onto Beaufort Street which is already too busy. Access to Harold street at the Vincent street end is also only from one direction of travel, meaning anyone coming from west of Williams street will have to traverse an already complicated route towards the school including joining and then leaving beaufort street only to have to rejoin it again. Just too much traffic onto Beaufort and an increase in the potential for accidents... With the no right hand turns at Beaufort and Walcott, gaining access to Sacred Heart will become a more frustrating challenge than should be the case. If the street was to be one way, I would be suggesting the opposite direction to the one suggested by this proposal.</p>
<p>Screen Name Redacted 2/10/2024 01:58 PM</p>	<p>Normally use the road in this flow direction and the combination of the narrow road design with high congestion of street parking means one way would be less frustrating and distracting to navigate the road.</p>
<p>Screen Name Redacted 2/11/2024 10:01 AM</p>	<p>had enough of paternalistic council interference with traffic flows</p>

Have Your Say : Survey Report for 24 January 2024 to 15 February 2024

Screen Name Redacted

2/12/2024 11:17 AM

Because Harold St is already not easy to access. If you are coming from Vincent St you can't turn right into Harold St. If you go down Vincent St you can't turn right on Beaufort St to access Harold St. So its not accessible from Vincent St at the moment at all without doing a U turn on Vincent St to access Harold and now that would be one way ! If you come down Walcott St you can't turn right at Beaufort St at the lights. You can't go down Mary St and then turn up Harold because at school pick up time there is a Q for drive through and some time the rangers don't allow. So its really not convenient at all Harold St and now one way will be even harder.

Screen Name Redacted

2/12/2024 01:20 PM

I live at 164 harold street and am desperate to reduce the speed of cars along the street (for my own two young kids, and for the kids using the Harold St entry at SHPS). I am happy for the street to become one-way; I think this will help, but I am not happy with Vincent street becoming the only entry to the street. If we could turn onto Harold street, from Vincent street, in both directions it would be ok, but currently you can only turn left onto Harold from Vincent. We currently avoid the Vincent street entry if travelling eastward as we have to make a u-turn/ pull into a driveway to turn around and turn left into Harold. If we could turn into Harold from both directions access would be a lot easier. I understand it was probably made this way due to the angles of the intersection, but I feel the Vincent-Harold intersection should be looked at. As it stands, I probably do not support the proposal, but am interested in change.

Screen Name Redacted

2/12/2024 02:42 PM

Having a pathway to go past the school away from Beaufort Street rather than towards it allows for the drop off of children without having to cross back into heavy traffic in the morning/afternoon. The only other option is already one way exiting onto Beaufort street, and not having an option effectively adds additional delays and risk by having to enter a busy Beaufort street in the morning traffic.

Screen Name Redacted

2/12/2024 09:07 PM

I live at 171 Harold St and have been there for thirteen years. There has been an enormous increase in traffic over the last few years since the opening of The Beaufort. The street is a short street connecting Beaufort to Vincent with no other roads coming off. The majority of vehicles are using the road to get from Beaufort St to William St. Vincent street already exists for this purpose. The road becomes clogged up and unmanageable particularly during the evening and weekends. At times during the day when there is a free flow of traffic, I have noted on numerous occasions cars travelling well above the speed limit (right next to the school) and coming from Beaufort St. Surely the prime function of a suburban road is to allow

Have Your Say : Survey Report for 24 January 2024 to 15 February 2024

access for the residents who live on the street. While there can be expected to be some extra traffic, in this instance almost all the traffic has nothing to do with the residents.

Screen Name Redacted

2/12/2024 09:10 PM

My wife and I live on the affected section of Harold Street. The street is narrow and not suited to the current arrangement of two-way traffic as well as on-street parking. With the increased development and activity along Beaufort Street (which we fully support), Harold Street has seen increased traffic flow either taking a short-cut between Beaufort and Vincent Streets and/or looking for on-street parking along Harold Street. Peak traffic flows appear to occur when on-street parking is in high-demand which reduces the effective width of the roadway and leads to increased occurrences of traffic conflict. Converting the street to one-way as proposed will address the traffic conflict as well as improve the quality of life for residents along the Harold Street. We fully support this proposal and thank the council for seeking feedback, considering the issue and proposing a pragmatic solution.

Screen Name Redacted

2/13/2024 02:16 PM

It's very congested when we have traffic from both ways, also the junction between Harold and Vincent has less room for 2 cars turning at the same time.

Screen Name Redacted

2/13/2024 08:19 PM

I believe that with the one way streets around us running off of Harold street, our street is used by commuters coming from lord street and heading to Vincent street as a shortcut. In mornings and afternoons cars accelerate dramatically through the early portion of the street which makes it at risk for children and pedestrians in the area. There is also a significant bottleneck at the Beaufort street end on Friday/Saturday evenings due to rideshare drop offs without any designated area for them to park. The street is unsafe for children crossing the road as it currently stands. Living on Harold street with this potential change would require some degree of increased access for local residents as we cannot turn into Harold from Vincent heading east currently

Screen Name Redacted

2/14/2024 01:52 PM

As a resident of this section of Harold Street I fully support this proposed change. A narrow inner-city street, this section of Harold Street was not designed to support the current traffic flow. This portion of Harold Street has no lane-way access for residents and there are no adjoining intersections along the street. When occupied with parking on both sides it becomes a single lane. Entry of traffic from both ends of the street often results in gridlock and impedes safe traffic flow. As a shortcut between two major roads (Beaufort

Have Your Say : Survey Report for 24 January 2024 to 15 February 2024

& Vincent Streets) this section has become a regular "rat-run" with observational speeds often appearing to exceed the 40kph limit. Since the opening of The Beaufort entertainment venue and Challis Apartment complex, the council has been aware, and indeed has acknowledged, that the ongoing traffic management problems impacting this section of Harold Street require intervention. Council is also aware the ACTUAL RESIDENTS of the street, impacted daily by these concerns, last year petitioned council respectfully requesting this change.

Screen Name Redacted

2/14/2024 06:58 PM

The street is too narrow. I've had too many delays because of cars not able to get through both ways, especially when the kids are out in the afternoons. I've no problem driving into Vincent instead and the right turners are a nightmare cutting people up on Beaufort from Harold. I'm sure the residents are sick of having to take risks coming out of their driveways, I'm not sure anyone on other streets would like to have the same problem. Make more parking available for non residents is another thing I'd like

Screen Name Redacted

2/14/2024 07:00 PM

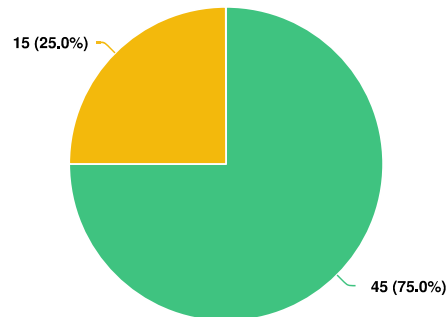
Better than what's already there and it's not that busy but there's always traffic issues. Get it done!

Optional question (56 response(s), 4 skipped)

Question type: Essay Question

Have Your Say : Survey Report for 24 January 2024 to 15 February 2024

Q5 Would you like to be kept up to date on this project?



Question options

● Yes ● No

Mandatory Question (60 response(s))

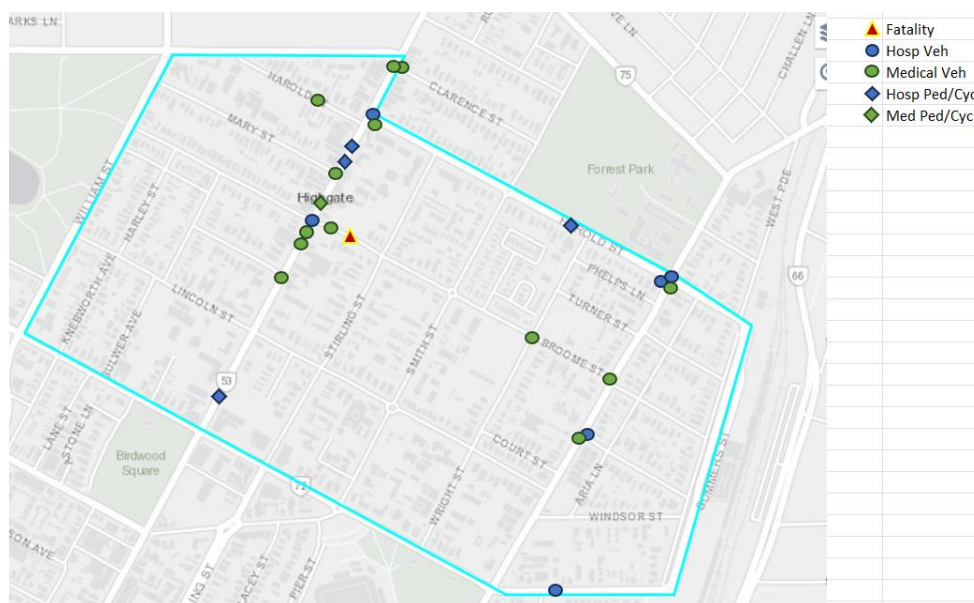
Question type: Dropdown Question

Traffic and Transport – Technical Note Highgate Precinct Area

Precinct wide Traffic Analysis

The purpose of this report is to explore options to slow vehicle speed and increase pedestrian, cyclist and vehicle safety on Beaufort Street as well as exploring the option of converting Harold Street to a one-way street from Vincent Street to Beaufort Street.

KSI Crash Data within the Highgate area



Beaufort Street Node treatments

After investigating treatments typically used to mitigate problems of average traffic speeds above that posted, the incidents of turning movements and the concentration of pedestrian and cyclist collisions, it has been identified that there are similar patterns along the section Beaufort Street (between Lincoln Street and Walcott Street). This section is also identified for preapproved blackspot treatments, such as banned right turns and roundabouts, however these do not suit the needs of many in the local area and treatments should reflect both the local needs of the community and improve accessibility for walking and cycling.

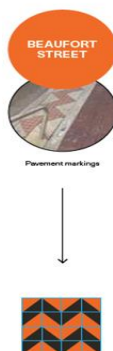
It is also important that this area of Beaufort Street maintains a level of formality regarding these treatments, so there is less confusion for all road users.

The road is a PTA bus route for a handful of services (including peak time bus lanes), is prescribed as an important cycling network route connector, and has impacted the safety of pedestrians crossing Beaufort Street, and to reflect this, the following identifies suitable treatments that should be investigated as a solution to improving road safety and accessibility within the Highgate Precinct.



Traffic and Transport – Technical Note Highgate Precinct Area

There may be opportunity for some artwork to be painted on the intersection which would incorporate elements of the City's wayfinding Strategy, which of Beaufort Street looks like the below.



Removal of central medians on Beaufort Street

Potential for removal of central medians midblock – allowing better on-street parking accessibility for local businesses.

- Requires consultation with residents, PTA and Main Roads

Midblock closure of traffic movement eastbound lane on Harold Street.

Midblock allows for two-way access for residents closer to William Street to enter and access Harold Street (they should be impacted as little as possible). The midblock will allow for cycling two-way access (if possible and kerbed so the minimum road width is maintained).

Local Road – therefore will not require a wide lane width.

- Requires consultation with residents, PTA and Main Roads

Other treatments to be reviewed to improve transport network accessibility and safety in the Highgate Precinct are:

Safe Active Streets

From the crash data, it was also identified that there are crash patterns along residential areas of the precinct. These roads also had other important features such as LTCN routes, parks and schools. It is important that these streets provide good walkable and rideable road sections to improve accessibility for more vulnerable road users and pedestrians.

Safe Active Street treatments on:

- Broome Street, (LTCN Local Route)
- Smith Street (LTCN Local Route)

Traffic and Transport – Technical Note Highgate Precinct Area

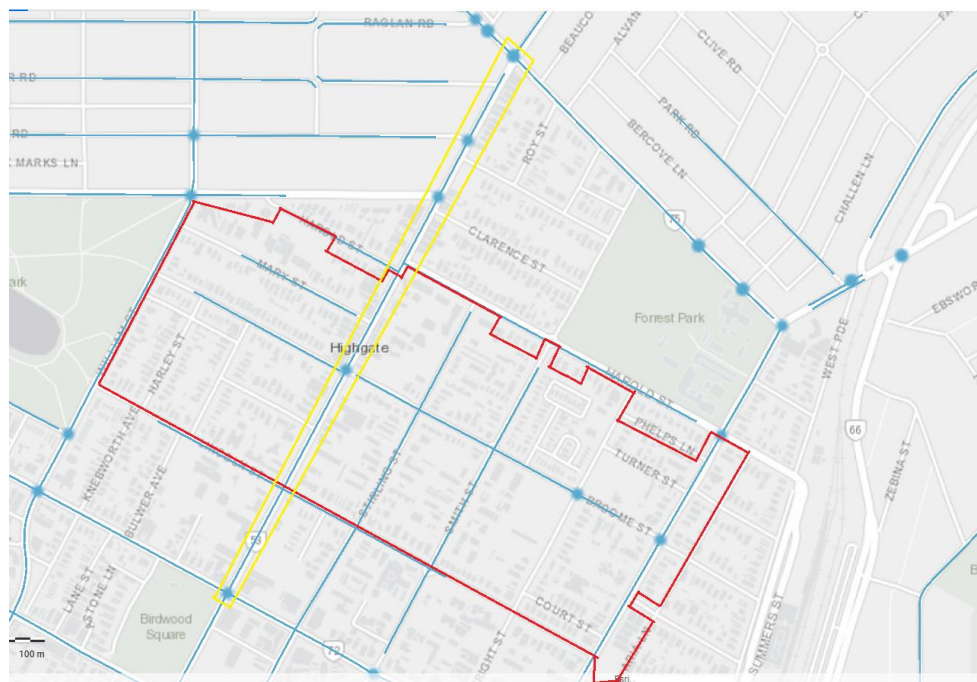
- Mary Street (LTCN Route)
- Harold Street between Beaufort Street and Lord Street (plenty of capacity for a mid-block treatment)

Other node sites

The plateau proposed at the intersection of Harold Street with Beaufort Street will reduce traffic speeds on all intersection approaches, therefore improving driver reaction time to avoid collisions. Further nodes identified from crash data, show similar patterns of crash behaviour, with events involving rear end and right turning movements being the most prevalent. The crash assessment for the study area, showed that there were a high number of crashes at many other local intersections. The opportunity to improve road safety at other local intersections along Beaufort Street, whilst increasing accessibility for walk and cycling can be provided by installing the same node treatments at intersections as follows:

Pre-approved MRWA blackspot areas;

- Walcott Street
- Chelmsford Road
- Vincent Street
- Broome Street
- Bulwer Street
- Harold Street



Other possible intersections;

- Grosvenor Road
- Barlee Street
- Clarence Street
- Mary Street

Traffic and Transport – Technical Note Highgate Precinct Area

- Lincoln Street

It has been identified that there are similar crash issues at other intersections further along Beaufort Street, and given the similar development demands between Vincent Street, the city is also investigating similar node treatments of raised plateaus at intersections including Barlee Street with Beaufort Street, and Chelmsford Road with Beaufort Street. The city is also investigating similar treatment opportunities at the intersection of Walcott Street with Beaufort, however, this will require extensive engagement and discussions with Main Roads WA and the City of Stirling.

Harold Street (Vincent Street to Beaufort Street) was analysed, and the concept of the one-way treatment modelled. It was evident that traffic volumes would likely decrease, slower speeds would be expected, and crashes likely reduced. There were no signs of negative impacts on other intersections or adjacent roads as traffic was free flowing, travelling West to East down Harold Street.

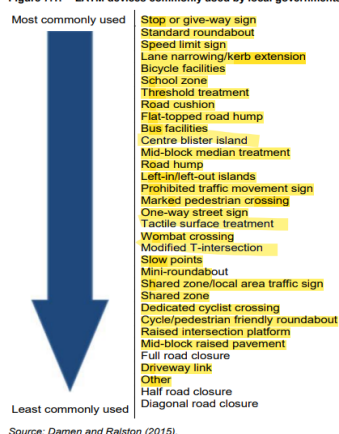
Beaufort Street and Harold Street Intersection was analysed, factoring in the concept of the one-way treatment on Harold Street, which supported the concept of a raised plateau node. Raised plateau nodes have benefits regarding slower speeds, reduces the likelihood of crashes, and allows pedestrians and cyclists to cross at locations which considers accessibility needs and streetscape improvements. It is likely that the node concept would also work at the other pre-approved blackspot intersections with similar benefits expected.

The Broome and Wright Street roundabout project (approved for delivery 2023-2024 and works initiated) was factored into the above analysis and there were no negative impacts from the proposed Harold Street one-way and node treatment within the area.

Other factors considered were the reduced speed limits from 50km/h to 40km/h now approved by Main Roads WA on all Local Roads, the new Bike network plan 2023-2028 as well as input from our internal Town Teams.

In addressing other problematic areas, treatments within the Local Area Traffic Management could be used as highlighted within the recommended section of the *Austrroads Guidelines to Traffic Management Part 8, Local Area Traffic Management*.

Figure 7.1: LATM devices commonly used by local governments

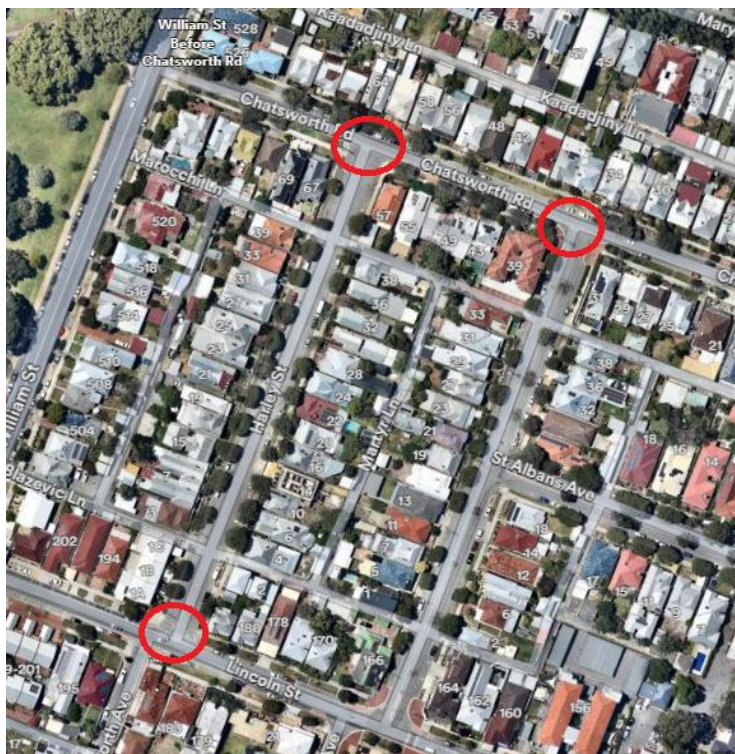


Source: Damen and Ralston (2015).

The Guidelines note that there are few treatments which recommend closing roads and diverting traffic, and these are not commonly used. Community consultation within the City of Vincent over the last five years, suggests that treatments such as raised plateaus and speed humps are generally well received. Diagonal diversions or other road closures which could divert traffic to other streets are not very well received by the community.

Traffic and Transport – Technical Note Highgate Precinct Area

Other areas which may benefit from treatment are at the intersections of Chatsworth Road and Harley Street, Harley Street and Lincoln Street, Cavendish Street and Chatsworth Road.



Treatments could consider mini roundabouts, raised plateau or seagull islands which considered with other proposed treatments, would work in allowing free flowing traffic, and not negatively impacting adjacent streets.

Further analysis will be required in treating streets which are high priority, pre-approved areas with considerations likely on treatments which allows free flowing traffic.

Harold Street One-Way – Vincent Street to Beaufort Street

Harold Street One-Way

This section of Harold Street is Classified under the Main Roads WA Road Classification Hierarchy as an Access Road, with capacity for up to 3,000 vehicles per day. It is approximately 8.5m wide with a two-way configuration with on-street line marked public parking on both sides of road. The current posted speed on this road section 50km/hour (due to be changed in 2024 to 40 km/hour).

The road runs northwest to southeast, terminating at intersections with Vincent Street and Beaufort Street, respectively. The Vincent Street/ Harold Street intersection is configured as left in, left out only to/ from Vincent Street (Give Way controlled) and all movements are accessible at the intersection of Harold Street with Beaufort Street (Stop Line controlled).

Traffic and Transport – Technical Note Highgate Precinct Area

The area is predominantly residential however it is within proximity to several other sites uses including several local businesses along Beaufort Street and a school and church near the Vincent Street intersection. There are also bus services operating along Vincent Street, Beaufort Street and nearby William Street, and Hyde Park is west of Harold Street, within five-minute walking distance. These are all accessible with good footpath connections and the street is well shaded with verge trees.

Traffic data

The data in **Table 1.0** identifies that there are currently no excessive speeding impacts along the midblock section of Harold Street and traffic flows are less than 1/3 of the total traffic capacity for an Access Road. However, given the peak period on-street parking demands, the capacity of the road is typically reduced to provide traffic movements in one direction only. This requires drivers to find gaps where accesses are positioned, to temporarily give-way to oncoming traffic in the other direction. Given there is no control in place, it is up to drivers in each direction to show courtesy to let one of the drivers through.

Table 1.0 Harold Street midblock traffic data

Location	From	To	Survey Date	Average Daily Weekday Traffic flow (ADWT)	Peak Flow AM	Peak Flow PM	Average Speed (Km/hr)	85 th %ile speed (Km/hr)
Harold Street	Beaufort Street	Vincent Street	July 2021	735	79.2	79.4	33.7	43.0

Crash analysis summary

Crash data was obtained from the MRWA police recorded Crash Database. From the analysis, it was identified that there were 08 crashes over 05 years (2018 to 2022). These were recorded within a corridor of less than 160m, showing a significant issue with crash rates, along a local residential street.

The data is summarised with the following crash information:

- 03 involving vehicles parked on-street.
- 04 involving cars to/ from accesses (01 needed medical attention)
- All midblock crashes were between 70m of Vincent Street and 30m of Beaufort Street.

Most crashes involved crashes from traffic travelling northwest and vehicles moving from accesses. Side swiping parked vehicles was also recorded. Figure 1.0 shows the coverage area of Harold Street where the crashes have been recorded.

Figure 1.0 Proximity of all recorded midblock crashes

Traffic and Transport – Technical Note Highgate Precinct Area



On Street Parking

The current on-street public parking controls are residential permit parking along the northern section of the street and 2P restrictions along the southern side of the street. There are additional parking controls to the southeast of the street towards Beaufort Street, where short term publicly accessible parking bays are provided. The availability for residential parking exceeds the number of residential properties proportion of over one property per parking space.

Two-way traffic flows are restricted in both directions due to the demand for on street parking in both directions, also covering the area of where midblock crashes were recorded. From site visits, it was identified that along with reduced road capacity, on street parking reduces access sight visibility for through traffic and residents exiting accesses. An example of the restricted traffic lane access, give-way to oncoming traffic and on-street parking is shown in Figure 2.0.

It is also worth noting that on-street parking capacity within five minutes walking distance of Beaufort Street is not typically at full capacity and there is parking availability typically on the northwest end of Harold Street.

Harold Street looking towards Vincent Street

Traffic and Transport – Technical Note Highgate Precinct Area

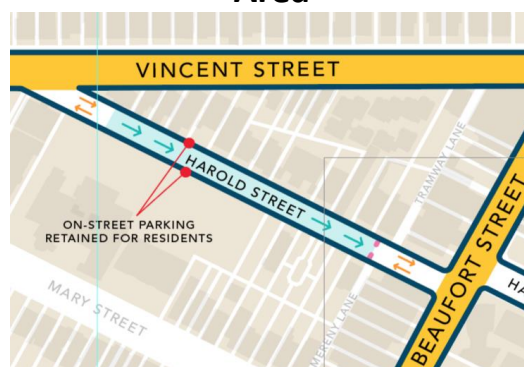


Proposed layout

The proposed layout is reducing the traffic flow permanently to reflect the capacity during the peak period for on-street parking demand on this section of Harold Street. It has already been identified that right turning conflicts are a main causation of crashes in the area, and although the intersections of Harold Street with Beaufort and Vincent Streets have not changed, the reduced traffic flow will minimise the likelihood of crashes locally along Beaufort Street, which have an impact to the local road network, in terms of traffic delays, and queuing over other lanes and local intersections. Figure 3.0 indicates the proposed location to introduce one-way access and the proposed permissible direction of traffic along Harold Street

Figure 3.0 Harold Street one-way location proposal

Traffic and Transport – Technical Note Highgate Precinct Area



The choice of traffic flow to be maintained is determined by the most important issue of road safety during the period of school children being dropped off and picked up. The nearest road intersection of Vincent Street/ Harold Street already has low likelihood of a crash, with less conflict points and the flow movement to leave the intersection and travel onto Beaufort ensures that children and other pedestrians cross this area of Harold Street with less traffic movements and improved gap times. This will also improve accessibility both in the school peak demand periods and the AM and PM commute peaks of the weekday. As cars are all also parked westbound on both sides of the road, driver visibility is also improved as the front of a car is nearest the access and not the higher raised rear sections of vehicles to maximise truncation visibility for drivers approaching and leaving accesses.

Vincent Street is a two-lane road in each direction during peak periods with on-street Parking restrictions from morning until the end of weekday peak traffic periods. The left turn only access onto Harold Street means a low likelihood of a collision entering Harold Street. Reallocation traffic flow via Beaufort Street onto Vincent Street is also a safer action than right turns onto Harold, as crash data history has already identified. The fact that it is only left turn movements required, especially in the Peak traffic demand periods is unlikely to have a detrimental time of additional travel times, with it estimated that, given the traffic speeds recorded along Harold Street and the likely single lane give way movements due to on street parking, the additional travel time would be less than 60 seconds and away from a corridor of road where collisions are occurring at an unnecessary rate. Crashes along this section of on Harold Street with single Lane capacity, if requiring medical attention do mean congestion issues, which may impact onto the local distributor Roads of Beaufort Street and Harold Street and the associated intersections.

Reducing the traffic flow movements also provides improved gap times and reduced conflict points along Harold Street for cyclists and pedestrians (including children local to the Primary School)

Summary

With a high number of turning movements in a local vicinity (within proximity to Beaufort Street and Vincent Street), there is a high likelihood of collision along a section of Harold Street where on-street parking demands are prevalent.

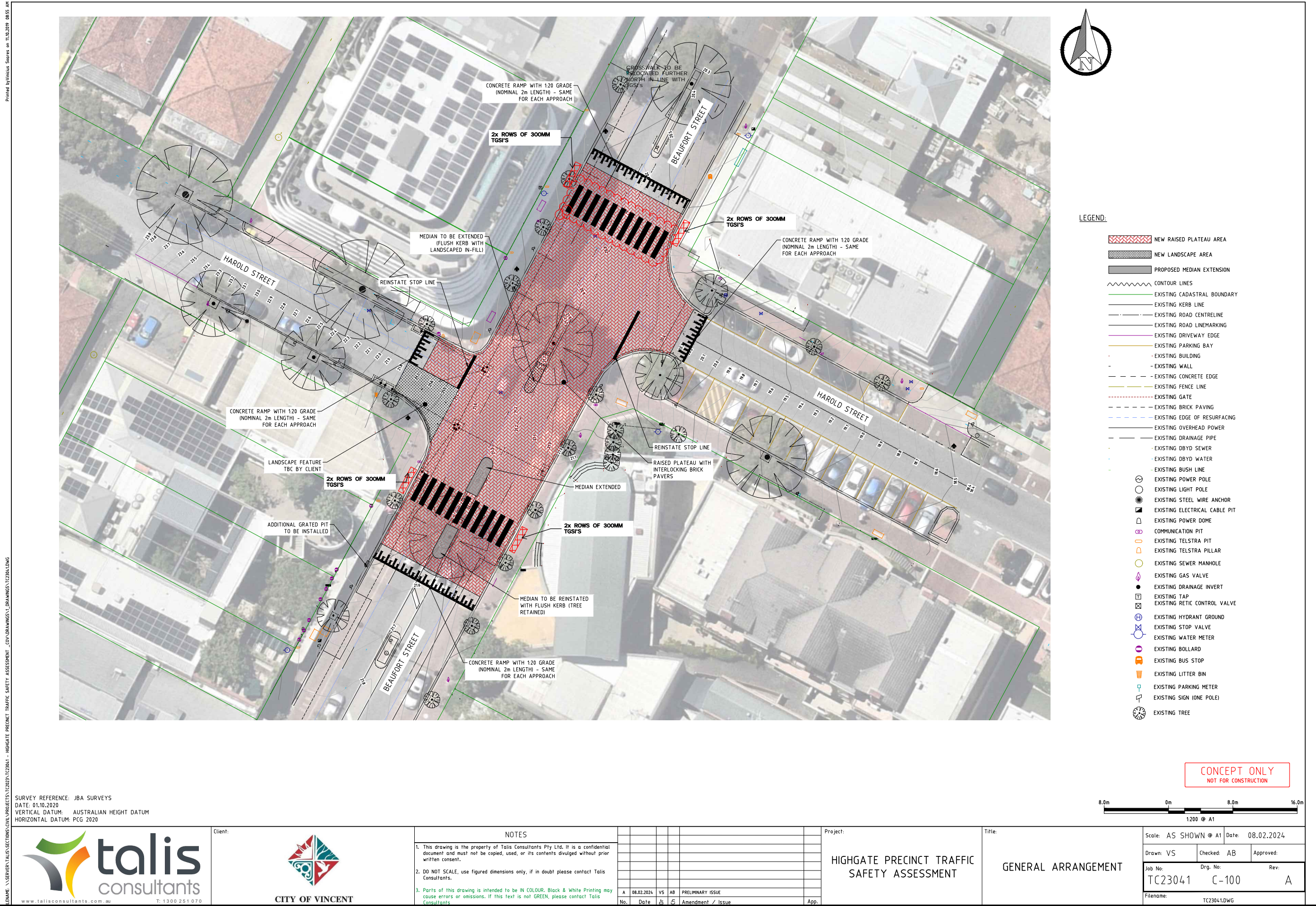
Reducing traffic flows has been proposed, with one way access only provided along a corridor section of Harold Street identified as a crash zone area and where the road is typically reduced to a single due to on-street parking demands. The outcomes of this proposal will have the following outcomes:

Traffic and Transport – Technical Note Highgate Precinct Area

- reduced turning movements along Harold Street.
- reduced likelihood of collision along Harold Street.
- Increased traffic flow along Harold Street.
- Reduced the risk of collision at locations where accesses are located along Harold Street. Drivers exiting have increased time to observe traffic flows in one direction.
- Reducing westbound traffic along Harold Street towards the school accesses reduces conflict opportunities, therefore improving exit flow from the primary school.
- The reduction of traffic flow into Harold Street from Beaufort Street will reduce right turn traffic flows, in turn reducing crash issues currently recorded.
- Vincent Street has capacity to carry additional local traffic and as a left in only intersection, has a low impact on the likelihood of intersection collision (there are no conflicting right turn flows on the intersection approach). There are also parking restrictions on-street enforced during the am and pm peak traffic periods to allow for two-lane capacity in each direction (as opposed to a reduced single traffic lane for traffic in both directions in the same period)
- Reduced traffic movement will also improve safety and accessibility for other modes of transport including crossing pedestrians and cyclists, supporting the following City of Vincent Policies:
 - City of Vincent Strategic Community Plan - 2022 to 2032. With specific reference to
 - Accessible City
 - Thriving Places
 - Innovative and Accountable
 - City of Vincent Public Health Plan - 2020 to 2025
 - Reduced injuries and a safer community

Redirected traffic of less than 80 vehicles in a peak period, would access Harold Street from Beaufort Street via Vincent Street using left turn movements. This will have a minimal journey time impact for commuters and improve safety for residents along Harold Street, including those who walk and cycle locally. The traffic volumes recorded for this flow have suitable capacity on Vincent Street between Beaufort Street and Harold Street.

It is also recommended that the street have traffic data recorded 12 months post any change to the road configuration and an on-street parking demand survey be conducted to identify if the changes to road accesses also would impact parking demand between Vincent Street and Beaufort Street.



7 COMMUNITY & BUSINESS SERVICES

7.1 FINANCIAL STATEMENTS AS AT 31 JANUARY 2024

Attachments: 1. Financial Statements as at 31 January 2024  

RECOMMENDATION:

That Council **RECEIVES** the Financial Statements for the month ended 31 January 2024 as shown in Attachment 1.

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 31 January 2024.

BACKGROUND:

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity including the sources and applications of funds, as compared to the budget.

DETAILS:

The following documents, included as **Attachment 1**, comprise the statement of financial activity for the period ending **31 January 2024**:

Note	Description	Page
1.	Statement of Financial Activity by Nature or Type Report	1
2.	Net Current Funding Position	2
3.	Summary of Income and Expenditure by Service Areas	3-5
4.	Capital Expenditure including Funding graph and Capital Works Schedule	6-13
5.	Cash Backed Reserves	14
6.	Receivables: Rates and Other Debtors	15
7.	Beatty Park Leisure Centre Financial Position	16-17

Explanation of Material Variances

The materiality thresholds used for reporting variances are 10% and \$20,000, respectively. This means that variances will be analysed and separately reported when they are more than 10% (+/-) of the year-to-date budget and where that variance exceeds \$20,000 (+/-). This threshold was adopted by Council as part of the budget adoption for 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 January 2024 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 \$1,213,821 (2.1%). The following items materially contributed to this position:

- A favourable variance of \$1,003,981 in Fees and Charges mostly due to timing variances for:
 - \$398,279 favourable car parking revenue,
 - \$389,963 favourable Beatty Park admission, enrolment fee, membership, and merchandise income,
 - \$125,845 favourable statutory planning services mostly due to development application fees.
- A favourable variance in Interest earnings of \$825,994 mostly due to higher-than-expected interest rates and higher cash balances.
- A favourable variance in Rates of \$116,768 due to a timing variance.
- An unfavourable variance in Profit on Disposal of Assets of \$661,026 due to the timing of vehicle and truck disposals.

- An unfavourable variance in Other Revenue of \$46,871 due to a timing variance.
- An unfavourable variance in Operating grants, subsidies, and contributions of \$25,025 due to timing a variance.

Expenditure by Nature or Type (on page 1) is favourable, attributed by an under-spend of \$1,257,169 (3.0%). The following items materially contributed to this position:

- \$806,257 favourable Materials and Contracts mainly due to timing variances.
- \$244,331 favourable Employee related costs mostly due to timing variances.
- \$219,138 favourable Utility charges due to timing variances.
- \$32,735 favourable other expenditure mostly due to timing variances.
- \$65,313 favourable Interest expenses due to timing variances on loan payments.
- \$333,927 unfavourable depreciation expense due to timing variances.

Surplus Position – Year End 2022/23

The surplus position brought forward to 2024/24 is \$9,050,809 compared to the revised budget amount of \$8,618,713.

Content of Statement of Financial Activity

An explanation of each report in the Statement of Financial Activity (**Attachment 1**), along with some commentary, is below:

1. Statement of Financial Activity by Nature or Type Report (Note 1 Page 1)
This statement of financial activity shows revenue and expenditure classified by Nature or Type.
2. Net Current Funding Position (Note 2 Page 2)
'Net current assets' is the difference between the current assets and current liabilities, less committed and restricted assets.
3. Summary of Income and Expenditure by Service Areas (Note 3 Page 3-5)
This statement shows a summary of operating revenue and expenditure by service unit including variance commentary.
4. Capital Expenditure and Funding Summary (Note 4 Page 6-13)
The full capital works program is listed in detail in Note 4 in **Attachment 1**. The attachment includes a summary of the year-to-date expenditure of each asset category and the funding source associated to the delivery of capital works.
5. Cash Backed Reserves (Note 5 Page 14)
The cash backed reserves schedule provides a detailed summary of the movements in the reserve portfolio, including transfers to and from the reserve. The balance as at 31 January 2024 is \$20,457,464.
6. Receivables: Rating Information (Note 6 Page 15)

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

The outstanding rates debtors balance at 31 January 2024 was \$7,701,028, excluding deferred rates of \$141,838. The outstanding rates percentage at 31 January 2024 was 16.25% compared to 16.68% for the same period last year.

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

Total trade and other receivables at 31 January 2024 were \$3,746,424.

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

- \$765,662 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.
- \$188,443 relates to cash-in-lieu of car parking debtors. In accordance with the *City's Policy 7.7.1 Non-residential parking*, Administration has entered into special payment arrangements with long outstanding cash in lieu parking debtors to enable them to pay their debt over a fixed term of five years.

8. Beatty Park Leisure Centre – Financial Position report (Note 7 Page 16-17)

As at 31 January 2024, the Centre's operating surplus position was \$881,791 (excluding depreciation) compared to the prior YTD surplus amount of \$704,126. The surplus is predominantly driven by Health and Fitness memberships, swim school and retail shop income.

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 JANUARY 2024



CITY OF VINCENT

	Note	Revised Budget 2023/24	YTD Budget 31/01/2024	YTD Actual 31/01/2024	YTD Variance	YTD Variance
		\$	\$	\$	\$	%
Opening Funding Surplus(Deficit)		8,618,713	8,618,713	9,050,809	432,096	5.0%
Revenue from operating activities						
Rates		42,302,811	42,152,811	42,269,579	116,768	0.3%
Operating Grants, Subsidies and Contributions		968,420	128,801	103,776	(25,025)	-19.4%
Fees and Charges		22,076,584	13,231,285	14,235,266	1,003,981	7.6%
Interest Earnings		1,103,000	930,754	1,756,748	825,994	88.7%
Other Revenue		1,329,647	847,865	800,994	(46,871)	-5.5%
Profit on Disposal of Assets		2,420,775	704,109	43,083	(661,026)	-93.9%
		70,201,237	57,995,625	59,209,446	1,213,821	2.1%
Expenditure from operating activities						
Employee Costs		(31,202,066)	(18,005,262)	(17,760,931)	244,331	-1.4%
Materials and Contracts		(24,120,267)	(14,006,069)	(13,199,812)	806,257	-5.8%
Utility Charges		(1,924,678)	(1,114,342)	(895,204)	219,138	-19.7%
Depreciation on Non-Current Assets		(12,607,088)	(7,354,172)	(7,688,099)	(333,927)	4.5%
Interest Expenses		(503,201)	(286,425)	(221,112)	65,313	-22.8%
Insurance Expenses		(804,195)	(469,112)	(469,112)	0	0.0%
Other Expenditure		(769,251)	(512,393)	(479,658)	32,735	-6.4%
Loss on Disposal of Assets		(47,335)	(47,335)	(60,805)	(13,470)	28.5%
		(71,978,081)	(41,795,110)	(40,774,733)	1,020,377	-2.4%
Operating activities excluded from budget						
Add Deferred Rates Adjustment		0	0	(157,828)	(157,828)	0.0%
Add Back Depreciation		12,607,088	7,354,172	7,688,099	333,927	4.5%
Adjust (Profit)/Loss on Asset Disposal		(2,373,440)	(656,774)	17,722	674,496	-102.7%
		10,233,648	6,697,398	7,547,993	850,595	12.7%
Amount attributable to operating activities		8,456,804	22,897,913	25,982,706	3,084,793	13.5%
Investing Activities						
Non-operating Grants, Subsidies and Contributions		4,130,332	3,611,105	877,283	(2,733,822)	-75.7%
Purchase Property, Plant and Equipment	4	(9,607,039)	(7,080,805)	(2,743,716)	4,337,089	-61.3%
Purchase Infrastructure Assets	4	(10,205,999)	(7,518,173)	(2,918,327)	4,599,846	-61.2%
Proceeds from Joint Venture Operations		1,666,666	972,216	1,250,000	277,784	28.6%
Proceeds from Disposal of Assets		1,763,000	1,713,000	916,887	(796,113)	-46.5%
Amount attributable to investing activities		(12,253,040)	(8,302,657)	(2,617,873)	5,684,784	-68.5%
Financing Activities						
Principal elements of finance lease payments		(95,000)	(48,000)	(43,836)	4,164	(8.7%)
Repayment of Loans		(1,585,417)	(839,803)	(839,804)	(1)	0.0%
Transfer to Reserves	5	(6,910,958)	(3,897,791)	(5,459,287)	(1,561,496)	40.1%
Transfer from Reserves	5	5,722,938	3,461,514	2,195,467	(1,266,047)	-36.6%
Amount attributable to financing activities		(2,868,437)	(1,324,080)	(4,147,460)	(2,823,380)	213.2%
Closing Funding Surplus(Deficit)		1,954,040	21,889,889	28,268,182	6,378,293	29.1%



CITY OF VINCENT

CITY OF VINCENT
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
NOTE 2 - NET CURRENT FUNDING POSITION
FOR THE PERIOD ENDED 31 JANUARY 2024

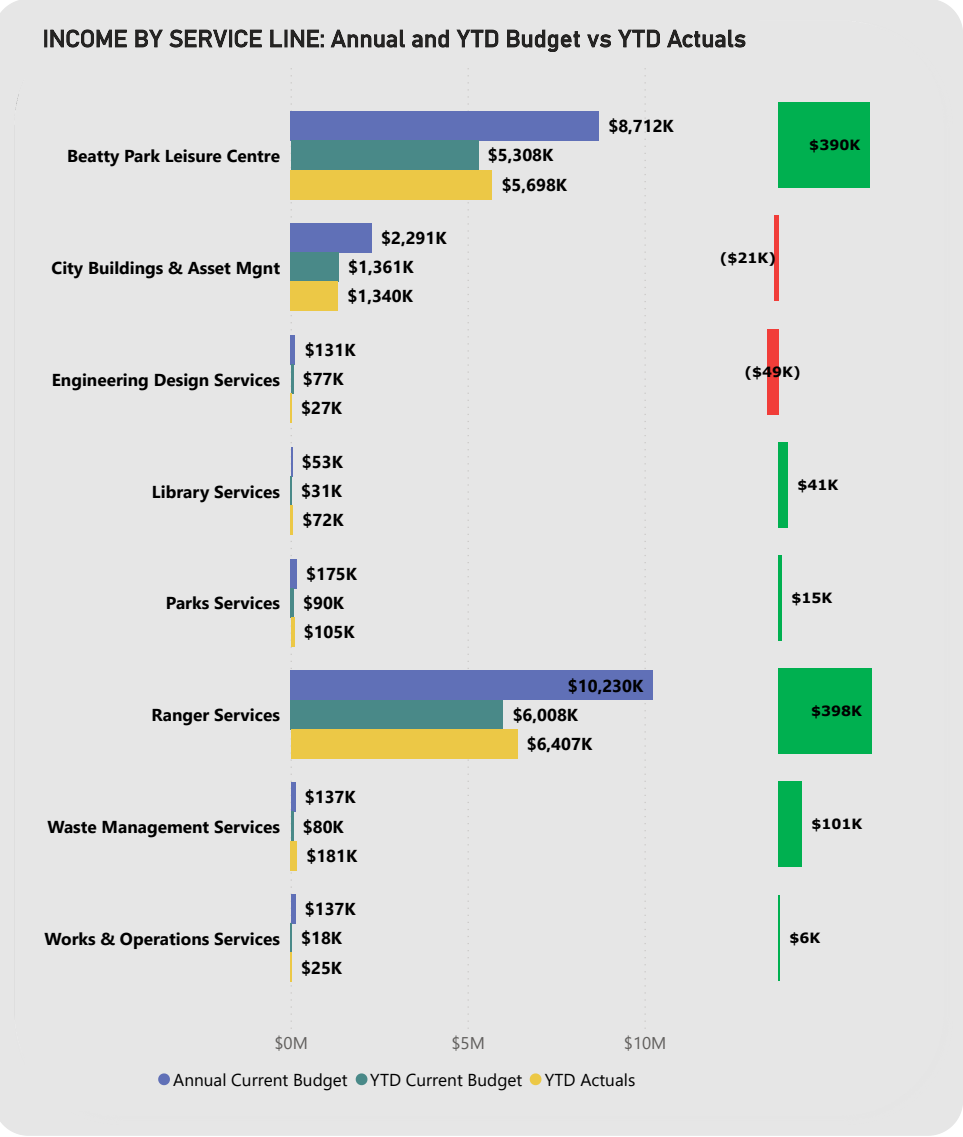
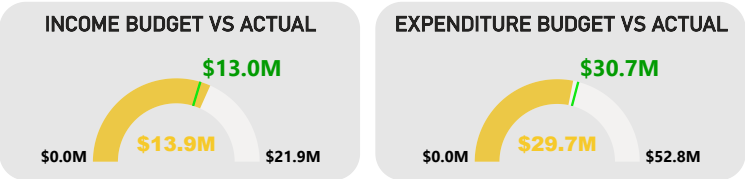
	Note	YTD Actual	PY Actual
		31/01/2024	31/01/2023
		\$	\$
Current Assets			
Cash Unrestricted		29,342,928	27,362,261
Cash Restricted		20,457,464	14,940,863
Receivables - Rates	6	7,701,028	7,193,323
Receivables - Other	6	3,746,424	3,979,706
Inventories		1,391,156	1,468,118
		<u>62,639,000</u>	<u>54,933,271</u>
Less: Current Liabilities			
Payables		(10,381,277)	(10,191,255)
Provisions - employee		(5,322,087)	(5,366,415)
		<u>(15,703,364)</u>	<u>(15,557,670)</u>
Unadjusted Net Current Assets		46,935,636	39,375,601
Adjustments and exclusions permitted by FM Reg 32			
Less: Reserves - restricted cash	5	(20,457,464)	(14,940,863)
Less: Land held for sale		(1,209,307)	(1,251,293)
Add: Current portion of long term borrowings		1,615,725	1,484,596
Add: Infringement Debtors transferred to non current asset		1,322,870	1,293,417
		<u>(18,667,454)</u>	<u>(13,414,143)</u>
Adjusted Net Current Assets		28,268,182	25,961,458

CITY OF VINCENT

NOTE 3 - SUMMARY OF INCOME AND EXPENDITURE

INFRASTRUCTURE AND ENVIRONMENT DIRECTORATE

AS AT 31 JANUARY 2024



KEY VARIANCE COMMENTARY

(\$20,000 and 10%).

Beatty Park Leisure Centre

\$390k favourable income mostly due to timing variances in admission \$270k, enrolment \$98k and membership fees \$35k. \$108k unfavourable expenditure mostly due to timing variances in depreciation.

City Buildings & Asset Management

\$21k unfavourable income due to recoups \$56k, partially offset by \$34k favourable hire fees and rental properties income. \$375k unfavourable expenditure mostly due to timing variances in depreciation \$452k and employee costs \$76k, partially offset by favourable variance in maintenance costs \$100k and rates and levies \$43k .

Engineering Design Services

\$49k unfavourable income due to a timing variance in fees and charges for advertising fee income \$32k and grants and subsidies \$19k. \$94k favourable expenditure mostly due to a timing variance in utilities \$152k, partially offset by an unfavourable timing variance in depreciation \$26k and employee costs \$17k.

I&E Directorate

\$50k favourable expenditure mainly due to timing variances in professional services fees \$29k and employee costs \$20k.

Library Services

\$41k favourable income mostly due to timing variance in fees and charges.
\$45k favourable expenditure due to timing variance in materials and contracts \$35k and employee costs \$6k.

Parks Services

\$107k unfavourable expenditure mostly due to a timing variance in materials and contracts \$190k, partially offset by depreciation \$69k and utilities \$11k.

Ranger Services

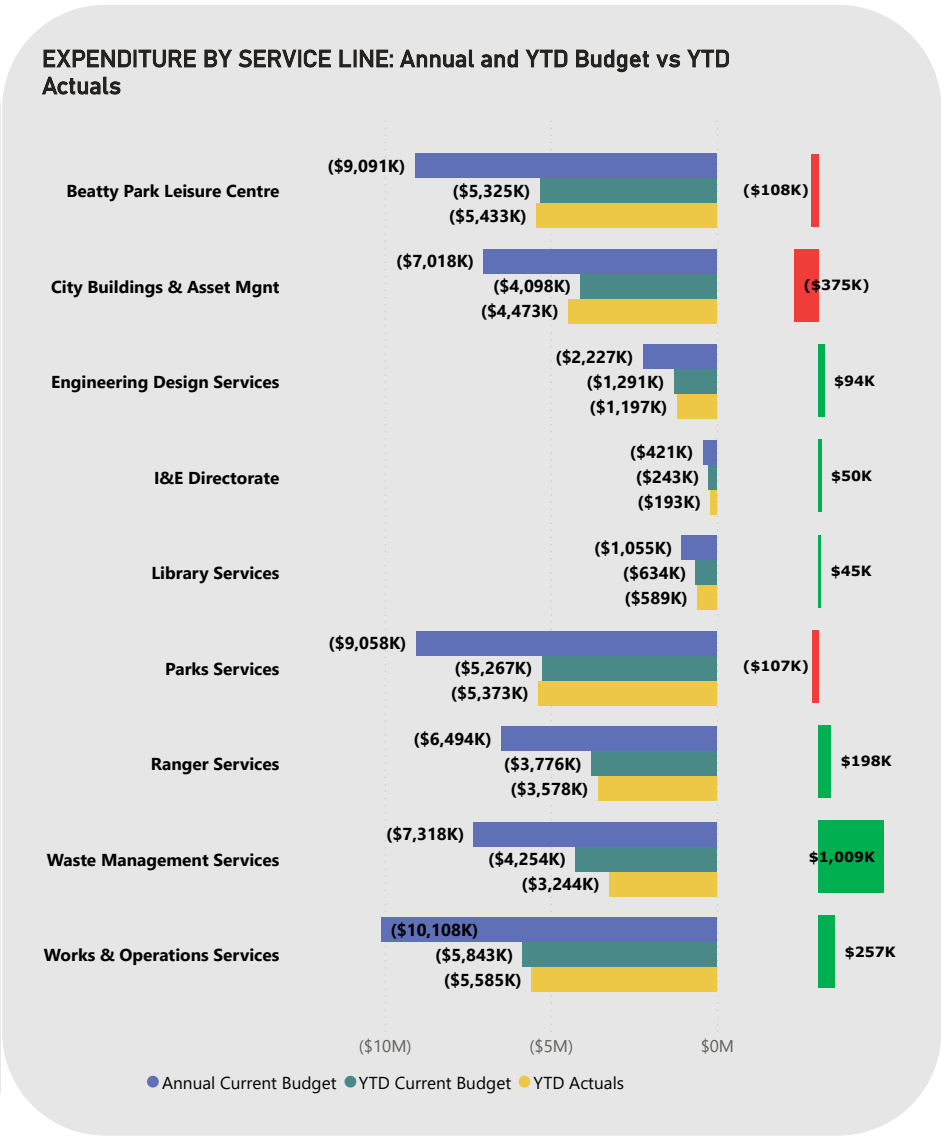
\$398k favourable income mostly due to higher car park revenue. \$198k favourable expenditure mostly due to a timing variance in equipment maintenance \$166k and employee costs \$23k.

Waste Management Services

\$101k favourable income mostly due to timing variances in waste service charges \$54k and micro business waste and recycling revenue \$47k. \$1,009k favourable expenditure mostly due to timing variances in waste disposal and operations \$912k, employee costs \$45k, interest expenses \$25k and depreciation \$20k.

Works and Operations Services

\$257k favourable expenditure mostly due to timing variances in maintenance and cleaning costs \$187k and depreciation expenses \$79k.



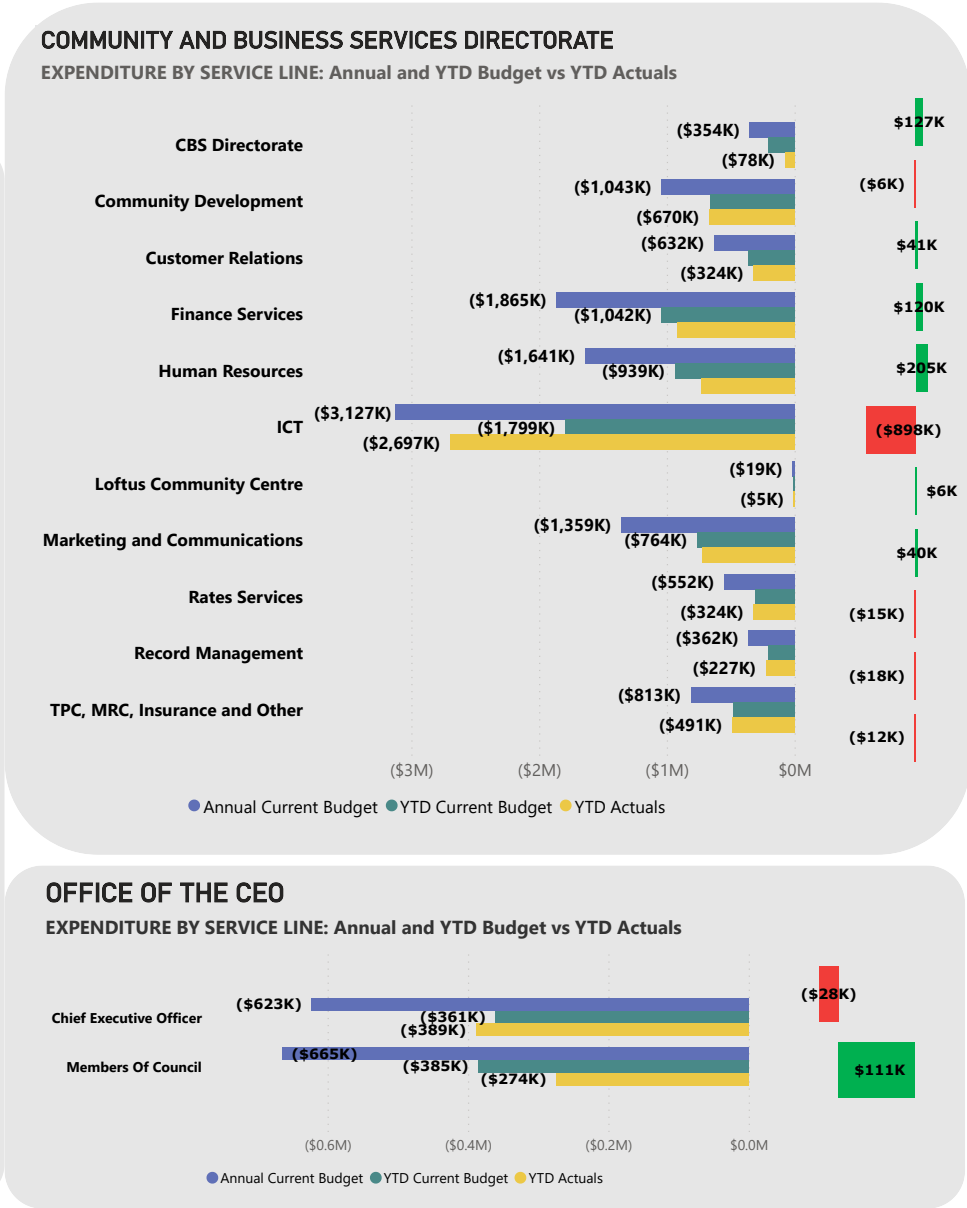
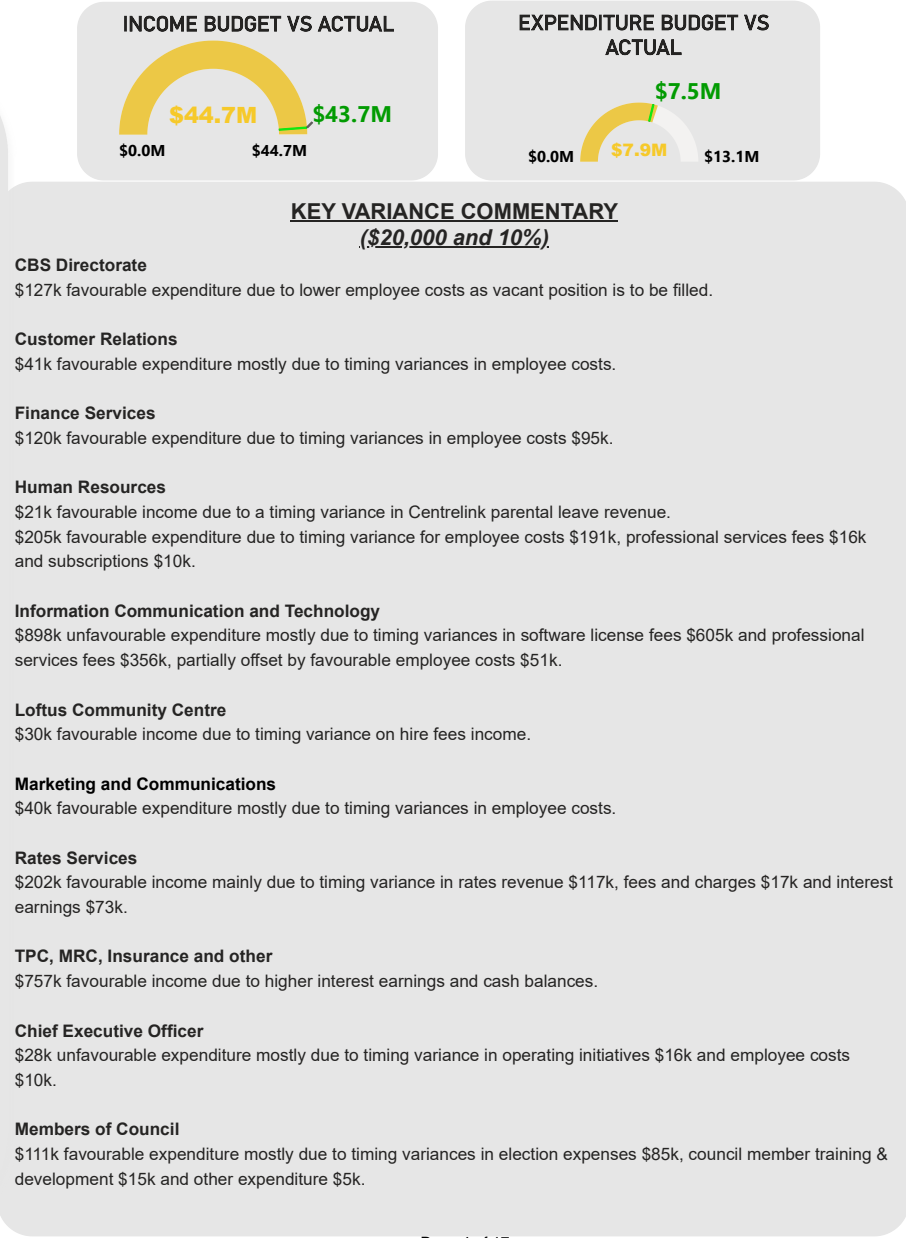
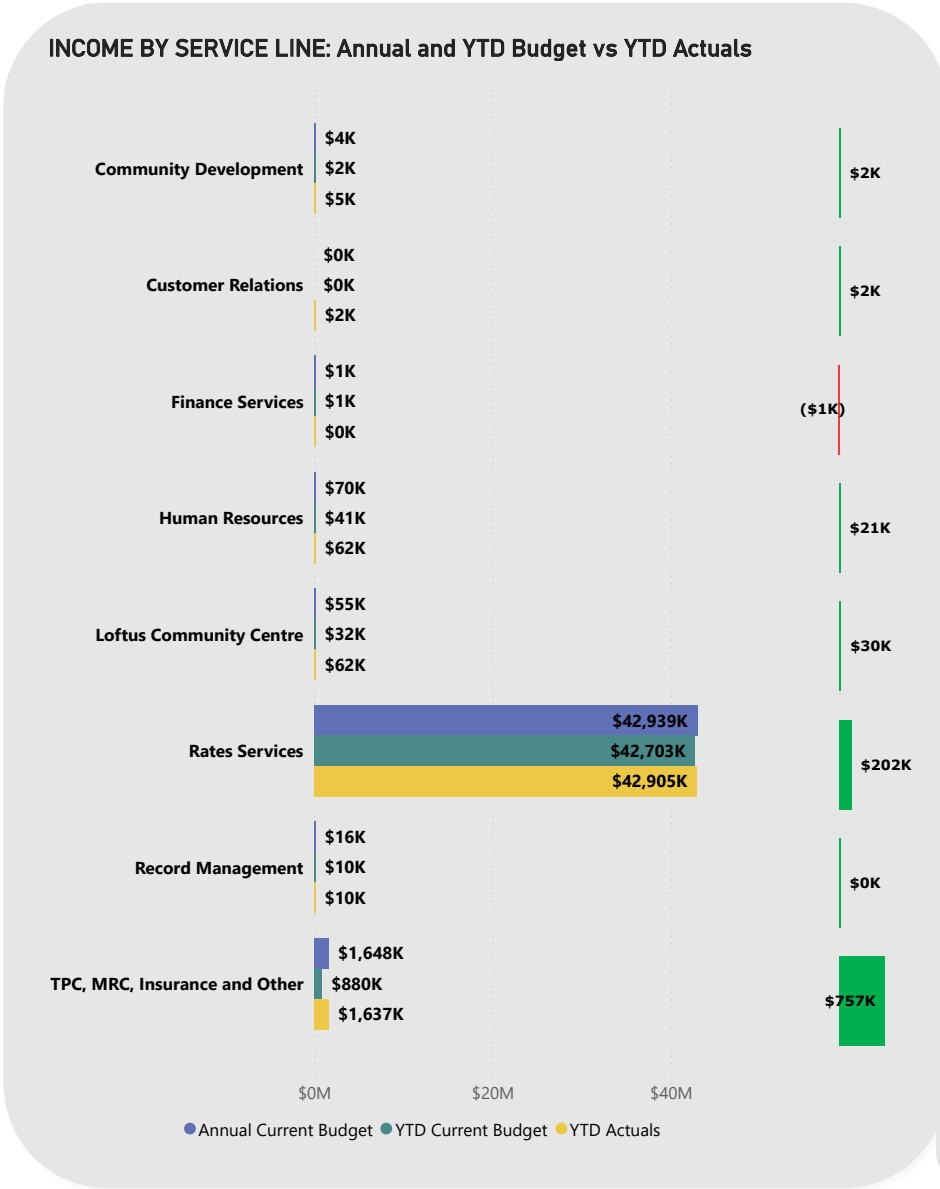
CITY OF VINCENT

NOTE 3 - SUMMARY OF INCOME AND EXPENDITURE

COMMUNITY & BUSINESS SERVICES DIRECTORATE

OFFICE OF THE CEO

AS AT 31 JANUARY 2024

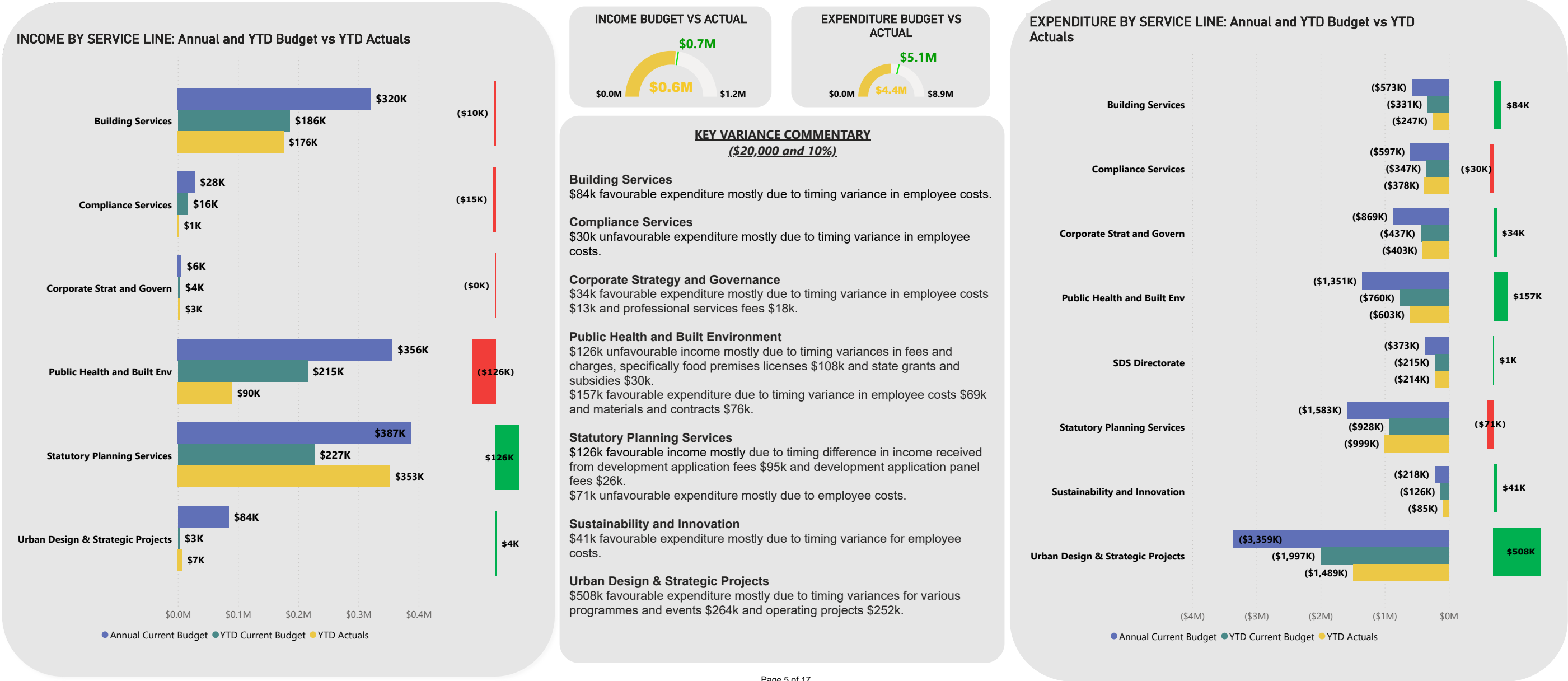


CITY OF VINCENT

NOTE 3 - SUMMARY OF INCOME AND EXPENDITURE

STRATEGY AND DEVELOPMENT DIRECTORATE

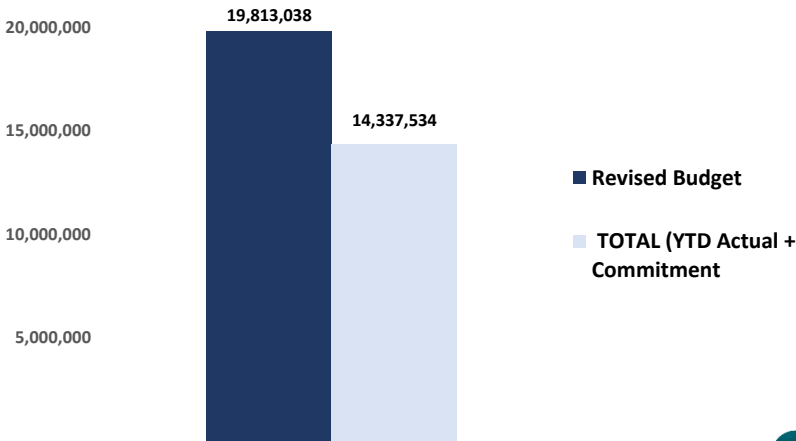
AS AT 31 JANUARY 2024



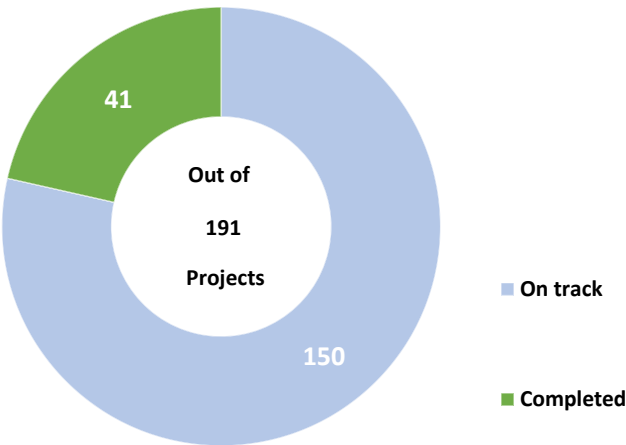


Note 4 - City Of Vincent - Capex Report As At 31 January 2024

Budget vs Total funds spent & committed



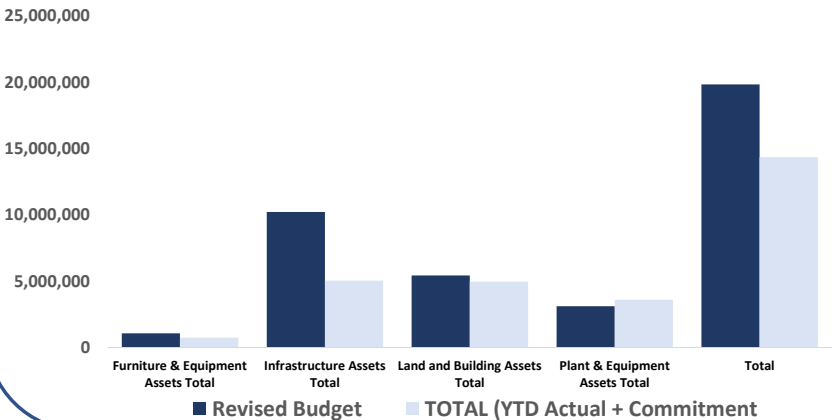
Summary of Project Status



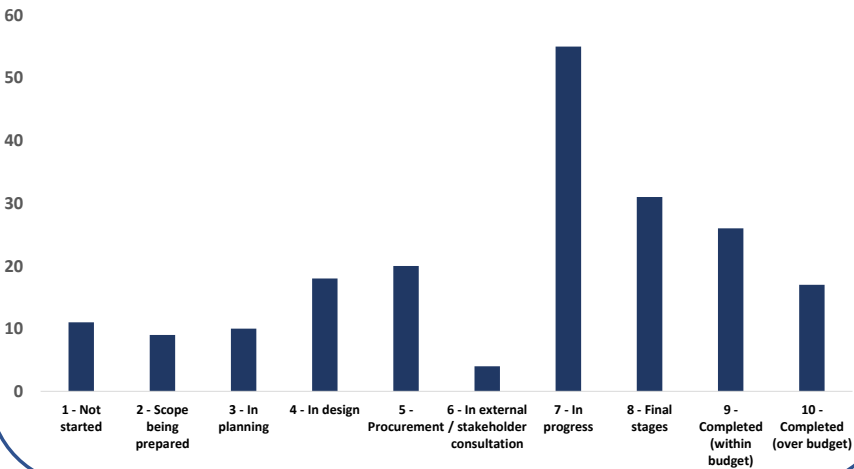
Project Count

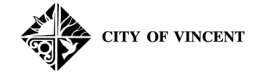
191

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 JANUARY 2024

WO Name	Budget 2024FY (FQBR)	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
Land and Building Assets									
Air Conditioning & HVAC Renewal									
Air Con & HVAC Renew - Library & Local History Centre	12,301	12,301	6,220	6,081	-	6,220	Completed	9 - Completed (within budget)	
Air Con & HVAC Renew - Miscellaneous	50,000	30,000	8,430	21,570	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	16,440	16,440	On track	3 - In planning	Design and specification development to kick off in Feb 24
Air Conditioning & HVAC Renewal Total									
Public Toilet Renewal Program									
Public Toilet Renewal - General Provision	25,000	25,000	24,541	459	-	24,541	Completed	9 - Completed (within budget)	
Public Toilet Renewal Program Total									
Beatty Park Leisure Centre – Repair and maintain Heritage Grandstand									
Beatty Park Leisure Centre – Repair and maintain Heritage Grandstand	22,629	-	-	-	-	-	Completed	9 - Completed (within budget)	Retention to be paid this FY
Beatty Park Leisure Centre – Repair and maintain Heritage Grandstand Total									
BPLC - Construction of Indoor Changerooms									
BPLC – Construct & Fit Out Indoor Pool Changerooms	722,394	480,000	2,330	477,670	684,936	687,266	On track	6 - In external / stakeholder consultation	Comms will be deployed in January, project will commence in February.
BPLC - Construction of Indoor Changerooms Total									
North Perth Bowling Club Toilet & changeroom refurbishment									
North Perth Bowling Club	145,000	145,000	154,093	(9,093)	400	154,493	Completed	9 - Completed (within budget)	
North Perth Bowling Club Toilet & changeroom refurbishment Total									
Litis Stadium changeroom redevelopment									
Infrastructure Works - Litis Stadium	1,724,800	710,799	69,757	641,042	1,515,231	1,584,988	On track	7 - In progress	Site works commenced
Floreat Athena Clubroom Refurbishment - Litis Stadium	-	-	69,503	(69,503)	86,720	156,223	On track	7 - In progress	
Litis Stadium changeroom redevelopment Total									
Beatty Park Leisure Centre - Facilities Infrastructure Renewal									
BPLC - Pool Tiling Works	820,000	620,000	603,940	16,060	224,423	828,363	On track	7 - In progress	Tiling progressing - on track for completion end of January 24
Plant room remedial works	114,733	60,000	26,385	33,615	69,934	96,319	On track	8 - Final stages	Upper plant switchboard renewal underway
BPLC - Facilities Infrastructure Renewal	380,236	300,000	94,103	205,897	92,909	187,012	On track	7 - In progress	Renewal/maintenance program progressing
Beatty Park Leisure Centre - Facilities Infrastructure Renewal Total									
Miscellaneous Asset Renewal (City Buildings)									
Misc Asset Renewal - City buildings	70,000	30,000	63,756	(33,756)	142	63,899	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)	
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)	
Hyde Park West - Public Toilet Renewal	6,598	6,598	6,597	1	-	6,597	Completed	9 - Completed (within budget)	
Menzies Park Pavilion & Ablutions	6,390	6,390	6,390	0	4,950	11,340	Completed	9 - Completed (within budget)	
Miscellaneous Asset Renewal (City Buildings) Total									
Solar Photovoltaic System Installation									
Solar Installation - DLGSC Building	98,688	-	95,680	(95,680)	-	95,680	Completed	9 - Completed (within budget)	
Solar Photovoltaic System Installation Total									
Water and Energy Efficiency Initiatives									
Water and Energy Efficiency Initiatives	75,000	30,000	15,461	14,539	6,960	22,421	On track	7 - In progress	Fixtures & Fittings replacements with WELS standards
Water and Energy Efficiency Initiatives Total									
Land and Building Asset Renewal Projects									
Admin Building - Additional Meeting Spaces	53,356	53,356	6,219	47,137	8,449	14,669	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	50,000	10,467	39,533	100,695	111,162	On track	7 - In progress	As above
Leederville Oval Stad Fac Renewal (Leased)	613,747	316,629	239,783	76,846	284,624	524,407	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	40,000	18,960	21,040	2,394	21,354	Completed	8 - Final stages	Lease building renewals - program being developed
DLGSC - Lighting Renewal	-	-	-	-	948	948	Deferred	2 - Scope being prepared	Project funds are in reserve until Dept Finance confirm fitout plan



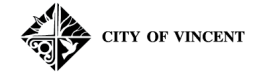
CITY OF VINCENT
NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24
AS AT 31 JANUARY 2024

WO Name	Budget 2024FY (FQBR)	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
DLGSC HVAC, Plant & Fire Services Renewals	-	-	15,400	(15,400)	750	16,150	Deferred	8 - Final stages	C/F from 2023FY. Underspend in PY
Land and Building Asset Renewal Projects Total									
Land and Building Assets Total	5,431,551	3,206,752	1,835,320	1,371,432	3,127,850	4,963,169			
<u>Furniture & Equipment Assets</u>									
ICT Renewal Program									
ICT Infrastructure Renewal	45,000	45,000	10,186	34,814	8,115	18,302	On track	7 - In progress	
ICT Renewal Program Total									
Enterprise Applications Upgrades									
Enterprise Applications Upgrades Total									
Beatty Park Leisure Centre - Furniture & Equipment									
BPLC Non-Infrastructure Fixed Asset Renewal	196,170	159,573	3,775	155,798	33,800	37,575	On track	7 - In progress	
BPLC - Non Fixed Assets Renewal	114,106	60,050	49,270	10,780	11,089	60,359	On track	2 - Scope being prepared	
Beatty Park Leisure Centre - Furniture & Equipment Total									
Public Arts Projects									
COVID-19 Artwork relief project	188,000	145,000	-	145,000	172,000	172,000	On track	7 - In progress	
Public Arts Projects Total									
Accessible City Strategy Implementation Program									
Accessible City Strategy Implementation - Capex for future years subject to Cash-in Lieu Reserve Funds received	317,902	198,000	160,202	37,798	73,433	233,635	On track	8 - Final stages	Link and Place Guidelines progressing
Accessible City Strategy Implementation Program Total									
Parking Machines Asset Replacement Program									
Parking Infrastructure Renewal Program	206,398	206,398	180,385	26,013	26,012	206,397	Completed	9 - Completed (within budget)	
Parking Machines Asset Replacement Program Total									
<u>Furniture & Equipment Assets Total</u>	1,067,576	814,021	403,819	410,202	342,918	746,736			
<u>Plant & Equipment Assets</u>									
Fleet Management Program									
P1276 - Toyota Corolla Hybrid Hatch	40,000	40,000	-	40,000	38,497	38,497	On track	8 - Final stages	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	8 - Final stages	
P2210 - Nissan Navara Dual Cab	35,880	40,000	36,215	3,785	-	36,215	On track	8 - Final stages	
P2207 - Nissan Navara Dual Cab	35,880	35,880	35,880	0	-	35,880	On track	8 - Final stages	
P2203 - Nissan Navara King Cab Tip	42,033	42,033	-	42,033	42,033	42,033	On track	8 - Final stages	
P1264 - Toyota Camry	33,936	33,936	-	33,936	39,355	39,355	On track	8 - Final stages	Toyota changed to Subaru with expected delivery before EOFY
P2212 - Nissan Navara 4x DSL	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	8 - Final stages	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	8 - Final stages	
P1269 - Toyota Corolla Hybrid Hatch	25,000	25,000	-	25,000	38,497	38,497	On track	8 - Final stages	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	8 - Final stages	Toyota changed to Subaru with expected delivery before EOFY
P1278 - Toyota Corolla Hybrid Sedan	25,000	25,000	60,656	(35,656)	-	60,656	Completed	10 - Completed (over budget)	Actual spend is \$30,345, corrected in February 2024
P1263 - Toyota Corolla Hybrid	25,000	25,000	-	25,000	38,497	38,497	On track	8 - Final stages	Toyota changed to Subaru with expected delivery before EOFY
P2212 - Nissan Navara	25,000	25,000	-	25,000	38,497	38,497	On track	8 - Final stages	
P2208 - Nissan Navara	64,558	64,558	-	64,558	64,558	64,558	On track	5 - Procurement	
P2206 - Nissan Navara King Cab Tip	42,033	42,033	-	42,033	42,033	42,033	On track	5 - Procurement	
P2205 - Nissan Navara King Cab Tip	42,033	42,033	-	42,033	42,033	42,033	On track	5 - Procurement	
P2204 - Nissan Navara King Cab Tip	42,033	42,033	-	42,033	42,033	42,033	On track	5 - Procurement	
P2202 - Nissan Navara King Cab Tip	42,033	42,033	-	42,033	42,033	42,033	On track	5 - Procurement	
P2201 - Nissan Navara King Cab Tip	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



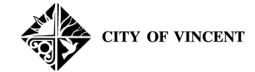
CITY OF VINCENT
NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24
AS AT 31 JANUARY 2024

WO Name	Budget 2024FY (FQBR)	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
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	8 - Final stages	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	8 - Final stages	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 Tip	40,000	40,000	35,880	4,120	-	35,880	Completed	9 - Completed (within budget)	
P2190 - Mitsubishi Triton Tip	42,033	42,033	-	42,033	42,033	42,033	On track	5 - Procurement	
P2196 - Nissan Navara King Cab Tip	42,033	42,033	-	42,033	42,033	42,033	On track	5 - Procurement	
P2195 - Nissan Navara King Cab Tip	42,033	42,033	-	42,033	42,033	42,033	On track	5 - Procurement	
P2194 - Nissan Navara King Cab Tip	42,033	42,033	-	42,033	42,033	42,033	On track	5 - Procurement	
P2198 - Nissan Navara King Cab Tip	64,558	64,558	-	64,558	64,558	64,558	On track	5 - Procurement	
Fleet Management Program Total									
Major Plant Replacement Program									
Heavy Fleet Replacement Program	1,396,340	1,396,340	296,158	1,100,182	1,560,037	1,856,195	On track	5 - Procurement	
Rubbish Compactor Rear Loader Tidy Bin Truck	340,000						On track	8 - Final stages	Ordered - expected delivery January 2024
10 Tonne Rubbish Compactor Side Arm	465,000						On track	8 - Final stages	Ordered - expected delivery May/June 2024
Single Axle Tipper Truck (Crane)	180,000						On track	8 - Final stages	Ordered - expected delivery April 2024
Hydraulic power pack and breaker	20,000						On track	2 - Scope being prepared	Waiting on specifications
Large DPU	15,000						Completed	9 - Completed (within budget)	Completed
Small DPU	10,000						Completed	9 - Completed (within budget)	Completed
Tractor - Kubota (Parks Mowing)	90,000						Deferred	3 - In planning	Deferred to 2024/25 due to increased scope
All Terrain Vehicle - Seadoo (Hyde Park)	35,000						Completed	10 - Completed (over budget)	Completed
Mower - Flail Peruzzo (tow behind) (new will be Trimax - large)	95,000						Completed	8 - Final stages	Ordered - expected delivery Jan 2024 (delays in shipping)
Single Axle Truck - Carry forward from 2022FY	146,340						Completed	9 - Completed (within budget)	Completed - delivered October 2023
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
Major Plant Replacement Program Total									
Artlets									
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
Artlets Total									
Parks Irrigation Upgrade &Renewal Program									
Weather Stations and Soil Moisture Probes	40,000	-	-	-	7,980	7,980	On track	7 - In progress	Awaiting funding agreement to proceed
Parks Irrigation Upgrade &Renewal Program Total									
Plant & Equipment Assets Total	3,107,912	3,060,032	504,578	2,555,454	3,089,529	3,594,107			
Infrastructure Assets									
Robertson Park Development Plan - Stage 1									
Preliminaries	70,000	50,000	-	50,000	-	-	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	
Greening program - Robertson Park	61,000	-	-	-	-	-	On track	5 - Procurement	
Robertson Park Development Plan - Stage 1 Total									
Parks Fencing Renewal Program									
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
Parks Fencing Renewal Program Total									
Parks Irrigation Upgrade &Renewal Program									
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
Oxford Park - renew in-ground irrigation system and electrical cabinet	80,000	-	-	-	73,078	73,078	On track	7 - In progress	Designs being finalised



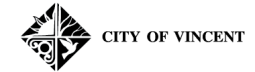
CITY OF VINCENT
NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24
AS AT 31 JANUARY 2024

WO Name	Budget 2024FY (FQBR)	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
Keith Frame Res - renew ground irrigation system and electrical cubicle and bore renewal	145,000	145,000	23,734	121,266	2,871	26,605	On track	4 - In design	Designs being finalised
Charles Veryard - renew in-ground irrigation system and electrical cabinet	250,000	250,000	279,627	(29,627)	-	279,627	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	Completed	10 - Completed (over budget)	
Menzies Park - Replace Irrigation System	59,110	59,110	14,833	44,277	-	14,833	Completed	9 - Completed (within budget)	C/F from 2023FY. Underspend in PY. Electrical cabinet now installed and completed.
Les Lilleyman - upgrade in-ground irrigation system and electrical cabinet	40,618	40,618	42,065	(1,447)	-	42,065	Completed	10 - Completed (over budget)	C/F from 2023FY. Underspend in PY.
Parks Irrigation Upgrade &Renewal Program Total									
Road Maintenance Programs – MRRG									
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	52,077	11,059	970	53,047	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	64,472	135,577	77,663	142,135	On track	7 - In progress	
MRRG - Loftus St NB (A) - Leederville Pde to Vincent St	247,921	247,921	235,906	12,015	-	235,906	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	270,689	39,811	-	270,689	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	-	109,878	On track	8 - Final stages	Waiting for Main Roads to complete line marking
Fitzgerald St (2) - Newcastle to Carr	7,970	7,970	6,171	1,799	-	6,171	Completed	9 - Completed (within budget)	23FY carried forward project
Beaufort St (2) - Bulwer to Lincoln	9,555	-	9,555	(9,555)	-	9,555	Completed	10 - Completed (over budget)	23FY carried forward project
Beaufort St (1) Fore to Brisbane	-	-	14,386	(14,386)	-	14,386	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
Road Maintenance Programs – MRRG Total									
Road Maintenance Programs – Local Road Program									
Annual Local Roads Program - bgt to be split	1,787,472	1,787,472	13,989	1,773,483	-	13,989	On track	7 - In progress	
LRP - Albert Street – Barnet Street to Charles Street	-	-	1,792	(1,792)	-	1,792	On track	7 - In progress	
LRP - Amy Street - Lake Street to End	-	-	-	-	-	-	On track	7 - In progress	
LRP - Barnet Street - Bourke Street to Barnet Place	-	-	-	-	-	-	On track	7 - In progress	
LRP - Barnet Place - Barnet Street to Cul-De-Sac	-	-	8,862	(8,862)	15,126	23,988	On track	7 - In progress	
LRP - Blake Street - Norham Street to Walcott Street	-	-	23,352	(23,352)	68,393	91,746	On track	7 - In progress	
LRP - Bondi Street - Cul-De-Sac to Matlock Street	-	-	23,221	(23,221)	16,095	39,316	On track	7 - In progress	
LRP - Chamberlain Street - Loftus Street to Pennant Street	-	-	-	-	-	-	On track	7 - In progress	
LRP - Dunedin Street - Woodstock Street to Scarborough Beach Road	-	-	-	-	-	-	On track	7 - In progress	
LRP - Haley Avenue - Bruce Street to Richmond Street	-	-	-	-	-	-	On track	7 - In progress	
LRP - Hardy Street - Howlett Street to Scarborough Beach Road	-	-	-	-	-	-	On track	7 - In progress	
LRP - Howlett Street - Pennant Street to Charles Street	-	-	5,086	(5,086)	19,926	25,011	On track	7 - In progress	
LRP - Kadina Street - Barnet Place to Charles Street	-	-	-	-	-	-	On track	7 - In progress	
LRP - Macedonia Place - Albert Street to Cul-De-Sac	-	-	36,626	(36,626)	40,317	76,943	On track	7 - In progress	
LRP - Melrose Street - Oxford Street to End	-	-	-	-	15,000	15,000	On track	7 - In progress	Expected to start Feb 2024
LRP - Pennant Street - Kadina Street to Scarborough Beach Road	-	-	5,597	(5,597)	-	5,597	On track	7 - In progress	
LRP - Richmond Street - Oxford Street to Leicester Street	-	-	38,158	(38,158)	61,216	99,374	On track	7 - In progress	
LRP - Stuart Street - Fitzgerald Street to Lake Street	-	-	-	-	-	-	On track	7 - In progress	
LRP - Tay Place - Albert Street to Kadina Street	-	-	14,482	(14,482)	17,565	32,047	On track	7 - In progress	
LRP - The Boulevard - Britannia Road to Anzac Road	-	-	1,054	(1,054)	6,880	7,934	On track	7 - In progress	
LRP - View Street to Alma Road	-	-	-	-	11,000	11,000	On track	7 - In progress	
LRP - Stamford Street – Melrose Street to Freeway off Ramp	-	-	-	-	-	-	On track	7 - In progress	Expected to start Feb 2024
Guildford Rd - Walcott to East Parade	11,506	-	11,506	(11,506)	19,132	30,637	Completed	10 - Completed (over budget)	
Road Maintenance Programs – Local Road Program Total									
Parks Greening Plan Program									
Greening plan	150,000	100,000	91,296	8,705	33,962	125,257	On track	4 - In design	Litis Stadium underpass landscaping completed.
Parks Greening Plan Program Total									



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WO Name	Budget 2024FY (FQBR)	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
Traffic Management Improvements									
Britannia Road Improvements	40,000	40,000	-	40,000	-	-	On track	4 - In design	
Minor Traffic Management Improvements	200,000	100,000	5,073	94,927	10,716	15,788	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)	
Traffic Management Improvements Total									
Parks Playground / Exercise Equipment Upgrade & Renewal Program									
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	-	64,098	(64,098)	94,200	158,298	On track	7 - In progress	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 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	13,875	4,125	-	13,875	On track	7 - In progress	Installation delayed till Febreuary (after school holidays)
Cricket Wicket Renewal Program	25,000	25,000	23,140	1,860	-	23,140	Completed	9 - Completed (within budget)	Completed - Asset addition form TBC
Parks Playground / Exercise Equipment Upgrade & Renewal Program Total									
Parks Infrastructure Upgrade & Renewal Program									
Smith's Lake - resurfacing of boardwalk	25,000	25,000	23,727	1,274	-	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	-	33,872	Completed	9 - Completed (within budget)	
Hyde Park - Renewal of path lighting poles	76,000	24,076	75,910	(51,834)	-	75,910	Completed	9 - Completed (within budget)	
Parks Infrastructure Upgrade & Renewal Program Total									
Accessible City Strategy Implementation Program									
Wayfinding Implementation Plan - Stage 1	198,000	180,000	34,720	145,280	32,752	67,472	On track	7 - In progress	
Accessible City Strategy Implementation Program Total									
Gully Soak-well and Minor Drainage Improvement Program									
Mt Hawthorn West Drain Improv - Stage 1	40,000	40,000	40,000	-	-	40,000	On track	7 - In progress	
Gully Soak Well Program	134,710	134,710	31,701	103,009	1,415	33,116	On track	7 - In progress	
Minor Drainage Improvement Program	550,000	550,000	212,992	337,008	226,009	439,001	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	
Gully Soak-well and Minor Drainage Improvement Program Total									
Road Maintenance Programs - State Black Spot									
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	6,481	241,919	2,025	8,506	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)	
Road Maintenance Programs - State Black Spot Total									
Road Maintenance Programs - Roads to Recovery									
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	-	-	23,299	(23,299)	38,192	61,491	On track	4 - In design	Scheduled works in January 2024
R2R - Egina Street - Scarborough Beach Road to Berryman Street	-	-	49,489	(49,489)	78,499	127,988	On track	4 - In design	Works commenced
R2R - Raglan Road - Hutt to Hyde Street	-	-	-	-	-	-	On track	4 - In design	
Road Maintenance Programs - Roads to Recovery Total									



CITY OF VINCENT
NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24
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WO Name	Budget 2024FY (FQBR)	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
Car Parking Upgrade/Renewal Program									
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	
Car Parking Upgrade/Renewal Program Total									
Public Open Space Strategy Implementation Plan									
Birdwood Square - Public Toilets	294,000	-	-	-	201,245	201,245	On track	5 - Procurement	
Public Open Space Strategy Implementation	30,000	10,000	1,750	8,250	15,591	17,341	On track	7 - In progress	Park furniture being purchased
Public Open Space Strategy Implementation Plan Total									
Parks Lighting Renewal Program									
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
Parks Lighting Renewal Program Total									
Community Safety Initiatives									
Laneway Lighting Program	120,000	120,000	25,891	94,109	76,410	102,301	On track	5 - Procurement	Laneways have been identified and quotes being sought
Community Safety Initiatives Total									
Banks Reserve Master Plan Implementation									
Walter's Brook Crossing	213,566	-	6,879	(6,879)	1,482	8,361	On track	4 - In design	Pending geotech
Boardwalk - Interpretation Node	20,000	-	-	-	-	-	On track	7 - In progress	
Banks Reserve Master Plan Implementation Total									
Footpath Upgrade and Renewal Program									
Footpath Upgrade and Renewal Program	258,092	258,092	7,659	250,433	-	7,659	On track	4 - In design	
Footpath Upgrade and Renewal Program Total									
Haynes Street Reserve Development Plan Implementation									
Haynes St Reserve Development Plan 1 & 2	147,841	47,841	130	47,711	3,023	3,153	On track	7 - In progress	
Haynes Street Reserve Development Plan Implementation Total									
Rights of Way Rehabilitation Program									
Rights of Way Rehab Program	230,657	173,000	274,018	(101,018)	40,318	314,336	On track	8 - Final stages	Ongoing works
Rights of Way Rehabilitation Program Total									
Parks Eco-Zoning Program									
Jack Marks Reserve - Eco-zoning	10,000	-	-	-	-	-	On track	1 - Not started	Project to be deferred/switched MYBR to allow for roundabout
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.
Parks Eco-Zoning Program Total									
Parks Pathways Renewal Program									
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 Soemi 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
Parks Pathways Renewal Program Total									
Car Parking Upgrade/Renewal Program									
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.
Car Parking Upgrade/Renewal Program Total									
Bus Shelter Replacement and Renewal Program									
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
Bus Shelter Replacement and Renewal Program Total									
Parks Playground / Exercise Equipment Upgrade & Renewal Program									
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)	



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NOTE 4 - CAPITAL WORKS SCHEDULE 2023/24
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WO Name	Budget 2024FY (FQBR)	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment	Status	Stage	Commentary
Parks Playground / Exercise Equipment Upgrade & Renewal Program Total									
Street Lighting Renewal Program									
Street Lighting Renewal Program Total									
Skate Space at Britannia Reserve									
Mt Hawt Skate Park - Youth Skate Facility (Election Commitment)	311,353	311,353	9,650	301,703	315,776	325,426	On track	5 - Procurement	
Skate Space at Britannia Reserve Total									
North Perth Town Centre Place Plan									
Tree Up Lighting	60,000	30,000	-	30,000	-	-	On track	3 - In planning	RAC grant unsuccessful. Developing project scope
Bicycle Network									
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
Bicycle Network Total									
Infrastructure Assets Total	10,205,999	7,518,173	2,918,327	4,599,846	2,115,195	5,033,521			
Grand Total	19,813,038	14,598,978	5,662,043	8,936,935	8,675,491	14,337,534			
Summary									
	Budget FQBR	YTD Budget	YTD Actual	Remaining Budget					
	\$	\$	\$	%					
Land and Buildings	5,431,551	3,206,752	1,835,320	66.21%					
Furniture and Equipment	1,067,576	814,021	403,819	62.17%					
Plant and Equipment	3,107,912	3,060,032	504,578	83.76%					
Infrastructure Assets	10,205,999	7,518,173	2,918,327	71.41%					
Total	19,813,038	14,598,978	5,662,043	71.42%					
Funding									
	Budget FQBR	YTD Budget	YTD Actual	Remaining Budget					
	\$	\$	\$	%					
Own Source Funding - Municipal	8,978,963	7,195,554	3,282,777	63.4%					
Cash Backed Reserves	5,722,938	3,461,514	1,967,291	65.6%					
Capital Grants, Contributions and Loans	4,130,332	3,011,105	277,283	93.3%					
Other (Disposals/Trade In)	980,805	930,805	134,692	86.3%					
Total	19,813,038	14,598,978	5,662,043	71.42%					



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NOTE 5 - CASH BACKED RESERVES
AS AT 31 JANUARY 2024

Reserve Particulars	Budget Opening Balance 01/07/2023 \$	Actual Opening Balance 01/07/2023 \$	Budget Transfers to Reserve 31/01/2024 \$	YTD Actual Transfers to Reserve 31/01/2024 \$	Budget Interest Earned 31/01/2024 \$	YTD Actual Interest Earned 31/01/2024 \$	Budget Transfers from Reserve 31/01/2024 \$	YTD Actual Transfers from Reserve 31/01/2024 \$	Budget Closing Balance 31/01/2024 \$	Actual Closing Balance 31/01/2024 \$
Asset Sustainability Reserve	7,368,624	7,263,819	1,956,696	2,560,183	72,961	172,466	(2,608,963)	(1,740,746)	6,789,318	8,255,720
Beatty Park Leisure Centre Reserve	308,340	311,189	0	0	2,604	6,155	(49,581)	(3,775)	261,363	313,569
Cash in Lieu Parking Reserve	1,200,761	1,297,503	9,205	0	5,110	12,079	(454,125)	(194,922)	760,951	1,114,660
Hyde Park Lake Reserve	165,950	167,069	0	0	1,939	4,583	0	0	167,889	171,652
Land and Building Acquisition Reserve	307,816	307,816	0	0	3,591	8,488	0	0	311,407	316,304
Leederville Oval Reserve	71,705	71,705	0	0	840	1,986	0	0	72,545	73,691
Loftus Community Centre Reserve	141,125	142,550	0	0	1,645	3,888	0	0	142,770	146,438
Loftus Recreation Centre Reserve	232,511	274,392	37,940	39,428	3,472	8,207	0	0	273,923	322,027
Office Building Reserve - 246 Vincent Street	212,455	205,855	0	0	2,478	5,858	0	0	214,933	211,713
Parking Facility Reserve	109,375	109,375	0	0	1,274	3,012	0	0	110,649	112,387
Percentage For Public Art Reserve	268,947	284,947	85,511	85,508	546	1,291	(129,500)	(27,718)	225,504	344,028
Plant and Equipment Reserve	131	131	3	0	0	0	0	0	134	131
POS reserve - General	652,650	581,457	466,662	782,195	16,401	38,769	(27,909)	0	1,107,804	1,402,421
POS reserve - Haynes Street	88,049	87,328	23,632	23,635	336	794	(58,331)	(130)	53,686	111,627
State Gymnastics Centre Reserve	129,617	131,853	7,525	7,579	1,666	3,938	0	0	138,808	143,370
Strategic Waste Management Reserve	30,089	30,089	134,239	228,176	3,038	7,181	0	0	167,366	265,446
Tamala Park Land Sales Reserve	3,273,250	3,271,415	972,223	1,250,000	57,666	136,312	0	0	4,303,139	4,657,727
Underground Power Reserve	2,448,925	2,426,976	0	0	28,588	67,577	0	0	2,477,513	2,494,553
Waste Management Plant and Equipment Reserve	228,176	228,176	0	0	0	0	(133,105)	(228,176)	95,071	0
	17,238,497	17,193,645	3,693,636	4,976,703	204,155	482,584	(3,461,514)	(2,195,467)	17,674,774	20,457,464

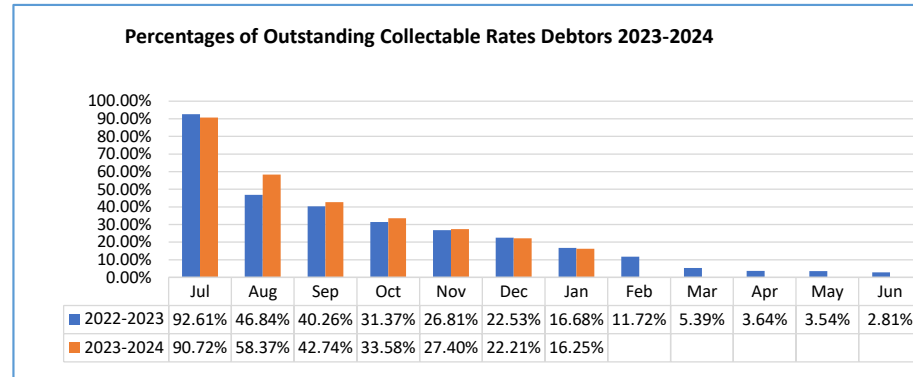
CITY OF VINCENT
NOTE 6 - RECEIVABLES (RATING & OTHER DEBTORS)
FOR THE MONTH ENDED 31 JANUARY 2024



CITY OF VINCENT

Rates Outstanding

	Total
Balance from Previous Year	725,099
Rates Levied - Initial	42,045,635
Rates Levied - Interims	343,570
Rates Waived	(119,626)
Non Payment Penalties	525,884
Other Rates Revenue	178,316
Total Rates Collectable	43,698,878
Outstanding Rates	7,099,044
ESL Debtors	274,544
Pensioner Rebates Not Yet Claimed	453,708
ESL Rebates Not Yet Claimed	15,569
Deferred Rates Debtors	(141,838)
Current Rates Outstanding	7,701,028



Receivable - Other Debtors

DESCRIPTION

	30 Days	60 Days	90 Days	OVER 90 DAYS	BALANCE
	\$	\$	\$	\$	\$
DEBTOR CONTROL - HEALTH LICENCES	198	(185)	(4,006)	132,792	128,799
DEBTOR CONTROL - CASH IN LIEU CAR PARKING	(349)	0	0	188,443	188,094
DEBTOR CONTROL - PROPERTY INCOME	39,436	17,196	1,914	1,532	60,078
DEBTOR CONTROL - RECOVERABLE WORKS	1,325	0	0	(395)	930
DEBTOR CONTROL - OTHER	(23,650)	100	300	75,515	52,266
DEBTOR CONTROL - PLANNING SERVICES FEES	(1,617)	0	274	301	(1,042)
DEBTOR CONTROL - GST	(347,784)	131,488	(19,718)	236,011	(3)
DEBTOR CONTROL - INFRINGEMENT	314,570	87,236	104,825	765,662	1,272,294
PROVISION FOR DOUBTFUL DEBT (CURRENT)	0	0	0	(298,777)	(298,777)
IMPAIRMENT OF RECEIVABLES	0	0	0	(207,793)	(207,793)
TOTAL DEBTORS OUTSTANDING AS AT 31/10/2023	(17,871)	235,836	83,590	893,290	1,194,844
	-1.5%	19.7%	7.0%	74.8%	100.0%
ACCRUED INCOME					220,031
ACCRUED INTEREST					1,176,219
PREPAYMENTS					1,155,330
TOTAL TRADE AND OTHER RECEIVABLES					3,746,424



CITY OF VINCENT

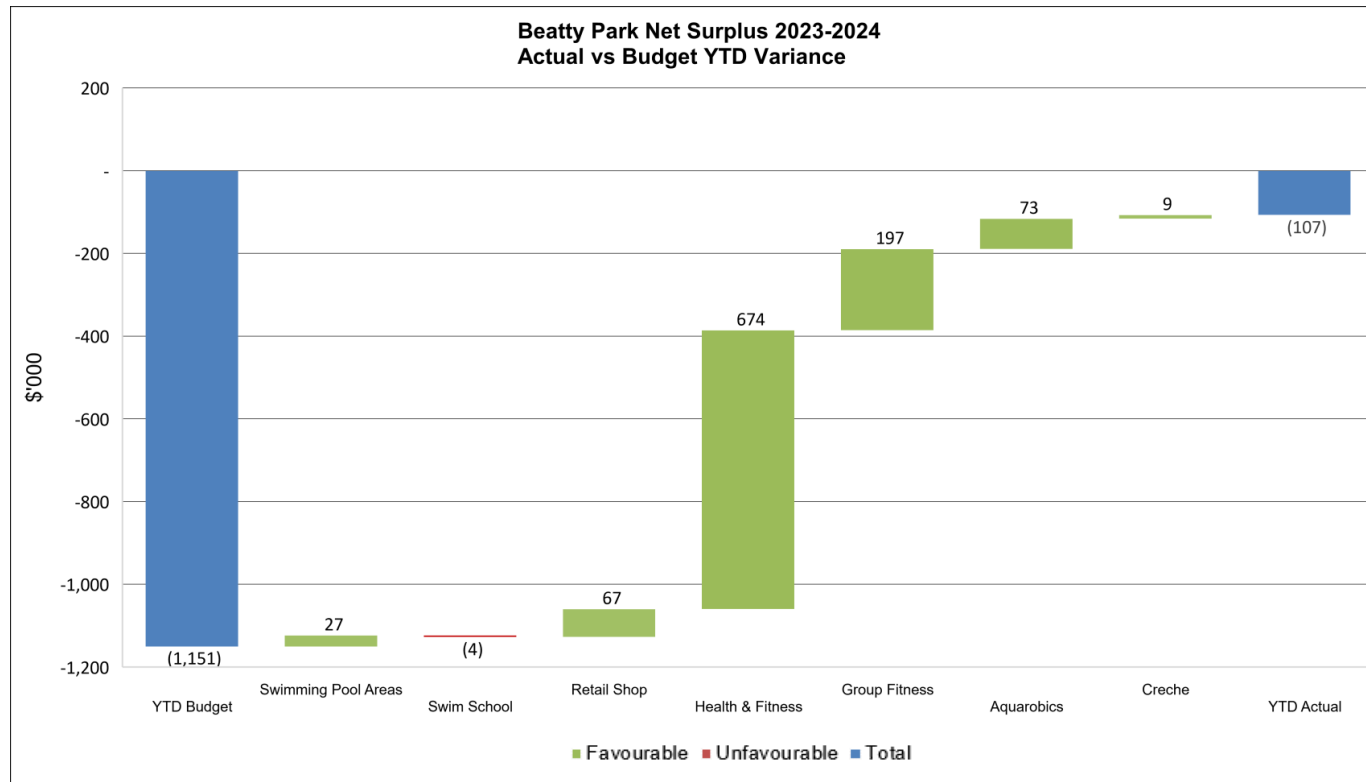
CITY OF VINCENT
NOTE 7 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION
AS AT 31 JANUARY 2024

	Original Budget	YTD	YTD	YTD	Month	Month
	2023/24	Budget	Actuals	Actuals	Actuals	Actuals
	\$	Jan-24	Jan-24	Jan-23	Jan-24	Jan-23
	\$	\$	\$	\$	\$	\$
<u>ADMINISTRATION</u>						
Revenue	0	0	0	(518,516)	(107,314)	(107,331)
Expenditure	0	0	0	518,516	107,314	111,389
Surplus/(Deficit)	0	0	0	0	0	4,058
<u>SWIMMING POOLS AREA</u>						
Revenue	2,550,517	1,436,119	1,927,004	1,742,537	390,866	387,836
Expenditure	(4,743,305)	(2,771,536)	(3,235,135)	(2,829,025)	(661,957)	(587,466)
Surplus/(Deficit)	(2,192,788)	(1,335,417)	(1,308,131)	(1,086,488)	(271,090)	(199,629)
<u>SWIM SCHOOL</u>						
Revenue	2,038,129	1,155,636	1,257,511	1,112,984	5,927	4,817
Expenditure	(1,468,815)	(842,537)	(947,981)	(716,222)	(98,836)	(73,174)
Surplus/(Deficit)	569,314	313,099	309,530	396,763	(92,909)	(68,357)
<u>RETAIL SHOP</u>						
Revenue	726,402	424,582	444,459	421,261	82,826	91,012
Expenditure	(590,781)	(353,961)	(306,671)	(316,028)	(83,375)	(56,117)
Surplus/(Deficit)	135,621	70,621	137,787	105,234	(549)	34,895
<u>HEALTH & FITNESS</u>						
Revenue	2,109,626	904,338	1,693,774	1,448,423	277,675	246,132
Expenditure	(1,425,194)	(833,851)	(949,054)	(835,434)	(201,188)	(146,857)
Surplus/(Deficit)	684,432	70,487	744,720	612,989	76,487	99,275
<u>GROUP FITNESS</u>						
Revenue	746,431	327,258	575,061	508,795	93,535	85,082
Expenditure	(730,671)	(431,527)	(482,819)	(440,787)	(86,168)	(79,807)
Surplus/(Deficit)	15,760	(104,269)	92,242	68,009	7,367	5,274
<u>AQUAROBICS</u>						
Revenue	300,112	128,131	231,365	212,665	38,346	39,582
Expenditure	(188,260)	(109,390)	(139,335)	(124,584)	(28,408)	(24,249)
Surplus/(Deficit)	111,852	18,741	92,030	88,081	9,937	15,333
<u>CRECHE</u>						
Revenue	79,938	37,617	63,760	52,578	10,050	8,515
Expenditure	(379,900)	(221,939)	(238,899)	(189,718)	(46,716)	(35,842)
Surplus/(Deficit)	(299,962)	(184,322)	(175,140)	(137,140)	(36,666)	(27,327)
Net Surplus/(Deficit)	(975,771)	(1,151,060)	(106,961)	47,447	(307,422)	(136,479)
Less: Depreciation	(1,446,544)	(843,815)	(988,752)	(656,679)	(141,250)	(114,843)
Surplus/(Deficit)	470,773	(307,245)	881,791	704,126	(166,172)	(21,636)




CITY OF VINCENT
NOTE 7 - STATEMENT OF FINANCIAL ACTIVITY
BY SERVICE - GRAPH
AS AT 31 JANUARY 2024



CITY OF VINCENT



7.2	AUTHORISATION OF EXPENDITURE FOR THE PERIOD 01 JANUARY 2024 TO 31 JANUARY 2024
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- Attachments:**
1. January 2024 Payments by EFT and Payroll [↓](#) 
 2. January 2024 Payments by Direct Debit [↓](#) 
 3. January 2024 Payments by Cheques [↓](#) 

RECOMMENDATION:

That Council RECEIVES the list of accounts paid under delegated authority for the period 1 January 2024 to 31 January 2024 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including payroll	\$5,865,358.51
Cheques	\$463.85
Direct debits, including credit cards	\$185,233.31
Total payments for January 2024	\$6,051,055.67

PURPOSE OF REPORT:

To present to Council the list of expenditure and accounts paid for the period 1 January 2024 to 31 January 2024

BACKGROUND:

Council has delegated to the Chief Executive Officer (Delegation No. 2.2.18) the power to make payments from the City's Municipal and Trust funds.

In accordance with *Regulation 13(1) of the Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

The list of accounts paid must be recorded in the minutes of the Council Meeting.

DETAILS:

The Schedule of Accounts paid for the period 1 January 2024 to 31 January 2024, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT Payments	3016-3029	\$3,638,806.61
Payroll by Direct Credit	January 2024	\$2,226,551.90
Sub Total		\$5,865,358.51
Cheques		
Cheques		\$463.85
Sub Total		\$463.85
Direct Debits (including Credit Cards)		
Lease Fees		\$21,243.37
Loan Repayments		\$123,495.68
Bank Charges – CBA		\$30,531.43
Credit Cards		\$9,962.83
Sub Total		\$185,233.31

Total Payments**\$6,051,055.67****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 January 2024
Payment by EFT and Payroll
(Payee A-Z)

Payee	Payment Date	Description	Amount
A & A Duckworth-Smith	19/01/2024	Workshop - Plotting and Editing	\$938.00
Abbey Felton	19/01/2024	Donation payment for event held	\$125.00
Action Logistics (WA) Pty Ltd	19/01/2024	Courier collection for Beatty Park two-way radio	\$32.04
Adelphi Tailoring Company	19/01/2024	Uniform supplies	\$440.00
Afgrt Equipment Australia Pty	19/01/2024	Mowing Blades	\$201.23
Alchemy Saunas Pty Ltd	19/01/2024	Sauna monthly rental - December 2023	\$2,860.00
Alexandra Castle	15/01/2024	Deputy mayor allowance & meeting attendance fee - January 24	\$3,387.40
Alinta Sales Pty Ltd	05/01/2024	Gas supplies	\$102.45
Alinta Sales Pty Ltd	19/01/2024	Gas supplies	\$184.25
Alison Austin	05/01/2024	Fitness instructor fee	\$660.00
Alison Xamon	15/01/2024	Mayor allowance fee & meeting attendance fee - January 24	\$8,193.75
Allmark and Associates Pty Ltd	19/01/2024	"Chair" Name Plate for Audit Committee	\$49.50
Allpipe Technologies	19/01/2024	CCTV crew and equipment - various locations	\$33,297.00
Allstate Kerbing	05/01/2024	Kerbing Services - Richmond St & Vine St	\$7,513.44
Allstate Kerbing	19/01/2024	Kerbing Services - Daphne st, Agnove st w	\$9,080.45
ALS Library Services Pty Ltd	19/01/2024	Panel Number: PSP005-001 3 books purchase	\$1,613.20
Ampol Australia Petroleum Pty	19/01/2024	Fuel & Oils - December 2023	\$26,215.47
AMS Technology Group Pty Ltd	05/01/2024	Air handling - Air con and plant room BPLC	\$9,327.45
Amy Fink	05/01/2024	Fitness instructor fee	\$900.90
Amy Fraser	19/01/2024	Refund of part dog registration fee	\$150.00
Anna Cappelletta	19/01/2024	Fitness instructor fee	\$3,120.00
Aqua Lung Australia Pty Ltd	05/01/2024	Merchandise for BPLC	\$7,505.91
Arbor Consulting	05/01/2024	GIS Street Tree mapping area 2	\$35,128.50
Arbor Consulting	19/01/2024	Arboricultural report - Birdwood park	\$792.00
Arboribus Pty Ltd	19/01/2024	Tree Survey Banks Reserve	\$1,584.00
Ashlee La Fontaine	15/01/2024	Council meeting attendance fee - January 2024	\$2,014.17
Ashley Wallace	15/01/2024	Council meeting attendance fee - January 2024	\$2,014.17
Ason Pty Ltd	19/01/2024	Peer review services November 2023	\$1,650.00
Asphalttech Pty Ltd	05/01/2024	Asphalt supplies	\$107,583.25
Australia Post	19/01/2024	Commission charges December 2023	\$301.72
Australian HVAC Services	19/01/2024	Air-conditioning maintenance - Bethanie house	\$3,074.50
Australian Services Union	08/01/2024	Payroll deductions	\$371.00
Australian Services Union	22/01/2024	Payroll deductions	\$185.50
Australian Taxation Department	08/01/2024	Payroll deductions	\$472,009.63
Australian Taxation Department	22/01/2024	Payroll deductions	\$250,958.00
Baker Cycles	05/01/2024	Bike Maintenance & helmets	\$2,426.82
Beaufort Street Network	19/01/2024	Event grant - Christmast Festival Part 1	\$2,000.00
Bekkor	19/01/2024	Rates Refund	\$710.00
Bing Technologies Pty Ltd	19/01/2024	Printing and photocopying services	\$1,196.56
Blackwoods Atkins	19/01/2024	CRC 5.56 400g Lubrican Can 400G & Grease Kits	\$1,852.32
Bladerunner Trust	19/01/2024	Bobcat Hire	\$8,855.00
Blue Heeler Trading	19/01/2024	Uniform supplies	\$331.32
Boral Construction Materials G	05/01/2024	Supply of concrete	\$1,657.22
Boya Equipment Pty Ltd	05/01/2024	Tractor side mirrors & freight charges	\$1,169.46
Bredideca	19/01/2024	Replace 2 off deep cycle batteries BPLC	\$820.86
Brendan West	19/01/2024	Refund of infrastructure bond	\$3,000.00
Bridgestone Australia Ltd	19/01/2024	Tyre service	\$1,514.44
Briskleen Supplies	05/01/2024	Supply Toiletty and Cleaning Supplies BPLC	\$1,716.18
Building and Construction Indu	19/01/2024	Levy collection December 2023	\$2,252.28
Bunnings Group Limited	05/01/2024	Hardware supplies	\$397.09
Bunnings Group Limited	19/01/2024	Hardware supplies	\$995.18
C.R. Kennedy & Co Pty Ltd	19/01/2024	Supply of body camera- BPLC	\$6,622.55
c2pr Group Pty Ltd	05/01/2024	DLP security review: Microsoft Defender	\$1,804.00
Call Associates Pty Ltd	19/01/2024	After hours call provider - November 2023	\$2,187.85
Carriage Motors Pty Ltd	05/01/2024	Service for vehicle	\$580.00
Catherine Kosick	05/01/2024	Reimbursement for office supplies BPLC	\$371.06
Chambers Franklyn Strata	19/01/2024	Rates Refund	\$880.00
Choiceone Pty Ltd	05/01/2024	Hire of temporary staff	\$9,781.47
Choiceone Pty Ltd	19/01/2024	Hire of temporary staff	\$21,650.96
City of South Perth Municipal	05/01/2024	Impound fees for cats November 2023	\$88.00
City of Stirling	19/01/2024	Green waste tipping December 2023	\$1,186.36
City of Vincent	08/01/2024	Payroll deductions	\$2,929.30
City of Vincent	17/01/2024	Payroll deductions	\$28,688.77
City of Vincent	19/01/2024	Superannuation payments	\$314,476.04
City of Vincent	22/01/2024	Payroll deductions	\$958.68
City of Vincent	29/01/2024	Superannuation payments	\$3,431.31
City of Vincent Social Club	08/01/2024	Payroll deductions	\$952.00
City of Vincent Social Club	22/01/2024	Payroll deductions	\$452.00
Civica Pty Ltd	19/01/2024	Rates on demand consulting service December 2023	\$264.00
Civil Sciences and Engineering	19/01/2024	Core testing at 5 locations - Broome st and Wright st	\$1,518.00
Claire Dobbin	19/01/2024	Refund of part dog registration fee	\$100.00
Claire Middleton	05/01/2024	Reimbursement for - working with children check	\$87.00
Coates Hire Operations Pty Ltd	05/01/2024	Hire Plant and Machinery	\$146.95
Cobblestone Concrete Pty Ltd	05/01/2024	Concrete path repairs-various streets	\$27,179.66
Cohera-Tech Pty Ltd	05/01/2024	Additional people counter system	\$2,951.65

Commercial Aquatics Australia	05/01/2024	Replace chlorine probe to spa system	\$3,861.00
Compu-Stor	19/01/2024	Off-site storage and digitisation	\$6.51
Contra-Flow Pty Ltd	05/01/2024	Traffic management services	\$23,898.21
Contra-Flow Pty Ltd	19/01/2024	Traffic management services	\$33,158.64
Corsign WA	19/01/2024	Sign supplies	\$34,827.54
CSE Crossman Pty Ltd	19/01/2024	Two Way radio replacement- BPLC	\$1,721.50
Dalin Electrical Controls	05/01/2024	Repairs to geothermal system - BPLC	\$7,893.44
Danica Zuks	19/01/2024	Photography for local business videos	\$2,612.50
DB Cole	19/01/2024	Reward and recognition	\$187.84
Department of Social Services	08/01/2024	Payroll deductions	\$1,698.32
Department of Social Services	22/01/2024	Payroll deductions	\$849.16
Devco Holdings Pty Ltd	05/01/2024	Maintenance and repairs misc	\$2,489.80
Devco Holdings Pty Ltd	19/01/2024	Maintenance and repairs misc	\$43,854.32
DGL Ausblue Pty Ltd	05/01/2024	Supply of Adblue	\$1,416.80
DGL Ausblue Pty Ltd	19/01/2024	Supply of Adblue	\$1,544.40
Diplomatik Pty Ltd	05/01/2024	Hire of temporary staff	\$2,244.20
Diplomatik Pty Ltd	19/01/2024	Hire of temporary staff	\$8,592.05
Donegan Enterprises Pty Ltd	19/01/2024	Playground repair and maintenance various locations	\$4,917.00
Donna J Dama	05/01/2024	Fitness instructor fee	\$120.00
Dulux Australia	05/01/2024	10 Litres Colour bond Windspray	\$158.39
Eamco Pty Ltd v/as EOS Electri	05/01/2024	Electrical services - Beaufort Street	\$1,326.79
Eamco Pty Ltd v/as EOS Electri	19/01/2024	Electrical services - Beaufort Street	\$19,776.50
Eclipse Soils Pty Ltd	19/01/2024	Supply of Mulch INV Date 31 December 2024	\$3,146.00
EJF & DMF Vosnacos	05/01/2024	Third prize written entry local history	\$100.00
Elspeth Glen and Cheryl Millar	19/01/2024	Art Jam Digital Arts 23 November 2023	\$799.97
Enso Construction	19/01/2024	Refund of infrastructure bond	\$5,000.00
ES Vincent	08/01/2024	Payroll deductions	\$9,947.32
ES Vincent	22/01/2024	Payroll deductions	\$4,973.66
Flexi Staff Group Pty Ltd	05/01/2024	Hire of temporary staff	\$25,741.00
Flexi Staff Group Pty Ltd	19/01/2024	Hire of temporary staff	\$25,896.12
Flick Anticimex Pty Ltd	05/01/2024	Pest control services - various building	\$2,854.12
Flick Anticimex Pty Ltd	19/01/2024	Pest control services - various building	\$4,131.05
Focus Networks	19/01/2024	Ad-Hoc - Remote After Hours Support	\$45,271.40
Galleria Motors Pty Ltd	05/01/2024	Service 1GUX039	\$728.34
Giant Autos (1977) Pty Ltd	05/01/2024	Misc vehicle service and parts	\$4,118.56
Giant Autos (1977) Pty Ltd	19/01/2024	Misc vehicle service and parts	\$2,289.00
Giovanna Lucano	11/01/2024	Refund of cancellation of senior bus tour	\$50.00
Goldpoint Holdings Pty Ltd atf	19/01/2024	Final claim for Pylon sign replacement	\$13,149.40
Golly Investments	05/01/2024	Catering for City Events - Staff Events	\$175.00
Green Gurus	19/01/2024	Training course - Educational sustainability	\$1,650.00
Hames Sharley WA Pty Ltd	19/01/2024	Vincent Link and Place Guideline	\$15,367.00
Hays Personnel Services (Austr	19/01/2024	Hire of temporary staff	\$9,873.45
Health Insurance Fund of Austr	08/01/2024	Payroll deductions	\$385.20
Health Insurance Fund of Austr	22/01/2024	Payroll deductions	\$192.60
Helena Shojaei	19/01/2024	Refund of part dog registration fee	\$100.00
Hunter Leisure Pty Ltd	19/01/2024	60x play balls for indoor pool- BPLC	\$178.20
Ian Thomas Campbell	19/01/2024	Refund for payment for non attendance of seniors lunch	\$35.00
Iconic Property Services Pty L	19/01/2024	Cleaning service North Perth Town Hall	\$8,572.15
ILHA Pty Ltd trading as Thrift	05/01/2024	Hire Car for project engineer	\$1,072.50
Innogreen Homes Trust	19/01/2024	Rates Refund	\$1,811.36
Institute of Public Works Engi	05/01/2024	Professional development workshop	\$3,600.00
J & K Hopkins	19/01/2024	Supply 3 x Diablo Managers chairs	\$1,076.99
J Corbellini	05/01/2024	Reimbursement for parking fee for meeting attendance	\$40.14
Jackson McDonald General Accou	19/01/2024	GST advice on - Avenue carpark and frame court	\$42,426.45
James Chung	19/01/2024	Fitness instructor fee	\$540.00
Janet Verburg	05/01/2024	Fitness instructor fee	\$894.00
JG and SL Staude	05/01/2024	Special mention photographic entry	\$50.00
Jonathan Hallett	15/01/2024	Council meeting attendance fee - January 2024	\$2,014.17
Justin Mortley	19/01/2024	Heritage assistance fund 50%	\$5,000.00
K.S.Black Pty Limited	19/01/2024	Bore Development and Pump Service BPLC	\$64,890.10
Kasse M McCummiskey	05/01/2024	Fitness instructor fee	\$120.00
Kilmore Group Pty Ltd	19/01/2024	Leederville Oval PC02 December 2023	\$129,958.87
Kindling Creative	19/01/2024	Face painting - Young Makers Market	\$350.00
Kingsway Bay Pty Ltd	19/01/2024	Zoggs stock for sale in retail shop - BPLC	\$12,601.05
Komatsu Australia Pty Ltd	19/01/2024	Cutting edge nuts and bolts	\$47.78
Kone Elevators Pty Ltd	19/01/2024	Service at Mt Hawthorn Community centre -January 2024	\$1,238.82
Landmark Operations Limited	19/01/2024	Supply of weedkiller	\$5,345.12
Leigh Cathcart	05/01/2024	First prize photographic entry award	\$200.00
Leo Heaney Pty Ltd	05/01/2024	Reticulation Flushing	\$20,328.00
Leo Heaney Pty Ltd	19/01/2024	Reticulation Flushing	\$45,936.00
Les Mills	19/01/2024	Registration and music fees January 2024	\$1,348.18
Line Marking Specialists	19/01/2024	Line Marking services - Various locations	\$4,661.80
Liveable Group Pty Ltd	19/01/2024	Tree pruning & removal services -Forrest park	\$7,881.50
LIZO Pty Ltd	19/01/2024	Purchase of whippy heads	\$168.00
Loton Park Tennis Club	19/01/2024	2024 Donation perth Lavy Tennis Team	\$375.00
Luciana Birighitti	05/01/2024	Second prize photographic entry local history	\$100.00
Luke Dorrington	19/01/2024	Additional work at Floreat Athena Club	\$77,605.00
Luke Riley Creative	19/01/2024	Professional fee - Christmas Light photography	\$2,425.00
Macdonald Johnston Engineering	19/01/2024	Grab rotary sensor cable and camera faul	\$3,604.50
Madeleine Edwards	19/01/2024	Event photography& editing for Kamarang	\$700.00
Main Roads Operating	19/01/2024	Final invoice - MRRG loftus street	\$20,650.95
Majestic Plumbing Pty Ltd	05/01/2024	Plumbing services various	\$130.35

Majestic Plumbing Pty Ltd	19/01/2024	Plumbing services various	\$4,781.81
Major Motors Pty Ltd	05/01/2024	Tidy Truck - Service seat repair	\$683.46
Mark and Andrea Middleton	19/01/2024	Refund of Planning application fee	\$1,047.00
Mark Kelly t/a Wizard Training	19/01/2024	Training Dealing with difficult behaviour	\$5,830.00
Market Creations	19/01/2024	Council connect website solution	\$3,300.00
Mary Slater	05/01/2024	Fitness instructor fee	\$252.00
Matthew George Jajko	05/01/2024	Fitness instructor fee	\$60.00
Matthew George Jajko	19/01/2024	Fitness instructor fee	\$60.00
McLeods	05/01/2024	Attending City for planning presentation	\$1,917.30
McLeods	19/01/2024	Legal advice 565 -567 Beaufort Street	\$807.95
Message4U Pty Ltd t/a Message	19/01/2024	SMS integrating for Phoenix	\$258.23
Messages on Hold Australia Pty	05/01/2024	Provision of 'on hold' equipment & program	\$456.06
Michael A Caruso	19/01/2024	Mill and Jennys recycling & Sustainability	\$357.50
Military Pty T/As SAS Locksmit	19/01/2024	Key cutting and lock maintenance service	\$492.05
Mindarie Regional Council	19/01/2024	Non-Processable waste	\$73,948.00
Minter Ellison	19/01/2024	Leederville oval sponsorship agreement	\$777.92
Minuteman Group	19/01/2024	200 Sonet Cotton Toe bag and Colour flex	\$1,760.00
Monique Humich	19/01/2024	Fitness instructor fee	\$1,260.00
Montes Hector Manueline Lozano	19/01/2024	Fitness instructor fee	\$845.00
Mountford Architects Pty Ltd	19/01/2024	Refund of infrastructure bond	\$5,000.00
MRM Corp Pty Ltd	19/01/2024	P2218 Graffiti pump MPW17	\$111.78
My Best Friend Veterinary Cent	19/01/2024	Animal sterilisations for December 2023	\$1,450.00
Nao Williams	19/01/2024	Fitness instructor fee	\$435.00
National Refrigeration Solutio	19/01/2024	Airconditioning system supply and installation	\$38,500.00
Natural Area Holdings Pty Ltd	19/01/2024	Weed Control - Banks Reserve	\$4,488.00
Nicole Woolf	15/01/2024	Council meeting attendance fee - January 2024	\$2,014.17
Nightlife Music Pty Ltd	05/01/2024	Supply Crowd DJ for the gym January 2024	\$417.94
North Perth Primary School	05/01/2024	Special mention photographic entry award	\$50.00
Nulook Homes Pty Ltd	19/01/2024	Refund of infrastructure bond	\$3,000.00
Office of the Auditor General	19/01/2024	Audit fee to attest audit for 30 June 2023	\$104,599.00
Officeworks Ltd	19/01/2024	Office Supplies	\$499.05
Omnicom Media Group Australia	19/01/2024	Full page ads in Perth Voice and Perth Now Central & Public notices	\$3,792.77
OPAM Business	19/01/2024	Odour Consultant report 7 Grams Restaurant	\$5,896.00
Open Systems Technology Pty Lt	05/01/2024	CouncilFirst Subscription January 2024	\$90,491.51
Optus Billing Services Pty Ltd	19/01/2024	Phone charges December 2023	\$3,037.56
Parks and Leisure Australia	19/01/2024	Training course-are fenced dog exercise	\$286.00
Paula Truscott	05/01/2024	Reimbursement for purchase of drop box	\$184.67
PAYROLL	02/01/2024	Pay Period 14	\$721,951.86
PAYROLL	16/01/2024	Pay Period 15	\$746,403.41
PAYROLL	30/01/2024	Pay Period 16	\$758,196.63
Pei-Chea Tran	05/01/2024	Fitness instructor fee	\$300.00
Pei-Chea Tran	19/01/2024	Fitness instructor fee	\$240.00
Pixelcase Group Pty Ltd	19/01/2024	Aero Ranger ALPR Hardware vehicle kits January 2024	\$5,689.12
PPG Industries Australia Pty L	05/01/2024	Various Paints - Graffiti	\$1,311.82
Prava Timilsina	05/01/2024	Frame court parking permit refund - January 2024	\$210.00
Premier Workplace Solutions	19/01/2024	Line marking playgrounds	\$2,200.00
Print and Sign Co	19/01/2024	Printing services	\$264.00
Programmed Skilled Workforce L	19/01/2024	Hire of temporary staff	\$1,955.97
Protector Fire Services Pty Lt	19/01/2024	Fire equipment maintenance - BPLC	\$932.80
Quickpack Holdings Pty Ltd	19/01/2024	Printing, folding and distribution services	\$1,010.90
RAC Motoring	05/01/2024	Supply Urgent Breakdown Assitance	\$105.00
Rachel Freitas	19/01/2024	Fitness instructor fee	\$120.00
Rada Mirceta	05/01/2024	After hours cleaning BPLC	\$11,140.00
Raeco International Pty Ltd	19/01/2024	Library supplies - Lables	\$163.35
Real Asset Services Pty Ltd	19/01/2024	Rates Refund	\$1,268.78
REALMstudios Pty Ltd	19/01/2024	Design Review Panel Meetings	\$880.00
Reba Trust AC Ang, Lim & Cie	19/01/2024	Parking distribution for October 2023 to December 2023	\$45,761.82
Redimed Pty Ltd - Receipts WA	19/01/2024	Employee Assessments	\$1,624.00
Reece Group Direct Deposit Acc	19/01/2024	Weathermatic 12000 series solenoid valve	\$101.05
Regents Commercial Trust Accou	19/01/2024	Lot 50 Land Tax - assessment period FY 2023-2024 & Rent Barley St CP	\$21,809.22
Repco Auto Parts	05/01/2024	Auto parts	\$12.65
Repco Auto Parts	19/01/2024	Auto parts	\$69.09
Revelation Perth International	05/01/2024	Management of COV Film Project FY 2023-2024	\$11,000.00
Ricci Dagostino	05/01/2024	4Reimbursement for 40 skipping ropes	\$275.00
Rinker Australia Pty Ltd (Read	05/01/2024	Supply of concrete	\$3,088.97
Risk Management Technologies P	19/01/2024	ChemAlert Subscription	\$3,858.80
Ron Alexander	15/01/2024	Council meeting attendance fee - January 2024	\$2,014.17
Roadline Removal (WA)	05/01/2024	Removal of Redundant Line Marking	\$1,320.00
Rosemount Hotel	19/01/2024	Parking revenue distribution October 2023 to December 2023	\$19,289.93
Rosevale Electrical	19/01/2024	Electrical works at BPLC	\$712.80
RPG Auto Electrics	05/01/2024	Precinct auto electrical repairs	\$220.00
S & J M Proud	19/01/2024	Rates Refund	\$379.58
S & S Massey	19/01/2024	Office Supplies	\$381.60
Sanderson Engineering	19/01/2024	Plant repairs and maintenance	\$470.00
Sandra Stibora	05/01/2024	Fitness instructor fee	\$360.00
Sara Fernandez	19/01/2024	Reimbursement - Wellness Expo	\$194.26
Satu Bumi (Australia) Pty Ltd	19/01/2024	GRC Planters	\$1,371.70
Scarboro Motors Pty Ltd	19/01/2024	Car service and repair	\$526.34
Seng-Lee Tan	05/01/2024	Rates Refund	\$413.44
Setondji Jessica Lowden	05/01/2024	Fitness instructor fee	\$180.00
Sherina Patchett	19/01/2024	Fitness instructor fee	\$506.00
Sirsidynty Pty Ltd	19/01/2024	Software subscription	\$36,093.65

Smart Office Systems Pty Ltd	19/01/2024	Investigate and resolve program maangement	\$7,257.75
Snags & Sons Pty Ltd	19/01/2024	Staff Christmas Party function catering	\$4,950.00
Snap Send Solve Pty Ltd	19/01/2024	12 month subscription fee	\$37,389.00
Sonja Christensen	05/01/2024	Third prize photographic entry	\$50.00
Sophie Greer	15/01/2024	Council meeting attendance fee - January 2024	\$2,014.17
Sophie Rapoff	19/01/2024	Crossover subsidy: 9 Knutsford street	\$535.00
SpacetoCo	19/01/2024	Facilities weekly reporting & financial	\$660.00
Speedo Australia Pty Ltd	05/01/2024	Merchandise for BPLC	\$883.30
Speedo Australia Pty Ltd	19/01/2024	Merchandise for BPLC	\$24,325.40
St John Ambulance Australia	05/01/2024	Engineering - restock first aid kits	\$440.44
Stephen Carrick Architects P/L	05/01/2024	Heritage advice 12 Brookman Street	\$440.00
Stott Hoare	19/01/2024	Microsoft intune configuration services	\$8,580.00
StrataGreen	19/01/2024	Garden equipment supplies	\$2,050.79
Streetfighter Media	05/01/2024	Smoke-Free Town Centres - Billboards & Ambassadors	\$11,374.00
Sun Bum	19/01/2024	Sunscreen for Retail Shop resale- BPLC	\$1,547.98
Suzanne Womer	15/01/2024	Council meeting attendance fee - January 2024	\$2,014.17
Synergy	05/01/2024	Electricity charges-various locations	\$14,103.38
Synergy	19/01/2024	Electricity charges-various locations	\$5,461.88
Talis Consultants Pty Ltd	05/01/2024	Consultancy Services Vincent Drainage	\$107,869.73
Talis Consultants Pty Ltd	19/01/2024	Consultancy Services	\$36,620.32
Taniesha Roberts	19/01/2024	Refund of part dog registration fee	\$150.00
TechnologyOne Ltd	19/01/2024	Spatial consulting	\$4,730.00
Teena Smith	05/01/2024	Fitness instructor fee	\$528.50
Temptations Catering	19/01/2024	Catering for Council Meeting - 12 December 2023	\$453.48
Teresa and Chris Franklin	19/01/2024	Refund of part dog registration fee	\$150.00
The Factory Australia	19/01/2024	Braithwaite Park christmas light repair	\$2,178.00
The Old Laundry	11/01/2024	Citizenship function 24 January 2024	\$4,500.00
The Perth Mint	19/01/2024	2024 Citizenship Coin Order x 150	\$759.00
Totally Workwear Mt Hawthorn	05/01/2024	Uniform supplies	\$916.29
Totally Workwear Mt Hawthorn	19/01/2024	Uniform supplies	\$465.00
T-Quip	05/01/2024	Front End Deck rollers	\$317.00
Tracey Craddock & Greg Mincham	19/01/2024	Refund of art dog registration fee	\$150.00
Transpacific Industries PL	05/01/2024	Residential & Events Bin collections	\$20,347.11
Transpacific Industries PL	19/01/2024	Residential & Events Bin collections	\$207,055.03
Tree Amigos	05/01/2024	Street trees & parks pruning/removal	\$782.10
Tree Amigos	19/01/2024	Street trees & parks pruning/removal	\$38,520.90
Tyres4U Pty Ltd	19/01/2024	Tyre replacements and maintenance	\$3,509.77
Universal Diggers	19/01/2024	Plant Hire - Depot	\$1,336.50
Urbis Pty Ltd	19/01/2024	DRP advice 11-99 Brisbane street	\$440.00
Vanessa Forbes	05/01/2024	Fitness instructor fee	\$330.00
Veolia Recycling & Recovery Pt	19/01/2024	General waste colletion- Oct and Nov 2023	\$36,281.52
Veolia Recycling & Recovery Pt	23/01/2024	General waste colletion- December 2023	\$18,656.35
WA Hino Sales and Service	05/01/2024	Bin Truck Service	\$699.00
WA Local Government Associatio	19/01/2024	Training course for elected member	\$1,012.00
WA Return Recycle Renew Ltd	19/01/2024	Container exchange	\$1,626.00
Walcott Industries Pty Ltd	05/01/2024	North Perth Bowling Club toilet renewals	\$28,512.00
Walcott Industries Pty Ltd	19/01/2024	North Perth Bowling Club toilet maintenance	\$3,210.90
WC Convenience Management	19/01/2024	Maintenance exelooos December 2023 - Various Location	\$4,295.87
Wesfarmers Ltd-KHG EFT	05/01/2024	Forklift gas 18kg estimated	\$257.66
Western Australian Debating Le	19/01/2024	Primary school competition	\$1,041.00
Western Australian Land Inform	19/01/2024	GRV rentals valuations & Enquiries	\$1,653.11
Western Australian Municipal R	08/01/2024	Payroll deductions	\$44.00
Western Australian Municipal R	22/01/2024	Payroll deductions	\$22.00
Western Irrigation Pty Ltd	05/01/2024	Retic Parts	\$3,253.85
Western Irrigation Pty Ltd	19/01/2024	Retic Parts	\$4,632.98
Western Metropolitan Regional	19/01/2024	Processing of FOGO Material & Verge Collections	\$121,928.89
West-Sure Group Pty Ltd	05/01/2024	Cash collection- Parking- September & October2023	\$3,066.37
West-Sure Group Pty Ltd	19/01/2024	Cash collection- Parking- August and December 2023	\$718.19
WH Location Services Pty Ltd	19/01/2024	Atco Gas Locater required at Norfolk Street	\$506.00
Wheelers Books Pty Ltd	19/01/2024	Supply of library books	\$268.36
Winc Australia Pty Limited	19/01/2024	Stationary and office supplies	\$865.92
Wing Tung Leung	05/01/2024	Refund for frame court parking - January 2024	\$420.00
Woodlands Distributors & Agenc	19/01/2024	Dog Bags Compostable	\$8,537.76
Worldwide Online Printing Cann	19/01/2024	Printing services - Annual report	\$1,584.00
YL & RJ Plimbley	19/01/2024	Staff Recognition - BBQ order for staff	\$146.05
Yolande Gomez	05/01/2024	Fitness instructor fee	\$1,590.00
Grand Total			\$5,865,358.51

Authorisation of Expenditure for the Period - January 2024

Payments by Direct Debit

Credit Card Transactions for the Period 07 December 2024 to 05 January 2024

Card Holder	Date	Payee	Description	Amount
CEO	08/12/2023	Wilson Parking PER063	CEO Parking - IPAA WA Awards Ceremony	\$ 30.24
	13/12/2023	Governance Institute	Membership Renewal	\$ 710.00
	14/12/2023	Golden Bakery	Catering for City Events	\$ 367.00
	18/12/2023	WANEWSDTI	West Australian Newspaper - Monthly subscription	\$ 83.60
				\$ 1,190.84
Director Infrastructure and Environment				
	14/12/2023	University of Western Australia	Parking - Breakfast	\$ 3.00
	14/12/2023	University Club of WA	Recognition Breakfast I&E Mana	\$ 190.85
	18/12/2023	Woolworths Online	Kitchen Cleaning Products	\$ 100.55
				\$ 294.40
Manager Marketing and Partnerships				
	07/12/2023	SP Kokoblack-AUS	Reward and Recognition	\$ 108.60
	07/12/2023	Facebk CGHEDXKUL2	Beatty Park Facebook advertising	\$ 52.17
	12/12/2023	Leederville Cameras	Certificate printing	\$ 4.50
	10/12/2023	Mailchimp *MISC	Enewsletter software	\$ 818.61
	19/12/2023	Leederville Cameras	A3 sign	\$ 10.00
	03/01/2024	Chatgpt Subscription	Chat GPT	\$ 29.59
	03/01/2024	Intl Transactions fee	Chat GPT intl fee	\$ 0.74
	20/12/2023	Good Grocer	Christmas lunch supplies	\$ 17.41
	23/12/2023	Asana.com	Marketing and Comms scheduling	\$ 900.61
	23/12/2023	Intl Transactions fee	Marketing and Comms scheduling intl fee	\$ 22.52
	26/12/2023	Shutterstock Ireland	Stock photo subscription	\$ 99.00
	31/12/2023	Facebk 9N8UMXB8R2	Facebook advertising	\$ 127.04

Card Holder	Date	Payee	Description	Amount
				\$ 2,190.79
Council Liaison Officer				
	12/12/2023	Good Grocer L0030	Christmas stuff for Council Me	\$ 38.21
	22/12/2023	A1 Quality Laundromat	Laundry of Council Tablecloths	\$ 40.00
				\$ 78.21
Branch Librarian				
	08/12/2023	EZI*ASSOCIATED RETAIL	Duplo Train Purchase	\$ 102.98
	13/12/2023	QBD THE BOOKSHOP	Books for Christmas Program	\$ 32.99
	13/12/2023	WOOLWORTHS	Catering for Christmas Program	\$ 24.35
	13/12/2023	WOOLWORTHS	Catering for Christmas Program	\$ 19.95
	04/01/2024	AMAZON AU RETAIL	Lunar New Year Books	\$ 30.08
				\$ 210.35
Manager ICT				
	07/12/2023	Twilio Sengrid	SendGrid Receipts	\$ 137.50
	07/12/2023	Intl transaction fee	SendGrid Monthly License Payme	\$ 3.44
	07/12/2023	NodeOne	NodeOne Internet	\$ 109.00
	14/12/2023	EasyPark	Inner City Group Managers Meet	\$ 1.31
	11/12/2023	SEC*ACMA	Payment for ACMA on CCTV	\$ 551.00
	19/12/2023	Zoom.US 888-799-9666	Zoom License Fee	\$ 374.98
	19/12/2023	Devolutions Inc	RDM Consolidate Licenses	\$ 1,943.72
	19/12/2023	Intl transaction fee	RDM Consolidate License Intl Fee	\$ 48.59
	22/12/2023	SimplyBookME	SimpleBookMe Payment Booking BP	\$ 89.11
	22/12/2023	Intl transaction fee	SimplyBookMe Licenses by BP Intl Fee	\$ 2.23
	07/12/2023	SP wolf escape games	Escape Room ICT Planning Day	\$ 35.19
	10/01/2024	Node1 Internet	Node1 Internet	\$ 119.00
	02/01/2024	Assetsonar.COM	Asset Sonar Licenses	\$ 575.22
	02/01/2024	Intl transaction fee	Asset Sonar Licenses Intl Fee	\$ 14.38
	03/01/2024	Deputy	Deputy Timesheet App	\$ 173.25
	03/01/2024	YODECK.COM FLIPNODE	Yodeck Digital Signage	\$ 115.31

Card Holder	Date	Payee	Description	Amount
	03/01/2024	Intl transaction fee	Yodeck Digital Signage Intl Fee	\$ 2.88
	04/01/2024	Intruder.io Pro	Intruder IO License Fees	\$ 441.09
	04/01/2024	Intl transaction fee	Intruder IO Licenses Intl Fee	\$ 11.03
	11/12/2023	Microsoft G034173210	Azure Services	\$ 0.88
	03/01/2024	EZI*M2M One Pty Ltd	M2M Irrigation Data Payments	\$ 480.17
	28/12/2023	Blue Skys App	Blue Skys Zoom Timer App	\$ 18.34
	28/12/2023	Intl transaction fee	Blue Sky Zoom Timer Intl Fee	\$ 0.46
				\$ 5,248.08
Procurement and Contracts Officer				
	14/12/2023	Company Director	AICD WA Forum	\$ 370.00
	20/12/2023	CPA Australia	CPA Australia Membership Renewal	\$ 380.16
				\$ 750.16
Total Corporate Credit Cards				\$ 9,962.83
Direct Debits				
	02/01/2024	All Leasing		\$ 20,847.54
	23/01/2024	PB Leasing		\$ 395.83
			Total Leasing	\$ 21,243.37
Loan Repayments				
	02/01/2024	WA Treasury		\$ 78,434.41
	23/01/2024	WA Treasury		\$ 45,061.27
			Total Treasury Corporation	\$ 123,495.68
Bank Fees and Charges				
	30/01/2024			\$ 30,531.43
			Bank fees	\$ 30,531.43
Total Direct Debits including Credit Cards				\$ 185,233.31

Authorisation of Expenditure for the Period - January 2024					
Payments by Cheque					
Cheque	Date	Payee	Description		Amount
00082765	12/01/2024	Petty Cash - Beatty Park Leisure Centre	Petty cash recoup - BPLC 13 December 2023	\$	271.80
00082766	12/01/2024	Petty Cash - Depot	Petty cash recoup - Depot 03 January 2024	\$	192.05
Total Net Cheque Payments				\$	463.85

7.3 INVESTMENT REPORT AS AT 31 JANUARY 2024

Attachments: 1. **Investment Statistics as at 31 January 2024**  

RECOMMENDATION:

That Council NOTES the Investment Statistics for the month ended 31 January 2024 as detailed in Attachment 1.

PURPOSE OF REPORT:

To advise Council of the nature and value of the City's Investments as at 31 January 2024 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**

New investments of \$8.9m were made during January while \$5.4m of investments matured during the month.

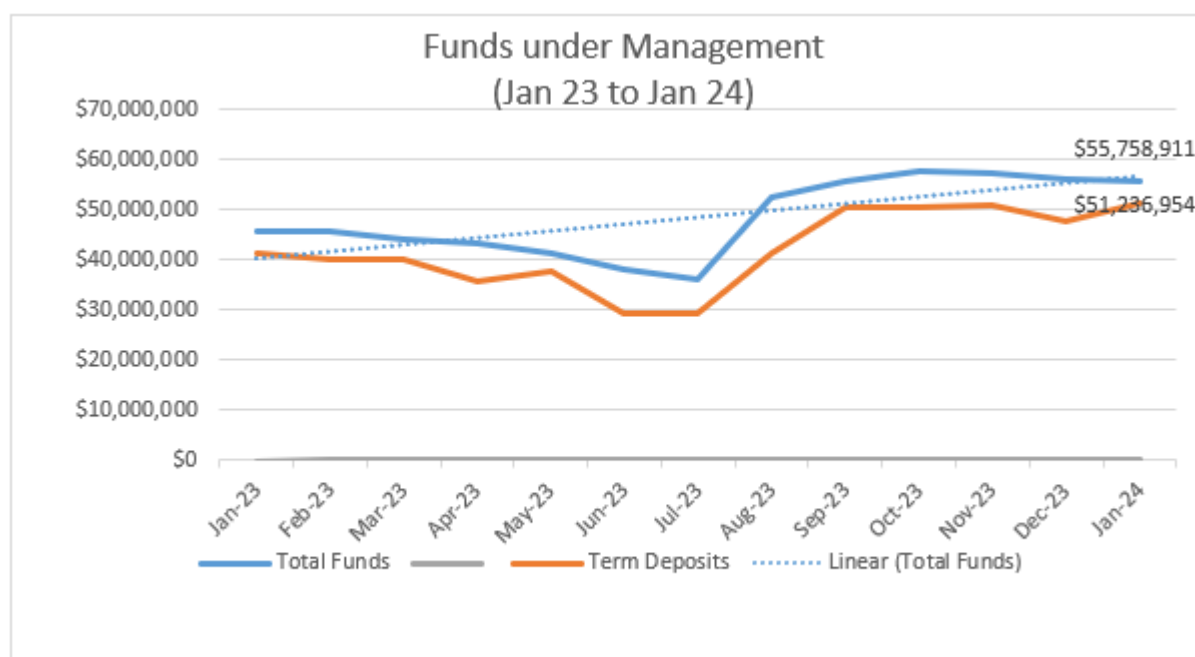
Investment Status

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

As at 31 January 2024, the total funds held in the City's operating accounts (including on call) was \$55,758,911 compared to \$45,964,440 for the period ended 31 January 2023. All funds are interest bearing as at 31 January 2024.

The total term deposit investments for the period ended 31 January 2024 were \$51,236,954 compared to \$41,238,310 for the period ended 31 January 2023.

The following chart shows funds under management from January 2023 to January 2024:



Interest Status

Total accrued interest earned on investments as at 31 January 2024 is:

Total Accrued Interest Earned on Investment	Budget Adopted	Budget YTD	Actual YTD	% of YTD Budget
Municipal	\$400,000	\$340,000	\$879,292	258.6%
Reserve	\$350,000	\$268,754	\$482,584	179.6%
Subtotal	\$750,000	\$608,754	\$1,361,876	223.7%
Leederville Gardens Inc Surplus Trust*	\$0	\$0	\$71,463	N/A
Total	\$750,000	\$608,754	\$1,433,339	235.5%

*Interest estimates for Leederville Gardens Inc. Surplus Trust were not included in the 2024/24 Budget as actual interest earned is restricted.

The City has a weighted average interest rate of 5.05% for current investments compared to the Reserve Bank 90 day accepted bill rate for January 2024 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%	30.1%	90%	56.3%
A-1	25%	0%	90%	0%
A-2	20%	12.6%	90%	43.7%

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 2023-2032*:

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 JANUARY 2024**

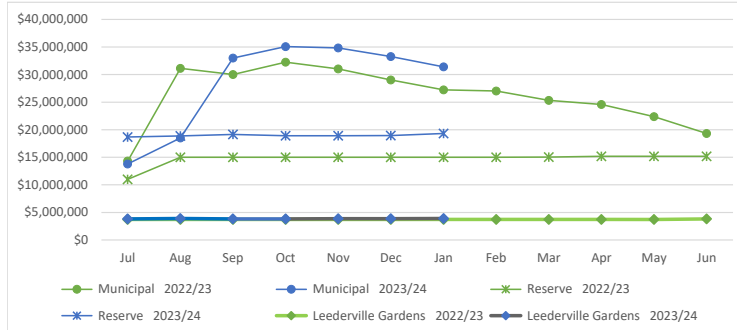
Funds	Institution	Investment Date	Maturity Date	Interest Rate	Principal \$
<u>OPERATING ACCOUNTS</u>					
Municipal	Commonwealth Bank of Australia	Ongoing		4.10%	430,698
Municipal	Commonwealth Bank of Australia	Ongoing		4.35%	1,473,795
Reserve	Commonwealth Bank of Australia	Ongoing		4.10%	2,617,464
Total Operating Funds					4,521,957
<u>TERM DEPOSITS</u>					
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
Leederville Gardens Inc Surplus Trust	AMP Bank	24/01/2024	23/01/2025	4.95%	949,727
Municipal	National Australia Bank	20/02/2023	20/02/2024	4.83%	4,000,000
Municipal	Bank of Queensland	03/03/2023	05/03/2024	5.05%	1,000,000
Municipal	AMP Bank	29/03/2023	28/03/2024	4.90%	3,500,000
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	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	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	Police and Nurses	01/11/2023	31/10/2024	5.50%	1,000,000
Municipal	National Australia Bank	23/01/2024	22/01/2025	5.10%	3,000,000
Reserve	Hume Bank	29/03/2023	28/03/2024	4.78%	2,540,000
Reserve	National Australia Bank	24/05/2023	23/05/2024	4.87%	1,600,000
Reserve	Commonwealth Bank of Australia	09/08/2023	08/08/2024	5.55%	5,200,000
Reserve	National Australia Bank	24/08/2023	06/06/2024	5.12%	1,000,000
Reserve	Bendigo and Adelaide Bank	30/08/2023	29/04/2024	5.00%	2,500,000
Reserve	National Australia Bank	23/01/2024	22/01/2025	5.10%	5,000,000
Total Term Deposits					51,236,954
Total Funds available					55,758,911

**CITY OF VINCENT
INVESTMENT PORTFOLIO
AS AT 31 JANUARY 2024**

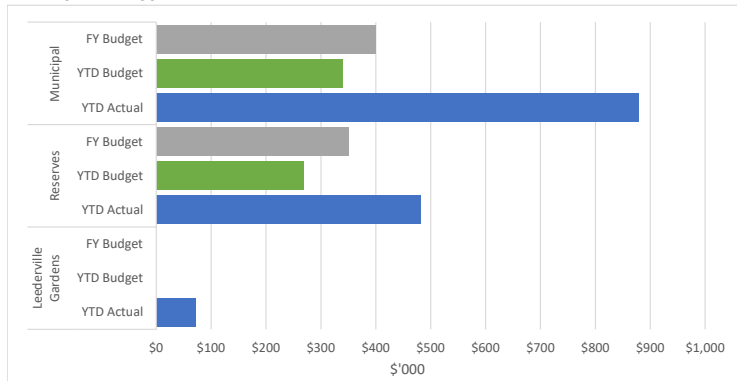
	Municipal	Reserve	Leederville Gardens Inc Surplus Trust	Total	Total
	\$	\$	\$	\$	%
BY INVESTMENT HOLDINGS					
Municipal Account	430,698	2,617,464	0	3,048,162	5.5%
Online Saver	1,473,795	0	0	1,473,795	2.6%
Term Deposits	29,500,000	17,840,000	3,896,954	51,236,954	91.9%
	31,404,493	20,457,464	3,896,954	55,758,911	100.0%
BY INSTITUTION					
Bank of Queensland	6,000,000	0	0	6,000,000	10.8%
Bendigo and Adelaide Bank	0	2,500,000	0	2,500,000	4.5%
Commonwealth Bank of Australia	6,904,493	7,817,464	2,058,536	16,780,493	30.1%
National Australia Bank	7,000,000	7,600,000	0	14,600,000	26.2%
AMP Bank	3,500,000	0	1,838,418	5,338,418	9.6%
Hume Bank	0	2,540,000	0	2,540,000	4.6%
G&C Mutual	7,000,000	0	0	7,000,000	12.6%
Police and Nurses	1,000,000	0	0	1,000,000	1.8%
	31,404,493	20,457,464	3,896,954	55,758,911	100.0%
BY CREDIT RATINGS (SHORT-TERM ISSUE)					
A-1+	13,904,493	15,417,464	2,058,536	31,380,493	56.3%
A-2	17,500,000	5,040,000	1,838,418	24,378,418	43.7%
	31,404,493	20,457,464	3,896,954	55,758,911	100.0%
BY TERMS					
0-30 days	1,904,493	2,617,464	0	4,521,957	8.1%
181-270 days	9,500,000	2,500,000	0	12,000,000	21.5%
271-365 days	19,000,000	15,340,000	3,896,954	38,236,954	68.6%
> 1 year	1,000,000	0	0	1,000,000	1.8%
	31,404,493	20,457,464	3,896,954	55,758,911	100.0%
BY MATURITY					
0-30 days	5,904,493	2,617,464	0	8,521,957	15.3%
31-90 days	9,500,000	5,040,000	0	14,540,000	26.1%
91-180 days	12,000,000	2,600,000	2,058,536	16,658,536	29.9%
181-270 days	0	5,200,000	0	5,200,000	9.3%
271-365 days	4,000,000	5,000,000	1,838,418	10,838,418	19.4%
	31,404,493	20,457,464	3,896,954	55,758,911	100.0%
BY FOSSIL FUEL EXPOSURE					
Fossil Fuel Investments	17,404,493	17,957,464	3,896,954	39,258,911	70.4%
Non Fossil Fuel Investments	14,000,000	2,500,000	0	16,500,000	29.6%
	31,404,493	20,457,464	3,896,954	55,758,911	100.0%

**CITY OF VINCENT
INVESTMENT PERFORMANCE
AS AT 31 JANUARY 2024**

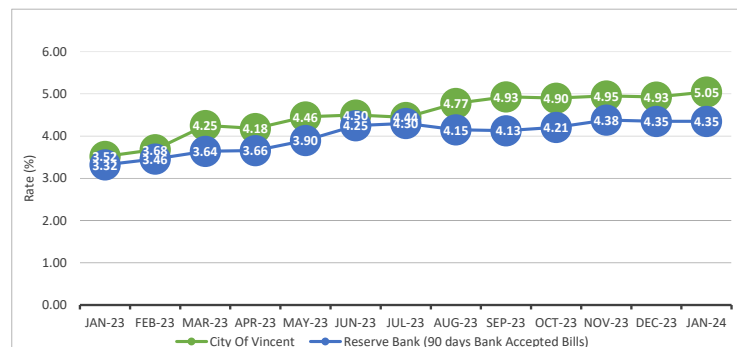
FUNDS INVESTED (TERM DEPOSITS ONLY)



INTEREST EARNINGS

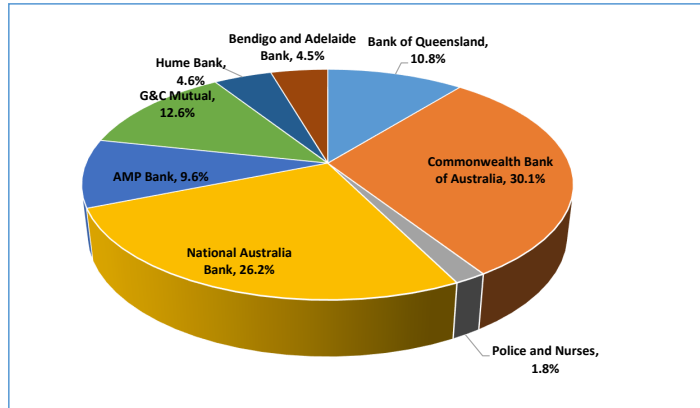


INTEREST RATE COMPARISON

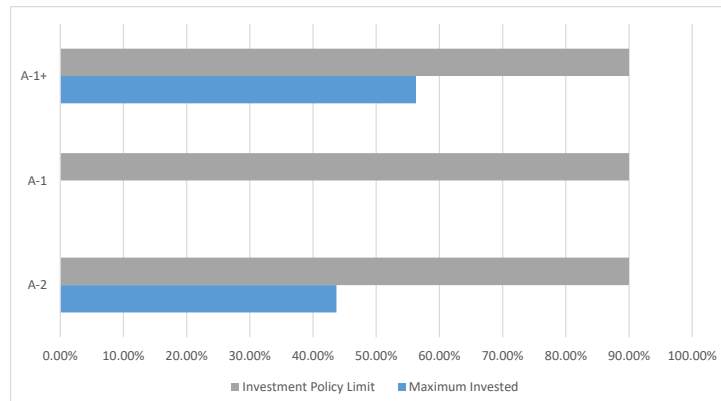


**CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 31 JANUARY 2024**

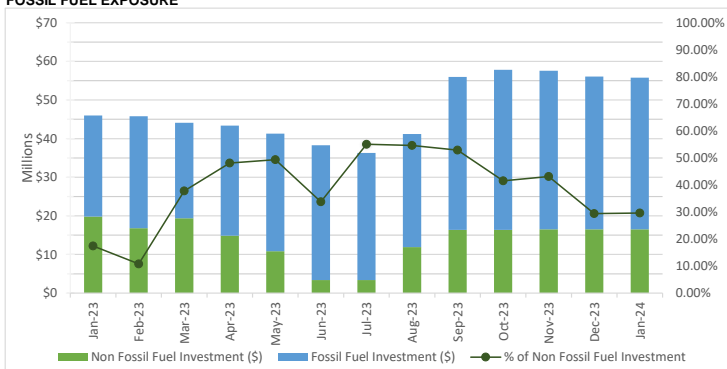
TOTAL PORTFOLIO EXPOSURE



TOATL CREDIT EXPOSURE



FOSSIL FUEL EXPOSURE








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

**CITY OF VINCENT
INVESTMENT INTEREST EARNINGS
AS AT 31 JANUARY 2024**

	YTD 31/01/2024	PY YTD 31/01/2023	FY 2023/24	PY FY 2022/23
	\$	\$	\$	\$
MUNICIPAL FUNDS				
Budget	340,000	50,000	400,000	500,000
Interest Earnings	879,292	253,400	879,292	827,395
% Income to Budget	258.6%	506.8%	219.8%	165.5%
RESERVE FUNDS				
Budget	268,754	33,335	350,000	450,000
Interest Earnings	482,584	171,230	482,584	497,011
% Income to Budget	179.6%	513.7%	137.9%	110.5%
LEEDERVILLE GARDENS INC SURPLUS TRUST				
Budget	0	0	0	0
Interest Earnings	71,463	41,859	71,463	134,290
% Income to Budget	0.0%	0.0%	0.0%	0.0%
TOTAL				
Budget	608,754	83,335	750,000	950,000
Interest Earnings	1,433,339	466,489	1,433,339	1,458,696
% Income to Budget	235.5%	559.8%	191.1%	153.6%
Variance	824,585	383,154	683,339	508,696
% Variance to Budget	135.5%	459.8%	91.1%	53.6%
TOTAL (EXCL. LEEDERVILLE GARDENS INC SURPLUS TRUST)				
Budget	608,754	83,335	750,000	950,000
Interest Earnings	1,361,876	424,630	1,361,876	1,324,406
% Income to Budget	223.7%	509.6%	181.6%	139.4%
Variance	753,122	341,295	611,876	374,406
% Variance to Budget	123.7%	409.6%	81.6%	39.4%

7.4	MID YEAR BUDGET REVIEW 2023/24
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- Attachments:**
1. Rate Setting Statement 2023/24 [↓](#) 
 2. Net Current Assets 2023/24 [↓](#) 
 3. Cash Backed Reserves 2023/24 [↓](#) 
 4. Capital Budget 2023/24 [↓](#) 
 5. Operating Budget Analysis 2023/24 [↓](#) 

RECOMMENDATION:

That Council BY ABSOLUTE MAJORITY APPROVES the following amendments to the 2023/24 Annual Budget:

- a) A net increase in the Operating result of \$1,899,197 as per Attachments 1;
- b) A net increase in Cash Backed Reserves totalling \$3,178,691 as per Attachments 3;
- c) A net decrease in the Capital Expenditure Budget of \$375,837 as per Attachment 4;
- d) A net decrease in closing surplus of \$1,300,157, resulting in a forecasted year end surplus at 30 June 2024 of \$653,883 as per Attachment 1; and
- e) Additional loan payment of \$1,400,000 towards Beatty Park Loan 10

PURPOSE OF REPORT:

The purpose of this report is to consider and authorise the proposed mid-year budget review for 2023/24.

BACKGROUND:

The review period covered for this budget is October 2023 to January 2024. The mid-year budget review has maintained a conservative approach and at the same time has increased budgeted revenue and expenditure in line with forecasted positions. An allowance was made to carry forward capital projects that will not be delivered in the current financial year.

DETAILS:

The budget amendments from this review incorporates the following adjustments:

- A net increase in the operating result of \$1,899,197 as per **Attachment 1**;
- A net increase in Cash Backed Reserves of \$3,178,691 as per **Attachments 3**;
- A net decrease in the capital budget of \$375,837 as per **Attachment 4**; and
- A net decrease in the closing surplus of \$1,300,157, resulting in a forecasted year end surplus at 30 June 2024 of \$653,883 as per **Attachment 1**.

Capital Expenditure

The 2023/2024 midyear budget review includes a capital expenditure program totalling \$19,437,201.

The City's major capital expenditure projects for this financial year include the Roads Program (\$3,520,477), Beatty Park Infrastructure renewals (\$2,059,992), Heavy Fleet Replacement (\$1,733,340), Litis Stadium Infrastructure works (\$1,724,800), Robertson Park project (\$1,251,687) and Leederville Oval Stand Facility renewal (\$533,747).

Further detail of the total amendments of \$375,837 to the capital expenditure budget is included in **Attachment 4**.

Some of the key capital budget amendments are summarised below:

Description	Current Budget	Proposed Revised Budget	Net Movement	Comments
Wayfinding Implementation Plan - Stage 1	198,000	71,200	(126,800)	Carry forward to FY25
Haynes St Reserve Development Plan 1 & 2	147,841	45,000	(102,841)	Reallocate savings to Mount Hawthorn skate & Robertson Park
COVID-19 Artwork relief project	188,000	100,000	(88,000)	Carry forward to FY25
Leederville Oval Stadium Facility Renewal	613,747	533,747	(80,000)	Savings reallocated to other projects
Tree Up Lighting	60,000	-	(60,000)	Carry forward to future year
Gully Soak Well Program	134,710	84,710	(50,000)	Carry forward to FY25
Minor Traffic Management Improvements	200,000	150,000	(50,000)	Carry forward to FY25
Footpath Upgrade and Renewal Program	258,092	208,092	(50,000)	Carry forward to FY25
Mt Hawthorn Skate Park – Youth Skate Facility (Election Commitment)	311,353	386,353	75,000	Reallocating savings from Haynes St Reserve
Belgravia/Loftus Rec Centre - Purchase of Gym Equipment	-	230,000	230,000	Replacement of gym equipment

Revenue budget amendments

Further detail of the main operating revenue budget amendments are included in **Attachment 5**. Operating revenue has increased by \$2,779,389 with key changes include below:

- **Interest earnings** have increased by \$960,000 mainly due to higher interest rates and cash balances (\$900,000) and higher interest revenue due to increased rates smoothing (\$60,000).
- **Fees and charges** increased by \$837,302. The breakdown of the key fees and charges amendments are as follows:

Service Area	Details	\$ Budget Increase/(Decrease)
Beatty Park	Increase in memberships sign-ups, swim school enrolments, pool admissions and usage	489,500
Rangers	Carpark Fees	411,838
Public Health and Built Environment	Lower food premises licences and public building licences	(66,060)
Building Services	Decreased building licence/permit revenue due to a reduction in building applications	(69,500)

- **TPRC distributions** have increased by \$833,334.
- **Other Revenue** has increased by \$42,820 mainly due to Waste Management Services increases in microbusiness waste collection and container deposit scheme revenue.

Operating expense budget increase

Further detail of the main operating expense budget amendments are included in **Attachment 5**. Operating expenses have increased by \$880,192 with key changes included below:

- **Depreciation** has increased by \$568,243 mainly due to 2022/23 asset valuation adjustments.
- **Employee Costs** have increased by \$258,713 mainly due to an increase in Beatty Park swim school (\$196,600) and project management cost for the Leederville Carparks Redevelopment (\$70,000).
- An increase in **materials and contracts** of \$142,969 mainly due to:

- Information Technology increase of \$302,000 mostly due to increased current support demand and security improvements to address external audit findings and an increase in the timesheet project to include payroll functionality;
- City Buildings facilities management increase of \$42,365;
- Ranger Services increase of \$40,000 for bank fees due to increase in transaction volume;
- Works and Operations services increase of \$39,114 due to an increase in plant maintenance, fuel and other expenditure;
- Sustainability increase of \$38,000 for the Sustainable Environment Strategy Review;
- A decrease in Waste Management Services of \$311,673; and
- A decrease in health inspection costs to align with decrease in revenue by Public Health of \$62,660.

An increase in **other expenditure** of \$51,033 mostly due to an increase in Beatty Park swimming pool equipment maintenance and Health and fitness equipment maintenance.

Cash Backed Reserves

Details of the cash backed reserves amendments are included in **Attachment 3**. The net proposed increase in reserves is \$3,178,691 with key movements below:

Transfer to reserves has increased by \$3,167,696 mainly due to an increase in Asset sustainability and TPRC reserves and capital works deferred to FY25.

- Asset Sustainability Reserve \$1,884,363;
- Tamala Park Reserves \$833,334; and
- Higher interest income \$450,000.

Transfer from reserves has decreased by \$10,995 mainly due to the capital works deferred to FY25 and new capital works:

- Cash in lieu parking reserve (Wayfinding Implementation Plan Stage 1) (\$126,800);
- POS Reserve Haynes St (\$102,841); and
- Percentage of Public Art Reserve (COVID Artwork Relief project) (\$88,000); partially offset by Loftus Recreation Centre (Gym Equipment and renovations) \$230,000.

Opening Surplus

The actual opening surplus for 2023/24 as per the 2022/23 audited annual financial statements was \$9,050,809 compared to the estimated opening surplus of \$4,098,616 originally proposed in the 2023/24 adopted annual budget. The additional surplus of \$4,952,193 is mainly due to the following:

- An increase of \$1,410,464 due to brought forward 2023-24 Financial Assistance Grants paid in 2022/23. On 6 June 2023, Local Governments were informed that there would be no advance payment of grants for that financial year. However, on 20 June 2023, this decision was revised and it was confirmed that 100 percent of the grants would be paid in 2022-23. The 2023/24 First Quarter Budget Review was adjusted down to reflect the higher brought forward payment.
- Capital expenditure carry forwards of \$1,121,807.
- A decrease of \$701,314 in operating expenditure, representing 1.0% of the total budgeted operating expenditure for 2023/24.
- An increase of \$1,718,608 in operating revenue, representing 2.4% of the total budgeted operating revenue for 2023/24. This is mainly due to the following:

Description	Amount	% of 2023/24 Budgeted Operating Income \$70m
Higher Beatty Park revenue due to increased memberships and admissions	476,010	0.7%
Higher car parking and infringement revenue	700,830	1.0%
Higher interest revenue, development fees, rates and other revenue	541,768	0.8%
Total	1,797,780	2.4%

Closing Surplus

As detailed in the Rate Setting Statement at **Attachment 1**, the revised budget forecast at 30 June 2024 is a closing surplus of \$653,883, representing an decrease of \$1,300,157 from the current budget.

The combination of higher opening surplus funds and an improved operating result for 2023/24, has resulted in additional surplus funds being available in the budget. The following recommendations have been included in the Mid-Year Budget Review:

- Transfer to the Asset Sustainability Reserve to support long term financial sustainability and the 4-year capital works plan \$1,500,000;
- Repayment of debt to improve borrowing capacity to support the underground power project \$1,400,000; and
- Closing surplus funds of \$653,883 retained to reduce the rate increase in 2024/25.

CONSULTATION/ADVERTISING:

Not applicable

LEGAL/POLICY:

The *Local Government Act 1995* requires that a budget review be undertaken each financial year, in the period between January and March of a financial year.

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

- (1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
 - (2A) *The review of an annual budget for a financial year must –*
 - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local government's financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*
- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

RISK MANAGEMENT IMPLICATIONS

Low: Conducting this budget review ensures the City is properly managing its finances to meet current priorities and commitments.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

Our community is satisfied with the service we provide.

Our community is aware of what we are doing and how we are meeting our goals.

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

SUSTAINABILITY IMPLICATIONS:

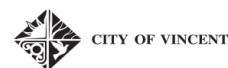
Expenditure within this report facilitates various projects, programs, services and initiatives that contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

PUBLIC HEALTH IMPLICATIONS:

Expenditure within this report facilitates various projects, programs and services that contribute to the priority health outcomes within the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

The various budget amendments set out in this paper decreases the budget surplus at 30 June 2024 from \$1,954,040 to \$653,883.



CITY OF VINCENT
MID YEAR BUDGET REVIEW 2023/2024
RATE SETTING STATEMENT
BY NATURE OR TYPE

Attachment - 1

	Adopted Budget	First Quarter Year	Updated Budget	Year to Date Actual	Estimated Year at	Predicted Variance
	2023/24	Budget	Estimates (a)	31-Jan-24	End Amount (b)	(a) - (b)
	\$	\$	2023/24	\$	2023/24	2023/24
OPERATING ACTIVITIES						
Net current assets at start of financial year - surplus/(deficit)	4,098,614	8,618,713	9,050,809	9,050,809	9,050,809	0
Revenue						
Operating grants, subsidies and contributions	1,498,420	968,420	979,697	103,776	979,697	0
Fees and charges	22,143,204	22,076,594	22,913,886	14,235,266	22,913,886	0
Interest earnings	1,103,000	1,103,000	2,063,000	1,756,748	2,063,000	0
Other revenue	1,385,434	1,329,647	1,372,467	800,994	1,372,467	0
Profit on asset disposals	704,109	754,109	828,765	43,083	828,765	0
Profit on Assets Held for Sale (TPRC Joint Venture)	1,666,666	1,666,666	2,500,000	0	2,500,000	0
	28,500,833	27,898,426	30,657,815	16,939,867	30,657,815	
Expenses						
Employee costs	(31,198,096)	(31,202,066)	(31,460,779)	(17,760,931)	(31,460,779)	0
Materials and contracts	(23,046,382)	(24,120,267)	(24,263,236)	(13,199,812)	(24,263,236)	0
Utility charges	(1,860,315)	(1,924,678)	(1,911,455)	(895,204)	(1,911,455)	0
Depreciation on non-current assets	(12,607,088)	(12,607,088)	(13,175,331)	(7,688,099)	(13,175,331)	0
Interest expenses	(495,449)	(503,201)	(474,749)	(221,112)	(474,749)	0
Insurance expenses	(804,195)	(804,195)	(705,104)	(469,112)	(705,104)	0
Other expenditure	(752,098)	(769,251)	(820,284)	(479,658)	(820,284)	0
Loss on disposal of assets	(47,335)	(47,335)	(47,335)	(60,805)	(47,335)	0
	(70,810,958)	(71,978,081)	(72,858,273)	(40,774,733)	(72,858,273)	0
Net Operating excluding Rates	(42,310,125)	(44,079,655)	(42,200,458)	(23,834,866)	(42,200,458)	0
(Profit) on disposal of assets	(704,109)	(754,109)	(828,765)	(43,083)	(828,765)	0
Loss on disposal of assets	47,335	47,335	47,335	60,805	47,335	0
Depreciation and amortisation on assets	12,607,088	12,607,088	13,175,331	7,688,099	13,175,331	0
Profit/loss on Assets Held for Sale - TPRC Joint Venture	(1,666,666)	(1,666,666)	(2,500,000)	0	(2,500,000)	0
Deferred Rates Adjustment	0	0	0	(157,828)	0	0
Non-cash amounts excluded from operating activities	10,283,648	10,233,648	9,893,901	7,547,993	9,893,901	0
Amount attributable to operating activities	(32,026,477)	(33,846,007)	(32,306,557)	(16,286,873)	(32,306,557)	0
INVESTING ACTIVITIES						
Non-operating grants, subsidies and contributions	3,703,747	4,130,332	4,098,044	877,283	4,098,044	0
Proceeds from disposal of assets	1,713,000	1,763,000	1,837,538	916,887	1,837,538	0
Proceeds from Joint Ventures	1,666,666	1,666,666	2,500,000	1,250,000	2,500,000	0
Purchase of property, plant and equipment	(9,185,484)	(9,607,039)	(9,862,282)	(2,743,716)	(9,862,282)	0
Purchase and construction of infrastructure	(9,946,016)	(10,205,999)	(9,574,919)	(2,918,327)	(9,574,919)	0
Amount attributable to investing activities	(12,048,087)	(12,253,040)	(11,001,619)	(2,617,873)	(11,001,619)	0
FINANCING ACTIVITIES						
Proceeds from Self Supporting Loan	0	0	0	0	0	0
Principal elements of finance lease payments	(95,000)	(95,000)	(95,000)	(43,836)	(95,000)	0
Repayment of long term borrowings	(1,585,417)	(1,585,417)	(2,949,850)	(839,804)	(2,949,850)	0
Transfers to reserves (restricted assets)	(6,535,355)	(6,910,958)	(10,078,654)	(5,459,287)	(10,078,654)	0
Transfers from reserves (restricted assets)	5,934,019	5,722,938	5,711,943	2,195,467	5,711,943	0
Amount attributable to financing activities	(2,281,753)	(2,868,437)	(7,411,561)	(4,147,460)	(7,411,561)	0
Net current assets at June 30 c/fwd - surplus/(deficit)	(42,257,703)	(40,348,771)	(41,668,928)	(14,001,397)	(41,668,928)	0
Total amount raised from general rates	42,302,811	42,302,811	42,322,811	42,269,579	42,322,811	0
Net current assets at June 30 c/fwd - surplus/(deficit)	45,109	1,954,040	653,883	28,268,182	653,883	0

CITY OF VINCENT
MID YEAR BUDGET REVIEW 2023/2024
NET CURRENT FUNDING POSTION

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Operating activities excluded from budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the *Local Government Act 1995* the following amounts have been excluded as provided by *Local Government (Financial Management) Regulation 32* which will not fund the budgeted expenditure.

Attachment - 2

(a) Operating activities excluded from budgeted deficiency	Adopted Budget 30 June 2024	Audited Actual 30 June 2023	Updated Budget Estimates 30 June 2024	Year to Date Actual 31 January 2024	Estimated Year at End Amount 30 June 2024
	\$	\$	\$	\$	\$
The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.					
Adjustments to operating activities					
Less: Profit on asset disposals	(704,109)	(188,773)	(828,765)	(43,083)	(828,765)
Net Share of Interest in Associates	0	(519,536)	0	0	0
Less: Share of net profit of associates and joint ventures accounted for using the equity method	(1,666,666)	(978,043)	(2,500,000)	0	(2,500,000)
Add: Loss on disposal of assets	47,335	744,436	47,335	60,805	47,335
Add: Loss on revaluation of fixed assets	0	4,389,396	0	0	0
Add: Depreciation on assets	12,607,088	11,912,706	13,175,331	7,688,099	13,175,331
Non-cash movements in non-current assets and liabilities	0	116,627	0	0	0
Non-cash amounts excluded from operating activities	10,283,648	15,476,813	9,893,901	7,705,821	9,893,901
(b) Investing activities excluded from budgeted deficiency					
The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .					
Non cash amounts excluded from investing activities	0	425,955	0	0	0
(c) Current assets and liabilities excluded from budgeted deficiency					
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.					
Adjustments to net current assets					
Less: Reserve accounts	(17,839,833)	(17,193,645)	(21,560,356)	(20,457,464)	(21,560,356)
Less: Land held for sale	(1,457,174)	(1,986,519)	(1,986,519)	(1,209,307)	(1,986,519)
Add: Current liabilities not expected to be cleared at end of year	3,067,534	4,505,347	4,542,000	2,999,317	4,542,000
Add: Infringement debtors transferred to non current asset	1,332,220	1,625,260	1,706,523	1,322,870	1,706,523
Total adjustments to net current assets	(16,229,473)	(14,674,817)	(19,004,875)	(18,667,454)	(19,004,875)
(d) Composition of estimated net current assets					
Current assets					
Cash and cash equivalents	7,553,820	15,330,270	6,879,571	29,342,928	6,879,571
Financial assets	20,829,487	17,140,000	21,560,356	20,457,464	21,560,356
Trade and other receivables	4,399,805	5,626,314	5,795,103	11,447,452	5,795,103
Inventories	1,682,292	1,331,138	1,371,072	1,391,156	1,371,072
	34,465,404	39,427,722	35,606,102	62,639,000	35,606,102
Less: current liabilities					
Trade and other payables	(10,381,434)	(8,590,827)	(8,762,644)	(8,765,552)	(8,762,644)
Borrowings	(1,735,314)	(1,585,417)	(1,493,074)	(1,615,725)	(1,493,074)
Employee related provisions	(6,074,075)	(5,525,851)	(5,691,627)	(5,322,087)	(5,691,627)
	(18,190,823)	(15,702,095)	(15,947,344)	(15,703,364)	(15,947,344)
Net current assets used in the Statement of Financial Activity					
Total current assets	34,465,404	39,427,722	35,606,102	62,639,000	35,606,102
Less: Total current liabilities	(18,190,823)	(15,702,095)	(15,947,344)	(15,703,364)	(15,947,344)
Less: Total adjustments to net current assets	(16,229,473)	(14,674,817)	(19,004,875)	(18,667,454)	(19,004,875)
Surplus or deficit after imposition of general rates	45,109	9,050,809	653,883	28,268,182	653,883



CITY OF VINCENT

Attachment - 3

**CITY OF VINCENT
MID YEAR BUDGET REVIEW 2023/24
CASH BACKED RESERVES**

Reserve Particulars	First Quarter Review		Mid Year Review		First Quarter Review		Mid Year Review		First Quarter Review		Mid Year Review		First Quarter Review		Mid Year Review	
	Opening Balance	Proposed Budget Transfers to Reserve	Proposed Budget Transfers to Reserve	Proposed Budget Interest Earned	Proposed Budget Interest Earned	Proposed Budget Transfers from Reserve	Proposed Budget Transfers from Reserve	Proposed Budget Closing Balance	Proposed Budget Closing Balance	Proposed Budget Transfers from Reserve	Proposed Budget Transfers from Reserve	Proposed Budget Closing Balance	Proposed Budget Closing Balance	Proposed Budget Transfers from Reserve	Proposed Budget Transfers from Reserve	Proposed Budget Closing Balance
	01/07/2023	30/06/2024	30/06/2023	30/06/2023	30/06/2023	30/06/2023	30/06/2023	30/06/2023	30/06/2023	30/06/2023	30/06/2023	30/06/2023	30/06/2023	30/06/2023	30/06/2023	30/06/2023
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Asset Sustainability Reserve	7,263,819	3,662,233	5,546,596	125,082	285,901	(4,411,589)	(4,478,665)	6,744,350	8,617,651							
Beatty Park Leisure Centre Reserve	311,189	0	0	4,469	10,216	(85,000)	(85,000)	227,809	236,405							
Cash in Lieu Parking Reserve	1,297,503	15,771	15,771	8,766	20,036	(612,332)	(470,102)	612,966	863,208							
Hyde Park Lake Reserve	167,069	0	0	3,321	7,591	0	0	169,271	174,660							
Land and Building Acquisition Reserve	307,816	0	0	6,160	14,080	0	0	313,976	321,896							
Leederville Oval Reserve	71,705	0	0	1,435	3,280	0	0	73,140	74,985							
Loftus Community Centre Reserve	142,550	0	0	2,824	6,455	0	0	143,949	149,005							
Loftus Recreation Centre Reserve	274,392	65,032	65,032	5,954	13,610	0	(230,000)	303,497	123,034							
Office Building Reserve - 246 Vincent Street	205,855	0	0	4,252	9,718	0	0	216,707	215,573							
Parking Facility Reserve	109,375	0	0	2,189	5,003	0	0	111,564	114,378							
Percentage For Public Art Reserve	284,947	85,508	85,508	939	2,147	(238,000)	(150,000)	117,394	222,602							
Plant and Equipment Reserve	131	0	0	3	6	0	0	134	137							
POS reserve - General	581,457	782,195	782,195	28,113	64,257	(47,841)	(25,000)	1,415,117	1,402,909							
POS reserve - Haynes Street	87,328	40,517	40,517	572	1,307	(100,000)	(45,000)	29,138	84,152							
State Gymnastics Centre Reserve	131,853	12,905	12,905	2,852	6,519	0	0	145,374	151,277							
Strategic Waste Management Reserve	30,089	230,130	230,130	5,207	11,903	0	0	265,427	272,122							
Tamala Park Land Sales Reserve	3,271,415	1,666,666	2,500,000	98,856	225,956	0	0	5,038,772	5,997,371							
Underground Power Reserve	2,426,976	0	0	49,007	112,016	0	0	2,497,932	2,538,992							
Waste Management Plant and Equipment Reserve	228,176	0	0	0	0	(228,176)	(228,176)	0	0							
	17,193,645	6,560,957	9,278,654	350,000	800,000	(5,722,938)	(5,711,943)	18,426,515	21,560,356							



CITY OF VINCENT

MID YEAR BUDGET REVIEW 2023/24

Attachment - 4

CAPITAL BUDGET INCLUDING CARRY FORWARDS

Description	Current Budget	Proposed Revised Budget	Net Movement	Carry forward to 2025FY - as at MYBR	Comments
Air Con & HVAC Renew - Library & Local History Centre	12,301	12,301	-		
Air Con & HVAC Renew - Miscellaneous	50,000	50,000	-		
Air Conditioning & HVAC Renewal - Admin	50,000	50,000	-		
Air Conditioning & HVAC Renewal Total					
Public Toilet Renewal Program					
Public Toilet Renewal - General Provision	25,000	25,000	-		
Public Toilet Renewal Program Total					
Beatty Park Leisure Centre – Repair and maintain Heritage Grandstand					
Beatty Park Leisure Centre – Heritage Grandstand Renewal	-	-	-		
Beatty Park Leisure Centre – Repair and maintain Heritage Grandstand	22,629	22,629	-		
Beatty Park Leisure Centre – Repair and maintain Heritage Grandstand Total					
BPLC - Construction of Indoor Changerooms					
BPLC – Construct & Fit Out Indoor Pool Changerooms	722,394	722,394	-		
BPLC - Construction of Indoor Changerooms Total					
North Perth Bowling Club Toilet & changeroom refurbishment					
North Perth Bowling Club	145,000	153,693	8,693		Reallocate savings from Leederville Grandstand
North Perth Bowling Club Toilet & changeroom refurbishment Total					
Litis Stadium changeroom redevelopment					
Infrastructure Works - Litis Stadium	1,724,800	1,500,000	(224,800)		Split Litis +FAFC account for better tracking
Floreat Athena Clubroom Refurbishment - Litis Stadium	-	224,800	224,800		Split Litis +FAFC account for better tracking
Litis Stadium changeroom redevelopment Total					
Beatty Park Leisure Centre - Facilities Infrastructure Renewal					
BPLC - Pool Tiling Works	820,000	820,000	-		
Plant room remedial works	114,733	114,733	-		
BPLC - Facilities Infrastructure Renewal	380,236	380,236	-		
Beatty Park Leisure Centre - Facilities Infrastructure Renewal Total					
Miscellaneous Asset Renewal (City Buildings)					
Misc Asset Renewal - City buildings	70,000	70,000	-		
North Perth Town Hall - Kitchen and Toilet Renewal - Lesser Hall	47,304	59,787	12,483		Reallocate surplus from North Perth Town Hall - Main
North Perth Town Hall - Kitchen and Toilet Renewal - Main Hall	153,375	139,000	(14,375)		Reallocate savings to North Perth Town Hall - Lesser Hall
Hyde Park West - Public Toilet Renewal	6,598	6,598	-		
Menzies Park Pavilion & Ablutions	6,390	6,390	-		
Miscellaneous Asset Renewal (City Buildings) Total					
Solar Photovoltaic System Installation					
Solar Installation (Belgrave/Gymnastics WA)	-	-	-		
Solar Installation - DLGSC Building	98,688	98,688	-		
Solar Photovoltaic System Installation Total					
Water and Energy Efficiency Initiatives					
Water and Energy Efficiency Initiatives	75,000	75,000	-		
Water and Energy Efficiency Initiatives Total					
Land and Building Asset Renewal Projects					
Admin Building - Additional Meeting Spaces	53,356	53,356	-		
Administration Centre Renewals	100,000	100,000	-		
Leederville Oval Stad Fac Renewal (Leased)	613,747	533,747	(80,000)		Savings reallocated to various WO
Replace electrical distribution boards - multiple buildings - post asbestos removal	-	-	-		
Modifications to Litis Stadium Underpass	70,000	99,043	29,043		Reallocate savings from Leederville Grandstand
Non Fixed Asset Renewals - Works Depot	20,000	20,000	-		
Lease Property Non Scheduled Renewal	50,000	53,160	3,160		Reallocate savings from Leederville Grandstand
DLGSC - Lighting Renewal	-	-	-		
DLGSC HVAC, Plant & Fire Services Renewals	-	-	-		
Land and Building Asset Renewal Projects Total					
Land and Building Assets Total	5,431,551	5,390,555	(40,996)	-	
Furniture & Equipment Assets					
ICT Renewal Program					
ICT Infrastructure Renewal	45,000	45,000	-		
ICT Renewal Program Total					
Enterprise Applications Upgrades					
Enterprise Applications Upgrade	-	-	-		
Enterprise Applications Upgrades Total					
Beatty Park Leisure Centre - Furniture & Equipment					
BPLC Non-Infrastructure Fixed Asset Renewal	196,170	196,170	-		
BPLC - Non Fixed Assets Renewal	114,106	114,106	-		
Beatty Park Leisure Centre - Furniture & Equipment Total					
Public Arts Projects					
COVID-19 Artwork relief project	188,000	100,000	(88,000)	88,000	Reduce and partly carried forward
Public Arts Projects Total					
Accessible City Strategy Implementation Program					
Accessible City Strategy Implementation - Capex for future years subject to Cash-in Lieu Reserve Funds received	317,902	317,902	-		
Accessible City Strategy Implementation Program Total					
Parking Machines Asset Replacement Program					
Parking Infrastructure Renewal Program	206,398	206,398	-		
Parking Machines Asset Replacement Program Total					
Furniture & Equipment Assets Total	1,067,576	979,576	(88,000)	88,000	
Plant & Equipment Assets					
Fleet Management Program					
P1276 - Toyota Corolla Hybrid Hatch	40,000	38,497	(1,503)		Adjustments to match commitment



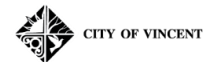
CITY OF VINCENT

MID YEAR BUDGET REVIEW 2023/24

CAPITAL BUDGET INCLUDING CARRY FORWARDS

Attachment - 4

Description	Current Budget	Proposed Revised Budget	Net Movement	Carry forward to 2025FY - as at MYBR	Comments
P2187 - Fiat Doblo Van	50,000	38,497	(11,503)		Adjustments to match commitment
P2210 - Nissan Navara Dual Cab	35,880	35,880	-		
P2207 - Nissan Navara Dual Cab	35,880	35,880	-		
P2203 - Nissan Navara King Cab Tip	42,033	42,033	-		
P1264 - Toyota Camry	33,936	39,355	5,419		Adjustments to match commitment
P1266 - Toyota Camry Hybrid	45,000	45,000	-		
P1275 - Toyota Corolla Hybrid Hatch	25,000	38,497	13,497		Adjustments to match commitment
P1274 - Toyota Corolla Hybrid Ascent	25,000	38,497	13,497		Adjustments to match commitment
P1269 - Toyota Corolla Hybrid Hatch	25,000	38,497	13,497		Adjustments to match commitment
P1277 - Toyota Corolla Hybrid Hatch	25,000	38,497	13,497		Adjustments to match commitment
P1278 - Toyota Corolla Hybrid Sedan	25,000	30,311	5,311		Adjustments to match commitment
P1263 - Toyota Corolla Hybrid	25,000	38,497	13,497		Adjustments to match commitment
P2212 - Nissan Navara	25,000	38,497	13,497		Adjustments to match commitment
P2208 - Nissan Navara	64,558	64,558	-		
P2206 - Nissan Navara King Cab Tip	42,033	42,033	-		
P2205 - Nissan Navara King Cab Tip	42,033	42,033	-		
P2204 - Nissan Navara King Cab Tip	42,033	42,033	-		
P2202 - Nissan Navara King Cab Tip	42,033	42,033	-		
P2201 - Nissan Navara King Cab Tip	42,033	42,033	-		
P1280 - Toyota Corolla Hybrid Sedan	25,000	27,789	2,789		Adjustments to match commitment
P1279 - Toyota Camry Hybrid SL	28,000	28,000	-		
P2200 - VOLKSWAGEN Caddy Maxi TDI250	45,000	69,894	24,894		Adjustments to match commitment
P1286 - Corolla Sedan Hybrid 1HKS151	50,000	35,082	(14,918)		Adjustments to match commitment
P2209 - VW Caddy Maxi TDI250	40,000	69,894	29,894		Adjustments to match commitment
P2171 - Toyota Corolla Hybrid Hatch	25,000	25,000	-		
P1262 - Toyota Corolla Hybrid	25,000	38,497	13,497		Adjustments to match commitment
P2168 - Toyota Corolla Hybrid Hatch	25,000	38,497	13,497		Adjustments to match commitment
P1258 - Toyota Corolla Hybrid Hatch	34,430	34,430	-		
P2199 - Nissan Navara King Cab Tip	40,000	35,880	(4,120)		Adjustments to match commitment
P2190 - Mitsubishi Triton Tip	42,033	42,033	-		
P2196 - Nissan Navara King Cab Tip	42,033	42,033	-		
P2195 - Nissan Navara King Cab Tip	42,033	42,033	-		
P2194 - Nissan Navara King Cab Tip	42,033	42,033	-		
P2198 - Nissan Navara King Cab Tip	64,558	64,558	-		
Fleet Management Program Total					
Major Plant Replacement Program					
Heavy Fleet Replacement Program	1,396,340	1,396,340	-		
Rubbish Compactor Rear Loader Tidy Bin Truck	340,000				
10 Tonne Rubbish Compactor Side Arm	465,000				
Single Axle Tipper Truck (Crane)	180,000				
Hydraulic power pack and breaker	20,000				
Large DPU	15,000				
Small DPU	10,000				
Tractor - Kubota (Parks Mowing)	90,000				
All Terrain Vehicle - Seadoo (Hyde Park)	35,000				
Mower - Flail Peruzzo (low behind) (new will be Trimax - large)	95,000				
Single Axle Truck - Carry forward from 2022FY	146,340				
5 Tonne Rubbish Compactor Small Rear Loader	337,000	337,000	-		
Major Plant Replacement Program Total					
Artlets					
Artlets - Public Art - Sculpture	32,000	32,000	-		
Artlets Total					
Miscellaneous					
Belgravia / Loftus Rec Centre - Purchase of Gym Equipments	-	230,000	230,000		Belgravia gym equipment - funded from Reserve
Miscellaneous Total					
Parks Irrigation Upgrade &Renewal Program					
Weather Stations and Soil Moisture Probes	40,000	40,000	-		
Parks Irrigation Upgrade &Renewal Program Total					
Plant & Equipment Assets Total	3,107,912	3,482,151	374,239	-	
Infrastructure Assets					
Robertson Park Development Plan - Stage 1					
Preliminaries	70,000	70,000	-		
Tennis Centre - Multipurpose Courts resurfacing, fencing, floodlighting, entry zone, signage, and supporting landscape and drainage works	990,000	1,037,687	47,687		Increased in line with additional grant funding received
Construction Contingency	58,000	83,000	25,000		Reallocation from Haynes Street Reserve
Greening program - Robertson Park	61,000	61,000	-		
Robertson Park Development Plan - Stage 1 Total					
Parks Fencing Renewal Program					
Multicultural Gardens - renew perimeter fencing	20,000	20,000	-		
Royal Park - renew volleyball court fencing	30,000	30,000	-		
Parks Fencing Renewal Program Total					
Parks Irrigation Upgrade &Renewal Program					
Sutherland St - renew irrigation, groundwater bore and electrical cabinet	75,000	75,000	-		
Axford Park - renew in-ground irrigation system and electrical cabinet	80,000	100,000	20,000		Reallocation from Forrest Park
Keith Frame Res - renew ground irrigation system and electrical cubicle and bore renewal	145,000	145,000	-		
Charles Veryard - renew in-ground irrigation system and electrical cabinet	250,000	275,000	25,000		Reallocation from Forrest Park
Forrest Park - renew groundwater bore	45,000	-	(45,000)		Works not required. Savings reallocated to Axford & Charles Veryard
Britannia Reserve - renew groundwater bore (south) No 40	45,000	45,000	-		
Brigatti Gardens - renew electrical cabinet	15,000	15,000	-		
Menzies Park - Replace Irrigation System	59,110	14,833	(44,277)		Savings



CITY OF VINCENT

MID YEAR BUDGET REVIEW 2023/24

Attachment - 4

CAPITAL BUDGET INCLUDING CARRY FORWARDS

Description	Current Budget	Proposed Revised Budget	Net Movement	Carry forward to 2025FY - as at MYBR	Comments
Les Lilleyman - upgrade in-ground irrigation system and electrical cabinet	40,618	40,618	-		
Parks Irrigation Upgrade & Renewal Program Total					
Road Maintenance Programs – MRRG					
Annual MRRG Program - bgt to be split	119,963	-	(119,963)		Savings
MRRG - ANZAC Road (Sasse Av RAB)	63,136	63,136	-		
MRRG - Brady St (A) - Powis St to Tasman	200,049	200,049	-		
MRRG - Loftus St NB (A) - Leederville Pde to Vincent St	247,921	247,921	-		
MRRG - Loftus St SB (B) - Leederville Pde to Vincent St	310,500	310,500	-		
MRRG - Lord St - Harold St to Walcott St	168,431	168,431	-		
Fitzgerald St (2) - Newcastle to Carr	7,970	7,970	-		
Beaufort St (2) - Bulwer to Lincoln	9,555	9,555	-		
Beaufort St (1) Fore to Brisbane	-	-	-		
Oxford St - Richmond to Vincent	-	-	-		
Road Maintenance Programs – MRRG Total					
Road Maintenance Programs – Local Road Program					
Annual Local Roads Program - bgt to be split	1,787,472	1,744,791	(42,681)		Reallocation to Right of Ways
LRP - Albert Street - Barnet Street to Charles Street	-	-	-		
LRP - Amy Street - Lake Street to End	-	-	-		
LRP - Barnet Street - Bourke Street to Barnet Place	-	-	-		
LRP - Barnet Place - Barnet Street to Cul-De-Sac	-	-	-		
LRP - Blake Street - Northam Street to Walcott Street	-	-	-		
LRP - Bondi Street - Cul-De-Sac to Mallock Street	-	-	-		
LRP - Chamberlain Street - Loftus Street to Pennant Street	-	-	-		
LRP - Dunedin Street - Woodstock Street to Scarborough Beach Road	-	-	-		
LRP - Haley Avenue - Bruce Street to Richmond Street	-	-	-		
LRP - Hardy Street - Howlett Street to Scarborough Beach Road	-	-	-		
LRP - Howlett Street - Pennant Street to Charles Street	-	-	-		
LRP - Kadina Street - Barnet Place to Charles Street	-	-	-		
LRP - Macedonia Place - Albert Street to Cul-De-Sac	-	-	-		
LRP - Melrose Street - Oxford Street to End	-	-	-		
LRP - Pennant Street - Kadina Street to Scarborough Beach Road	-	-	-		
LRP - Richmond Street - Oxford Street to Leicester Street	-	-	-		
LRP - Stuart Street - Fitzgerald Street to Lake Street	-	-	-		
LRP - Tay Place - Albert Street to Kadina Street	-	-	-		
LRP - The Boulevard - Britannia Road to Anzac Road	-	-	-		
LRP - View Street to Alma Road	-	-	-		
LRP - Stamford Street - Melrose Street to Freeway off Ramp	-	-	-		
Guildford Rd - Walcott to East Parade	11,506	11,506	-		
Road Maintenance Programs – Local Road Program Total					
Parks Greening Plan Program					
Greening plan	150,000	125,000	(25,000)		Reallocation to Enhanced Environment Strategy Review (Opex)
Parks Greening Plan Program Total					
Traffic Management Improvements					
Britannia Road Improvements	40,000	40,000	-		
Minor Traffic Management Improvements	200,000	150,000	(50,000)	50,000	Carry forward to 2025FY
Harold and Lord St Intersection	22,850	22,850	-		
Alma/Claverton Local Area Traffic Management	421	421	-		
Traffic Management Improvements Total					
Parks Playground / Exercise Equipment Upgrade & Renewal Program					
Weld Square - replace basketball backboards	10,000	10,000	-		
Kyllia Park - soft fall replacement	60,000	60,000	-		
Braithwaite Park - playground and soft fall replac (south)	150,000	150,000	-		
Ellesmere/Matlock St Res - repl playground soft fall	10,000	10,000	-		
Menzies Park - replace playground soft fall	50,000	55,000	5,000		Reallocation from Hyde Street Gazebo
Ellesmere Street Reserve - replace playground soft fall	70,000	70,000	-		
Ellesmere Street Reserve - replace playground shade sails	18,000	18,000	-		
Cricket Wicket Renewal Program	25,000	25,000	-		
Parks Playground / Exercise Equipment Upgrade & Renewal Program Total					
Parks Infrastructure Upgrade & Renewal Program					
Smith's Lake - resurfacing of boardwalk	25,000	25,000	-		
Street / POS furniture renewal - Town Centres	5,000	5,000	-		
Hyde Street Reserve - replace Gazebo	10,000	4,920	(5,080)		Savings reallocated to Menzies Park
Parks Infrastructure Upgrade & Renewal - BBQ provision	45,000	45,000	-		
Hyde Park - Renewal of path lighting poles	76,000	76,000	-		
Parks Infrastructure Upgrade & Renewal Program Total					
Accessible City Strategy Implementation Program					
Wayfinding Implementation Plan - Stage 1	198,000	71,200	(126,800)		Carry forward to 2025FY
Accessible City Strategy Implementation Program Total					
Gully Soak-well and Minor Drainage Improvement Program					
Mt Hawthorn West Drain Improv – Stage 1	40,000	40,000	-		
Gully Soak Well Program	134,710	84,710	(50,000)	50,000	Carry forward to 2025FY
Minor Drainage Improvement Program	550,000	550,000	-		
Britannia Reserve Main Drain Renewal Stages 1 & 2	21,670	-	(21,670)	21,670	Carry forward to 2025FY
Gully Soak-well and Minor Drainage Improvement Program Total					
Road Maintenance Programs – State Black Spot					
State Black Spot Programs scheduled annually	80,000	80,000	-		
Blackspot - Fitzgerald/Lawley, West Perth	64,236	64,236	-		
Blackspot - Fitzgerald/Forrest, North Perth	38,400	38,400	-		
Blackspot - Broome/Wright, Highgate	248,400	248,400	-		
Blackspot - Intersection of Beaufort and Harold Street	-	-	-		
Blackspot - Brady Street & Tasman Street	-	-	-		
William/Forrest - instal traffic island on eastern leg of Forrest St and provide additional STOP sign	-	-	-		
Road Maintenance Programs – State Black Spot Total					
Road Maintenance Programs – Roads to Recovery					
Annual Roads to Recovery Program - bgt to be split	325,582	325,582	-		
R2R - Brentham Street - Egina and Raglan	-	-	-		
R2R - Egina Street - Scarborough Beach Road to Berryman Street	-	-	-		
R2R - Raglan Road - Hutt to Hyde Street	-	-	-		
Road Maintenance Programs – Roads to Recovery Total					



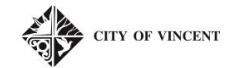
CITY OF VINCENT

MID YEAR BUDGET REVIEW 2023/24

Attachment - 4

CAPITAL BUDGET INCLUDING CARRY FORWARDS

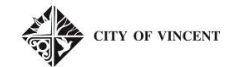
Description	Current Budget	Proposed Revised Budget	Net Movement	Carry forward to 2025FY - as at MYBR	Comments
Car Parking Upgrade/Renewal Program					
Accessibility audits and proposed project implementation	50,000	50,000	-		
Macedonia Place Car Park	40,000	40,000	-		
ASeTTS Car Park - 286 Beaufort Street	20,000	-	(20,000)		Works to be confirmed, pending condition report
Access and Inclusion (DAIP) – ACROD Parking Improve Program	60,000	60,000	-		
Minor Capital Improv of City Car Parks (General Provision)	37,000	37,000	-		
Car Parking Upgrade/Renewal Program Total					
Public Open Space Strategy Implementation Plan					
Birdwood Square - Public Toilets	294,000	254,000	(40,000)	40,000	Partly carry forward to 2025FY for playground component.
Public Open Space Strategy Implementation	30,000	30,000	-		
Public Open Space Strategy Implementation Plan Total					
Parks Lighting Renewal Program					
Lighting Renewal Program - General Provision	50,000	50,000	-		
Parks Lighting Renewal Program Total					
Community Safety Initiatives					
Laneway Lighting Program	120,000	120,000	-		
Community Safety Initiatives Total					
Banks Reserve Master Plan Implementation					
Walter's Brook Crossing	213,566	213,566	-		
Boardwalk - Interpretation Node	20,000	20,000	-		
Banks Reserve Master Plan Implementation Total					
Footpath Upgrade and Renewal Program					
Footpath Upgrade and Renewal Program	258,092	208,092	(50,000)	50,000	Carry forward to 2025FY
Footpath Upgrade and Renewal Program Total					
Haynes Street Reserve Development Plan Implementation					
Haynes St Reserve Development Plan 1 & 2	147,841	45,000	(102,841)		Reallocate savings to Mount Hawthorn skate & Robertson Park
Haynes Street Reserve Development Plan Implementation Total					
Rights of Way Rehabilitation Program					
Rights of Way Rehab Program	230,657	273,338	42,681		Reallocation from Local Roads program
Rights of Way Rehabilitation Program Total					
Parks Eco-Zoning Program					
Jack Marks Reserve - Eco-zoning	10,000	-	(10,000)	10,000	Deferred due to Engineer to deliver median works first
Blackford Street Reserve - Eco-zoning	10,000	10,000	-		
Monmouth Street	8,136	-	(8,136)	8,136	Carry forward to 2025FY
Charles Verryard Reserve - Eco-zoning	1,404	1,404	-		
Parks Eco-Zoning Program Total					
Parks Pathways Renewal Program					
Redfern/Norham St Res - re-asphalt existing bitumen pathways	5,000	5,000	-		
Tony Di Soemi Pathway - re-asphalt existing bitumen pathways	100,000	100,000	-		
Parks Pathways Renewal Program Total					
Car Parking Upgrade/Renewal Program					
HBF Stadium Car Park	49,250	49,250	-		
Car Parking Upgrade/Renewal Program Total					
Bus Shelter Replacement and Renewal Program					
Bus Shelters - Replace & Upgrade	70,000	40,000	(30,000)	30,000	Carry forward to 2025FY
Bus Shelter Replacement and Renewal Program Total					
Parks Playground / Exercise Equipment Upgrade & Renewal Program					
Ivy Park - upgrade/repl playground equipment	89,934	89,934	-		
Lynton St Res - Renew/repl playground equipment	79,932	79,932	-		
Charles Verryard Res - Repld playground	59,904	59,904	-		
Parks Playground / Exercise Equipment Upgrade & Renewal Program Total					
Street Lighting Renewal Program					
Beaufort St - Art Deco Median Lighting Renewal	-	-	-		
Street Lighting Upgrade Program	-	-	-		
Street Lighting Renewal Program Total					
Skate Space at Britannia Reserve					
Mt Hawt Skate Park - Youth Skate Facility (Election Commitment)	311,353	386,353	75,000		Reallocate savings from Haynes Street Reserve
Skate Space at Britannia Reserve Total					
North Perth Town Centre Place Plan					
Tree Up Lighting	60,000	-	(60,000)		Project pending needs identified from consultation
North Perth Town Centre Place Plan Total					
Litis Stadium					
Litis Stadium Floodlights	-	10,000	10,000		Lighting design study for Litis
Litis Stadium Total					
Bicycle Network					
Bicycle Network - Travel Smart Actions	16,000	11,000	(5,000)		Carry forward to 2025FY
Bicycle Network	185,430	170,430	(15,000)	15,000	Carry forward to 2025FY
Bicycle Network Total					
Infrastructure Assets Total	10,205,999	9,584,919	(621,080)	274,806	
Grand Total	19,813,038	19,437,201	(375,837)	362,806	



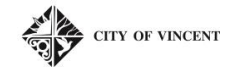
CITY OF VINCENT
MID YEAR BUDGET REVIEW 2023/2024
OPERATING BUDGET ANALYSIS

Attachment - 5

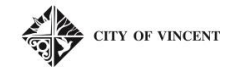
Account	Annual Current Budget	YTD Actuals up to January 2024	Annual Revised Budget	Revised budget vs Current budget	Revised Budget comments
01000 - Chief Executive Officer					
01000.0200.0300 - Operating Expenditure : Salaries	325,093	183,667	387,593	62,500	Project management costs for Leederville Carpark development
01010 - Corporate Strategy and Governance					
01010.0200.0400 - Operating Expenditure : Consultants	40,000	21,549	50,000	10,000	Higher costs associated with leederville oval naming rights and CoV trademark
01010.0200.0612 - Operating Expenditure : Legal Fees	145,000	16,863	120,000	-25,000	Reallocated to carpark and sustainability advisors
01020 - Information Technology					
01020.0200.0400 - Operating Expenditure : Consultants	757,250	784,823	953,250	196,000	Increase current support demands, security improvements to address audit findings and timesheet project to include payroll functionality
01020.0200.0418 - Operating Expenditure : Software Licence Fees	1,339,242	1,376,298	1,396,058	56,816	Timesheet project to include payroll functionality
01020.0200.0506 - Operating Expenditure : Furniture & Equipment Purchased	260,667	131,763	309,851	49,184	Reclassified from Capital
01030 - Sustainability and Environment					
01030.0200.0411 - Operating Expenditure : Operating Initiatives	60,206	31,620	85,206	25,000	Sustainable Environment Strategy Review
01045 - Mindarie and Tamala Park					
01045.0100.0036 - Operating income : Withholding Tax	-150,000	-132,115	-200,000	-50,000	Adjustments based on actuals
01050 - Rates					
01050.0900.0004 - General Purpose Rates Revenue : Rates Waiver	150,000	119,626	130,000	-20,000	Reduced rates waivers
01050.0900.0014 - General Purpose Rates Revenue : Rates - Penalty Interest	-130,000	-179,363	-190,000	-60,000	Higher interest revenue
01055 - Insurance and General Purpose					
01055.0100.0028 - Operating income : Interest Received Banks & Others	-750,000	-1,361,876	-1,650,000	-900,000	Higher interest rates and cash balances
01055.0100.0043 - Operating income : Insurance Claims Recoup	-107,856	-36,207	-77,856	30,000	Adjustments based on actuals
01055.0100.0064 - Operating income : Administration Fees Income	0	-37,518	-38,000	-38,000	Adjustments based on actuals
01055.0200.0603 - Operating Expenditure : Public Liability	314,223	183,295	276,568	-37,655	Adjustments based on actuals
01055.0200.0605 - Operating Expenditure : Motor Vehicle and Plant	118,978	69,405	97,529	-21,449	Adjustments based on actuals
01055.0200.0607 - Operating Expenditure : Municipal Property Multi Risk/General	311,113	181,482	279,387	-31,726	Adjustments based on actuals
01065 - Rec Centre / Beatty Park					
01065.0100.0061 - Operating income : Membership fees Income	-3,505,000	-2,219,795	-3,655,000	-150,000	Higher membership sales
01065.0100.0063 - Operating income : Admission Fees Income	-2,098,550	-1,524,880	-2,258,550	-160,000	Increase in overall numbers
01065.0100.0065 - Operating income : Usage Fees / Charges	-85,150	-86,633	-119,650	-34,500	Increase in overall numbers
01065.0100.0071 - Operating income : Enrolment Fees Income	-2,011,055	-1,240,944	-2,156,055	-145,000	Increased demand for classes
01065.0200.0301 - Operating Expenditure : Salaries (Casual)	1,852,062	1,418,640	2,023,062	171,000	Higher in line with increased revenue



01065.0200.0312 - Operating Expenditure : Superannuation - Statutory	467,778	296,591	493,378	25,600	Higher in line with increased revenue
01065.0200.0414 - Operating Expenditure : Water usage	150,232	68,296	108,000	-42,232	Lower costs expected
01065.0200.0415 - Operating Expenditure : Electricity	345,735	159,919	324,000	-21,735	Lower costs expected
01065.0200.0517 - Operating Expenditure : Pool Chemicals	52,500	71,339	92,500	40,000	Additional bather load leading to more salt in outdoor pool
01065.0200.0523 - Operating Expenditure : Equipment Maintenance	33,000	47,955	43,500	10,500	Additional supplies
01065.0200.0615 - Operating Expenditure : Interest Payments Bank Loans	310,070	145,384	281,618	-28,452	Based on proposed reduction in loan balance
01065.0200.0617 - Operating Expenditure : Bank Fees & Charges	83,000	63,396	103,000	20,000	Higher in line with increased revenue
01065.0700.0701 - Depreciation : Depreciation	1,446,544	988,752	1,695,004	248,460	Adjustments based on actuals
01085 - Library Services					
01085.0100.0023 - Operating income : Other Operating Grants and Subsidies	0	-10,959	-10,959	-10,959	Better Beginnings grant expected to be acquitted before 30 June & aged care grant of \$4k received
01110 - Development and Design					
01110.0110.0116 - License, Permits and Appl fees Income : Development Application Panel Fees	-36,000	-46,780	-50,000	-14,000	Based on pre-lodgement DAPs that have been flagged to be lodged this year
01110.0200.0409 - Operating Expenditure : Postage and Courier	10,000	16,385	20,000	10,000	DAP proposals that required extensive letters and pre-lodgement DAPs have been flagged to be formally lodged this year and to cover advertising needs to remaining DA's.
01115 - Health Admin and Food Control					
01115.0110.0100 - License, Permits and Appl fees Income : Food Premises Licences	-196,149	-8,614	-132,240	63,909	Revenue figures est. based on cost recovery of contracted inspections
01115.0110.0107 - License, Permits and Appl fees Income : Public Buildings Licences	-41,631	-1,715	-27,980	13,651	Revenue figures est. based on cost recovery of contracted inspections
01115.0200.0464 - Operating Expenditure : Materials and Contracts	143,320	4,867	80,660	-62,660	Cost figures est. based on cost recovery of contracted inspections
01115.0200.0612 - Operating Expenditure : Legal Fees	20,000	10,305	30,000	10,000	Existing matter before the SAT, expected to exceed remaining funds in this account before EOFY.
01120 - Compliance Services					
01120.0200.0612 - Operating Expenditure : Legal Fees	50,000	5,918	60,000	10,000	Prosecution matters proceeding before the Courts between Jan - Jun 2024
01125 - Building Control and License					
01125.0110.0125 - License, Permits and Appl fees Income : Building Licences/Permit	-229,500	-98,869	-160,000	69,500	Adjusted based on current market conditions
01130 - Policy and Place Services					
01130.0200.0448 - Operating Expenditure : Programmes and Events	1,293,000	336,197	1,331,000	38,000	Various increase, including Heritage surveys.
01160 - Infringement and Inspectorial Control					
01160.0200.0617 - Operating Expenditure : Bank Fees & Charges	210,000	146,755	250,000	40,000	Adjustments based on actuals and higher transactions
01160.0700.0701 - Depreciation : Depreciation	208,503	106,507	182,583	-25,920	Adjustments based on actuals
01165 - Car Parks and Kerbside Parking					
01165.0100.0081 - Operating income : Parking Ticket Machine Revenue	-6,043,442	-3,975,913	-6,455,280	-411,838	Increased parking revenue
01165.0700.0701 - Depreciation : Depreciation	378,740	112,354	195,241	-183,499	Adjustments based on actuals
01170 - Engineering Design Services					
01170.0200.0415 - Operating Expenditure : Electricity	709,411	280,323	743,953	34,542	7.5% tariff increase on PY actuals



01170.0700.0701 - Depreciation : Depreciation	154,272	116,148	199,112	44,840	Adjustments based on actuals
01185 - Parks and Environmental Services					
01185.0200.0515 - Operating Expenditure : Contractors	2,973,740	2,025,193	2,993,740	20,000	Reallocating from Road Reserves due to insufficient budget in verges
01185.0700.0701 - Depreciation : Depreciation	1,220,121	633,100	1,082,907	-137,214	Adjustments based on actuals
01190 - Waste Services					
01190.0100.0027 - Operating income : Other Sundry Income	-25,000	-61,626	-62,000	-37,000	Microbusiness revenue (\$33k) and CDS revenue (\$28K - not budgeted)
01190.0200.0411 - Operating Expenditure : Operating Initiatives	100,000	0	60,000	-40,000	Lower waste audit costs
01190.0200.0417 - Operating Expenditure : Bins Maintenance	110,000	1,933	70,000	-40,000	Lower bin replacements expected
01190.0200.0500 - Operating Expenditure : Materials Purchased	112,200	0	97,200	-15,000	Consulting not required
01190.0200.0515 - Operating Expenditure : Contractors	1,029,975	400,913	1,010,975	-19,000	Lower costs as event bins paid for by user
01190.0200.0527 - Operating Expenditure : Waste Processing/Disposal Cost	1,545,513	679,892	1,498,340	-47,173	Lower disposal/processing gate fees
01190.0200.0529 - Operating Expenditure : Waste Recycling Cost	974,483	369,514	820,483	-154,000	Lower recycling fees
01190.0700.0701 - Depreciation : Depreciation	39,300	3,280	5,624	-33,676	Adjustments based on actuals



01200 - Plant Operating					
01200.0200.0542 - Operating Expenditure : Parts and Repairs	249,364	150,570	267,000	17,636	Adjustments based on actuals
01200.0200.0545 - Operating Expenditure : Registration	41,041	33,485	66,800	25,759	Adjustments based on actuals
01200.0200.0546 - Operating Expenditure : Tyres	23,532	4,603	9,200	-14,332	Adjustments based on actuals
01200.0700.0701 - Depreciation : Depreciation	739,178	383,801	656,035	-83,143	Adjustments based on actuals
01215 - Public Works					
01215.0200.0515 - Operating Expenditure : Contractors	1,336,425	661,224	1,325,425	-11,000	Lower costs expected
01215.0200.0805 - Operating Expenditure : Plant Hire - Internal Usage	405,210	169,467	415,210	10,000	Higher costs anticipated
01215.0700.0701 - Depreciation : Depreciation	4,429,601	1,883,448	4,322,797	-106,804	Adjustments based on actuals
01220 - Child Care and Play Groups					
01220.0200.0515 - Operating Expenditure : Contractors	12,500	16,000	24,500	12,000	Operating expenses expected to increase
01220.0700.0701 - Depreciation : Depreciation	92,472	78,817	135,120	42,648	Adjustments based on actuals
01225 - Stadium and Ovals					
01225.0100.0041 - Operating income : Variable Outgoings Recoups	-156,569	-55,099	-134,895	21,674	Adjustments based on actuals
01225.0700.0701 - Depreciation : Depreciation	445,109	330,854	567,177	122,068	Adjustments based on actuals
01230 - Public Halls					
01230.0200.0515 - Operating Expenditure : Contractors	178,000	92,138	156,000	-22,000	Adjustments based on actuals
01230.0700.0701 - Depreciation : Depreciation	230,170	161,352	290,571	60,401	Adjustments based on actuals
01235 - Community and Welfare Centre					
01235.0200.0515 - Operating Expenditure : Contractors	43,500	18,988	31,000	-12,500	Adjustments based on actuals
01235.0700.0701 - Depreciation : Depreciation	200,571	150,093	257,303	56,732	Adjustments based on actuals
01240 - Sporting Clubs Buildings					
01240.0200.0515 - Operating Expenditure : Contractors	100,200	35,344	75,500	-24,700	Adjustments based on actuals
01240.0700.0701 - Depreciation : Depreciation	731,312	565,860	970,769	239,457	Adjustments based on actuals
01245 - Reserves Pavilions and Facilities					
01245.0200.0515 - Operating Expenditure : Contractors	448,350	215,973	501,415	53,065	Operating expenses expected to increase
01245.0700.0701 - Depreciation : Depreciation	176,316	112,957	222,828	46,512	Adjustments based on actuals
01250 - Health Clinics					
01250.0700.0701 - Depreciation : Depreciation	36,476	11,250	19,284	-17,192	Adjustments based on actuals
01255 - Road Reserves					
01255.0200.0515 - Operating Expenditure : Contractors	66,200	22,501	46,200	-20,000	Adjustments based on actuals
01265 - Operational Buildings					
01265.0200.0515 - Operating Expenditure : Contractors	711,000	361,152	733,000	22,000	Adjustments based on actuals
01265.0700.0701 - Depreciation : Depreciation	1,766,191	1,097,035	1,991,957	225,766	Adjustments based on actuals
01270 - Depot Buildings					
01270.0700.0701 - Depreciation : Depreciation	178,583	135,258	231,871	53,288	Adjustments based on actuals
01275 - Parks Services Administration					
01275.0700.0701 - Depreciation : Depreciation	133,629	87,003	149,148	15,519	Adjustments based on actuals
Total	17,054,299	7,310,514	16,068,967	-985,332	

7.5	PROPOSAL TO HOLD EVENTS AT LEEDERVILLE OVAL
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Attachments: 1. Map of Leederville Oval Leased Area 

RECOMMENDATION:

That Council:

1. Subject to the approval of the Minister of Lands, APPROVES the grant of licence to Newox Pty Ltd (ACN 640 888 599) for the use of a portion of Leederville Oval, 246 (Lot 500) Vincent Street, Leederville on the following key terms:
 - 1.1 Initial Term: Two (2) years as follows:
Events including use of Leederville Oval:
1 October 2024 to 7 January 2025; and
1 October 2025 to 7 January 2026.

Events solely using internal common area, club rooms and car park:
1 October 2024 to 30 September 2026.
 - 1.2 Option Term: Two x One (1) year term as follows:
Events including use of Leederville Oval:
1 October 2026 to 7 January 2027; and
1 October 2027 to 7 January 2028;

Events solely using internal common area, club rooms and car park:
1 October 2026 to 30 September 2027; and
1 October 2027 to 30 September 2028;

both at the absolute discretion of the City.
 - 1.3 Licence Fee: 1 October 2024 to 30 September 2026:
Based on City of Vincent's fees and charges applicable to Leederville Oval for financial year 2024/25.

1 October 2026 to 30 September 2028:
Based on City of Vincent's fees and charges applicable to Leederville Oval as at 1 July of the respective financial year.

No fees apply for single day events on the oval that meet the following criteria:
 - a. Entry is free of charge or low cost and open to all members of the community
 - b. Event is single day in duration with bump in and bump out taking place within a 24 hour period before and after event day
 - c. Event is family friendly in terms of content and activities being suitable for all ages and fostering a positive and inclusive atmosphere
 - d. If alcohol is to be sold on the oval, it must be confined to one self-contained area to be limited in capacity.

- 1.4 **Licence Area:** Portion of Leederville Oval, being oval section, common area section, additional facilities, and car parking area (i.e. all of Lot 500 Vincent Street, Leederville except the areas leased to East Perth Football Club Inc., Subiaco Football Club Inc. and the Department of Local Government, Sport and Cultural Industries).
- 1.5 **Permitted Purpose:** To host a number of events focused around food, music or family friendly entertainment. Proposed events under this Licence shall be operated in keeping with the deliverables of the City's Public Health Plan, including:
- a) The event activities shall not be focused on the consumption of alcohol;
 - b) Alcohol advertising, marketing, promotion and sponsorship shall be limited; and
 - c) All events shall be smoke and vape free.
- 1.6 **Outgoings:** Lighting as per City of Vincent's fees and charges adopted as at 1 July annually.
- 1.7 **Cleaning and Maintenance:** Licensee's responsibility.
- 1.8 **Make good:** Licensee's responsibility, including through bond payment for turf repair by City.
- 1.9 **Approvals** The licensee shall make all relevant applications to the City, prior to each event, for approval under relevant Environmental Noise, Building and Health legislation.
- 1.10 **Redevelopment:** If the City:
- a) wishes to develop the Land or its surrounds; or
 - b) determines that it can no longer maintain the Land in a safe and occupiable condition,
- the City, may upon providing the Licensee with 3 months' prior notice, require the Licensee to surrender the licence over the Land.
2. Subject to the Minister's approval in Recommendation 1 and final satisfactory negotiations being carried out by the Chief Executive Officer, APPROVES BY ABSOLUTED MAJORITY the grant of licence to Newox Pty Ltd (ACN 640 888 599) for the use of a portion of Leederville Oval, 246 (Lot 500) Vincent Street, Leederville on the key terms set out in 1. Above, including the fees and charges included therein, and AUTHORISES the Mayor and the Chief Executive Officer to affix the common seal and execute the Licence; and
3. NOTES that the event organiser would be required to inform the community of event details ahead of events.

PURPOSE OF REPORT:

On 20 June 2023, Council approved key terms of the licence to Newox Pty Ltd (ACN 640 888 599) as trustee for Newox to use of a portion of Leederville Oval, 246 (Lot 500) Vincent Street, Leederville for a series of community events. This report seeks endorsement of the amendment to the key terms of the licence relating to the Licence fee, Initial Term and Option Term.

BACKGROUND:

Following Council's endorsement of the key terms of the licence, Newox advised the City that the proposed and endorsed Licence Fee was cost prohibitive and that they would not be able to operate events under that fee structure.

Land

No. 246 (Lot 500) Vincent Street, Leederville (Land) is reserved Parks and Recreation under the Metropolitan Region Scheme and is Crown land. Pursuant to a Management Order dated 22 September 2009, the City is vested with the care control and management of the Land for Recreation, Office and Administration purposes. The City has the power to lease, sub-lease or licence the Land for any term not exceeding 30 years subject to the prior written approval of the Minister for Lands.

The City has a lease with the East Perth Football Club and the Subiaco Football Club (the Clubs) for the period from 1 November 2004 to 31 October 2025. At the end of the current lease period, the Clubs have a right to exercise the option to extend the lease for a further nine years. The leases are for portions of the building shown in the Leederville Oval map attached as **Attachment 1**.

Newox Pty Ltd Proposal

The Licensee is a company associated with FJM Property. The Newox Trust has a long-term lease over and runs the Leederville Hotel.

In early May 2023, the Licensee requested exclusive rights to the unleased areas of Leederville Oval for the purpose of hosting a series of events focused around food and beverage offerings and/or music.

The proposal would include the use of the clubs' leased areas, in which the Licensee would negotiate and arrange with the two clubs.

The Licensee advised that they have the support of the Clubs for this proposal and propose to share revenue with the Clubs in return for the use of their clubrooms.

The licence with the City will cover the interconnecting area between the Clubs' leased areas, as well as the oval, car park and other common areas.

The Licensee is looking to hold events on two distinctly different scales:

- Larger events would use the whole or a substantial part of the Leederville Oval and its amenities. The larger events are proposed to be family friendly, with the exception of a New Year's Eve event; and
- Smaller events would be confined to the Clubs' leased premises; the interconnecting area between the Clubs' leased areas at the rear of the first floor old grandstand; a small portion of the car park and the toilets at the rear of the grandstand. The smaller events would either be family friendly or be confined to the internal areas and held at night.

The events using the oval are proposed to occur between October and December each year with no events taking place during the Western Australian Football League (WAFL) season.

Events using the clubrooms and inter-connecting area could take place throughout the year subject to approval from the Clubs.

Licence

The Licensee's proposal to host the events at Leederville Oval was considered under a licence tenure where they have a contractual right to non-exclusive occupation and use of the Licence Area.

In accordance with the [Property Management Framework](#) (adopted by Council on 17 November 2020), the Licensee is classified as a category 3 tenant, being a commercial entity. The framework sets out that the tenancy fee for a licence is to be negotiated.

The Licensee proposed the following key terms. These have now been updated to commence in 2024 rather than the original proposed date of 2023:

1	Initial Term	Two years commencing 1 October 2024 and expiring on 30 September 2026.
2	Option Term	Two x One (1) year term.
3	Licence Fee	As per City of Vincent's fees and charges applicable to Leederville Oval for the respective financial year. Revised fees are now proposed as per the recommendation set out in this report. These will be included in the 2024/25 Fees and Charges which will be presented to Council as part of the 2024/25 budget process.
4	Licence Area	Portion of Leederville Oval, being the oval section, common area section, additional facilities, and car parking area.
5	Permitted Purpose	To host a number of events focused around food, music or family friendly entertainment.
6	Outgoings	Lighting as per City of Vincent's fees and charges adopted as at 1 July annually.
7	Cleaning and maintenance	Licensee's responsibility.
8	Make Good	Licensee's responsibility, including through bond payment for turf repair by City.
9	Redevelopment	If the City: a) wishes to develop the Land or its surrounds; or b) determines that it can no longer maintain the Land in a safe and occupiable condition; the City, may upon providing the Licensee with 3 months' prior notice, require the Licensee to surrender the licence over the Land.

Licence Term

The Licensee seeks the right to use Leederville Oval for events between October and December each year and it was endorsed that the licence is granted only for this period and not a continuous 24 months. This will allow other event organisers to apply to hold events such as St Patricks Day at other times of the year.

It is proposed that the option term be at the absolute discretion of the City.

Licence Fees

The City of Vincent's 2023/24 fees and charges applicable to commercial events at Leederville Oval are as follows:

- **Half Day Event Under 1,000 people** – \$2,500.00 PLUS \$1,250 Bump in/Bump out;
- **Full Day Event Under 1,000 people** – \$5,000.00 PLUS \$2,500 Bump in/Bump out;
- **Full Day Event of 1,000 – 5,000 patrons** – \$7,900.00 per day PLUS \$3,950 Bump in/Bump out –PLUS Event Application Fee – \$500;
- **Full Day Event of 5,000 – 12,000 patrons** – \$12,600.00 per day PLUS \$6,300 Bump in/Bump out – PLUS Event Application Fee – \$500; and
- Note: Floodlights per hour \$ 276.00.

Newox have proposed alternative fees which are the subject of this amendment to the recommendation. The revised fees will form part of the 2024/25 Fees and Charges for all future commercial events at Leederville Oval.

The fees do not include a fee for the use of the car park or the bar between the two club rooms.

For use of the car park and the area between the two club rooms, Council endorsed the Licensee's proposed fee of \$1,000 per day. This fee is acceptable in the context of the fees charged by other inner city local governments for the use of unpaid car parks and that the City currently does not have a fee or charge for the use of these spaces.

The licensee (or other responsible person(s)) will be subject to paying fees and charges associated with event related applications (public building, food, noise etc.), for each event, per the City's Fees and Charges schedule for the relevant financial year.

Licence Area

The Licence Area will comprise a portion of the Leederville Oval, being the oval section, common area section, additional facilities and car parking area.

Before entering into the licence, the City would be required to gain support from all lease and licence holders over the Land.

The licence would not apply to the areas leased by the Clubs, being their club rooms and changerooms. In order to use these areas, the Licensee would require the consent from the Clubs.

The licence would require the Licensee to inform lease and licence holders of any events before they occur.

Permitted Purpose

The events proposed by Newox Pty Ltd are required to meet the deliverables in the City's Public Health Plan and not be focused on alcoholic beverage offerings.

The licence will require events to be open to all ages and family friendly with the exception of late-night events, which could be permitted to be over 18's only, provided alcoholic beverage offerings are not the focus of the event and alcohol consumption is not promoted by the event.

The maximum accommodation for any event at the Licence Area would be subject to State Government regulations based on:

- Use of the venue/building(s);
- Available floor space (publicly accessible);
- Available exits (number and aggregate width); and
- Available sanitary facilities.

The Licensee would be responsible for making the relevant applications to construct, alter or extend the Public Building(s) proposed to be used at Leederville Oval, prior to each event, and occupancy of the venue would be subject to approval being granted.

Temporary structures erected for any event at Leederville Oval would be subject to independent certification by a suitable qualified engineer/building surveyor/person. The City would require sufficient evidence to be provided, prior to the use of the structure(s), to satisfy evidence of suitability, safety, accessibility and integrity.

Exits and toilet facilities at Leederville Oval are not currently adequate for large event crowds and additional signage and accessible toilets would be required to accommodate such events.

In relation to Leederville Oval itself, due to the short 'dummy fence' that surrounds it, the available capacity of the pitch/oval would be limited at any one time, depending on the management measures being implemented by the Licensee.

The use of amplified sound at any event at the Venue will be subject to compliance with the Environmental Protection (Noise) Regulations 1997 (Noise Regulations). A detailed noise management plan will be required for any event involving the use of amplified music. A maximum of two events, in any consecutive 12 month period, may be considered in accordance with Regulation 18 of the Noise Regulations.

Cleaning

All cleaning and maintenance associated with events would be the responsibility of the Licensee.

Make Good

The events would take place during the WAFL offseason, during which time reticulation needs to take place on the oval. The impact on the turf of any events taking place on the oval would need to be carefully managed and restrictions would be put in place through the terms of the licence to ensure that any damage can be managed and reticulation can occur in preparation for the WAFL preseason.

In addition, the Licensee acknowledges that AFLW and AFL preseason games are sometimes held on Leederville Oval during the proposed events period (October to December). The licence would need to be restricted so that if these games are proposed, they can occur. These restrictions would include not permitting events on the oval surface for at least six weeks prior to any AFLW or AFL preseason games. Events could then occur on the oval after games, provided watering is not impacted. Turf renovations to repair any damage could then occur in January ready for the WAFL preseason training.

The turf repairs resulting from the events would be funded by the Licensee. A bond would be retained and the City would undertake any remediation work.

The June 2023 Council endorsement included a Licence fee based on the 2023/34 fees and charges for commercial event hire.

Despite reviewing the Council Report and raising no concerns with the recommended fees and changes prior to Council determining the matter, representatives from Newox subsequently advised that their events would be unviable if they were to be charged these fees.

DETAILS:

The commercial event hire fees for the oval as set out in the 2023/24 Fees and Charges were developed under a set of assumptions and conditions related to standard event hire fees and do not reflect the costs of operating a commercial event nor the potential to activate this space with the associated benefits of its proximity to Leederville Town Centre.

The proposal from Newox to use Leederville Oval for events outside the football season presents a unique opportunity to test the activation of the space and for the City to assess and understand the impact of various uses for the Oval in the off-season.

By supporting a range of diverse events, the City can leverage Leederville Oval to its full potential, benefiting both the community and local businesses.

In light of this, new fees and charges are proposed for the purpose of this licence to provide a more flexible approach for the use of Leederville Oval, ensuring that the pricing structure encourages rather than inhibits the activation of the space.

These revised fees will be reflected in the 2024/25 Fees and Charges.

The proposed changes to the June 2022 endorsed recommendation are set out below:

That Council:

1. Subject to the approval of the Minister of Lands, APPROVES the grant of licence to Newox Pty Ltd (ACN 640 888 599) for the use of a portion of Leederville Oval, 246 (Lot 500) Vincent Street, Leederville on the following key terms:

		Endorsed recommendation	Revision to endorsed recommendation
1.1	Initial Term:	<p>Two (2) years as follows: Events including use of Leederville Oval: 1 October 2023 to 7 January 2024; and 1 October 2024 to 7 January 2025.</p> <p>Events solely using internal common area, club rooms and car park: 1 October 2023 to 30 September 2025.</p>	<p>DATE CHANGES ONLY:</p> <p>Two (2) years as follows: Events including use of Leederville Oval: 1 October 2024 to 7 January 2025; and 1 October 2025 to 7 January 2026.</p> <p>Events solely using internal common area, club rooms and car park: 1 October 2024 to 30 September 2026.</p>

1.2	Option Term:	Two x One (1) year term as follows: Events including use of Leederville Oval: 1 October 2025 to 7 January 2026; and 1 October 2026 to 7 January 2027; Events solely using internal common area, club rooms and car park: 1 October 2025 to 30 September 2026; and 1 October 2026 to 30 September 2027; both at the absolute discretion of the City.	DATE CHANGES ONLY: Two x One (1) year term as follows: Events including use of Leederville Oval: 1 October 2026 to 7 January 2027; and 1 October 2027 to 7 January 2028; Events solely using internal common area, club rooms and car park: 1 October 2026 to 30 September 2027; and 1 October 2027 to 30 September 2028; both at the absolute discretion of the City.														
1.3	Licence Fee:	1 October 2023 to 30 September 2025: Based on City of Vincent’s fees and charges applicable to Leederville Oval for financial year 2023/2024. 1 October 2025 to 30 September 2027: Based on City of Vincent’s fees and charges applicable to Leederville Oval as at 1 July of the respective financial year.	1 October 2024 to 30 September 2026: Based on City of Vincent’s fees and charges applicable to Leederville Oval for financial year 2024/25: <table><tr><th>Commercial Event - capacity</th><th>Event Fee</th></tr><tr><td>Full day - under 3,000 patrons</td><td>\$4,000.00 per day</td></tr><tr><td>Full day 3,001 – 6,000 patrons</td><td>\$6,000.00 per day</td></tr><tr><td>Full day 6,001 – 9,000 patrons</td><td>\$8,000.00 per day</td></tr><tr><td>Full day 9,001 – 12,000 patrons</td><td>\$11,000.00 per day</td></tr><tr><td>Full day 12,001 + patrons</td><td>\$13,000.00 per day</td></tr><tr><td>Floodlights</td><td>\$200 per hour</td></tr></table> No fees to apply for single day events on the oval that meet the following criteria: a. Entry is free of charge or low cost and open to all members of the community b. Event is single day in duration with bump in and bump taking place within a 24 hour period before and after event day c. Event is family friendly in terms of content and activities being suitable for all ages and fostering a positive and inclusive atmosphere d. If alcohol is to be sold on the oval, it must be confined to one self-contained area to be limited in capacity.	Commercial Event - capacity	Event Fee	Full day - under 3,000 patrons	\$4,000.00 per day	Full day 3,001 – 6,000 patrons	\$6,000.00 per day	Full day 6,001 – 9,000 patrons	\$8,000.00 per day	Full day 9,001 – 12,000 patrons	\$11,000.00 per day	Full day 12,001 + patrons	\$13,000.00 per day	Floodlights	\$200 per hour
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Full day 12,001 + patrons	\$13,000.00 per day																
Floodlights	\$200 per hour																

			1 October 2026 to 30 September 2028: Based on City of Vincent's fees and charges applicable to Leederville Oval as at 1 July of the respective financial year.
1.4	Licence Area:	Portion of Leederville Oval, being oval section, common area section, additional facilities, and car parking area (i.e. all of Lot 500 Vincent Street, Leederville except the areas leased to East Perth Football Club Inc., Subiaco Football Club Inc. and the Department of Local Government, Sport and Cultural Industries).	NO CHANGE
1.5	Permitted Purpose:	To host a number of events focused around food, music or family friendly entertainment. Proposed events under this Licence shall be operated in keeping with the deliverables of the City's Public Health Plan, including: a) The event activities shall not be focused on the consumption of alcohol; b) Alcohol advertising, marketing, promotion and sponsorship shall be limited; and c) All events shall be smoke and vape free.	NO CHANGE
1.6	Outgoings:	Lighting as per City of Vincent's fees and charges adopted as at 1 July annually.	NO CHANGE
1.7	Cleaning and Maintenance:	Licensee's responsibility.	NO CHANGE
1.8	Make good:	Licensee's responsibility, including through bond payment for turf repair by City.	NO CHANGE
1.9	Approvals	The licensee shall make all relevant applications to the City, prior to each event, for approval under relevant Environmental Noise, Building and Health legislation.	NO CHANGE
1.10	Redevelopment:	If the City: d) wishes to develop the Land or its surrounds; or e) determines that it can no longer maintain the Land in a safe and occupiable condition, the City, may upon providing the Licensee with 3 months' prior notice, require the Licensee to surrender the licence over the Land.	NO CHANGE

2. Subject to the Minister's approval in Recommendation 1 and final satisfactory negotiations being carried out by the Chief Executive Officer, **AUTHORISES** the Mayor and the Chief Executive Officer to affix the common seal and execute the Licence; and
3. **NOTES** that the event organiser would be required to inform the community of event details ahead of events.

Each event will require a separate event application to be submitted to the City and will be assessed on its individual merit.

Standard fees will apply to all applications for approval under the relevant Environmental Noise, Food, Building and Health legislation.

All events, with the exception of a single day New Year's Eve event, are required to comply with the permitted purpose set out above.

A bond will be required for each event for the purpose of turf remediation.

CONSULTATION/ADVERTISING:

The City is required to obtain the written consent of the lease holders and licence owners prior to entering into the licence.

The licence holder would be required under the licence to notify the lease holders, licence owners and the community of event details prior to events occurring.

LEGAL/POLICY:

- Health (Miscellaneous Provisions) Act 1911
- Health (Public Buildings) Regulations 1992
- Health (Temporary Sanitary Conveniences) Regulations 1997
- Guidelines for Concerts, Events and Organised Gatherings 2022
- AS/NZS ISO 31000:2009
- Building Act 2011
- National Construction Code
- Building Regulations 2012
- Environmental Protection Act 1987
- Environmental Protection (Noise) Regulations 1997

The grant of licence would require the Minister for Lands consent.

The event organiser would be required to provide advance resident notification of the event program and details.

RISK MANAGEMENT IMPLICATIONS

Medium: It is low to medium risk for Council to approve this license as proposal with the following issues to be considered

Risks	Mitigation
Delays to turf renovations during the football off season impacting on the WAFL clubs preseason use of the ground and use of the oval during the WAFL season	<ul style="list-style-type: none"> • Licence to require turf maintenance plan prior to commencement of each event season (WAFL off-season) and event usage to comply with this turf maintenance plan. This may restrict use of the oval at particular times and set maximum usage periods (i.e. two days maximum) to ensure turf replacement and reticulation can take place. • Licence to require the licensee to fund any additional costs over and above the turf maintenance plan approved at the start of the off-season. • Bond retained at start of season for turf repair following events season.
Impact on AFLW and AFL preseason game opportunities at Leederville Oval	<ul style="list-style-type: none"> • Licence to prioritise AFLW and preseason AFL games over licensee's events, including the six weeks prior to those games.

Noise complaints from nearby residents	<ul style="list-style-type: none"> • Licence to require the licensee to prepare a noise management plan for each event, for assessment and consideration under the Environmental Protection (Noise) Regulations 1997. The noise management plan must include details on the proposed impact to surrounding properties, and appropriate noise mitigation and management measures. • Licence to require the licensee to notify all impacted residents, within a radius agreed by the City, for each proposed event. This notification must include details of the potential noise impact and direct contact details to the event Owner/Operator so that action occurs immediately. • For any event that involve amplified music (for example: concert, live music, DJs etc.), a maximum of two such events will be permitted in the first season. The second season could consider additional events if there is majority community support.
Antisocial behaviour from event patrons	<ul style="list-style-type: none"> • Licence to require security management plan for each event, including crowd management and notification to surrounding residents regarding events and security's direct contact details so that they can be notified of any antisocial behaviour and action is taken immediately. • Licence to require all large-scale events, with the exception of New Year's, required to family friendly events. • Licence to require all other events to be food or music focused, rather than focused on the consumption of alcohol; and limit alcohol advertising, marketing, promotion and sponsorship. • Licence to require event management plan for approval by the City, to ensure learnings from each event improve subsequent approach.

Benefits:

- Financial return to the City;
- Increased economic benefit to Leederville Town Centre;
- Financial support for the two WAFL clubs;
- Activation of Leederville Oval during the football off season; and
- Vibrancy and activation of Leederville Town Centre.

STRATEGIC IMPLICATIONS:

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

Connected Community

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

Thriving Places

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

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

The City of Vincent's Public Health Plan 2020-2025 sets the long-term goal of reducing smoking and harmful alcohol use, with the following key deliverables related to events proposals:

"1.4 Reduce exposure to unhealthy advertising, marketing, promotion and sponsorship (includes, but not limited to alcohol, unhealthy food and drink, smoking, and gambling)"

18.1 Develop partnerships with the community, organisations and licenced premises to reduce the risk of antisocial behaviour and alcohol related harm in the community

18.2 Support the implementation of alcohol and or smoke free environments including festivals, events, activities and or clubs

18.3 Incorporate public health principles into applications involving the sale and supply of alcohol."

The events proposed by Newox Pty Ltd would be required to achieve the above deliverables.

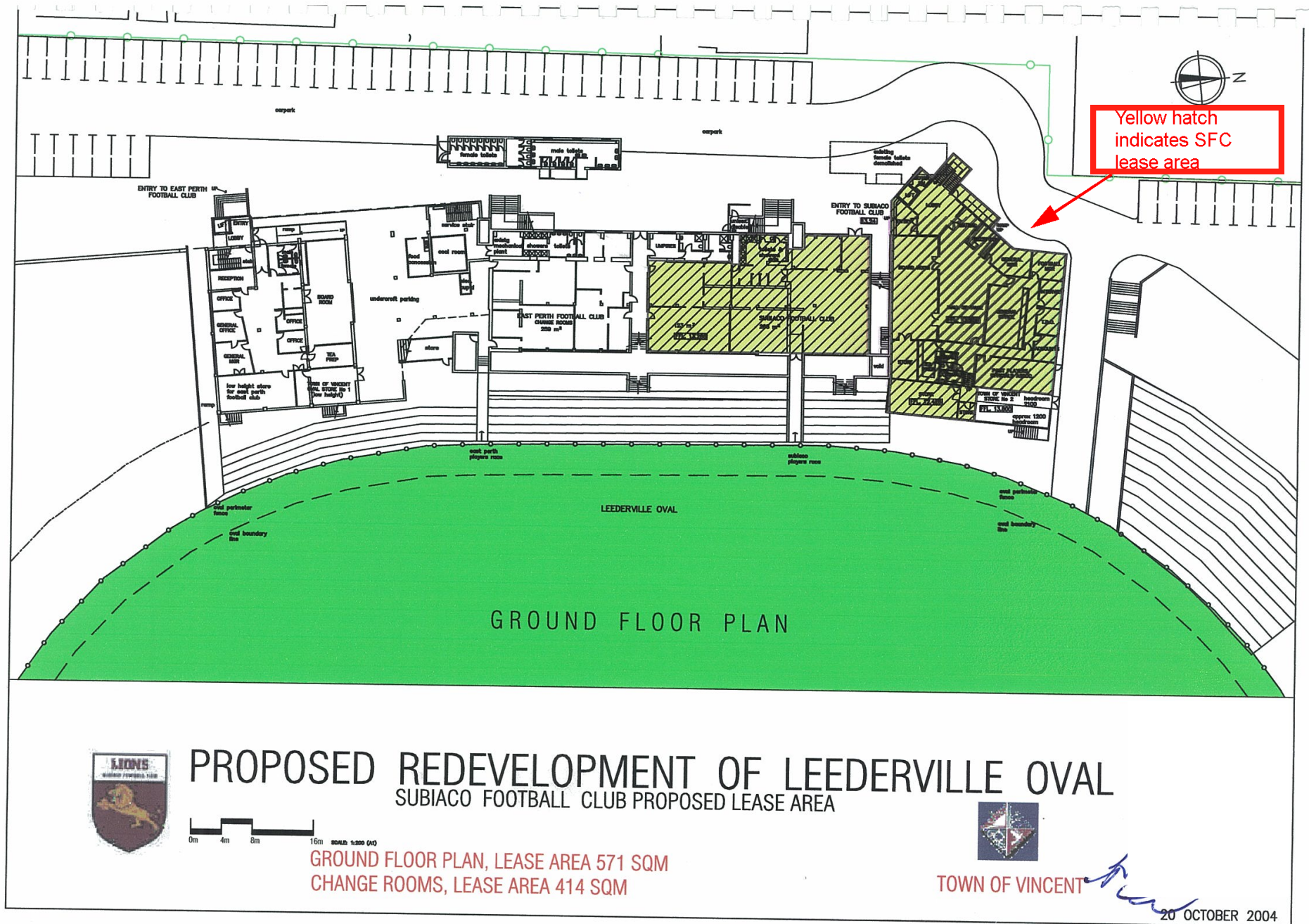
FINANCIAL/BUDGET IMPLICATIONS:

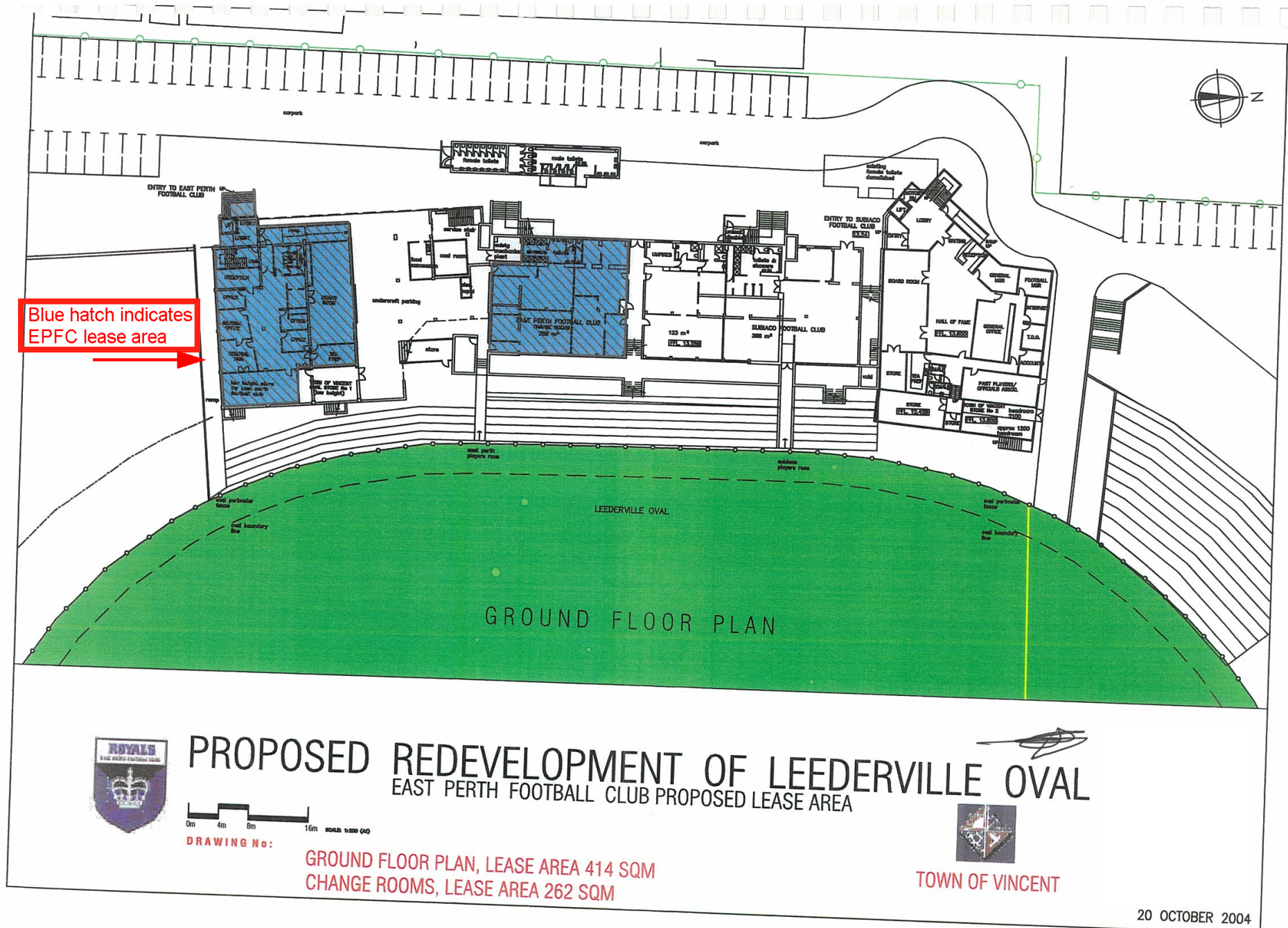
The City would benefit from additional revenue generated as a result of the licence.

COMMENTS:

The presence of large-scale events at Leederville Oval brings many advantages to Leederville Town Centre, attracting visitors who would patronise local businesses and contribute to the overall economic development and vibrancy of the town centre. As demonstrated by the WAFL Grand Final in 2022, there was an approximate increase of \$283,000 in spending in the town centre on event day. The City would continue to monitor the spend map data to measure the economic impact on local businesses while events are taking place. These types of events would highlight Leederville as an attractive destination for local residents and tourists alike.

The City will work with Newox Pty Ltd to reduce any impacts on surrounding residents which would be managed through community consultation, noise management plans, ingress and egress plans and resident notifications. Impacts on the community would be monitored over the event period.







8 CHIEF EXECUTIVE OFFICER**8.1 REPORT AND MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 29 FEBRUARY 2024**

- Attachments:**
1. **Audit and Risk Committee Minutes - 29 February 2024**  
 2. **Confidential Attachments - Audit and Risk Committee Minutes - 29 February 2024 - Confidential**

RECOMMENDATION:**That Council:**

1. **RECEIVES** the minutes of the Audit Committee Meeting of 29 February 2024, as at Attachment 1 and Confidential Attachments as at Attachment 2; and
2. **APPROVES** the recommendations from the Audit Committee as follows:
 - 2.1 **ADOPTS** the Local Government Statutory Compliance Audit Return for the period 1 January 2023 to 31 December 2023.
 - 2.2 **ENDORSES** the key findings and management actions arising from the Regulation 17 review of the *Local Government (Audit) Regulations 1996* prepared by Paxon
 - 2.3 **APPROVES** the risk management actions for high and extreme risks outline in the Corporate Risk Register.
 - 2.4 **APPROVES** closure of action items noted within the Audit Log.
 - 2.5 **ENDORSES** the Audit and Risk Committee Self-Assessment process.
3. **NOTES**
 - 3.1 **The Audit and Risk Committee Forward Agenda at Attachment 1.**
 - 3.2 **Alignment of Corporate Risks to risk appetite and tolerance ratings.**

PURPOSE OF REPORT:

To report to Council the proceedings of the Audit Committee at its meeting held on 29 February 2024 in accordance with clause 2.21(1) of the City's Meeting Procedures Local Law 2008.

BACKGROUND:

The City's Audit Committee is a statutory committee of Council, established in accordance with Section 7.1A of the *Local Government Act 1995*. The role of the Audit Committee is to provide independent advice and assurance to Council over the City's risk management, internal controls, legislative compliance and financial management.

DETAILS:

The Audit Committee meets approximately every three months and comprises of three external independent members (one of which is the Audit Committee Chair) and four Elected Members

At its meeting on 29 February 2024, the Audit and Risk Committee considered six items as follows:

- 5.1 Audit Committee - Forward Agenda 2024
- 5.2 Local Government Statutory Compliance Audit Return
- 5.3 Regulation 17 review report and recommendations
- 5.4 Review of City's Corporate Risk Register
- 5.5 Review of the City's Audit Log
- 5.6 Annual Self-Assessment process

A summary of each item is below:

5.1 - Audit & Risk Committee - Forward Agenda 2024

The Audit and Risk Committee Forward Agenda (Agenda) is a 'live' document developed in consultation with Committee Members. The Agenda identifies key issues, performance, monitoring and/or reporting requirements scheduled for presentation to the Committee throughout the year.

5.2 - Local Government Statutory Compliance Audit Return

Section 7.13(1)(i) of the *Local Government Act 1995* (Act) requires local government to undertake an audit of compliance "in the prescribed manner and in a form approved by the Minister". In accordance with section 7.13(1)(i) of the Act, the Department of Local Government, Sport and Cultural Industries (DLGSC) requires that all local governments complete a CAR by 31 March 2024.

In accordance with Regulation 14(3a) of the *Local Government (Audit) Regulations 1996*, the Audit Committee is to review the CAR prior to the CAR being presented to Council for approval.

The report identified one area of non-compliance.

5.3 - Regulation 17 review report and recommendations

The report tables the independent review of the City's internal controls, risk management and legislative compliance as required by Regulation 17 of the *Local Government (Audit) Regulations 1996*.

There are four findings noted in the report. One high risk and three low risks.

5.4 - Review of City's Corporate Risk Register

The report presents the City's Corporate Risk Register (Register), proposed risk management actions for high and extreme risks and alignment of Corporate Risks to Risk Appetite and Tolerance Statements.

The Register consists of 17 risks listed across five risk categories. There is one high risk, 14 medium risks and 2 low risks.

5.5 - Review of the City's Audit Log

The report provides an update on the status of all outstanding items in the City's Audit Log. The Audit Log tracks all open audit items from audits and reviews, until closure, and provides a summary of the progress made against the management actions.

There are 16 items recommended for closure and 18 remaining actions logged.

There are no overdue actions.

5.6 - Annual Self-Assessment process

This report contains a self-assessment process for Audit and Risk Committee members. The outcome of the annual self-assessment will identify training, efficiencies or improvements required to the format and function of the committee.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Clause 2.21 of the City's Meeting Procedures Local Law 2008 states that the reports and minutes of a Committee meeting are to be provided to Council.

The Audit Committee Terms of Reference govern the functions, powers and membership of the Audit Committee.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to consider the report and minutes of the Audit Committee meeting on 29 February 2024.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

We are open and accountable to an engaged community.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.



CITY OF VINCENT

MINUTES

Audit and Risk Committee

29 February 2024

AUDIT AND RISK COMMITTEE MINUTES

29 FEBRUARY 2024

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AUDIT AND RISK COMMITTEE MINUTES

29 FEBRUARY 2024

MINUTES OF CITY OF VINCENT
AUDIT AND RISK COMMITTEE
HELD AT THE E-MEETING AND ADMINISTRATION AND CIVIC CENTRE
244 VINCENT STREET, LEEDERVILLE
ON THURSDAY, 29 FEBRUARY 2024 AT 4.15PM

PRESENT:	Mr Conley Manifis	Independent External Member (A/Chair) (electronically)
	Mr Baptiste Isambert	Independent External Member
	Cr Alex Castle	North Ward
	Cr Jonathan Hallett	South Ward
	Mayor Alison Xamon	Mayor
IN ATTENDANCE:	David MacLennan	Chief Executive Officer
	Rhys Taylor	Chief Financial Officer (from 4.31pm)
	Joslin Colli	Chief Audit Executive
	Emma Simmons	Senior Governance Projects Officer
	Peter Ferguson	Executive Manager Information and Communication Technology (from 4.31pm)

1 INTRODUCTION AND WELCOME

In the absence of the Chair and Deputy Chair, and in accordance with Clause 3 of Schedule 2.3 of the *Local Government Act 1995*, the Chief Executive Officer is to preside at the meeting until the office of Presiding Member is filled. Independent External Member, Conley Manifis was appointed as Acting Chairperson.

The Presiding Member, Conley Manifis, declared the meeting open at 4.20pm and read the following Acknowledgement of Country statement

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

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Cr Ron Alexander
Mr George Araj

3 DECLARATIONS OF INTEREST

Conley Manifis declared an impartiality interest. The extent of his interest is that his company is contracted by the Office of the Auditor General to complete external audits

4 CONFIRMATION OF MINUTES

COMMITTEE DECISION

Moved: Cr Castle, Seconded: Cr Hallett

That the minutes of the Audit and Risk Committee held on 7 December 2023 be confirmed.

CARRIED (5-0)

For: Mr Manifis, Mr Isambert, Cr Castle, Cr Hallett and Mayor Xamon

Against: Nil

(Cr Alexander was an apology for the Meeting.)

(Mr Araj was an apology for the Meeting.)

AUDIT AND RISK COMMITTEE MINUTES29 FEBRUARY 2024

5 Business Arising

5.1 AUDIT COMMITTEE - FORWARD AGENDA 2024

TRIM Ref: D23/225634

Author: Emma Simmons, Governance Projects Officer

Authoriser: David MacLennan, Chief Executive Officer

Attachments: 1. Audit Committee Forward Agenda 2024  

RECOMMENDATION:

That the Audit and Risk Committee recommends to Council that it NOTES the Audit and Risk Committee Forward Agenda at Attachment 1.

COMMITTEE DECISION ITEM 5.1Moved: Cr Hallett, Seconded: Mr Isambert

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

(Cr Alexander was an apology for the Meeting.)

(Mr Araj was an apology for the Meeting.)

Audit Committee Forward Agenda 2024

Standing Items	29 February 2024	March (no meeting scheduled)
<ul style="list-style-type: none">Review and update of Audit Committee Forward Agenda 2024Review status of pending action items from the last meetingReview audit log - internal & external audit recommendationsReview of the internal audit activities, progress against plan, and internal audit reports issued during the periodReview of the City's Corporate Risk RegisterReview the status of any fraud investigation reportsBriefing by CAE on performance audits or OAG reports carried out for the state government or other LGAs along with any action plans put in place by the City	<ul style="list-style-type: none">Consideration of Audit Committee Forward Agenda 2024Training and professional development session determined by Committee Chair.Briefing by CEO on the City's Strategy, progress of key initiatives, and external events impacting the City (e.g., new regulation, macro-economic factors, etc.)Regulation 17 review report and recommendations. (Year 2 Internal Audit Plan)Local Government Statutory Compliance Audit Return 2023 – Annual ReviewRefresher by CAE on Local Government Act 1995 and key legislation impacting the City <p>Note: Reports and recommendations to 19 March 2024 OMC</p>	
April (no meeting scheduled)	May (no meeting scheduled)	27 June 2024
		<ul style="list-style-type: none">Meet privately with the external auditor (OAG) without management present to discuss any matters deemed appropriateEntry Meeting – OAGReview and recommend to Council the proposed annual Internal Audit Plan for Year 3.Meet privately (without management present) with the CAE to discuss any matters deemed appropriate.Briefing by CEO on the City's Strategy, progress of key initiatives, and external events impacting the City (e.g., new regulation, macro-economic factors, etc.)Review and recommend to Council the approval of proposed Integrity Framework <p>Note: Reports and recommendations 23 July 2024</p>
July (no meeting scheduled)	August (no meeting scheduled)	September (no meeting scheduled)
10 October 2024	28 November 2024	December (no meeting scheduled)
<ul style="list-style-type: none">Annual acknowledgement of the City's Code of conduct, evaluation of member independence & committee performance.Review of business risk reports issued by management including corresponding action plansReview adequacy of procedures for the confidential, anonymous submission by employees regarding possible fraud or irregularities <p>Note: Reports and recommendations to 19 November 2024</p>	<ul style="list-style-type: none">Exit Meeting – OAGAnnual financial report for year end 30 June 2024Meet privately (without management present) with the CAE to discuss any matters deemed appropriate. Meet privately with the internal audit service provider every six months.Briefing by CEO on the City's Strategy, progress of key initiatives, and external events impacting the City (e.g., new regulation, macro-economic factors, etc.)Review risk management processes and activities (including Risk Mgmt. Policy and Appetite Statements) <p>Note: Reports and recommendations to 10 December 2024</p>	

CATEGORIES:

- 1. Committee Operations
- 2. Financial Reporting & External Audit (OAG)
- 3. Internal Audit Activities
- 4. Risk Management & Internal Control
- 5. Ethics and Compliance
- 6. Other Matters

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5.2 LOCAL GOVERNMENT STATUTORY COMPLIANCE AUDIT RETURN 2023

TRIM Ref: D23/225548

Author: Emma Simmons, Governance Projects Officer

Authoriser: David MacLennan, Chief Executive Officer

Attachments: 1. City of Vincent Compliance Audit Return 2023 

RECOMMENDATION:

That the Audit Committee RECOMMENDS that Council adopts the Local Government Statutory Compliance Audit Return for the period 1 January 2023 to 31 December 2023.

COMMITTEE DECISION ITEM 5.2Moved: Cr Hallett, Seconded: Mr Isambert

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

(Cr Alexander was an apology for the Meeting.)

(Mr Araj was an apology for the Meeting.)

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Vincent - Compliance Audit Return 2023

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023?	N/A		Senior Land and Legal Advisor
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2023?	N/A		Senior Land and Legal Advisor
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023?	Yes	Business plan was published as part of statewide public notice on 26 July 2023	Senior Land and Legal Advisor
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023?	Yes	Statewide public notice of Business Plan occurred from 26 July 2023 to 11 Sept 2023	Senior Land and Legal Advisor
5	s3.59(5)	During 2023, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	Yes	Council Meeting on 21 Nov 2023 (item 9.8) approved by absolute majority to proceed with Major Land Transaction and to execute transaction documents. Transaction documents executed on 24 January 2024.	Senior Land and Legal Advisor
Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	Yes	Delegation to the Behaviour Complaints Committee was resolved by AMV at the Ordinary Council Meeting 14/12/2021 - Item 9.15 and last reviewed and adopted by AMV 20/06/2023 OMC - Item 12.1.	Senior Governance Project Officer
2	s5.16 (2)	Were all delegations to committees in writing?	Yes	See Register of Delegations, Authorisations & Appointments and Council Minutes available on the City's website	Senior Governance Project Officer
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes	See Register of Delegations, Authorisations & Appointments and Council Minutes available on the City's website	Senior Governance Project Officer

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Delegation of Power/Duty					
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	See comment above	Senior Governance Project Officer
5	s5.18	Has council reviewed delegations to its committees in the 2022/2023 financial year?	Yes	Annual review undertaken by Council see minutes of OMC 20/06/2023 – Item 12.1	Senior Governance Project Officer
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes	See Register of Delegations, Authorisations & Appointments .	Senior Governance Project Officer
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	see minutes of OMC 20/06/2023 – Item 12.1	Senior Governance Project Officer
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Provided in the Register of Delegations, Authorisations and Appointments available as a public document on the City's website.	Senior Governance Project Officer
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Individual Certificates are provided and saved in SC279 Also provided in the Register of Delegations, Authorisations and Appointments available as a public document on the City's website.	Senior Governance Project Officer
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	All amendments are noted in Revisions at the end of the Register of Delegations, Authorisations and Appointments	Senior Governance Project Officer
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	See Register of Delegations, Authorisations & Appointments available as a public document on the City's website.	Senior Governance Project Officer
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2021/2022 financial year?	Yes	Annual review undertaken by administration 16/03/2023 D23/34733 & at by Council at OMC 20/06/2023 – Item 12.1.	Senior Governance Project Officer
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes	Saved to the City's central record keeping system (Content Manager).	Senior Governance Project Officer

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Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	https://www.vincent.wa.gov.au/our-city/council-and-committees/council-meetings/about-council-meetings.aspx	Council Liaison Officer
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	https://www.vincent.wa.gov.au/our-city/council-and-committees/council-meetings/about-council-meetings.aspx	Council Liaison Officer
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes	https://www.vincent.wa.gov.au/our-city/council-and-committees/council-meetings/about-council-meetings.aspx	Council Liaison Officer
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	No	<p>One of the City's designated employees failed to complete a Primary Return within three months of their powers commencing.</p> <p>The employee was issued a Certificate of Delegation on 20 March 2023 and submitted a Primary Return on 27 June 2023 (being 7 days outside of the submission period)</p> <p>A notification of the breach was submitted to the CCC and DLGSC on 27 July 2023.</p>	Senior Governance Project Office
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2023?	Yes	Document reference numbers for all returns are available in the Register of Financial Interest - Primary and Annual Returns D20/130156	Senior Governance Project Officer
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	Document reference numbers for all acknowledgements are available in the Register of Financial Interest - Primary and Annual Returns D20/130156	Senior Governance Project Officer
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes	See Register of Financial Interest - Primary and Annual Returns - D20/130156. The City also publishes a list of Council Members and Employees (by position) that lodged a primary return and annual return for each financial year. This is available on the Council registers page on the City's website	Senior Governance Project Officer

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Disclosure of Interest				
8 s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes	https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Council_Register_s/Register_of_Interests_disclosed_at_Ordinary_and_Special_Council_Meetings.pdf	Council Liaison Officer
9 s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes	See Register of Financial Interest - Primary and Annual Returns - D20/130156.	Senior Governance Project Officer
10 s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	These are saved in SC2692	Senior Governance Project Officer
11 s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes	Gift Register	Council Liaison Officer
12 s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	Gift Register	Council Liaison Officer
13 s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes	Gift Register	Council Liaison Officer
14 s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	Ref SC279	Council Liaison Officer
15 s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	D18/197286	Council Liaison Officer
16 s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Council Liaison Officer
17 s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Council Liaison Officer
18 s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct.	Yes	At the 23 March 2021 Ordinary Meeting of Council, a new Code of Conduct to be observed by Council Members, Committee Members and Candidates that incorporates the Model Code was adopted.	Senior Governance Project Officer

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Disclosure of Interest					
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4)?	Yes	Administration proposed some minor amendments to the Model Code Division 3 (Behaviours) to incorporate behaviours referred to in the 2017 Code. All amendments comply with section 5.104(3) and (4)	Senior Governance Project Officer
20	s5.104(7)	Has the CEO published an up-to-date version of the adopted code of conduct on the local government's website?	Yes	Located under 'Code of conduct and CEO standards'	Senior Governance Project Officer
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government in accordance with section 5.51A(1) of the Local Government Act 1995?	Yes	The Code of Conduct for City of Vincent Employees and Contractors has been developed and implemented by the CEO. Available on the City's website	Senior Governance Project Officer

Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes	Council meeting dated 4 April 2023 (Item 9.5)	Senior Land and Legal Advisor
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes	Council meeting dated 4 April 2023 (Item 9.5)	Senior Land and Legal Advisor

Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes	D23/160848	Council Liaison Officer
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A		Council Liaison Officer
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes	Was available during the election period	Council Liaison Officer

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Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	Appointment of Council Members and Community Representatives by Absolute Majority at Ordinary Council meeting 21 November 2023 – Item 12.2.	Senior Governance Project Officer
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	No powers have been delegated to Audit Committee.	Senior Governance Project Officer
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?	Yes	Received on 8 December 2023.	Chief Financial Officer
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	All audit matters raised have appropriate action items and are monitored and tracked by the Audit Committee.	Chief Financial Officer
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	A report to the Minister was not required as no significant matters were raised in the auditor's report.	Chief Financial Officer
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A	A report to the Minister was not required as no significant matters were raised in the auditor's report.	Chief Financial Officer
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes	Received on 8 December 2023.	Chief Financial Officer

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Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	The Strategic Community Plan 2022 - 2032 (SCP) was adopted by AMV at the 9 May 2023 OMC - Item 9.11	Senior Governance Project Officer
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	The Corporate Business Plan 2023/24 -2026/27 and Four Year Capital Works Program 2023/24 - 2026/27 was adopted by AMV at the 20 June 2023 OMC - Item 12.3	Senior Governance Project Officer
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes	The Corporate Business Plan 2023/24 -2026/27 aligns with the legislative requirements	Senior Governance Project Officer

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A	There were no CEO and/or senior employee vacancies advertised in 2023.	Senior Governance Project Officer
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	There were no CEO and/or senior employee vacancies advertised in 2023.	Senior Governance Project Officer
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the <i>Local Government Act 1995</i> ?	N/A	There were no CEO and/or senior employee vacancies advertised in 2023.	Senior Governance Project Officer
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	There were no CEO and/or senior employee vacancies advertised in 2023.	Senior Governance Project Officer
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	There were no CEO and/or senior employee vacancies advertised in 2023.	Senior Governance Project Officer

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Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated an employee as defined by section 5.37 to be its complaints officer?	Yes	Council appointed the CEO as its complaints officer at the 16 February 2021 OMC - Item 12.4. At the 14 December 2021 OMC Council delegated by AMV to the CEO the authority to appoint an external Complaints Officer to receive complaints and withdrawal of complaints - Item 9.15 Also see Register of Delegations, Authorisations & Appointments 2.2.31.	Senior Governance Project Officer
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)? Does the complaints register include all information required by section 5.121(2)?	Yes	No complaints received.	Executive Manager Corporate Strategy and Governance
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	Yes	Template D16/107330 Refer Publicly available Council registers on the City's website	Senior Governance Project Officer
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	Available on ' Make a Complaint '	Executive Manager Corporate Strategy and Governance

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Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report.	Yes	Audit Committee 1/12/2020 Council 15/12/2020	Senior Governance Project Officer
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three financial years prior to 31 December 2023? If yes, please provide date of council's resolution to accept the report.	Yes	Audit Committee 1/12/2020 Council 15/12/2020	Senior Governance Project Officer
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?	Yes	D19/183319 Gift Register	Council Liaison Officer
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	The Attendance at Events policy was adopted by Council at the 23 March 2021 OMC - Item 12.1	Senior Governance Project Officer
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes	This information is available on the City's website	Senior Governance Project Officer
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	The Council Members Continuing Professional Development Policy was adopted by Council at the 17 May 2020 OMC - Item 12.6	Senior Governance Project Officer
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2023?	Yes	Council Members Professional Development Reporting is included in Publicly available Council registers on the City's website	Senior Governance Project Officer
8	s6.4(3)	By 30 September 2022, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2022?	Yes	The balanced accounts and the annual financial report were submitted to the OAG on 29 September 2023.	Chief Financial Officer

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Optional Questions

9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	The City held 5 budget workshops with Elected Members prior to adopting the annual budget on 20 June 2023.	Chief Financial Officer
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Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	The City complied with its Purchasing Policy for all procurements valued at \$250,000 or less.	Coordinator Procurement and Contracts
2	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes	All procurements worth above \$250,000 were publicly invited as per Regulation 11(1).	Coordinator Procurement and Contracts
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes	All tenders were advertised in the West Australian newspaper, VendorPanel and on the City of Vincent website.	Coordinator Procurement and Contracts
4	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	The City did not split any contracts into 2 or more contracts to avoid the requirements of regulation 11(1).	Coordinator Procurement and Contracts
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes	Any variation of information was distributed as addenda notice to all Tenderers via VendorPanel or emailed directly to tenderers.	Coordinator Procurement and Contracts
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes	All tenders were advertised for a minimum of 14 days or more as required under Regulation 15. Two City officers were always present when tenders were opened.	Coordinator Procurement and Contracts
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	All information recorded in the tender register complied with Regulation 17. The City's tender register is published on the City's official website and is publicly available.	Coordinator Procurement and Contracts

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Tenders for Providing Goods and Services					
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	The City used VendorPanel for all tenders. Any tender not submitted through VendorPanel or within the time and date specified in the tender were rejected. The City does not accept hardcopy tenders and VendorPanel does not allow tender responses to be submitted after the closing time and date.	Coordinator Procurement and Contracts
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	All compliant tenders were evaluated by an evaluation panel and evaluation reports were generated and approved as per the City's Purchasing Policy.	Coordinator Procurement and Contracts
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	All tender respondents were notified of the evaluation outcome via a letter sent by email or via the VendorPanel platform.	Coordinator Procurement and Contracts
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes	All EOI's were advertised above the minimum time allowed under Reg 22 and was advertised in the West Australian newspaper, VendorPanel and on the City of Vincent website.	Coordinator Procurement and Contracts
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	Yes	All EOI responses that did not comply with the EOI requirements were rejected.	Coordinator Procurement and Contracts
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under F&G Reg 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes	All compliant EOI submissions were evaluated by an approved evaluation panel and shortlisted respondents were advertised and approved as per the City's Purchasing Policy.	Coordinator Procurement and Contracts
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	Yes	All EOI respondents were notified of the evaluation outcome via a letter sent by email or via the VendorPanel platform.	Coordinator Procurement and Contracts
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts

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Department of
Local Government, Sport
and Cultural Industries

Tenders for Providing Goods and Services					
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A	No regional price preference was required or used for the assessment of tenders.	Coordinator Procurement and Contracts

AUDIT AND RISK COMMITTEE MINUTES**29 FEBRUARY 2024**

At 4.30pm the Executive Manager Information and Communication Technology arrived at the meeting during consideration of Item 5.3.

At 4.31pm the Chief Financial Officer arrived at the meeting during consideration of Item 5.3.

5.3 REGULATION 17 REVIEW REPORT AND RECOMMENDATIONS

TRIM Ref: D23/227935

Author: Emma Simmons, Governance Projects Officer

Authoriser: David MacLennan, Chief Executive Officer

Attachments: 1. Regulation 17 Audit Report - Confidential

RECOMMENDATION:

That the Audit Committee recommends to Council that it:

1. **RECEIVES** the review pursuant to regulation 17 of the *Local Government (Audit) Regulations 1996* prepared by Paxon, as at Attachment 1;
2. **NOTES** the key findings of the review, as detailed in this report; and
3. **NOTES** that the findings and management actions arising from the review will be added to the City's Audit Log.

COMMITTEE DECISION ITEM 5.3

Moved: Cr Hallett, **Seconded:** Mr Isambert

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

(Cr Alexander was an apology for the Meeting.)

(Mr Araj was an apology for the Meeting.)

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5.4 REVIEW OF THE CITY'S CORPORATE RISK REGISTER

TRIM Ref: D24/18393

Author: Emma Simmons, Governance Projects Officer

Authoriser: David MacLennan, Chief Executive Officer

Attachments:

1. Corporate Risk Register 2023 [↓](#) 
2. Risk Management Procedure [↓](#) 
3. Risk Appetite and Tolerance Statements [↓](#) 
4. Risk Rating Alignment to Appetite and Tolerance [↓](#) 

RECOMMENDATION:

That the Audit Committee recommends to Council that it:

1. RECEIVES the City's Corporate Risk Register at Attachment 1; and
2. APPROVES the risk management actions for the high and extreme risks; and
3. NOTES alignment of Corporate Risks to risk appetite and tolerance ratings

COMMITTEE DECISION ITEM 5.4Moved: Mr Isambert, Seconded: Cr Hallett

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

(Cr Alexander was an apology for the Meeting.)

(Mr Araj was an apology for the Meeting.)

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Corporate Risk Register

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AUDIT AND RISK COMMITTEE MINUTES

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10 14 (-)	Business service disruption	<u>Cyber Security</u> The City suffers a material breach of information security through ineffective protocols and processes	This is trending as an escalating risk in most organisations Penetration Test completed in May 2023 and to be an annual test Data loss protection in monitor mode The City's ongoing work with Office of Auditor General provides a comprehensive annual review and report of the City's cyber security controls. <u>quarterly internal cyber ability tests, biweekly external vulnerability tests</u>	3	3	Medium	zero/no appetite	outside of appetite and/or tolerance	A	<u>2024 Data loss protection (DLP) is mandatory under a 2024 L&P, is being undertaken by Technology Report on emergency situation</u>	End of 2024	Council (input to Audit Committee)	3	3	Medium	zero/no appetite	outside of appetite and/or tolerance	annual OAG audit, Cyber security compliance with LGPS annual internal penetration test, quarterly internal vulnerability tests, biweekly external vulnerability tests	13/02/2024	Executive Manager Information and Communication Technology	
10 15	Business service disruption	<u>Business Continuity Process</u> Disruption to City service delivery resulting in Community and Council expectations not being met, failure to comply with statutory obligations, family and work requirements and impacting staff well being	1. Failure to be competitive in the market to attract and retain suitable and experienced workforce. 2. Skills shortage and budget constraints. 3. Failure to support healthy workloads and to support sustainable balance. 4. Failure to address pressures of increase workloads.	1. Supportive team values and culture. 2. Succession planning. 3. Flexible working arrangements. 4. Investing in developing team members and training. 5. Effective day-to-day supervision. 6. Employee assistance program. 7. Service planning. 8. Maintaining awareness of current issues. 9. Seeking continuous improvement opportunities and operational efficiencies. 10. Monitoring workload trends and salary savings	2	3	Medium	low appetite	outside of appetite and/or tolerance	I	1. Competitive remuneration, and recruitment strategies to attract and retain qualified staff. 2. Continued resource allocation review. 3. Identify critical service level positions to ensure a Business Continuity is in place.	Critical service level positions identified by April 2024 through the Business Continuity Planning process	CEO (input to EMC)	2	2	Low	low appetite	within appetite and/or tolerance	risk level is accepted	06/11/2023	Executive Manager Human Resources
10 16	Governance, compliance and fraud	<u>Corporate Governance & Regulatory Compliance</u> Lack of an effective governance framework and culture, including risk management, leads to compliance in corporate governance, risk management and legislative compliance, potentially resulting in a failure (monitoring) to comply with legislative requirements and poor decision making	Reassessing required to implement actions identified by previous reg 17 review (improvement plan) and implement a compliance calendar and ongoing compliance checks.	1. Governance team undertakes manual checks to ensure legislative compliance and communicated governance principles and legislative requirements are communicated to organisation. 2. Findings and management actions arising from Reg 5 and 17 reviews are tracked and monitored in the City's Audit Log. The Audit Log is reported to Council quarterly through the Audit Committee. 3. The City's Governance Framework defines systems, policies, processes and methodology for ensuring accountability, prudence and openness in the conduct of City business. The Framework describes the principles and key roles that guide Council in its decision-making and demonstrates to the community the processes which the City uses to achieve its strategic priorities and undertake its service delivery. 4. The City has developed a comprehensive Risk Management Framework providing guidance to the organisations on risk identification, analysis, risk management procedure and responsibility.	3	2	Medium	very low tolerance	outside of appetite and/or tolerance	A	Deliver and implement internal audit plan <u>Review, update and implement the City's Compliance Framework</u> <u>Independent compliance reviews to enable compliance objectives to be identified, assessed and taken forward as discrete work items to ensure all key compliance obligations are met</u>	3 year contract to deliver the IAP <u>October 2024</u> <u>June 2024</u>	CEO (input to EMC)	2	2	Very low tolerance	within appetite and/or tolerance	1 reg 17 review 2. planned internal audit 3. Compliance calendar checks (checked) 4. Audit Log is reported to EMC and Council <u>14/02/2024</u>	Executive Manager Corporate Strategy & Governance		
10 17	Governance, compliance and fraud	<u>Fraud Risk Management</u> A lack of continued approach to identification, mitigation, management and monitoring of fraud, through a fraud risk framework increases the risk of fraud increasing potentially leading to reputational damage, and financial losses	Initial consultation by City has identified following fraud risk areas: 1. Payroll 2. Third party / money) 3. Credit card use 4. Procurement (services)	Online training programs for Fraud Awareness and Accountability and Ethical Decision-making (AEDM) have been developed and implemented in accordance with the Fraud Management Plan. Fraud, integrity and AEDM are included in all inductions and have been incorporated into annual online training modules that are required to	3	3	Medium	no tolerance	outside of appetite and/or tolerance	A	1. Testing for fraud will form part of the internal audit plan, and random checks will be undertaken by procurement. 2. Regular staff assessment surveys to be developed and circulated to ensure findings from integrity training are embedded. 3. Requirement to ensure the City's existing internal controls against examples of public sector fraud is underway. An annual pressure testing program is proposed for development. Examples of pressure tests include desktop review of case studies, process walk-throughs and data analysis.	1 subject to IAP schedule 2. ongoing 3. ongoing	Council (input to Audit Committee)	3	1	Low	no tolerance	within appetite and/or tolerance	Audit Log is reported to EMC and Council, random checks on themselves, inventory and processes (e.g. HR and payroll)	10/10/2023	Executive Manager Corporate Strategy & Governance

AUDIT AND RISK COMMITTEE MINUTES

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RISK MANAGEMENT PROCEDURE

Responsible directorate	Office of the CEO.
Responsible team	Corporate Strategy and Governance.
Responsible officer	Executive Manager, Corporate Strategy and Governance.
Affected teams	All Staff.
Legislation / local law requirements	Regulation 17 <i>Local Government (Audit) Regulations 1996</i> .
Relevant delegations	Nil.
Related policy procedures and documents	This document supports the Risk Management Policy by further defining the systems and processes in place to facilitate good practice risk management.

PURPOSE

To set out the framework within which the City of Vincent (**City**) will manage its strategic, operational and project risks.

BACKGROUND

The City has a [Risk Management Policy](#) (**Policy**) approved by Council (16 June 2020 Council Meeting). The Policy sets the tone for the City's risk management approach and establishes the risk management responsibilities of Council, the Audit Committee, City employees and contractors and other relevant parties as required.

This Procedure supports the Policy by defining the systems and processes in place to facilitate good practice risk management and the roles and responsibilities of City employees.

PROCEDURE

1. RISK MANAGEMENT APPROACH

The City's approach to risk management determines how the City will go about managing its risks.

The City's risk management approach aligns with the *AS31000:2018 Risk Management – Guidelines*.

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RISK MANAGEMENT PROCEDURE

2. OTHER RISK DOCUMENTS

Corporate Risk Register

The Corporate Risk Register (**Register**) lists the City's 'whole of organisation' strategic, operational and project risks. The risks are assessed without controls (*i.e. inherently*), with controls (*i.e. residually*) and following the proposed risk management actions (*i.e. post-treatment*).

The Register is divided into a list of residually-rated medium, high and extreme risks (which require reporting to the Executive Management Committee, Audit Committee and Council) and residually-rated low and medium risks for each service area. Timeframes and ownership for the implementation of the risk management actions are included.

Risk Appetite and Tolerance Statements

'Risk Appetite' sets out the risk type and levels that the City is looking to pursue to meet and optimise opportunities. 'Risk Tolerance' reflects how much risk the City is able to accept in the pursuit of its strategic, operational and project objectives.

Strategy House Service Area Risk Matrix

Each of the City's service areas has a risk matrix which sets out its strategic (where relevant), operational and project risks which are specifically considered, where appropriate, within the context of the specific Strategy House.

A number of documents and guidelines are also relevant to the City's risk management. These include:

- **Business continuity plan (BCP)** – This document describes how the City will respond to and function in the event of a business interruption event. It is a 'mitigative' control as it seeks to reduce the consequences of risks eventuating.
- **ICT disaster recovery plans** – these plans assist the City to recover from Information and Communication Technology (ICT) interruption events, from a routine, operational incident through to a large-scale ICT event. The plans will ultimately align with the City's BCP and, again, are 'mitigative' controls in seeking to reduce the consequence of a risk eventuating.
- **Event risk management plans** – These are formal plans to mitigate any foreseeable risks that may arise from place activation, and planning and delivering events.
- **Procurement risk assessments** – A systematic, documented assessment of risks associated with all significant purchases, as set out in the Procurement Plan. Procurement risk assessments are required for procurement of greater than \$50,000, and the level of detail required for the risk assessment will vary depending on the significance of the purchase. Note that although the \$50,000 mandatory threshold has been set by the City, the contract value of a procurement does not define its

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RISK MANAGEMENT PROCEDURE

risk to the City so there is discretion – which should be exercised – in contract values below this figure.

3. RISK CATEGORIES

Strategic Risks

Strategic risks relate to the uncertainty of the City achieving its long-term, strategic objectives. They are usually owned and managed by Council and/or the Executive Management Committee. Strategic level risks may include risks associated with achieving the objectives of the Strategic Community Plan, Corporate Business Plan and the Long-Term Financial Plan.

Operational Risks

Operational risks relate to the uncertainty associated with developing or delivering the City's services, functions and other activities. These risks typically have day to day impacts on the organisation or more widely. These risks are owned and managed by the person who has responsibility for the activity, service or function to the level of their delegated authority or capability.

Project Risks

Project risks typically sit underneath operational risks and will be managed in accordance with the City's Project Management Framework and depending on their progress.

4. RISK MANAGEMENT PROCESS

Step 1 - Establishing the scope, context and criteria

Prior to commencing risk management, the context for the activity is clearly specified. This includes defining:

- the purpose of the risk exercise and the expected outcomes;
- the scope, boundaries, assumptions and interrelationships;
- the environment, objective, strategy, activity, process, function, project, product, service or asset under consideration; and
- the risk assessment methodologies or approach.

Once this is determined, the essential personnel who need to be involved in the assessment are identified.

Step 2 - Risk Assessment

A. Risk Identification

The context defined in the previous step is used as the starting point for identifying risks. A practical and effective approach to risk identification is to consider what is critical to the successful achievement of the

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RISK MANAGEMENT PROCEDURE

objectives related to that particular context, and what are the potential opportunities or 'roadblocks' arising from areas of uncertainty (e.g. *assumptions, limitations, external factors, etc*). Included in this consideration are any internal or external events or situations which may give rise to a risk, and also any risks identified through internal or third-party audits, assessments and reviews. Typically, risks are worded either with the use of '*critical success factors*' (**CSFs**) or through '*cause-event-consequence*' (**CEC**) statements:

- 1) **CSFs** - When considering an activity, consider what is critical that you get right about the activity (e.g. *with City reporting, it may be timeliness and accuracy*), and word the risk based on this critical activity (e.g. *failure to ensure timely and accurate City reporting*);
- 2) **CECs** - Consider the event that you are most concerned about (e.g. *timely reporting*), the principal potential cause (e.g. *Inadequate reporting systems*) and the principal potential consequence (e.g. *sub-optimal decision making*). These can then be constructed into a statement (e.g. *Inadequate systems cause untimely reporting leading to suboptimal decision making*).

Both ways of phrasing risks are acceptable to the City. Each risk requires a risk owner who is responsible for managing the risk and is accountable for determining if the risk level can be accepted, reviewing the risk, monitoring the controls and risk treatments. High and extreme risks require the risk management action to be approved by Council, via the Audit Committee.

B. Risk analysis and evaluation

For each risk, possible causes of the risk eventuating are identified. Each risk may have one or more causal factors which can either directly or indirectly contribute to it occurring. Identifying the range of causes assists in understanding the risk, identifying the most appropriate controls, evaluating the adequacy of existing controls and designing effective risk treatments. This step also considers the potential consequences of the risk, including knock-on or cascading effects.

Comparing the level of risk with the contents of the risk assessment criteria determines the acceptability of the risk. Risk analysis is undertaken with varying degrees of detail, depending on the risk, the purpose of the analysis, and the information, data and resources available. Analysis is qualitative, semi-quantitative or quantitative, or a combination of these, depending on the circumstances. Such techniques are comprehensively considered in 'ISO 31010: Risk Assessment Techniques', a companion to AS ISO 31000:2018. Risk analysis and evaluation involves identifying and evaluating any existing controls and analysing the risk in terms of consequences and likelihood, taking into account the effectiveness of the controls (*i.e. 'Residual Risk'*). Understanding the following terms is key:

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RISK MANAGEMENT PROCEDURE

- **Controls** - Controls are the measures that are currently in place (*i.e. at the time of the risk assessment*), that materially reduce the consequences and/or likelihood of the risk. Controls are tangible, auditable and documented. A 'Hierarchy of Control' is applied which ensures the most effective controls are considered first (*e.g. eliminate entirely, substitute it, isolate it and engineer it out prior to relying on administrative controls*). At the City, controls are considered to be either 'preventative' (*i.e. affecting likelihood*), 'mitigative' (*i.e. affecting consequence*) or both.
- **Consequence** - A risk that eventuates may impact the City to a greater or lesser extent across multiple areas. Consequences of the risk can be assessed across the relevant consequence categories, which are defined in the risk assessment criteria tables.
- **Likelihood** - This describes how likely it is that a risk will eventuate with the defined consequences. Likelihood can be assessed in terms of probability or frequency, depending on what is most appropriate for the risk under consideration. When you are rating the likelihood of residual risk, ask "*How likely is it for this risk to occur, given the existing controls, to the level of consequence identified?*"
- **Level of Risk** - The Level of Risk (LoR), or Risk Rating, is calculated by multiplying the consequence and likelihood ratings. For any risk, there may be a number of different consequence/likelihood scenarios. Within each category there may be multiple scenarios ranging from 'minor but likely' to 'catastrophic but rare'. The City expects the most realistic worst-case scenario to be rated. In some instances, it may be appropriate to rate the same consequence category more than once. Where there are multiple ratings for a risk, the highest combination of consequence/likelihood is taken as the LoR. The LoR is then compared to the defined risk criteria to assist the risk owner in determining whether a risk requires further treatment. The City captures three different 'Levels of Risk' – Inherent risk (*i.e. before controls are applied*), Residual risk (*i.e. after controls are applied*) and 'Post-treatment' (*i.e. a prospective level of risk considering further treatments*).

Step 3 - Risk Treatment

Once a risk has been analysed and evaluated, the risk owner makes an informed decision to do one of the following:

- Accept the risk – the opportunity outweighs the risk, the existing controls meet the criteria specified in the Risk Assessment Criteria and the risk is within the defined tolerance and appetite of the City;
- Avoid the risk – do not carry on with the activity that is associated with the risk;
- Treat the risk – reduce the consequence, likelihood or both and/or improve the controls rating by strengthening existing controls or developing new controls so that the risk can be accepted. The treatment selection and implementation will typically be based on financial, technical and operational

AUDIT AND RISK COMMITTEE MINUTES

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RISK MANAGEMENT PROCEDURE

- viability and alignment to the City's values and objectives. Note: It is expected that any risks associated with health and safety are managed to a level which the City considers to be "as low as reasonably practicable" (ALARP).

Risk-based decisions are made in line with the criteria outlined in the risk assessment criteria tables.

Communication and consultation with external and internal stakeholders/interested parties is an essential and valuable part of the risk management process at the City. A collaborative approach is preferred as it provides the opportunity for different perspectives and expertise. The City has an expectation this will occur throughout the steps 1 to 3 documented. Communication and consultation should include, amongst others, staff of the City, Councillors, contractors, rate payers and residents. Some of this consultation and communication will be formalised through workshops and training and some – for example with ratepayers and residents – may be less formal. Risk management training will be provided to staff, commencing at induction. In addition, regular risk management awareness information will be communicated via the Vintranet.

Monitoring and Review and Recording & Reporting are considered integral parts of the planning, management and oversight activities of the City to ensure contemporary, relevant and evidential risk management. The Corporate Risk Register is updated as risks are identified and is reported to the Executive Management Committee monthly, and to the Audit Committee quarterly or more frequently as required.

Ad-hoc review of risks may also occur where:

- There is a change to the risk environment, for example, changes to legislation or to the SCP or the CBP;
- An internal audit or other review highlights a new or changed risk;
- A material risk treatment is implemented or a key control is considered no longer effective or adequate;
- Major changes are made to the organisation including change of key personnel; or
- The complaints or learnings in relation to processes indicate a new or changed risk to the City.

5. RISK MANAGEMENT CULTURE

A risk aware culture is essential to good risk management. The Policy and this Procedure will be communicated across the organisation and embedded into practices and processes rather than be viewed or practiced as a separate activity.

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RISK MANAGEMENT PROCEDURE

It's important that all staff support and encourage a positive risk management culture by:

- playing an active part, and not simply mandating production of reports;
- empowering employees to manage risks effectively;
- acknowledging, rewarding and publicising good risk management;
- having processes that promote learning from errors, rather than punishing;
- encouraging discussion and analysis of unexpected outcomes, both positive and negative; and
- not over-responding to problems by introducing restrictive, complicated or one-size-fits-all controls.

Council and the EMC have a key role in promoting risk by setting the tone from the top and in allocating sufficient resources for risk management activities.

6. RISK MANAGEMENT RESPONSIBILITIES

The City's Audit Committee is responsible for:

- Facilitating effective management of the City's risks through regular review and challenge of the City's Corporate Risk Register, and reporting the high and extreme risks to Council for approval of the proposed risk treatment.
- Considering the CEO's performance indicators in relation to the effectiveness of risk management and providing advice to Council on performance in this area.
- On an annual basis, providing a report to Council on the effectiveness of the City's risk management.

The Executive Management Committee is responsible for:

- On a monthly basis, reviewing and updating the Corporate Risk Register and confirming that risks are appropriately captured, rated and managed (or identifying exceptions where they exist).
- Presenting the Corporate Risk Register, including the proposed risk treatments for high and extreme risks, to the Audit Committee on a quarterly basis, or more frequently if required.
- Ensuring all staff are aware of their risk management responsibilities.

Each Executive Director is responsible for:

- Reviewing risks for their directorate to ensure risks are appropriately managed and included in the Corporate Risk Register as appropriate (medium, high and extreme risks to be included in Corporate Risk register).
- Approving the risk treatments for medium level risks.

AUDIT AND RISK COMMITTEE MINUTES

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RISK MANAGEMENT PROCEDURE

**Each Manager is responsible for:**

- Approving the risk treatment for low level risks.
- Providing updates on new and emerging risks (medium, high and extreme) and control effectiveness to the Governance team so they can be included in the Corporate Risk Register.
- Ensuring their Strategy House Risk Register is contemporary and comprehensive.
- Alerting the relevant Executive Director of changes to the risk environment including changes to control adequacy and effectiveness or increases or decreases to ratings of likelihood and consequence.

The Corporate Strategy and Governance team is responsible for:

- Ensuring the City's Corporate Risk Register is reviewed monthly and presenting it to the Executive Management Committee.
- Presenting the Corporate Risk Register to the Audit Committee.
- Reviewing the Policy and Procedure annually to ensure they remain relevant and reflect the City's risk management approach.
- Organising annual training for all staff on risk management and communicating the Policy and Procedure to relevant staff.

A flow chart detailing responsibilities for risk management is attached at **Attachment 1**.

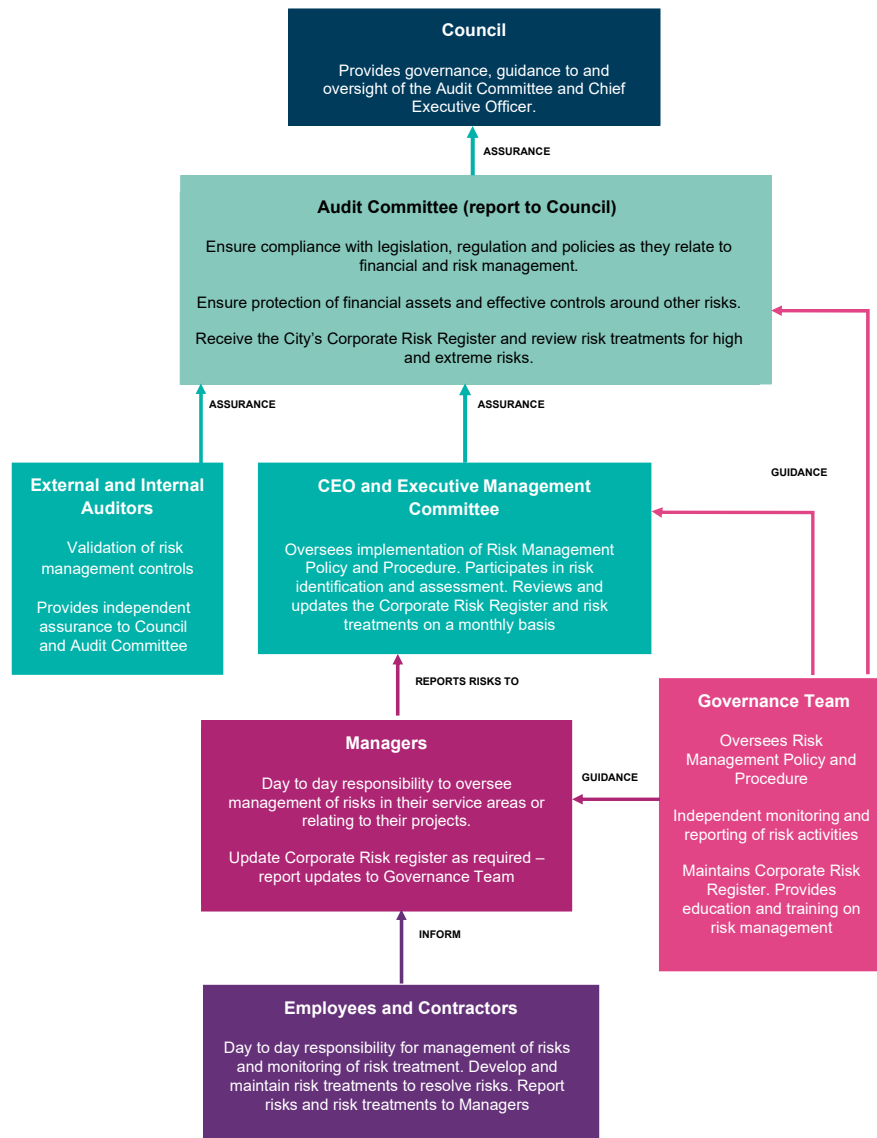
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RISK MANAGEMENT PROCEDURE



ATTACHMENT 1 – RISK RESPONSIBILITY



AUDIT AND RISK COMMITTEE MINUTES

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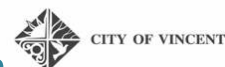
OFFICE USE ONLY	
Approved by CEO and Noted by Audit Committee	DATE: 06/07/2021, REF# D21/116958
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: <REVIEW DATE>,

Risk Management Framework – SC2723 – D20/240006

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29 FEBRUARY 2024



RISK APPETITE & TOLERANCE STATEMENTS

Legislation / local law requirements	Regulation 17 of the <i>Local Government (Audit) Regulations 1996</i> .
Relevant delegations	Nil.
Related policies, procedures and supporting documentation	Risk Management Policy – establishes the risk management responsibilities of Council and Administration and determines quantitative and qualitative assessment criteria. Risk Management Procedure – defines the systems and processes of the City's Risk Governance.

INTRODUCTION

Risk appetite refers to the amount and type of risk that the City is willing to accept or retain in order to achieve its objectives. Risk tolerance, on the other hand, is the specific threshold or level of risk that the City considers acceptable.

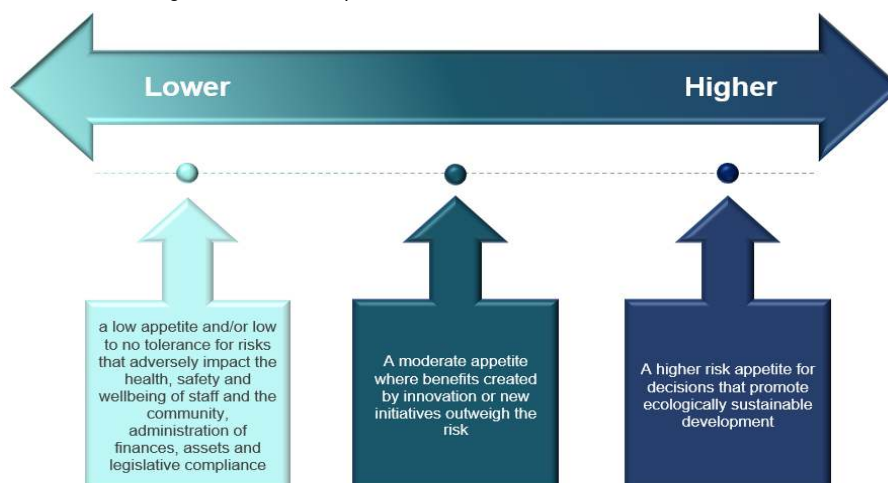
The following statements set boundaries for decision making, ensuring a balance between risk-taking and risk avoidance, and establishes the quantitative and qualitative criteria that determines, classifies, and manages the City's risks.

STATEMENT

The community want us to be a Council and an organisation that is clever, creative, and courageous willing to push the operational boundaries and willing to think and act as an enabler.

We put this into practice in our everyday work and decision making by understanding and managing the risks in being clever and creative but still taking action to meet our strategic goals.

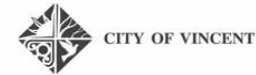
The City seeks to minimise its exposure to key risks relating to people, financial operational and regulatory and compliance responsibilities, while still taking action. We will ensure appropriate measures to mitigate our risks are in place.



City of Vincent Risk Appetite and Tolerance Statements - D23/205561

AUDIT AND RISK COMMITTEE MINUTES

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RISK APPETITE & TOLERANCE STATEMENTS

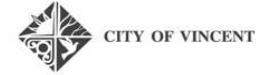
Detailed Statements and Descriptors

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
Financial Sustainability		
<i>Financially Volatile Decisions</i>	The City has a low appetite for risk in decision making that impacts financial volatility and sustainability	These are for those decisions not specifically considered below: Based on risk consequence criteria - Risk of loss more than \$100,000 (0.035% - 0.17% of operating budget)
<i>Decisions causing Budget Deficiency</i>	The City has a low tolerance for decisions or actions that result in material deficiency in achievement of budgeted: Surplus Balance sheet ratios Profit and loss ratios Rate of return on investments	Based on risk consequence criteria - Risk of loss or missing budget more than \$100,000 (0.035% - 0.17% of operating budget)
Financial Investment & Growth		
<i>Sustainable financial investments</i>	The City has a moderate risk appetite for investments; investments must support strategic initiatives and financial sustainability. Investments must be aligned with the values and principles of the City.	Investments need to be in line with the City's Corporate Business Plan and Strategic Community Plan.
<i>Forwards, hedges, and derivatives</i>	The City has no tolerance for investments in forwards, hedges, and derivatives.	Organisations often use financial instruments to manage the risk in commodity and foreign currency. These can be very risky if not appropriately utilised; and the City has chosen not to use these instruments.
<i>Debt for growth</i>	The City has a moderate appetite to take on risk to fund growth.	This ties into the investment appetite; however specifically considers the use of debt funding. Based on the consequence table, a moderate risk would be in

City of Vincent Risk Appetite and Tolerance Statements - D23/205561

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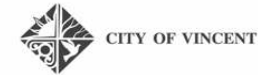
RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
		the vicinity \$100,001 to \$250,000 (0.17% - 0.43% of operating budget).
<p><i>Specific ratios – No specific rating given as these are set parameters that the City has determined that it must operate within. Ratios (and thresholds) are determined by the State Government.</i></p>	<p>The City's debt to service ratio must always be above 5.</p> <p>Total Liabilities are never to exceed Total Assets</p> <p>Proposals supporting debt funding must be supported by a cash flow analysis that is financially sustainable</p>	<p>The debt to service ratio measures the City's ability to pay its debt. It is calculated by the annual operating surplus (before depreciation and interest), divided by the debt service cost, and is currently 5.092.</p> <p>Financial sustainability for debt funding will need to consider:</p> <p>Free cash flow for monthly, capital or balloon payments</p> <p>Interest cover – refer above for the level of financial risk acceptable</p> <p>Cost of not undertaking project – i.e., repairs and maintenance of the current solution</p> <p>Future cost of new project once implemented – i.e., for a community centre, insurance, licences etc</p>
Business collaboration		
<p><i>Commercially viable collaboration</i></p>	<p>The City has a moderate risk appetite to being more commercially adept and to explore avenues to identify cost efficiency drivers, collaboration with business partners to deliver on objectives through commercially viable arrangements and partnerships.</p>	<p>Within the boundaries of the appetite stated above in respect to investments being within the City's Corporate plans and strategies, the City is willing to consider proposals to use partnerships and contracts to facilitate meeting the City's objectives, where consistent with legislative requirements (<i>Local Government Act 1995</i>). Suggestions would include using outside service providers to deliver current services provided by the City more efficiently, i.e., Waste Collection; or working collaboratively with an Arts organisation to set up a</p>

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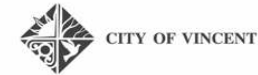
RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
		festival. Other projects may include working with developers.
<i>3rd party Partner (Contractor) failure</i>	The City has a low risk appetite for third party partner (contractors) failure.	The City utilises many outside organisations in delivering on its mandate. This low appetite means that even minor or insignificant breaches in contracts or delays in delivery of products and services will be taken seriously. Accordingly, third party risk must be considered before entering into any contract, including reputation of third party, financial viability, audit clauses etc.
Procurement		
<i>Procurement failure</i>	The City has a low risk appetite for procurement failures that lead to poor value for money or financial loss, poor quality of service; incorrect or substandard products or delayed delivery; wastage of funds or services.	This ties into the above point; and thereby requires appropriate procedures in the procurement process to ensure the required outcomes for the City and appropriate enquiry and planning prior to purchases. Note, appropriate delegations must exist to support this.
	The City has zero tolerance for procurement decisions that endanger our staff and community.	Procurement decision making must consider the risk of injury or harm to the staff & community of Vincent. An example of this would be allowing the Beatty Park pool to use unregulated or unauthorised chemicals.
Asset & Environment management & sustainability		
<i>Sustainable future for our community</i>	The City supports investments, activities and developments that result in a sustainable future for our community while meeting the current needs of our residents.	There is often a payoff. Proposals need to consider the risks and rewards based on the promises made to the community. This has been envisaged with the City's

City of Vincent Risk Appetite and Tolerance Statements - D23/205561

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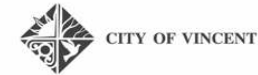
RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
	It recognises that this may at times involve accepting some degree of risk and is comfortable with this, subject to always ensuring that potential benefits and risks are fully understood before planning is approved and that appropriate measures to mitigate risk are established.	Project Management Framework implementation and future actions.
<i>Ecologically sustainable decisions</i>	The City has a high risk appetite for ecologically sustainable decisions and a high risk appetite for decisions that promote ecologically sustainable development.	Activities that favour environmentally conscious actions will more likely be approved than those that don't.
<i>Protecting and preserving the environment</i>	The City is committed to protecting and preserving the environment and has a low risk appetite for activities that would significantly degrade the environment	The City will act swiftly against actions that are detrimental to the environment.
<i>Resource wastage</i>	The City has a low risk appetite for irresponsible use of its resources.	
<i>Activities against ratepayer values & ethics</i>	The City has a very low risk appetite for investments and activities that do not align with the City's values.	The City has set its vision, purpose and guiding values based on the interpretation of those of the community it serves. When entering into new projects, investments and proposals, these values must be considered as one of the key consideration sets.
<i>Activities, structures, projects that present health risk for the community</i>	The City has a low risk appetite for activities, structures and projects that threaten the health of its community.	The City is committed to ensuring the health and wellbeing of its residents, this must be considered within the activities, projects, and new builds it approves or invests in. Activities that do not align with this will only be approved in exceptional circumstances. An example might be the approval of a Neo-Nazi festival to

City of Vincent Risk Appetite and Tolerance Statements - D23/205561

AUDIT AND RISK COMMITTEE MINUTES

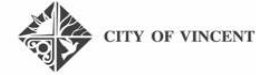
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RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
		occur within the City's park space. A multi residential building with no nearby open space may be another example.
Values and Behaviours		
<i>Behaviour or conduct against City values</i>	The City is an equal opportunity employer that employs skilled and experienced employees in positions with clearly defined roles and responsibilities; it has a low risk appetite for actions and behaviours that threaten the people and organisational capacity.	This sets the City's view on the criticality of its employees and the City culture; accordingly, staff must be selected based on appropriate due diligence and fit for purpose considerations including against the City values. Behaviours and actions of current staff must be measured against their job performance criteria and against the values.
<i>Low individual and team performance</i>	The City places high importance on its values and a culture of integrity in conduct, performance excellence, innovation, equality and diversity, dignity and respect, collegiality, and cultural sensitivity. It has a low risk appetite for behaviour or conduct which does not meet these standards.	Refer above.
Human Resource		
<i>Behaviour reducing cultural diversity & awareness</i>	The City has a low risk appetite for practices and behaviours that result in a workforce that is not diverse and culturally aware, be this through recruitment or day to day workplace activities.	Activities and actions to involve and include staff from diverse backgrounds considering culture, age, gender, experience sets etc.
<i>Harm of staff, clients, partners, or visitors</i>	The City has a very low risk appetite for risk in practices or behaviours that lead to the harm of staff, clients, partners, or visitors in its premises or when undertaking work related activities (within its control and responsibility).	The City's continued focus on OH&S matters, staff and contractor induction support this appetite. All new activities and projects should further consider the impact on the City's community.

City of Vincent Risk Appetite and Tolerance Statements - D23/205561



RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
<i>Breach of code of conduct, ethics, and Law</i>	The City has no appetite for conduct that is unlawful, unethical, or otherwise breaches the Code of Conduct or reflects misconduct / serious misconduct.	The City's continued program to educate employees on Code of Conduct, accountability and ethical decision making, performance management and misconduct support this appetite.
Health and Safety		
<i>Inadequate & untimely reporting of breach & near-miss incidents</i>	The City has a low appetite for health and safety risk, and in particular a very low tolerance for inadequate or untimely remedy and reporting of breach incidents, or near misses.	The City's continued focus on OH&S matters, staff and contractor induction support this level of appetite and tolerance.
<i>Negligent & deliberate violations of health & safety requirements</i>	The City has no tolerance for negligent, deliberate, or purposeful violations of health and safety requirements.	
Business Service - The City acknowledges that in order to be innovative and nimble that some degree of risk taking is inevitable, however these risks must be considered in light of maintaining continuity of services to our stakeholders.		

AUDIT AND RISK COMMITTEE MINUTES

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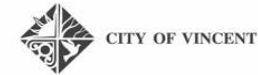
RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
<i>Disruption to the operation of the business</i>	The City has a very low tolerance for risks that may result in disruption to the operation of the business. Including loss of statutory services, operational continuity, loss, or lack of documentation of corporate knowledge. These risks will be mitigated and controlled to where the cost of control is equal to the marginal cost of the risk.	Interruption to services has been included in the Consequence criteria. A very low tolerance would be considered where " <i>Failure of assets / disruption which results in inconvenience but no material service interruption (resolved within one day).</i> " So, where there is a disruption, for example the phone lines are down, then a solution needs to be found within one day. The cost of this control must also be considered in the action sought.
<i>Loss or lack of documentation of corporate knowledge</i>	The City has a very low risk tolerance for loss or lack of documentation of corporate knowledge.	In order for the City to continue to provide services to its stakeholders to the degree required, the City must continue to maintain adequate systems and processes that support maintenance of all corporate knowledge.
Governance - The City is committed to best practice governance and practices and behaviours that support ethical, consistent, and informed decision making, compliance with legislation, regulation, and internal and external reporting requirements.		
<i>Breaches in regulations, professional standards, and ethics</i>	The City has a very low risk appetite for any breaches in regulations, professional standards, and ethics.	There is a low, but not zero appetite for breaches. An example would be the submission of a BAS late due to resource constraints within the City. See specific examples below
<i>Bribery or Fraud</i>	The City has no tolerance for bribery or fraud.	The City's Code of Conduct, Fraud and Corruption Prevention Plan, and Accountable and Ethical Decision Making Program, detail behaviour standards and handling of unethical fraudulent, dishonest, illegal, or corrupt behaviour. The City will investigate all allegations and take action to the full extent of its capacity.

City of Vincent Risk Appetite and Tolerance Statements - D23/205561

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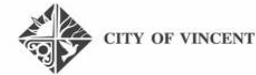
RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
<i>Less than better practice for Governance, Due diligence, Accountability and Sustainability</i>	The City has a low risk tolerance for less than better practice decision making for governance, due diligence, accountability, and sustainability, as measured by accepted industry standards and practices.	The City's Governance Framework (Framework) supports this tolerance level by defining the systems, policies, processes, and a methodology for ensuring accountability and openness in the conduct of City business. The Framework describes the principles and key roles that guide Council in its decision-making and demonstrates to the community the processes which the City uses to achieve its strategic priorities and undertake its service delivery.
<i>A breach in Delegated Authority</i>	The City has a very low risk tolerance for breach in delegated authority.	
<i>Poor Project or Change Management</i>	The City has low risk tolerance for incidents or impacts which are generated by poor project management or change management practices.	The risk consequence level will need to be considered.
Information & Systems management		
<i>Information security preservation</i>	The City has a very low appetite for information security risk.	Information security is the preservation of the confidentiality, integrity, and availability of information: Confidentiality – information is disclosed only to authorised entities. Integrity – information has been created, amended, or deleted only by authorised individuals. Availability – systems and information are accessible and useable by authorised entities when required.
<i>Threats to personal information</i>	The City has no appetite for threats to breaches of personal information.	The City will: <ul style="list-style-type: none"> Only use personal information provided by an individual for the purposes for which it was collected and for any other authorised use.

City of Vincent Risk Appetite and Tolerance Statements - D23/205561

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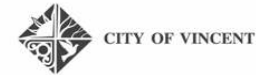
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RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
		<ul style="list-style-type: none"> Only disclose personal information to third parties (including other authorities) where authorised. Take all necessary measures to prevent unauthorised access or disclosure of personal information.
<i>Deliberate misuse of information</i>	The City has no appetite for the deliberate misuse of information.	The City's Code of Conduct and IT Acceptable Use Procedure detail behaviour standards and breach handling.
<i>Systems change and development</i>	The City has a moderate risk appetite for systems change and development where it is within approved strategy, budget, and security procedures.	Systems improvement through change and development comes with an inherent risk factor, accordingly there must be an acknowledgement that for changes to occur some risk must be taken, however appropriate controls and procedures should be in place to manage this risk.
Community Services The City seeks to create a connected community where the City's residents can interact with the built environment and nature to create a vibrant and inclusive place to live, work and play. The City recognises that its purpose is tied to the needs and expectations of its community and in particular the rate payers. In order to meet these needs a certain level of collaboration and co-operation with these stakeholders is beneficial and necessary.		
<i>Community Engagement and Increased Participation</i>	The City has a high appetite for risks that will drive strong community engagement and increased participation.	The City wishes to match its community desire for high levels of engagement, and this is acknowledged to come with more risk. An example is the BMX track, which was highly desired by the community, but has associated risks.
<i>Constructive Community Consultation</i>	The City has a high risk appetite to engage in community consultation to deliver on our strategic objectives. This collaboration cannot be to the detriment of ensuring an efficient and effective decision-making process in the spirit	This point was important in driving the high engagement and participation in delivery of the City's objectives. But this should not be used as a lever to

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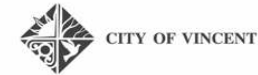


RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
	of sustainability and achievement of objectives. (See sustainability above)	hinder progress or unnecessarily delay decision making.
<i>Activity risking long-term values or reputation of Council</i>	The City has zero risk appetite in any activity that will put its long-term values or reputation at risk.	
<i>Failure to meet customer commitments and/or provide appropriate advice and address regulatory concerns</i>	The City has a very low risk appetite for operational risks arising from failure to meet customer commitments and/or appropriateness of advice.	The City must provide appropriate advice to stakeholders and meet its commitments. The City will promptly take action to address ratepayer/customer complaints and regulatory concerns.
<i>Negotiate with Regulators, State & Federal Government Agencies</i>	The City has a high risk appetite to consult and negotiate with regulators, State & Federal Government Agencies to achieve the City's objectives.	
<i>Leasing of Community Facilities</i>	The City has a moderate risk appetite for financial loss in respect to the use of the City's community facilities provided the use is: <ul style="list-style-type: none"> • in the community interest; and • satisfies a recognised community purpose 	This is to ensure we are considering the needs of our community together with the financial impacts of decision making.

AUDIT AND RISK COMMITTEE MINUTES

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RISK APPETITE & TOLERANCE STATEMENTS

Strategic Risk Categories	
Finance, procurement & contracts	Risks relating to ensuring reliability and timeliness of financial and other information; as well as ensuring the financial sustainability and viability of the City. Risk of failures in the City's procurement and contract engagement and management processes resulting in business loss or disruption.
Asset Management & sustainability, environment management	Risks associated with investing in, developing and maintaining the City's infrastructure to ensure reliability and to meet its Vision and strategy. Risk of the City's current activities compromising the ability for the future residents meeting their needs. This refers to social and environmental needs. Consideration of both physical and investment actions.
OH&S, employment practices	Risks relating to strategies and systems to maintain a workforce and partnerships that are productive, safe, and diverse as well as an effective and accountable organisational environment. Risks include workforce capability and capacity, including staff, volunteers, contractors, and subcontractors.
Business service disruption:	Risks or events that could cause disruption to services or operations; and/or impair or enhance the delivery of the program or project on time and within budget, or the quality of its outcomes; events that could lead to damage to your reputation, assets or compromise the security of sensitive information.
Governance, misconduct & fraud:	Risks resulting in failure to meet regulatory, compliance and accountability requirements; inadequate or unclear definition of roles and responsibilities; lack of effective and transparent decision-making processes; inadequate control and procedural frameworks; the robustness of any third-party systems and processes.
Information & systems management:	Risks that jeopardise information being authentic, appropriately classified, properly secured, and managed in accordance with legislative and operating requirements. Technology solutions must support strong internal control processes and the development of robust system and process solutions for the management and protection of information assets; and align technology, systems, processes and culture with business strategy and goals.
Community services:	Risks or events that hinder the City's ability to meet the current and changing expectations of the ratepayers and community; including ratepayers'/customers' expectations of providing efficient, considerate, and cost-effective services; building positive and collaborative relationships and outcomes for the City.

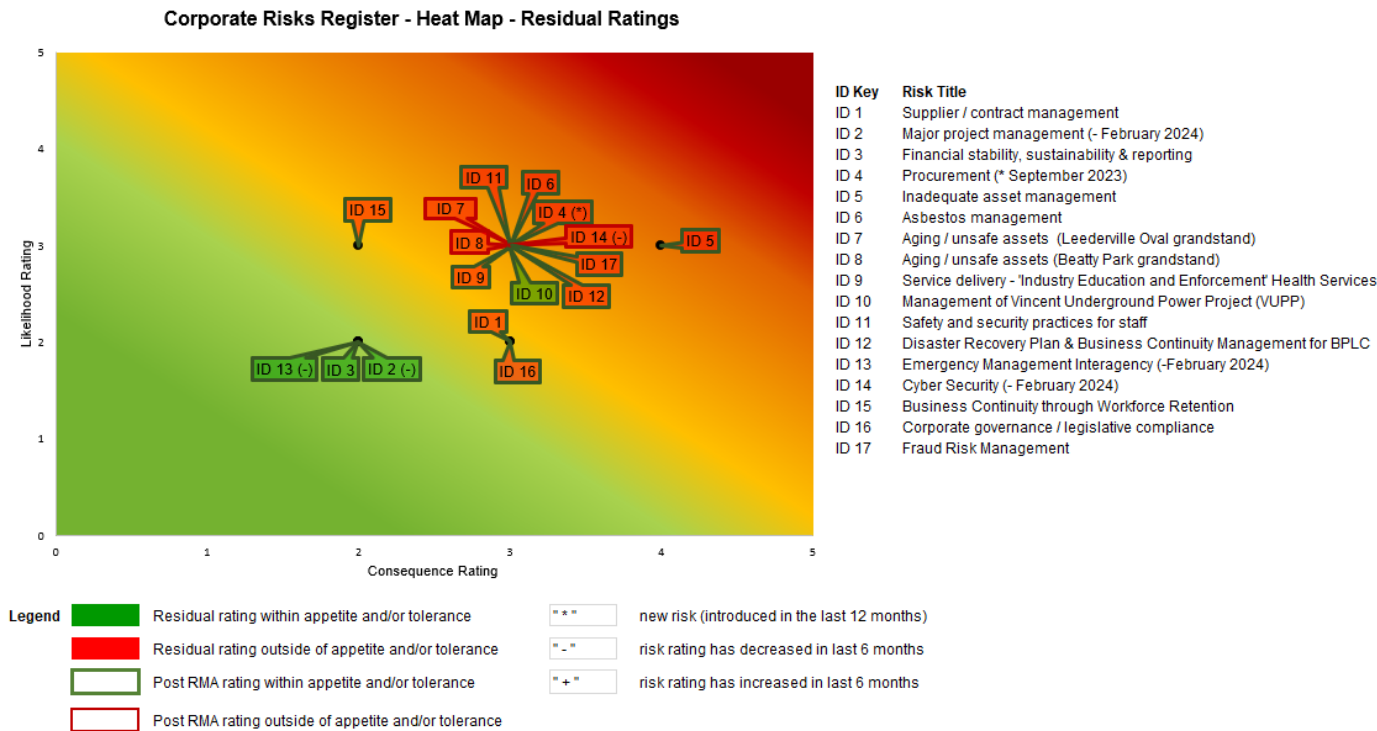
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RISK APPETITE & TOLERANCE STATEMENTS



OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance
Initial Council Adoption	17/03/2020
Previous Title	N/A
Reviewed / Amended	12/12/2023 OMC Item 12.4
Next Review Date	12/2025 In accordance with clause 4 of the Risk Management Policy, Statements are to be review within three months of each ordinary local government election.

Corporate Risk Rating Alignment to Appetite and Tolerance

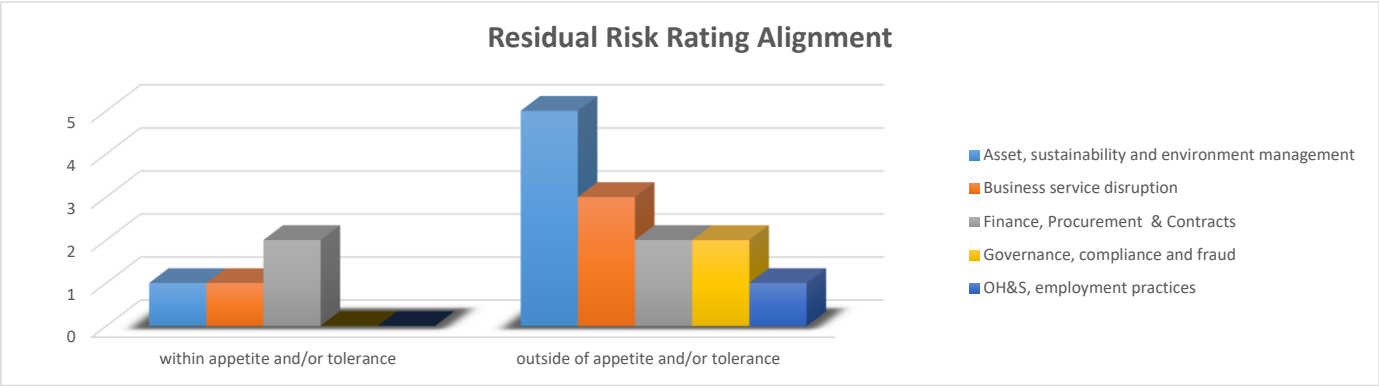


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Residual rating alignment is detailed below:

Residual Rating Alignment	Asset, sustainability, and environment management	Business service disruption	Finance, Procurement & Contracts	Governance, compliance, and fraud	OH&S, employment practices	Grand Total
within appetite and/or tolerance	1	1	2	0	0	4
outside of appetite and/or tolerance	5	3	2	2	1	13

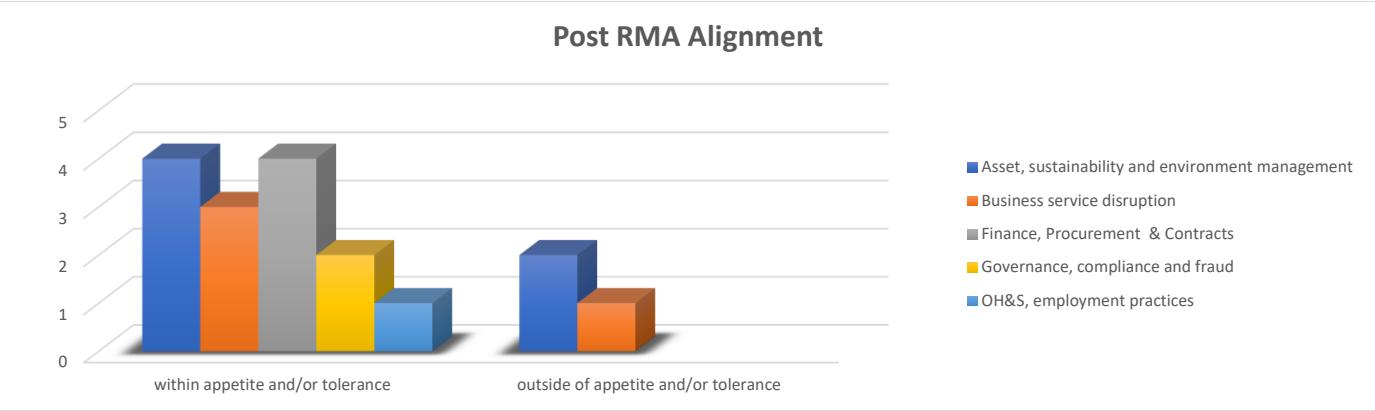


AUDIT AND RISK COMMITTEE MINUTES

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Post RMA alignment is detailed below:

Post RMA Alignment	Asset, sustainability, and environment management	Business service disruption	Finance, Procurement & Contracts	Governance, compliance, and fraud	OH&S, employment practices	Grand Total
within appetite and/or tolerance	4	3	4	2	1	14
outside of appetite and/or tolerance	2	1	0	0	0	3



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5.5 REVIEW OF THE CITY'S AUDIT LOG

TRIM Ref: D23/225018

Author: Emma Simmons, Governance Projects Officer

Authoriser: David MacLennan, Chief Executive Officer

Attachments: 1. Audit Log - Confidential

RECOMMENDATION:

That the Audit Committee recommends to Council that it:

1. NOTES the status of the City's Audit Log at Attachment 1;
2. APPROVES closure of action items noted within this report and at Attachment 1.

COMMITTEE DECISION ITEM 5.5Moved: Cr Hallett, Seconded: Cr Castle

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

(Cr Alexander was an apology for the Meeting.)

(Mr Araj was an apology for the Meeting.)

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5.6 ANNUAL SELF ASSESSMENT PROCESS

TRIM Ref: D24/17381

Authors: Joslin Colli, Executive Manager Corporate Strategy & Governance
Emma Simmons, Governance Projects Officer

Authoriser: David MacLennan, Chief Executive Officer

Attachments: 1. Self Assessment process - draft [📄](#) 

RECOMMENDATION:

That the Audit Committee recommends to Council that it ENDORSES the Self Assessment process at Attachment 1.

COMMITTEE DECISION ITEM 5.6Moved: Mr Isambert, Seconded: Cr Hallett

That the recommendation be adopted.

CARRIED UNANIMOUSLY (5-0)

(Cr Alexander was an apology for the Meeting.)

(Mr Araj was an apology for the Meeting.)



CITY OF VINCENT

Audit and Risk Committee Performance Evaluation Process

Date of Approval by ARC:	XXX
Version:	XX
Policy Ref:	XXX

AUDIT AND RISK COMMITTEE MINUTES

29 FEBRUARY 2024

Version Control

Version No.	Date	Author/Reviewer	Details/Reason

AUDIT AND RISK COMMITTEE MINUTES

29 FEBRUARY 2024

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AUDIT AND RISK COMMITTEE MINUTES29 FEBRUARY 2024

1. Purpose

The City of Vincent's (the City) Audit and Risk Committee (ARC) is required by its Council-approved Terms of Reference (ToR) to conduct an annual self-assessment of its performance. The focus of the self-assessment will be to:

- Ensure that the ARC complies with its ToR; and
- Identify opportunities to improve the ARC's performance.

This document, *Audit and Risk Committee Performance Evaluation Process*, describes the steps that the ARC will follow when evaluating its performance.

This document supports and should be read in conjunction with the ARC ToR.

2. Process

An ARC Performance Evaluation (Evaluation) is typically carried out using a self-assessment approach with results being reported to the City Council. At the discretion of the Council, an independent third party may be appointed to conduct an External Assessment of the ARC (every 3 – 5 years as recommended by the WA OAG).

2.1 Applicable Criteria

The Evaluation will incorporate the following criteria relating to the Terms of Reference of the ARC

General criteria:

- Powers
- Membership
- Chairperson
- Meetings
- Reporting

Specific duties and responsibilities for the BAC:

- Financial Reporting & External Audit (OAG)
- Internal Audit Activities
- Risk Management and Internal Control
- Ethics and Compliance

In addition, the Evaluation will also include:

- Obtaining input from the City's management team members (CEO and direct reports) who attend ARC meetings.
- Open ended feedback to be collected from the members of the Committees.

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2.2 Evaluation Process

The Evaluation will follow a 7-step approach as follows.

Steps	Responsibility
Step 1 – Notify the ARC of the Evaluation at least 30 days before commencement.	Council Support Officer
Step 2 – Circulation of the self-assessment questionnaire to members of the ARC, while considering the timelines set out in section 2.4 of this document.	Council Support Officer
Step 3 – Obtain feedback from the City's management on areas of strength and areas of improvement relating to the ARC.	Executive Manager Corporate Strategy and Governance
Step 4 – Consolidate and anonymise results from the members of the ARC and management.	Senior Governance Project Officer
Step 5 – Submit consolidated and anonymised results from the members of the ARC and management to ARC Chair.	Senior Governance Project Officer
Step 6 – Hold meeting to discuss Evaluation results and agree on any action plans that may be required.	ARC Chair
Step 7 – Prepare a report summarising the results of the Evaluation to the Council, along with any agreed action plans.	Executive Manager Corporate Strategy and Governance

2.3 Self-Assessment Questionnaire

The Self-Assessment Questionnaire will comprise of a series of statements consistent with the Applicable Criteria in section 2.1 of this Guidance. Members of the Committees will be asked to rate their agreement with each statement using the following scale:

Score	1	2	3	4	N/A
Rating	Strongly Disagree	Disagree	Agree	Strongly Agree	Unable to answer

The Self-Assessment Questionnaire for the ARC can be found in Attachment 1 of this document.

2.4 Evaluation Timing

Evaluations should be completed at **within two months of the start of the upcoming calendar year**. Members of the ARC should be provided with **10 working days** to complete the self-assessment questionnaire. An illustrative timeline is as follows:

- December: Council Support Officer notifies ARC of upcoming Evaluation.

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- January of the following year: Evaluations are provided to ARC members and are completed.
- February of the following year: Discussion of the Evaluation outcome and required actions.

2.5 Confidentiality and Anonymity

The Executive Manager Corporate Strategy and Governance and Senior Governance Project are required, at all times, to maintain the confidentiality and anonymity of the Evaluation results. The individual results from members of the ARC and individual feedback from management should not be shared with anyone without Council approval.

2.6 Reporting Results & Monitoring Action Plans

Results of the Evaluation will be reported to the ARC and Council in a way which shows the Applicable Criteria in section 2.1 of this Guidance, the resulting average score for the criteria and the range of scores assigned (highest and lowest), and a summary of any comments from ARC Members. This is illustrated as follows:

Illustrative scoring for an Applicable Criteria:

Criteria	Average Score by ARC Member 1	Average Score by ARC Member 2	Average Score by ARC Member 3
Meetings	3.8	4.7	4.5

Illustrative consolidation of scores for an Applicable Criteria:

Criteria	Average Score (All ARC Members)	Lowest Score Assigned	Highest Score Assigned	Comments from ARC Members
Meetings	4.3	3.8	4.7	-

The report will also include a summary of management's feedback and any agreed action plans (action, action owner, and due date).

Action plans resulting from the Evaluation will be tracked as relevant agenda items for the ARC.

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3 Document Information

3.1 References

Document	Date / Version
Audit and Risk Committee Terms of Reference	Dec 2023
Audit Committees: A Guide To Good Practice (AICD, AASB, IIA)	Third Edition, 2017
OAG Western Australian Public Sector Audit Committees – Better Practice Guide	June 2020

3.2 Review

This document will be reviewed by the Executive Manager Corporate Strategy and Governance for ongoing suitability at least every two years and, where required, recommend changes to the ARC Chair.

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Attachment 1 – ARC Self-Assessment Questionnaire

The Self-Assessment Questionnaire to be used for the Evaluation is as follows:

PART 1 – GENERAL CRITERIA

#	Statement	Score (1 – 4 or N/A)	Comments/Actions
Powers			
1	The ARC has adequate understanding of its responsibilities as laid out in the Terms of Reference.		
2	The ARC has the relevant information to perform their responsibilities as outlined in the Terms of Reference.		
Composition			
3	The ARC has an appropriate mix of skills and experience to fulfil its duties. <i>Note: This means that the ARC collectively, possesses sufficient knowledge of governance, assurance, audit, risk management, financial management & sustainability, legislation, compliance and internal controls.</i>		
4	The ARC has considered its future skill requirements, including those resulting from changes to City's strategic plan, risk profile, technology or regulation.		
5	The ARC members have received appropriate training and professional development during the past year.		
6	ARC members comply with the City's Code of Conduct and have no conflicts of interest.		
Chairperson			
7	The Committee Chair plays an active role in effectively running the meetings.		
Meetings			

AUDIT AND RISK COMMITTEE MINUTES

29 FEBRUARY 2024

#	Statement	Score (1 – 4 or N/A)	Comments/Actions
8	ARC meetings are well run and productive.		
9	The frequency of meetings is appropriate to discharge the ARC's Duties and Responsibilities.		
10	The ARC maintains a productive working relationship with the CEO and management.		
11	Discussions on papers tabled are carried out by the ARC in a constructive manner.		
12	The ARC agenda and supporting papers are of sufficient clarity and quality to make informed decisions.		
13	The agenda and papers are distributed to ARC members with sufficient time for review in advance of meetings.		
14	ARC minutes of meeting are appropriately maintained and are of good quality.		
Reporting			
15	The ARC promptly reports to the Council any matters which require the attention of the Council.		

AUDIT AND RISK COMMITTEE MINUTES

29 FEBRUARY 2024

PART 2 – SPECIFIC DUTIES AND RESPONSIBILITIES

#	Statement	Score (1 – 4 or N/A)	Comments/Actions
General			
16	During the past twelve months, the ARC adequately addressed all of its responsibilities as detailed in its Terms of Reference and Work Plan.		
Please rate the effectiveness of the ARC's oversight of the following areas*:			
17	Financial Reporting & External Audit (OAG)		
18	Internal Audit Activities		
19	Risk Management and Internal Control		
20	Ethics and Compliance		

**Detailed responsibilities of the ARC are listed in Annexure 1 of the ARC ToR.*

PART 3 – OPEN ENDED QUESTIONS

- Provide further comments on the overall effectiveness of the ARC.
- List any areas that require attention or improvement in the coming year.
- List any areas that the ARC does particularly well.
- Is there a need currently for an External Assessment of the ARC and its members?

AUDIT AND RISK COMMITTEE MINUTES29 FEBRUARY 2024

6 GENERAL BUSINESS**6.1 PROJECT MANAGEMENT AUDIT**

The Acting Chair queried whether the Project Management Framework should be re assessed as part of the City's internal audit program. The Chief Executive Officer provided clarification regarding the development and determination of the internal audit program which is developed in consultation with the Audit & Risk Committee and determined accord to risk classification.

7 NEXT MEETING

27 June 2024

8 CLOSURE

There being no further business the meeting closed at 4.53pm

These Minutes were confirmed at the [date] meeting of the Audit Committee as a true and accurate record of the Audit Committee meeting held on 27 June 2024.

Signed: Mr Conley Manifis

Dated

8.2 LOCAL GOVERNMENT STATUTORY COMPLIANCE AUDIT RETURN 2023

Attachments: 1. **Compliance Audit Return 2023**  

RECOMMENDATION:

That Council:

1. **NOTES** that the City of Vincent's Compliance Audit Return for the period 1 January 2023 to 31 December 2023 was reviewed by the Audit Committee at its 29 February 2024 meeting;
2. **ADOPTS** the Compliance Audit Return for the period 1 January 2023 to 31 December 2023, at Attachment 1; and
3. **AUTHORISES** the Compliance Audit Return in Recommendation 1. above to be certified by the Mayor and Chief Executive Officer in accordance with Regulation 15 of the *Local Government (Audit) Regulations 1996*.

PURPOSE OF REPORT:

To adopt the City's Compliance Audit Return (CAR) for 2023.

DELEGATION:

Section 7.13(1)(i) of the *Local Government Act 1995* (Act) requires local governments to undertake an audit of compliance "in the prescribed manner and in a form approved by the Minister". In accordance with section 7.13(1)(i) of the Act, the Department of Local Government, Sport and Cultural Industries (DLGSC) requires that all local governments complete a CAR by 31 March 2024.

BACKGROUND:

In accordance with Regulation 14(3a) of the *Local Government (Audit) Regulations 1996*, the Audit Committee reviewed the CAR at its meeting held on 29 February 2024 and resolved to recommend to Council that it adopts the CAR.

DETAILS:

The 2023 CAR contains the following compliance categories:

- Commercial enterprises by Local Governments;
- Delegation of power/duty;
- Disclosure of interest;
- Disposal of property;
- Elections;
- Finance;
- Integrated planning and reporting;
- Local Government employees;
- Official conduct;
- Tenders for providing goods and services; and
- Optional Questions.

The attached responses have identified that the City had one area of non-compliance, as detailed below:

Disclosure of Interest – Question 4.

Section 5.75 of the Act requires Elected Members and designated employees to complete a disclosure of financial interest by way of a Primary Return within 3 months of their start date.

One of the City's designated employees failed to complete a Primary Return within three months of their powers commencing.

The employee was issued a Certificate of Delegation on 20 March 2023 and submitted a Primary Return on 27 June 2023 (being 7 days outside of the submission period).

An internal audit of all decisions made by the employee was undertaken and reviewed against the submitted return to confirm that there were no conflicts arising from a financial interest.

Reasonable measures have been implemented to ensure that future breaches do not occur and necessary training has been completed with staff and Managers to apprise them of their responsibilities in complying with the Act.

As required under the Act, notification of the breach was submitted to the Corruption and Crime Commission (CCC) and to the DLGSC on 27 July 2023.

The DLGCS have confirmed that they do not intend to take any further action and the file has been closed.

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires that the Audit Committee reviews the completed CAR and reports the results to Council. Following Council's adoption of the CAR, the CAR must be submitted to the Department by 31 March 2024. To achieve this timeframe, it is proposed to table the CAR at the Council Meeting on Tuesday 19 March 2024.

RISK MANAGEMENT IMPLICATIONS

Low: Review of the CAR by the Audit Committee satisfies the legislative requirements and assists the City in identifying areas for improvement in terms of internal controls and legislative compliance.

STRATEGIC IMPLICATIONS:

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

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.

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

Nil.



Department of
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Vincent - Compliance Audit Return 2023

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023?	N/A		Senior Land and Legal Advisor
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2023?	N/A		Senior Land and Legal Advisor
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023?	Yes	Business plan was published as part of statewide public notice on 26 July 2023	Senior Land and Legal Advisor
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023?	Yes	Statewide public notice of Business Plan occurred from 26 July 2023 to 11 Sept 2023	Senior Land and Legal Advisor
5	s3.59(5)	During 2023, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	Yes	Council Meeting on 21 Nov 2023 (item 9.8) approved by absolute majority to proceed with Major Land Transaction and to execute transaction documents. Transaction documents executed on 24 January 2024.	Senior Land and Legal Advisor

Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	Yes	Delegation to the Behaviour Complaints Committee was resolved by AMV at the Ordinary Council Meeting 14/12/2021 - Item 9.15 and last reviewed and adopted by AMV 20/06/2023 OMC – Item 12.1.	Senior Governance Project Officer
2	s5.16 (2)	Were all delegations to committees in writing?	Yes	See Register of Delegations, Authorisations & Appointments and Council Minutes available on the City's website	Senior Governance Project Officer
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes	See Register of Delegations, Authorisations & Appointments and Council Minutes available on the City's website	Senior Governance Project Officer



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Delegation of Power/Duty					
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	See comment above	Senior Governance Project Officer
5	s5.18	Has council reviewed delegations to its committees in the 2022/2023 financial year?	Yes	Annual review undertaken by Council see minutes of OMC 20/06/2023 – Item 12.1	Senior Governance Project Officer
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes	See Register of Delegations, Authorisations & Appointments .	Senior Governance Project Officer
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	see minutes of OMC 20/06/2023 – Item 12.1	Senior Governance Project Officer
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Provided in the Register of Delegations, Authorisations and Appointments available as a public document on the City's website.	Senior Governance Project Officer
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Individual Certificates are provided and saved in SC279 Also provided in the Register of Delegations, Authorisations and Appointments available as a public document on the City's website.	Senior Governance Project Officer
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	All amendments are noted in Revisions at the end of the Register of Delegations, Authorisations and Appointments	Senior Governance Project Officer
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	See Register of Delegations, Authorisations & Appointments available as a public document on the City's website.	Senior Governance Project Officer
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2021/2022 financial year?	Yes	Annual review undertaken by administration 16/03/2023 D23/34733 & at by Council at OMC 20/06/2023 – Item 12.1.	Senior Governance Project Officer
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes	Saved to the City's central record keeping system (Content Manager).	Senior Governance Project Officer



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Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	https://www.vincent.wa.gov.au/our-city/council-and-committees/council-meetings/about-council-meetings.aspx	Council Liaison Officer
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	https://www.vincent.wa.gov.au/our-city/council-and-committees/council-meetings/about-council-meetings.aspx	Council Liaison Officer
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes	https://www.vincent.wa.gov.au/our-city/council-and-committees/council-meetings/about-council-meetings.aspx	Council Liaison Officer
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	No	<p>One of the City’s designated employees failed to complete a Primary Return within three months of their powers commencing.</p> <p>The employee was issued a Certificate of Delegation on 20 March 2023 and submitted a Primary Return on 27 June 2023 (being 7 days outside of the submission period)</p> <p>A notification of the breach was submitted to the CCC and DLGSC on 27 July 2023.</p>	Senior Governance Project Office
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2023?	Yes	Document reference numbers for all returns are available in the Register of Financial Interest - Primary and Annual Returns D20/130156	Senior Governance Project Officer
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	Document reference numbers for all acknowledgements are available in the Register of Financial Interest - Primary and Annual Returns D20/130156	Senior Governance Project Officer
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes	See Register of Financial Interest - Primary and Annual Returns - D20/130156. The City also publishes a list of Council Members and Employees (by position) that lodged a primary return and annual return for each financial year. This is available on the Council registers page on the City’s website	Senior Governance Project Officer



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Disclosure of Interest					
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes	https://www.vincent.wa.gov.au/Profiles/vincent/Assets/ClientData/Council_Register/s/Register_of_Interests_disclosed_at_Ordinary_and_Special_Council_Meetings.pdf	Council Liaison Officer
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes	See Register of Financial Interest - Primary and Annual Returns - D20/130156.	Senior Governance Project Officer
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	These are saved in SC2692	Senior Governance Project Officer
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes	Gift Register	Council Liaison Officer
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	Gift Register	Council Liaison Officer
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes	Gift Register	Council Liaison Officer
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	Ref SC279	Council Liaison Officer
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	D18/197286	Council Liaison Officer
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Council Liaison Officer
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Council Liaison Officer
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct.	Yes	At the 23 March 2021 Ordinary Meeting of Council, a new Code of Conduct to be observed by Council Members, Committee Members and Candidates that incorporates the Model Code was adopted.	Senior Governance Project Officer



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Disclosure of Interest					
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4)?	Yes	Administration proposed some minor amendments to the Model Code Division 3 (Behaviours) to incorporate behaviours referred to in the 2017 Code. All amendments comply with section 5.104(3) and (4)	Senior Governance Project Officer
20	s5.104(7)	Has the CEO published an up-to-date version of the adopted code of conduct on the local government's website?	Yes	Located under 'Code of conduct and CEO standards'	Senior Governance Project Officer
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government in accordance with section 5.51A(1) of the Local Government Act 1995?	Yes	The Code of Conduct for City of Vincent Employees and Contractors has been developed and implemented by the CEO. Available on the City's website	Senior Governance Project Officer

Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes	Council meeting dated 4 April 2023 (Item 9.5)	Senior Land and Legal Advisor
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes	Council meeting dated 4 April 2023 (Item 9.5)	Senior Land and Legal Advisor

Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes	D23/160848	Council Liaison Officer
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A		Council Liaison Officer
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes	Was available during the election period	Council Liaison Officer



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Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	Appointment of Council Members and Community Representatives by Absolute Majority at Ordinary Council meeting 21 November 2023 – Item 12.2.	Senior Governance Project Officer
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	No powers have been delegated to Audit Committee.	Senior Governance Project Officer
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?	Yes	Received on 8 December 2023.	Chief Financial Officer
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	All audit matters raised have appropriate action items and are monitored and tracked by the Audit Committee.	Chief Financial Officer
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	A report to the Minister was not required as no significant matters were raised in the auditor's report.	Chief Financial Officer
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A	A report to the Minister was not required as no significant matters were raised in the auditor's report.	Chief Financial Officer
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes	Received on 8 December 2023.	Chief Financial Officer



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Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	The Strategic Community Plan 2022 - 2032 (SCP) was adopted by AMV at the 9 May 2023 OMC - Item 9.11	Senior Governance Project Officer
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	The Corporate Business Plan 2023/24 -2026/27 and Four Year Capital Works Program 2023/24 - 2026/27 was adopted by AMV at the 20 June 2023 OMC - Item 12.3	Senior Governance Project Officer
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes	The Corporate Business Plan 2023/24 -2026/27 aligns with the legislative requirements	Senior Governance Project Officer

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A	There were no CEO and/or senior employee vacancies advertised in 2023.	Senior Governance Project Officer
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	There were no CEO and/or senior employee vacancies advertised in 2023.	Senior Governance Project Officer
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the <i>Local Government Act 1995</i> ?	N/A	There were no CEO and/or senior employee vacancies advertised in 2023.	Senior Governance Project Officer
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	There were no CEO and/or senior employee vacancies advertised in 2023.	Senior Governance Project Officer
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	There were no CEO and/or senior employee vacancies advertised in 2023.	Senior Governance Project Officer



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Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated an employee as defined by section 5.37 to be its complaints officer?	Yes	Council appointed the CEO as its complaints officer at the 16 February 2021 OMC - Item 12.4. At the 14 December 2021 OMC Council delegated by AMV to the CEO the authority to appoint an external Complaints Officer to receive complaints and withdrawal of complaints - Item 9.15 Also see Register of Delegations, Authorisations & Appointments 2.2.31.	Senior Governance Project Officer
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)? Does the complaints register include all information required by section 5.121(2)?	Yes	No complaints received.	Executive Manager Corporate Strategy and Governance
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	Yes	Template D16/107330 Refer Publicly available Council registers on the City's website	Senior Governance Project Officer
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	Available on ' Make a Complaint '	Executive Manager Corporate Strategy and Governance



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Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report.	Yes	Audit Committee 1/12/2020 Council 15/12/2020	Senior Governance Project Officer
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three financial years prior to 31 December 2023? If yes, please provide date of council's resolution to accept the report.	Yes	Audit Committee 1/12/2020 Council 15/12/2020	Senior Governance Project Officer
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?	Yes	D19/183319 Gift Register	Council Liaison Officer
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	The Attendance at Events policy was adopted by Council at the 23 March 2021 OMC - Item 12.1	Senior Governance Project Officer
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes	This information is available on the City's website	Senior Governance Project Officer
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	The Council Members Continuing Professional Development Policy was adopted by Council at the 17 May 2020 OMC - Item 12.6	Senior Governance Project Officer
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2023?	Yes	Council Members Professional Development Reporting is included in Publicly available Council registers on the City's website	Senior Governance Project Officer
8	s6.4(3)	By 30 September 2022, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2022?	Yes	The balanced accounts and the annual financial report were submitted to the OAG on 29 September 2023.	Chief Financial Officer



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Optional Questions

9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	The City held 5 budget workshops with Elected Members prior to adopting the annual budget on 20 June 2023.	Chief Financial Officer
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Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	The City complied with its Purchasing Policy for all procurements valued at \$250,000 or less.	Coordinator Procurement and Contracts
2	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes	All procurements worth above \$250,000 were publicly invited as per Regulation 11(1).	Coordinator Procurement and Contracts
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes	All tenders were advertised in the West Australian newspaper, VendorPanel and on the City of Vincent website.	Coordinator Procurement and Contracts
4	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	The City did not split any contracts into 2 or more contracts to avoid the requirements of regulation 11(1).	Coordinator Procurement and Contracts
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes	Any variation of information was distributed as addenda notice to all Tenderers via VendorPanel or emailed directly to tenderers.	Coordinator Procurement and Contracts
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes	All tenders were advertised for a minimum of 14 days or more as required under Regulation 15. Two City officers were always present when tenders were opened.	Coordinator Procurement and Contracts
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	All information recorded in the tender register complied with Regulation 17. The City's tender register is published on the City's official website and is publicly available.	Coordinator Procurement and Contracts



Department of
Local Government, Sport
and Cultural Industries


Tenders for Providing Goods and Services					
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	The City used VendorPanel for all tenders. Any tender not submitted through VendorPanel or within the time and date specified in the tender were rejected. The City does not accept hardcopy tenders and VendorPanel does not allow tender responses to be submitted after the closing time and date.	Coordinator Procurement and Contracts
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	All compliant tenders were evaluated by an evaluation panel and evaluation reports were generated and approved as per the City's Purchasing Policy.	Coordinator Procurement and Contracts
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	All tender respondents were notified of the evaluation outcome via a letter sent by email or via the VendorPanel platform.	Coordinator Procurement and Contracts
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes	All EOI's were advertised above the minimum time allowed under Reg 22 and was advertised in the West Australian newspaper, VendorPanel and on the City of Vincent website.	Coordinator Procurement and Contracts
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	Yes	All EOI responses that did not comply with the EOI requirements were rejected.	Coordinator Procurement and Contracts
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under F&G Reg 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes	All compliant EOI submissions were evaluated by an approved evaluation panel and shortlisted respondents were advertised and approved as per the City's Purchasing Policy.	Coordinator Procurement and Contracts
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	Yes	All EOI respondents were notified of the evaluation outcome via a letter sent by email or via the VendorPanel platform.	Coordinator Procurement and Contracts
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts



Department of
Local Government, Sport
and Cultural Industries

Tenders for Providing Goods and Services					
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A	No regional price preference was required or used for the assessment of tenders.	Coordinator Procurement and Contracts

8.3 MEETING ATTENDANCE FEES FOR INDEPENDENT COMMITTEE MEMBERS

- Attachments:**
1. **Salaries and Allowances Act 1975 - Determination Variation** [↓](#) 
 2. **Audit and Risk Committee Terms of Reference - Clean version** [↓](#) 
 3. **Audit and Risk Committee Terms of Reference - Tracked changes** [↓](#) 

RECOMMENDATION:

That Council:

1. **ADOPTS the Maximum fee for Band 2 Independent Committee Members as set out in the Salaries and Allowances Act 1975 at Attachment 1; and**
2. **APPROVES the payment of the Maximum fee to Independent Committee Members on the Audit and Risk Committee.**
3. **APPROVES the updated Audit and Risk Committee Terms of Reference at Attachment 2;**

PURPOSE OF REPORT:

To establish appropriate fees for Independent Audit and Risk Committee Members consistent with the section 5.100 of the *Local Government Act 1995*.

DELEGATION

Section 5.100(a) of the *Local Government Act 1995* requires Council to determine the fee for attending a committee meeting.

BACKGROUND:

The *Local Government Amendment Act 2023* proposed changes to section 5.100 of the *Local Government Act 1995* to provide for independent committee members to receive meeting fees.

To support the amendments which came into effect 1 January 2024, the Salaries and Allowances Tribunal have issued a determination, at **Attachment 1**, to allow Local Governments to set appropriate meeting fees, within a specified range, to be paid to independent Committee Members.

DETAILS:

The City's Audit and Risk Committee is the only established committee of Council with appointed external members.

The primary function of the City's Audit and Risk Committee is to review the City's annual external audit and to liaise with the City's internal and external auditors to ensure that the City is appropriately managing its affairs. The Audit and Risk Committee comprises of seven members, with three being external independent volunteers.

As the City continues its commitment to governance excellence, the role of the audit committee becomes increasingly crucial in ensuring transparency and accountability. Independent committee members play a crucial role in the effective functioning of the Audit Committee, contributing their specialised skills and insights.

Offering appropriate fees enhances our ability to attract highly qualified professionals to serve on the Audit Committee and ensures that we can retain these individuals to foster a dynamic and experienced independent oversight of the City's affairs.

The provision of meeting fees aligns with the Salaries and Allowances Tribunal's determination and reflects the City's commitment to acknowledging the efforts of these individuals.

The Audit and Risk Committee Terms of Reference (approved by Council 12 December 2024) have been updated to include a new clause at point 10 *Payment to Independent Committee Members* which makes

reference to the applicable clause in the Act and provides for payment at the maximum permissible amount determined by the Salaries and Allowances Tribunal.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

In accordance with section 5.100 of the *Local Government Act 1995*:

Fees paid and expenses reimbursed to committee members:

- (2) *A committee member who attends a meeting of the committee is entitled to be paid —*
- (a) *the fee determined for attending a committee meeting; or*
 - (b) *if the local government has set a fee within the range determined for committee meeting attendance fees — that fee.*

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to establish and facilitate appropriate fees for independent Audit Committee Members as payment aligns with established legislative guidelines, ensuring legal compliance and fostering a culture that recognises and values their expertise.

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.

FINANCIAL/BUDGET IMPLICATIONS:

The Salaries and Allowances Tribunal (SAT) determines the remuneration to be provided to independent committee members.

In accordance with the determination at **Attachment 1** a budget variation of \$915 will be required to apply the maximum Band 2 fees for the 2023/24 budget.

There are three independent members on the audit and risk committee who would be eligible for maximum payment (\$305) per meeting attendance. This will be funded from existing budget.

SALARIES AND ALLOWANCES ACT 1975

DETERMINATION VARIATION

PREAMBLE

The *Local Government Amendment Act 2023*, assented to on 18 May 2023, changes the *Local Government Act 1995* to provide for independent committee members to receive meeting fees. An independent committee member is a committee member who is not an elected member or an employee of the local government. The Salaries and Allowances Tribunal has issued a Determination to allow for the payment of meeting fees to independent committee members. Local governments will have the ability to set appropriate fees, within a specified range.

DETERMINATION

The Local Government Chief Executive Officers and Elected Members Determination No. 1 of 2023, issued on 6 April 2023, under sections 7A and 7B(2) of the *Salaries and Allowances Act 1975*, as amended from time to time, are hereby varied by a Determination set out below.

- Under Part 1.4 Terms used, insert the following:
Independent committee member means a person who is a committee member but who is neither a council member nor an employee.
- Under Part 6.1.2, insert the following:
"3. Pursuant to section 5.100(2)(b) and (3)(b) of the LG Act, a committee member who is not an elected member or employee of the local government, who attends a committee meeting or (at the request of the local government or regional local government) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government within the range determined in section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- Delete Part 6.3 and insert the following:
6.3 Committee Meeting and Prescribed Meeting Attendance Fees – Per Meeting
(1) The ranges of fees in Table 6 apply where a local government or regional local government decides to pay a council member or independent member a fee referred to in –
 - section 5.98(1)(b) of the LG Act for attendance at a committee meeting; or
 - section 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.
 - section 5.100(2)(a) of the LG Act for attendance at a committee meeting

- section 5.100(2)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

Table 6: Committee meeting and prescribed meeting fees per meeting – local governments and regional local governments

	Elected members		Independent committee members	
Band	Minimum	Maximum	Minimum	Maximum
1	\$325	\$415	\$0	\$415
2	\$195	\$305	\$0	\$305
3	\$100	\$215	\$0	\$215
4	\$50	\$125	\$0	\$125
All regional local governments	\$50	\$125	\$0	\$125

Signed on 23 October 2023.

M Seares AO
CHAIR

B A Sargeant PSM
MEMBER

Hon. J Day
MEMBER

SALARIES AND ALLOWANCES TRIBUNAL

AUDIT AND RISK COMMITTEE



TERMS OF REFERENCE

1. OBJECTIVES

The Audit and Risk Committee (**Committee**) provides advice and assists the Council of the City of Vincent (**City**) to fulfil its governance and oversight responsibilities in relation to financial reporting, risk management, internal controls, legislative compliance, ethical accountability, and the internal and external audit functions.

2. POWERS

- The role of the Committee is prescribed by the *Local Government Act 1995* and *Local Government (Audit) Regulations 1996*.
- The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government.
- The Committee is a formally appointed committee of the Council and is responsible to the Council.
- The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility.
- The Committee does not have any management functions and cannot involve itself in management processes or procedures.

3. MEMBERSHIP

- The Committee shall comprise up to seven members, consisting of:
 - up to three external independent members; and
 - Council Members from the City. At least three members and the majority of the Committee members are to be Council Members.
- External independent members will be selected based on the following criteria:
 - a demonstrated high level of expertise and knowledge in financial management, reporting, governance, and audit; and
 - relevant skills and experience in providing independent expert advice.
- An external independent member will be a person with no operating responsibilities with the City, nor will that person provide paid services to the City either directly or indirectly.
- Appointments of external independent persons will be made following a public advertisement. The evaluation of potential members will be reviewed by the CEO and appointments will be approved by Council.
- Council may terminate the appointment of any member prior to the expiry of his/her term, if:
 - the Chairperson considers that the member is not making a positive contribution to the committee; or
 - the member is found to be in breach of the City's Code of Conduct or a serious contravention of the *Local Government Act 1995*; or
 - a member's conduct, action or comments brings the City of Vincent into disrepute.
- The City will provide new members with an induction
- The CEO will appoint a Chief Audit Executive (**CAE**) to be responsible for internal audit and communication with the Audit Committee. The CAE must be independent of management of the financial functions. The CAE is not a member of the Audit Committee. The CAE has the following functions:
 - communicates with the Audit Committee
 - manages the induction of new members and any training during the membership term;
 - provides refresher training to the Committee on the *Local Government Act 1995* and key legislation impacting the City.

AUDIT AND RISK COMMITTEE



- facilitates an annual briefing to the Committee by the CEO on City's Strategy, progress of key initiatives, and external events impacting the City (e.g., new regulation, macro-economic factors, etc.)
- oversees the internal audit program and provides updates to the Audit Committee;
- prepares a forward agenda for the Audit Committee meetings each year; and
- provides updates on any external or performance audits or emerging issues.
- The CAE, CEO and any other staff as requested by the CAE will attend meetings to provide advice and guidance to the committee, however the CAE, CEO and any other staff are not members of the Committee.
- The City shall provide secretarial and administrative support to the Committee.
- Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections.
- Members will be eligible for reappointment.
- Members will be entitled to receive reimbursement of reasonable expenses.
- Members will be provided with appropriate training and professional development to be determined by the Committee and provided that adequate funds are available in the Council budget for this purpose.
- Members will annually acknowledge the City's Code of Conduct.

4. CHAIRPERSON

- The position of Chairperson shall be appointed by a vote of the Committee following a call for nominations for the position;
- The Chairperson shall be appointed for a period of not more than two years, after which a new process of appointment shall occur;
- A Chairperson may be reappointed; and
- The Chairperson shall not be the Mayor or a Council Member.
- The Committee may appoint a Council Member as deputy Chairperson to serve in the absence of the Chairperson. The deputy Chairperson shall be appointed for a period of not more than two years, after which a new process of appointment shall occur. A deputy Chairperson may be reappointed.
- The Chairperson shall facilitate an annual self-assessment of the Committee's performance.

5. MEETINGS

- The Committee shall meet approximately every three months and more regularly as required at the discretion of the Chairperson.
- An annual forward agenda will be prepared and approved by the Committee each year to govern the matters to be discussed at each meeting.
- The agenda for each meeting will be provided to the Committee members one week prior to the meeting.
- A quorum will be in accordance with section 5.19(1) of the *Local Government Act 1995* which is at least 50% of the number of offices (whether vacant or not) of members of the committee and will include, where possible, at least one external independent member. The quorum must be in place at all times during the meeting.
- Decisions of the Committee are to be made by a simple majority.

6. REPORTING

- Reports and recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council.

AUDIT AND RISK COMMITTEE



7. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Committee will be to advise the Council on all matters relating to:

- Financial Reporting & External Audit (OAG)
- Internal Audit Activities
- Risk Management and Internal Control
- Ethics and Compliance

In addition, the Committee will respond to requests from Council for advice that are within the parameters of the committee's terms of reference.

Detailed Duties and Responsibilities are set out in Annexure 1.

8. DELEGATED AUTHORITY

In accordance with section 7.1B of the *Local Government Act 1995*, the only powers and duties that can be delegated to a committee are any of the powers and duties of the local government under Part 7 of the Act; that is, those relating to audit. The Committee cannot on-delegate the powers and duties delegated to it.

Council has not delegated any of its powers or duties to the Audit Committee.

9. BI-ANNUAL REVIEW OF THE AUDIT COMMITTEE TERMS OF REFERENCE

The Committee will ensure that this Terms of Reference complies with relevant legislative and regulatory requirements and will propose amendments when necessary to ensure that it accurately reflects the Committee's current role and responsibilities.

The Committee will review this Terms of Reference bi-annually at the first meeting of the calendar year, following each ordinary local government election, to align with the appointment of new Committee members.

10. PAYMENT TO INDEPENDENT COMMITTEE MEMBERS

Payment to Independent Committee Members shall be the maximum permissible amount in accordance with Section 5.100 of the *Local Government Act 1995*:

5.100 Fees paid and expenses reimbursed to committee members:

- (2) A committee member who attends a meeting of the committee is entitled to be paid —
- (a) the fee **determined*** for attending a committee meeting; or
 - (b) if the local government has set a fee within the range determined for committee meeting attendance fees — that fee.

***determined** means determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B.

AUDIT AND RISK COMMITTEE



ANNEXURE 1: DETAILED DUTIES AND RESPONSIBILITIES OF THE COMMITTEE

This Annexure should be read in conjunction with Section 7: Duties and Responsibilities in the Committee's terms of reference:

Financial Reporting & External Audit (OAG)

- Review the OAG's audit plan (audit planning memorandum) including view of significant accounts and fraud risk.
- Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
- Obtain a briefing by CFO of significant accounting policies and significant judgements made in preparing the financial statements.
- Meet with the external auditor at least once in each year, prior to the auditor meeting with Council in accordance with section 7.12(A)(2) of the *Local Government Act 1995*, to ensure that:
 - The external auditor is supported in carrying out his or her other duties under the *Local Government Act 1995*; and
 - the audit is conducted successfully and expeditiously.
- Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.
- Examine the reports of the auditor after receiving a report from the CEO on the matters and:
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters.
- Review the local government's draft annual financial report, focusing on:
 - accounting policies and practices.
 - changes to accounting policies and practices.
 - the process used in making significant accounting estimates.
 - significant adjustments to the financial report (if any) arising from the audit process.
 - compliance with accounting standards and other reporting requirements.
 - significant variances from prior years.
- Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.
- Oversee the implementation of any action arising from an audit that the City is required to take; or has stated it has taken or intends to take; or has accepted should be taken.

Internal Audit Activities

- Recommend to Council
 - the appointment of the internal audit service provider - where this is sourced externally and not conducted in-house.
 - the internal audit plan along with aspects of coordination with the external auditor's plan and those of other assurance providers.
 - any changes to the proposed annual internal audit plan
 - the internal audit program along with any changes to the internal audit program
- Review the level of resources allocated to internal audit and the scope of its authority.
- Review of the internal audit activities, progress against the plan, and internal audit reports issued during the period
- Review and recommend changes (if any) to the internal audit program.
- Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO.

AUDIT AND RISK COMMITTEE



- Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised.
- Meet with the internal audit service provider every six months.
- Provide feedback on the performance of the internal audit service provider to Council and the CAE.

Risk Management and Internal control

- Review the City's Corporate Risk Register.
- Review of the City's risk management processes and activities (including Risk Management Policy and Appetite Statements).
- Review business continuity planning arrangements for the City including whether business continuity and disaster recovery plans have been periodically reviewed and tested.

Ethics and Compliance

- Review the City's response to Public Sector Commission Integrity Surveys.
- Review adequacy of procedures for the confidential, anonymous submission by employees regarding possible fraud or irregularities.
- Review the City's fraud risk management programs and plans.
- Review the status of any fraud investigation reports.
- To monitor and advise the CEO when the CEO is carrying out functions in relation to a review under *Local Government (Audit) Regulations 1996* regulation 17(1) and the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- Review the City's annual Compliance Audit Return and report to the Council the results of that review.

OFFICE USE ONLY	
Document Control	
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Reviewed / Amended	Reviewed by Audit COmmittee 07/12/2023, Approved by Council 12/12/2023
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Responsible Officer	Executive Manager Corporate Strategy and Governance
Compliance Requirements	
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>
Industry	Department of Local Government Sport and Cultural Industries, Local Government Operational Guidelines Number 9 Audit in Local Government The Office of the Auditor General (OAG) - Audit Committees — Better Practice Guide

AUDIT AND RISK COMMITTEE



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AUDIT AND RISK COMMITTEE



- facilitates an annual briefing to the Committee by the CEO on City's Strategy, progress of key initiatives, and external events impacting the City (e.g., new regulation, macro-economic factors, etc.)
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- The City shall provide secretarial and administrative support to the Committee.
- Membership shall be for a period of up to two years terminating on the day of the Ordinary Council elections.
- Members will be eligible for reappointment.
- Members will be entitled to receive reimbursement of reasonable expenses.
- Members will be provided with appropriate training and professional development to be determined by the Committee and provided that adequate funds are available in the Council budget for this purpose.
- Members will annually acknowledge the City's Code of Conduct.

4. CHAIRPERSON

- The position of Chairperson shall be appointed by a vote of the Committee following a call for nominations for the position;
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- Decisions of the Committee are to be made by a simple majority.

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AUDIT AND RISK COMMITTEE



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Detailed Duties and Responsibilities are set out in Annexure 1.

8. DELEGATED AUTHORITY

In accordance with section 7.1B of the *Local Government Act 1995*, the only powers and duties that can be delegated to a committee are any of the powers and duties of the local government under Part 7 of the Act; that is, those relating to audit. The Committee cannot on-delegate the powers and duties delegated to it.

Council has not delegated any of its powers or duties to the Audit Committee.

9. BI-ANNUAL REVIEW OF THE AUDIT COMMITTEE TERMS OF REFERENCE

The Committee will ensure that this Terms of Reference complies with relevant legislative and regulatory requirements and will propose amendments when necessary to ensure that it accurately reflects the Committee's current role and responsibilities.

The Committee will review this Terms of Reference bi-annually at the first meeting of the calendar year, following each ordinary local government election, to align with the appointment of new Committee members.

10. PAYMENT TO INDEPENDENT COMMITTEE MEMBERS

Payment to Independent Committee Members shall be the maximum permissible amount in accordance with Section 5.100 of the *Local Government Act 1995*:

5.100 Fees paid and expenses reimbursed to committee members:

(2) A committee member who attends a meeting of the committee is entitled to be paid —

(a) the fee **determined*** for attending a committee meeting; or

(b) if the local government has set a fee within the range determined for committee meeting attendance fees — that fee.

***determined** means determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B.

AUDIT AND RISK COMMITTEE



ANNEXURE 1: DETAILED DUTIES AND RESPONSIBILITIES OF THE COMMITTEE

This Annexure should be read in conjunction with Section 7: Duties and Responsibilities in the Committee's terms of reference:

Financial Reporting & External Audit (OAG)

- Review the OAG's audit plan (audit planning memorandum) including view of significant accounts and fraud risk.
- Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
- Obtain a briefing by CFO of significant accounting policies and significant judgements made in preparing the financial statements.
- Meet with the external auditor at least once in each year, prior to the auditor meeting with Council in accordance with section 7.12(A)(2) of the *Local Government Act 1995*, to ensure that:
 - The external auditor is supported in carrying out his or her other duties under the *Local Government Act 1995*; and
 - the audit is conducted successfully and expeditiously.
- Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.
- Examine the reports of the auditor after receiving a report from the CEO on the matters and:
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters.
- Review the local government's draft annual financial report, focusing on:
 - accounting policies and practices.
 - changes to accounting policies and practices.
 - the process used in making significant accounting estimates.
 - significant adjustments to the financial report (if any) arising from the audit process.
 - compliance with accounting standards and other reporting requirements.
 - significant variances from prior years.
- Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed.
- Oversee the implementation of any action arising from an audit that the City is required to take; or has stated it has taken or intends to take; or has accepted should be taken.

Internal Audit Activities

- Recommend to Council
 - the appointment of the internal audit service provider - where this is sourced externally and not conducted in-house.
 - the internal audit plan along with aspects of coordination with the external auditor's plan and those of other assurance providers.
 - any changes to the proposed annual internal audit plan
 - the internal audit program along with any changes to the internal audit program
- Review the level of resources allocated to internal audit and the scope of its authority.
- Review of the internal audit activities, progress against the plan, and internal audit reports issued during the period
- Review and recommend changes (if any) to the internal audit program.
- Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO.

AUDIT AND RISK COMMITTEE



- Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised.
- Meet with the internal audit service provider every six months.
- Provide feedback on the performance of the internal audit service provider to Council and the CAE.

Risk Management and Internal control

- Review the City's Corporate Risk Register.
- Review of the City's risk management processes and activities (including Risk Management Policy and Appetite Statements).
- Review business continuity planning arrangements for the City including whether business continuity and disaster recovery plans have been periodically reviewed and tested.

Ethics and Compliance

- Review the City's response to Public Sector Commission Integrity Surveys.
- Review adequacy of procedures for the confidential, anonymous submission by employees regarding possible fraud or irregularities.
- Review the City's fraud risk management programs and plans.
- Review the status of any fraud investigation reports.
- To monitor and advise the CEO when the CEO is carrying out functions in relation to a review under *Local Government (Audit) Regulations 1996* regulation 17(1) and the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- Review the City's annual Compliance Audit Return and report to the Council the results of that review.

OFFICE USE ONLY	
Document Control	
Initial Council Adoption	15/09/2020 - D20/165439
Reviewed / Amended	Reviewed by Audit COmmittee 07/12/2023, Approved by Council 12/12/2023
Next Review Date	2025
Document Responsibilities	
Responsible Officer	Executive Manager Corporate Strategy and Governance
Compliance Requirements	
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>
Industry	Department of Local Government Sport and Cultural Industries, Local Government Operational Guidelines Number 9 Audit in Local Government The Office of the Auditor General (OAG) - Audit Committees — Better Practice Guide

8.4 RESPONSES TO MOTIONS CARRIED AT THE ANNUAL GENERAL MEETING OF ELECTORS HELD ON 1 FEBRUARY 2024

TRIM Ref: D23/227364

Author: Joslin Colli, Executive Manager Corporate Strategy & Governance

Authoriser: David MacLennan, Chief Executive Officer

Attachments: 1. Annual General Meeting of Electors Minutes 1 February 2024  

RECOMMENDATION:

That Council NOTES and ENDORSES the following recommendations provided by Administration to the General Business motions carried at the Annual Meeting of Electors held on Thursday 1 February 2024 for the reasons outlined in the report:

1. **Motion 4.1(1) – Laneways** - That Council NOTES that condition surveys are undertaken on all the laneways and upgrades are prioritised according to the condition ratings.
2. **Motion 4.2 – Dust at Menzies Park** - That Council REQUESTS Administration identifies a temporary solution to stabilise and mitigate dust on this section of verge.
3. **Motion 4.3**
 - (1) **Rat Running Character Area Cleaver Precinct** – That Council REQUESTS Administration complete a “Traffic Calming Warrant” score on this area in the 2023/24 financial year and if warranted, consider traffic calming treatments to mitigate issues such as rat running and any other road safety concerns.
 - (2) **Bunnings Traffic Impact** – That Council NOTES:
 - Main Roads WA is already undertaking a road safety program on this intersection and the City is providing information and support as required; and
 - The Department of Transport (DoT) is planning to undertake a future traffic study of the Pickle District which proposes to include this intersection.
 - (3) **Colvin Lane** – That Council NOTES Colvin Lane has sufficient signage including speed advisory signs as noted in the report.
 - (4) **Bunnings Traffic Impact** – That Council NOTES the Department of Transport (DoT) is planning to undertake a future traffic study of the Pickle District.
 - (5) **Cleaver Precinct Character Area** – That Council NOTES:
 - Conditions of the Development Approval for the Bunnings development require the preparation of Management Plans prior to commencement of development to manage vehicle movements to the site, and
 - Administration will send a notification to residents within the area bound by Carr Street, Cleaver Street, Newcastle Street and Fitzgerald Street prior to issuing an occupancy permit for the development. This notification will provide information on how to report instances of delivery and service vehicles using the residential streets if this is observed.
4. **Motion 4.4: Polyphagous Shot Hole Borer** – That Council NOTES the CEO’s creation of a Hyde Park Reference Group to provide a forum to engage with stakeholders and community members into the City of Vincent’s restoration of tree canopy and associated plantings post Polyphagous Shot Hole Borer treatment works.

5. **Motion 4.5(1): 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.
6. **Motion 4.5(2): Publishing Policy Related Guidelines** – That Council NOTES the Policy Development and Review Policy outlines Council's position in relation to Local Government Decision Making and the hierarchy of documents guiding decision making and responsibilities.
7. **Motion 4.5(3): Beaufort Street Footpath** –

That Council REQUESTS:

- Administration program upgrades of the footpaths in the Mount Lawley-Highgate Town Centre in accordance with condition assessment priorities; and
 - Administration review the service level requirements and costs to ensure that footpaths and public paving in areas subject to high pedestrian traffic (including town centres) are maintained in a clean and attractive state, and the findings be presented to a Council Workshop by June 2024.
8. **Motion 4.5(4): Elected member responses to the community** – That Council NOTES that the adopted Code of Conduct is consistent with the *Local Government (Model Code of Conduct) Regulations 2021*.
 9. **Motion 4.5(5): Organisation Review** – That Council NOTES results of the FY 22 Australasian Local Government Performance Excellence Program and annual service unit planning undertaken by the organisation provide sufficient metrics to inform organisation planning and structure.

PURPOSE OF REPORT:

To consider:

1. the motions carried at the City's Annual Meeting of Electors (AME); and
2. the responses prepared by Administration addressing those motions carried.

BACKGROUND:

The AGM was held in the Council Chambers on Thursday 1 February 2024 at 7:00pm. There were 20 electors present, 5 of which raised 14 general business motions, 13 of which were carried at the meeting. One motion was lost and has not been included.

DETAILS:

Motion 4.1 – Laneways

That Council provides lights and kerbing in the laneway running from Howlett St to Pennant St. This laneway provides access to garages to residents on Pennant St and Hardy St.

Recommendation

Not supported.

That Council NOTES that condition surveys are undertaken on all the laneways and upgrades are prioritised according to the condition ratings.

Reason for Recommendation

Condition surveys are undertaken on all the laneways and upgrades are prioritised according to the condition ratings.

There has been an asset condition report which will review the upgrading of laneways. It is expected that the laneway running from Howlett St to Pennant St will be included within the 4-year program for upgrades, which will include any additional drainage requirements and kerbing.

The City's laneway lighting program budget for this financial year is exhausted. Consequently, this laneway will be considered as part of the 24/25 program.

Motion 4.2 – Dust at Menzies Park

Request that Council take action to ameliorate the dust problem on the southern verge of Menzies Park.

Recommendation:

Supported.

That Council REQUESTS administration identifies a temporary solution to stabilise and mitigate dust on this section of verge.

Reason for the recommendation

The irrigation at Menzies Park was renewed two years ago. To reduce groundwater usage for irrigation purposes (a requirement from the Department of Water and Environmental Regulations), the number of sprinklers along the verges were reduced and brought in line with the bollards to reduce ongoing damage from cars parking along the verge.

Following completion of the irrigation renewal at this reserve, complaints were received that the verge was dry/dusty and causing issues for nearby resident. Sprinklers along this verge were consequently adjusted to apply water to the verge to reduce dust.

The City's Parks Team is working with the Engineering Team to find a temporary solution for this section of verge.

Longer term, Administration will investigate options and associated costs to alleviate issues with the state of the verge whilst still providing the required parking.

Motion 4.3(1) – Rat Running Character Area Cleaver Precinct

That Council consider installing signage for a trial period throughout the Cleaver Street Character Precinct stating: NO ENTRY – RESIDENTS/BUSINESSES ONLY.

Recommendation:

Not Supported.

That Council REQUESTS Administration complete a "Traffic Calming Warrant" score on this area in the 2023/24 financial year and if warranted, suggest traffic calming treatments to mitigate issues such as rat running and any other road safety concerns.

Reason for recommendation:

Main Roads WA are responsible for regulatory signs and lines which includes "No Entry" signs, the City of Vincent does not have the authority to trial regulatory signs throughout the Cleaver Street Character Precinct.

The City of Vincent Engineering team can complete a "Traffic Calming Warrant" score on this area and if warranted, consider some traffic calming treatments to mitigate issues such as rat running and any other road safety concerns. This traffic analysis can be completed within the 2023-2024 financial year.

Motion 4.3(2) – Bunnings Traffic Impact

That Council request that Main Roads undertake a survey of the Thomas Street Bridge and surrounding intersection and identify measures for improving safety in the current environment and with consideration of future development i.e. Bunnings.

Recommendation:

Not Supported.

That Council NOTES:

- ☐ **Main Roads WA is already undertaking a road safety program on this intersection and the City is providing information and support as required; and**
- ☐ **The Department of Transport (DoT) is planning to undertake a future traffic study of the Pickle District which proposes to include this intersection.**

Reason for recommendation:

Main Roads WA's smart freeways team have been working with the City on a project which impacts the Thomas Street Bridge, in particular to the on-ramp at the corner of Loftus Street and the Graham Farmer Freeway intersection. This project is focused on Road Safety, in particular to reduce the incidence of crashes at this intersection.

The DoT is leading on a future transport assessment which was to be undertaken at the end of 2023 however was delayed due to its resourcing challenges.

The project is anticipated to commence in the second quarter of this calendar year and will begin with confirming the project scope with the City and Main Roads WA. The City will form part of a stakeholder working group for the project.

The project description from the DoT at this stage includes an indicative modelling area which extends north of Vincent Street, south of Railway Street (in the City of Perth), east of Fitzgerald Street and west beyond the Mitchell Freeway. This includes the Thomas Street Bridge and intersections.

Approved developments in the Pickle District such as the Bunnings and the Sydney Charles Quarter would be communicated by the City to the DoT to ensure it informs the transport assessment project.

Motion 4.3(3) – Colvin Lane

That Council undertake monitoring of Colvin Lane to measure number of heavy vehicles using this laneway and consider installing additional 8km/h speed signage along Colvin Lane.

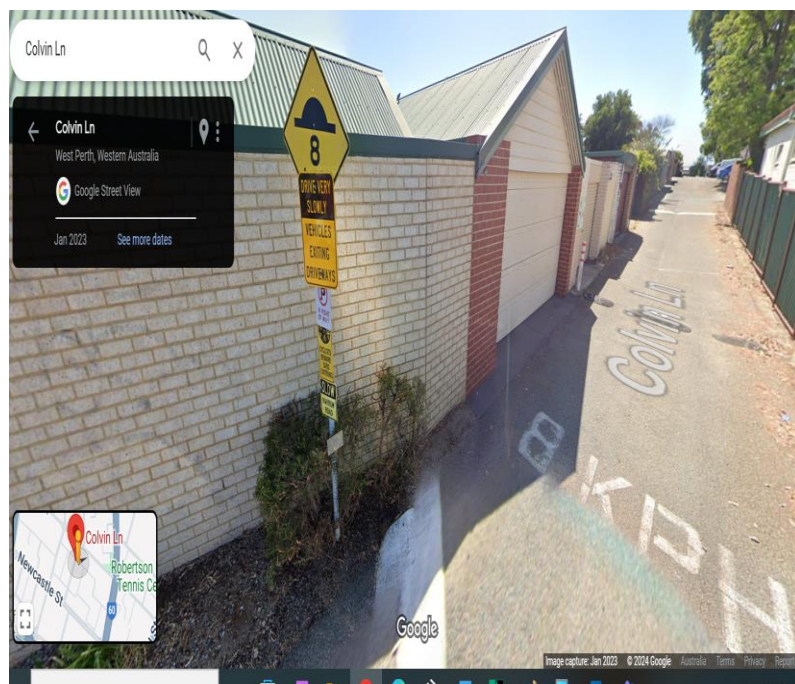
Recommendation:

Not supported.

That Council NOTES Colvin Lane has sufficient signage including speed advisory signs as noted in the report.

Reason for recommendation:

Colvin Lane already has sufficient signage including speed advisory signs as detailed within the image below. Further Council at its meeting 21 June 2022 item 10.2 resolved to accept Administration's recommendation to not support any further intervention in Colvin Lane (see link to minutes [Minutes of Ordinary Council Meeting - Tuesday, 21 June 2022 \(infocouncil.biz\)](https://infocouncil.biz)).



Motion 4.3(4) – Bunnings Traffic Impact

That Council request that Department of Transport undertake a survey of the Thomas Street Bridge and surrounding intersection and impact of current traffic volumes on public transport routes in the current environment and with consideration of future development.

Recommendation:

Not Supported.

That Council NOTES the Department of Transport (DoT) is planning to undertake a future traffic study of the Pickle District.

Reason for recommendation:

As per reason for Motion 4.3(2)

Motion 4.3(5) – Cleaver Precinct Character Area

That Council ensure ratepayer/residents of Cleaver Precinct Character Area streets be informed of what action to take in event of Bunnings (should it go ahead) having its timber and/or delivery vehicles utilise any of these streets.

Recommendation:

Supported.

That Council NOTES:

- ☐ **Conditions of the Development Approval for the Bunnings development require the preparation of Management Plans prior to commencement of development to manage vehicle movements to the site, and**
- ☐ **Administration will send a notification to residents within the area bound by Carr Street, Cleaver Street, Newcastle Street and Fitzgerald Street prior to issuing an occupancy permit for the development. This notification will provide information on how to report instances of delivery and service vehicles using the residential streets if this is observed.**

Reason for recommendation:

In the instance that delivery vehicles are observed by residents utilising residential streets within the Cleaver Precinct Character area this should be reported to City who can investigate.

This is because it relates to a condition that was imposed by the Metro Inner North JDAP when it approved a development application for amendments to the previously approved Commercial Development at the corner of Newcastle Street, Cleaver Street and Old Aberdeen Place.

Specifically Condition 8 requires a management plan to address the movements of delivery vehicles so that this does not impact on surrounding residential streets.

Should the approved development proceed, the City will send a notification to residents within the area bound by Carr Street, Cleaver Street, Newcastle Street and Fitzgerald Street prior to issuing an occupancy permit. The notification will provide information of how to report instances of delivery and service vehicles using the residential streets if this is observed.

Motion 4.4 – Polyphagous Shot Hole Borer

1. The City of Vincent set up a working party immediately, consisting of representation from the Heritage Council of WA, Manager of Parks, Hyde Park Foreman, a qualified Arboriculturist and community member with Horticultural and Heritage experience.
2. Due to the impact the pest will have on the State's and Nation's tree populations the City seeks special funding from the State and Federal Governments.

Recommendation:**Supported**

That Council NOTES the CEO's creation of a Hyde Park Reference Group to provide a forum to engage with stakeholders and community members into the City of Vincent's restoration of tree canopy and associated plantings post Polyphagous Shot Hole Borer treatment works.

Reason for recommendation:

The infestation of the Polyphagous Shot-Hole Borer is affecting seventeen local governments including trees on public (and private) land across the City of Vincent. The response to the bio-security risk is headed by the Federal Government with the support of the relevant State Government agencies. Local Governments are responding to directions through these agencies.

Due to the extent of the required removals, and the subsequent impact the tree canopy and associated understory plantings, there is a need to engage with stakeholders and community members to inform and obtain input and guidance into the City's post treatment restoration works. To achieve the CEO has created a Hyde Park Reference Group comprising the following membership:

- ☐ Professional expertise in landscape architecture
- ☐ Professional expertise in Arboriculture
- ☐ Professional expertise in Biodiversity/Habitat Management
- ☐ Understanding and knowledge of the Aboriginal Heritage of the site
- ☐ Understanding and knowledge of the state heritage of the site
- ☐ Community members that are regular users with a strong interest or connection to Hyde Park
- ☐ City Officers – Executive Director Infrastructure and Environment (Chairperson), Manager Parks and other relevant officers as determined by the Chief Executive Officer.

An Expression of Interest has been advertised seeking nominations for membership on the Hyde Park Reference Group with the intention that it meets monthly for six months, commencing March 2024.

Motion 4.5(1) – e-Waste

That Council:

1. NOTES that a request to provide an ongoing and convenient method for the community to dispose of e-waste was successfully passed at the 2023 AGM;
2. NOTES that the Administration did not support this motion;
3. THANKS the Council for dismissing the Administration's rejection of the motion, and for requesting that the Administration undertake a six-month trial of e-waste drop-off points;
4. NOTES that the first drop-off day, in July 2023, was highly successful and demonstrated that the community is prepared to dispose of e-waste in a responsible manner;
5. CONGRATULATES the Administration for enthusiastically promoting the second e-waste drop-off day to be held on 3 February 2024;
6. REQUESTS that the City adopt a simple, ongoing system whereby community members can drop off e-waste when it suits them rather than having to stockpile the waste on the off-chance that the City holds another e-waste drop-off day.

Recommendation:

Not supported.

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.

Reason for recommendation:

The City of Vincent has a variety of convenient disposal options for E-waste outlined below. The nature, size and volume of E-waste (as evidenced at the E-waste drop-off days) is such that the provision of 'drop-off sites' (whether supervised or unsupervised) presents a level of risk and logistical challenge which would not provide a reasonable cost/benefit outcome. Administration will continue to advertise the existing e-waste disposal options to increase community awareness.

E-waste Drop-off Day

In July 2023 the City held its first E-waste Drop-Off Day. Due to the success of this project, a second E-waste Drop-Off Day was held in February 2024. Subject to attendance and budget allocation, Administration intends to hold two E-waste Drop-Off Days per year. The Day is supported by Good Sammy Enterprises and Total Green Recycling to maximise recycling and re-use opportunities.

Vergeside Service

Residents can dispose of E-waste as part of the current on-demand verge collection service. Verge Valet Vincent: Verge Valet™ provides residents with year-round access to bulk collections at a time convenient to residents. E-waste items are part of the accepted items. For more information, see the City's brochure here: https://www.vergevalet.com.au/wp-content/uploads/2022/04/Verge-Valet_City-of-Vincent_6PP-DL.pdf.

Recycling Centres

Free E-waste drop off for City of Vincent residents is available at the Recycling Centre Tamala Park and the Recycling Centre Balcatta.

Retail

Dependent on material type, some private entities and commercial retail operators provide drop off options for e-waste. OfficeWorks in Osborne Park and Subiaco offer "Bring it Back" options for Mobile Phones, Smart Watches and mobile phones accessories as well as Computer Recycling including computers, laptops, monitors, printers, keyboards, mice, hard drives, CDs, DVDs and cables (Limit of 5 computers or printers per customer).

In addition to the above, the City of Vincent is also a member of the Recycle Right App which provides a simple and convenient way to find out which bin to put it in, find recycling centres and drop off points in Perth and get tips and advice on living more sustainably.

Motion 4.5(2) – Publishing Policy Related Guidelines

That this meeting:

1. NOTES that a number of the City's policies have, or did have, associated Guidelines which provide guidance to the staff on how to interpret and administer the policy (e.g. the Street Tree Policy)
2. NOTES that in the past these Guidelines were approved by the Council and were in the public domain so that community members had some visibility and understanding of how the policies were being implemented;
3. NOTES that having the Council approve every change to the Guidelines may not be the most efficient way of making sure that they reflect changing circumstances;
4. NOTES that in recent years the Administration has recommended removing these Guidelines, arguing that they are purely administrative in nature;
5. REQUESTS that all of these Guidelines be included on the City's website, in association with the relevant policy, so that the community can better understand how policies are interpreted by the Administration, and so that they can be sure that the Administration are implementing the policy/guideline in a consistent and open manner.

Recommendation:

Not Supported.

That Council NOTES the Policy Development and Review Policy outlines Council's position in relation to Local Government Decision Making and the hierarchy of documents guiding decision making and responsibilities.

Reason for recommendation:

The Local Government Act 1995 at section 2.5(2)(b) outlines the Role of Council as being to *determine the local government's policies*.

Council at its meeting 15 December 2020 resolved to adopt the [Policy Development and Review Policy](#) to guide administration on the development and review of the City's strategies, policies and action plans to achieve transparent and consistent decision making which align with the City's objectives, strategic priorities and legislative requirements.

This policy includes the local government decision making hierarchy on page 2 which identifies that a Policy is adopted by Council and *is the general rule or principle which is required to provide clear direction to Administration on the day to day management of the City*.

The Local government Act 1995 at section 5.41(c) and (d) outlines the Functions of CEO are to:

- (c) *cause council decisions to be implemented; and*
- (d) *manage the day to day operations of the local government;*

Consequently the decision making hierarchy of the Policy Development and Review Policy outlines that Internal Procedures are determined by Administration and are *A series of actions conducted in a certain order to facilitate the operation aspects of policy statements or strategies. Internal procedures explain the steps and the considerations to be followed by Administration*.

Motion 4.5(3) – Beaufort Street Footpath

That Council REQUESTS that the City either upgrades the footpaths in the Mount Lawley-Highgate Town Centre and/or commits to pressure clean those footpaths at a frequency that maintains them in a clean and attractive state.

Recommendation:

SUPPORTED.

That Council REQUESTS:

- ☐ Administration program the upgrades of the footpaths in the Mount Lawley-Highgate Town Centre in accordance with condition assessment priorities; and
- ☐ Administration review the service level requirements and costs to ensure that footpaths and public paving in areas subject to high pedestrian traffic (including town centres) are maintained in a clean and attractive state, and the findings be presented to a Council Workshop by June 2024.

Reason for recommendation:

Footpath upgrades within the area will be prioritised as per the footpath condition assessment completed in 2023. It is likely that the Mount Lawley-Highgate area will be included for upgrades within the 4-year capital works program of footpath renewals. Administration is reviewing the need and cost implications to increase the current level of service and methods for street cleaning, and the findings will be presented to a Council Workshop.

Motion 4 – Elected member responses to the community

That Council REQUESTS that the City's Code of Conduct for elected members be amended to include a requirement for elected members to respond to members of the community in a reasonable timeframe, similar to the timeframes that were in the Code of Conduct prior to December 2017.

Recommendation:

Not supported.

That Council NOTES that the adopted Code of Conduct is consistent with the *Local Government (Model Code of Conduct) Regulations 2021*.

Reason for recommendation:

Council at its meeting 23 March 2021 resolved by Absolute Majority to adopt the [Code of Conduct](#) for Council members, Committee Members and Candidates. The adopted code was prepared in line with the *Local Government (Model Code of Conduct) Regulations 2021* which does not include provisions about accessibility to Council Members.

The *Local Government Act 1995* sets out the role of Councillors at section 2.10, all Council Members are required to perform the functions outlined which includes to *represent the interests of electors, ratepayers and residents of the district*. The Act does not prescribe the form or timeframes for this to occur.

Motion 5 – Organisation Review

That Council REQUESTS that the City undertake an independent organisation review to determine if the organisational structure, including staffing levels, is fit for purpose for a local government of Vincent's size, and which compares performance against best practice in private industry, local governments of a similar size, as well as the public service in general.

Recommendation:**Not Supported**

That Council NOTES results of the FY 22 Australasian Local Government Performance Excellence Program and annual service unit planning undertaken by the organisation provide sufficient metrics to inform organisation planning and structure.

Reason for recommendation:

The City has previously participated in the LG Professionals Australasian Performance Excellence Program (PEP) prepared by PricewaterhouseCoopers (PwC) for the 2018/19 and 2019/20 financial years - and participated again in [2021/22](#).

The PEP provides the City with comparative data to measure strategic and operational performance results in context with the sector's unique services. It also provides intelligence and insight on strengths and areas for improvement. The PEP assists local governments to better communicate, control and manage internal business performance.

Section 3.18 of the *Local Government Act 1995* provides the Functions of local governments and includes

3.18. Performing executive functions

(2) In performing its executive functions, a local government may provide services and facilities.

(3) A local government is to satisfy itself that services and facilities that it provides —

- (a) integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body; and*
- (b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and*
- (c) are managed efficiently and effectively.*

The City's Corporate Business Plan 23/24 – 26/27 was approved by Council during its Ordinary Council Meeting on 20 June 2023 this plan identifies how the City will deliver on the Strategic Community Plan through strategic projects, services and the four year capital works program. In accordance with s3.18 above Administration undertakes an annual Service Area Review Program to provide insights for future corporate planning.

The Service Area Review Program involves assessing the teams overall Strategy House which informs the priorities for the team and reviewing each sub-service area by completing a Service on a Page (SoaPs). The SoaPs are a snapshot of the service functions performed by a team and should align with the key functions identified in the Corporate Business Plan. These documents play a crucial role in shaping and revising the Long-Term Financial Plan (LTFP), Corporate Business Plan, Workforce Plan, business continuity plan, and the Annual Budget for 2024/25. The annual review and associated documentation is operational and is tabled with Council Members through the budget workshop process.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

The AGM of the City of Vincent was held in accordance with section 5.27 of the *Local Government Act 1995* (the Act). Section 5.33(1) of the Act requires that all decisions made at an Electors' Meeting are to be considered at the next practicable Ordinary Meeting of Council, which is the 19 March 2024 meeting.

Council must consider the motions from the AGM but is not obliged to make a decision on all or any of those Motions. If Council chooses to make a decision in response to an AGM Motion then reasons for that decision need to be recorded in the Minutes of the Council Meeting.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to consider decisions made at the AGM in accordance with Section 5.33 of the *Local Government Act 1995*.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

We are open and accountable to an engaged community

Our community is satisfied with the service we provide

Our community is aware of what we are doing and how we are meeting our goals

FINANCIAL/BUDGET IMPLICATIONS:

The costs to implement the recommendations proposed by Administration will be funded through existing budget provisions.



CITY OF VINCENT

MINUTES

Annual Meeting of Electors

1 February 2024

ANNUAL MEETING OF ELECTORS MINUTES1 FEBRUARY 2024

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ANNUAL MEETING OF ELECTORS MINUTES

1 FEBRUARY 2024

**MINUTES OF CITY OF VINCENT
ANNUAL MEETING OF ELECTORS
HELD AT THE ADMINISTRATION AND CIVIC CENTRE
244 VINCENT STREET, LEEDERVILLE
ON THURSDAY, 1 FEBRUARY 2024 AT 7.00PM**

PRESENT:	Mayor Alison Xamon Cr Alex Castle Cr Jonathan Hallett Cr Suzanne Worner Cr Ron Alexander Cr Ashlee La Fontaine Cr Sophie Greer Cr Nicole Woolf	Presiding Member North Ward South Ward North Ward (electronically) North Ward South Ward South Ward North Ward
IN ATTENDANCE:	David MacLennan Jay Naidoo Peter Varris Rhys Taylor Luke McGuirk Lisa Williams Peter Ferguson Joslin Colli Wendy Barnard	Chief Executive Officer A/Executive Director Strategy & Development Executive Director Infrastructure & Environment Chief Financial Officer Manager Engineering Executive Manager Communications & Engagement Executive Manager Information & Communication Services Executive Manager Corporate Strategy & Governance Council Liaison Officer
Public:	Approximately 20 members of the public.	

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Mayor Alison Xamon declared the meeting open at 7.00pm 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 LEAVE OF ABSENCE

Nil

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3 REPORTS**3.1 2022/23 ANNUAL REPORT (INCLUDING 2022/23 FINANCIAL REPORT)****Attachments:** 1. City of Vincent 2022/23 Annual Report**Mover:** Jonathan Hallett **Seconder:** Alex Castle

Discussion took place around the annual report, as detailed below:

The CEO, David MacLennan, gave a short presentation on the Annual Report.

The Chief Financial Officer gave a short presentation on the Financial Report.

Jonathan Hallett commented that it is always a pleasure to endorse the Annual Report, it is a testimony to the amazing work that the City does, and extended his appreciation to the staff. The annual report gives a sense of the scope and complexity of the work that City staff undertake.

Alex Castle drew attention to the projects in the Annual Report, and commented on the amount of work done so far to prepare for the implementation of those projects. Extended thanks to City staff for the work that has been done this year.

Dudley Maier of Highgate

Pointed out that last year the auditor carried forward surplus was \$1M higher than the figure the administration used when calculating the 2022/23 budget. This means ratepayers paid \$1M more than they needed to.

This was the net effect of poor predictions by the staff. The problem is that at budget time the staff predicts what the end of year figures would be, and were getting it wrong, this has a direct impact on the amount of rates the City needs to collect from its customers.

The forecast surplus for the end of June 2023 was just over \$4M. The audited figures show the surplus is just over \$9M, a discrepancy of \$5M. There were discrepancies in employee costs, material and contract costs and fees and charges.

3.1 RESPONSE TO QUESTIONS RECEIVED IN WRITING

The following questions were received by email ahead of the AGM. Responses from Administration are shown in italics below and were circulated to all submitters prior to the AGM meeting.

Colin Scott of North Perth

I recently had correspondence from Main Roads stating:

"The staggered tee movement across Charles Street is an important local route, but Main Roads is aware there are traffic issues due to the close spacing of the Bourke Street and View Street intersections. Main Roads will arrange a meeting with the City of Vincent in early March 2023 to commence discussions on options to address the safety and congestion issues you have highlighted."

My questions are:

1. Has any communication been initiated?

Yes, high level with City representatives and Main Roads WA (MRWA).

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2. If communications with Main Roads are forthcoming, what will be the involvement of community discussions in any development)

Charles Street is controlled by the State through MRWA. Any road safety project to address traffic issues will be completed through that agency. The City of Vincent (as a stakeholder and responsible agency for local roads connecting to Charles Street) will advocate for inclusion in any consultation process for proposed works on MRWA controlled roads within Vincent. Previous correspondence from MRWA on the progression of this project was that MRWA would undertake traffic analysis and that delivery could be in 3 to 5 years' time.

Alan Simpson of Perth

1. How to make it safer for cyclists?

The City has the Accessibility City Strategy and the Bike Plan 2023-2028 which has action items that will make cycling safer for cyclists.

2. What to do about petty crime? I have a friend who has now had 7 bikes stolen. He has video footage of the thieves, the number plate of the car used for stolen goods, but the police say it's not cost effective pursuing & the criminals will be let off

The City urges that all crime is reported to WA police through the required channels noted within the link below;

[How to Report a Crime | Western Australia Police Force](#)

How can you help?

We encourage the community to report incidents as and when incidents occur, to facilitate the most appropriate response.

Who	How	When
WA Police	131 444	To report incidents of criminal or anti-social behaviour that require police assistance.
Emergencies	000	To report incidents where life or property is threatened or in danger.
Crime Stoppers WA	1800 333 000	To report information about criminal or suspicious behaviour or activity that does not require police assistance.
City of Vincent	9273 6000	To report issues relating to the amenity of the area, such as graffiti, obstructions, damaged infrastructure, needles requiring disposal, litter and waste concerns, street cleaning requests, management of vacant properties and issues in our public spaces.

You can also report issues not requiring police attendance online at www.crimestopperswa.com.au or use the *Eyes on the Street Reporting* App, which can be downloaded on your mobile phone.

3. What measure to take to cool down the suburbs in the heat of summer?

The City of Vincent actively undertakes tree planting projects and careful management of existing trees to maximise canopy coverage in public open space and streetscapes. Canopy coverage reduce the heat island effect, resulting in cooler suburbs as well as providing habitat and improving the overall aesthetics of our streets and parks.

The City's Sustainable Environment Strategy and Greening Plan contain actions and targets to increase tree numbers and canopy coverage.

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Geoff Parkinson of Leederville

1. How to dispose of soft plastics?

Soft plastics should be placed in the red lid general waste bin.

Since the cessation of the REDcycle soft plastic collection program at supermarkets, soft plastics have had to be disposed of in the red-lid general waste bin.

The City understands that it feels like a backwards step putting this material into a general waste bin, however until recycling solutions are found and processors are up and running at the required scale, the general waste bin is the only place for this material.

The most effective step is to reduce single-use soft plastic consumption wherever possible. The City actively promotes waste minimisation ideas and holds themed workshops to assist residents in avoiding soft plastics when they shop. The City will continue to advocate for product stewardship programs and reforms that encourage the reduction of soft plastics in product manufacture.

Tim Weston of Perth

There is an E Scooter parking location in my street, directly across the road from my home.

Unfortunately, I am not able to be present on February 1. However, this email provides feedback on the E Scooter trial currently in progress, and asks some questions regarding the trial. Detailed responses to each question would be appreciated.

1. This trial seems to have been initiated without significant consultation of residents / ratepayers. This is not appreciated, given that the distribution and use of e-scooters across the city impacts everyone.
2. The bright orange e-scooters are a source of visual pollution when parked at their assigned locations through otherwise leafy green residential streets – they stand out and look out of place in the streetscape.
3. Parking places for e-scooters seem to have been allocated where there is “spare” paved areas on footpaths rather than set in logical locations determined from likely travel routes.
4. Parked scooters and scooters that have blown over in the wind obstruct the footpath, limit access to bench seats and provide a trip hazard to pedestrians, especially those using mobility aids.
5. Riding an e-scooter has inherent risks, which is why helmets are provided. However, most riders I see are not wearing them. If this cannot be enforced, use of scooters is starting to look like it involves unacceptable levels of risk.
6. While the scooter rider may or may not wear a helmet, any pedestrian hit by a scooter will not have any protection.
7. I note recent data from Melbourne where one hospital estimates the cost of treatment for scooter related injuries at \$1.9 million, as well as at least one fatality. Refer https://www.abc.net.au/news/2023-12-20/e-scooter-injuries-rise-as-hospitals-struggle-to-treat-riders/103246314?utm_source=abc_news_app&utm_medium=content_shared&utm_campaign=abc_news_app&utm_content=mail. In summary:
 - A study by the Royal Melbourne Hospital found 256 patients were admitted to the Royal Melbourne Hospital with e-scooter injuries in the 12 months up to January 2023.
 - The total number of patients across the state injured by e-scooters is likely to be much higher, doctors believe.
 - Facial fractures, upper limb injuries and brain injuries were among the most common presentations as up to a third of riders didn't wear a helmet.
 - Men make up 69 per cent of those injured by an e-scooter and the average age of those injured was 29.
 - It found alcohol was involved in more than a third of the presentations.
8. I further note that the city of Paris recently conducted a referendum on continued use of E Scooters – 90% of residents voted against extending the existing licenses <https://www.theguardian.com/world/2023/aug/31/rented-e-scooters-cleared-from-paris-streets-on-eve-of-ban>
9. A trial should have well articulated success criteria set out at the start, so that success or otherwise at the end of the trial can be determined with rigour (as opposed to emotion).

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Questions

1. What is the reasoning behind running this trial – what quantifiable benefits are expected (beyond delivering profit to Neuron)?

Introducing e-scooters in a city yields several quantifiable benefits. In 2023, riders took over 21,700 trips, covering 40,900 kilometres, resulting in an estimated 4.4 tonnes of saved CO2 emissions in the City of Vincent.

E-scooters contribute to reduced traffic congestion, offering a flexible mode of transport for short distances, and potentially mitigating the projected \$39.8 billion cost of congestion in the Australian economy by 2031. Urban Transport Crowding and Congestion | Infrastructure Australia.

Study estimates that being powered by electric batteries, e-scooters are more than 1,000% more energy-efficient per mile than traditional combustion vehicles.

They address the last-mile connectivity problem, connecting users with public transportation hubs and serving as an alternative when public transport is unavailable.

Additionally, e-scooters aid in data collection, providing valuable insights into user mobility patterns, popular routes, and peak times for optimizing infrastructure and improving urban mobility.

Furthermore, their minimal space requirement reduces the demand for parking spaces, alleviating visual pollution in urban areas.

2. What potential risks were identified when considering the E Scooter trial (eg safety) and what mitigations were implemented to manage these risks?

Before the start of the trial Neuron presented a Risk Assessment Matrix and Control Measures as part of the tender which included the following sections: risks involving employee safety, neuron users, public safety and persons with disabilities and environmental risks. The City reviewed these in detail and had discussions on how to mitigate them. Some of the risks identified include:

- *User falling off while riding E-scooter: The default setting on the scooter limits the top speed to 15kmh which reduces this risk.*
 - *New user riding incident: Neuron's Education, Engineering and Enhancement approach limits the range of risky behaviour, further encourages safe behaviours such as helmet wearing and reduces the impact of any incidents.*
 - *E-scooter collision with a member of the public or 3rd party property: Neuron insurance includes both personal accident and third-party liability cover. The vehicles are also equipped with an electronic bell to allow users to warn others and reduce the risk of collision.*
 - *Pedestrian involved in E-scooter collision: Neuron is able to set speed limit geofences in partnership with Council.*
 - *E-scooter causing road/footpath obstruction: Ground operations staff are trained to promptly relocate scooters causing road or footpath obstructions.*
- E-scooter vandalism: Neuron can track the real time GPS positioning of an e-scooter. The device sends alert notification to the operations teams via app for tracking and retrieval efforts.*

3. What is the demographic expected to use the E Scooters, and how does this align with the population in the City of Vincent?

The City supports accessibility for all modes of transport and demographics, supporting the the City's Diversity, Access Inclusion Plan.

The e-scooter trial was not targeted at any particular demographic group. However, from observation and data coming to the City we assess that it is a popular mode of transport for young professionals and students who live and work in urban areas for short distance commuting and navigating through crowded city streets.

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4. What productive activities will be better enabled by the use of E Scooters?

E-scooters contribute significantly to the local economy, with two-thirds of journeys in Australia resulting in purchases from local businesses, according to a study by Neuron. Approximately 10% of trips would not have occurred without e-scooters. Respondents reported spending at shopping venues (34%), restaurants or cafes (45%), and leisure/recreational venues (17%) - [Neuron Study Shows Financial Boost Nears Half a Billion Dollars \(micromobilityreport.com.au\)](#).

E-scooters provide an efficient means of commuting for work/meetings, connecting to public transport and saving time in heavy traffic or areas with limited parking.

Since an e-scooter trip is usually coupled with active mobility such as walking, users add extra walking steps in their everyday commuting routine which ensures health and fitness benefits.

During city events, festivals, or conferences, e-scooters can provide a convenient and eco-friendly transportation option for attendees, allowing them to move easily between venues.

5. What are the quantifiable measures (success criteria) which will be used to determine the success of the trial and inform the decision to continue the Neuron license at the conclusion of the trial period?

The city would focus on gathering qualitative and quantitative data to be able to assess the success of the trial after 6 months of the trial.

- Quantitative data would come from Neuron and would focus on gathering data on the total number of trips, reduction in carbon emissions, total active users, average user rating, total distance travelled etc. Apart from this, we would record cases of e-scooter dumping/vandalism/crashes to assess if any major incidents happened in this period.*

Qualitative data would come from resident feedback and input. Similar to previous trials, we will use our Imagine Vincent website to circulate an online consultation survey. This data will allow us to assess how do the residents feel about the trial, what are their concerns, what was their experience and so on.

6. What monitoring is the City of Vincent conducting against the above "success criteria" to assess the trial, and will these results be made public as data becomes available?

The City is retrieving monthly reports from Neuron which gives information on the indicators mentioned above. Neuron will also be directed to compile a 6-month survey report whose data will be reviewed in conjunction with the qualitative survey.

The City is already in the process of gathering feedback from residents who wish to share their opinions and concerns. We would use these comments alongside the perception surveys to have a broader picture of how the trial is perceived.

7. What input will residents / ratepayers have in the decision to continue the Neuron license at the conclusion of the trial period?

City will evaluate the success of the trial which will include both positive and negative reports from the community. This will be a decision-making factor if the trial was to be extended/made permanent.

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John Viska of North Perth

1. What action has taken place since the motion below was passed at the March 14th Ordinary Council meeting resulting from a motion put forward by me at the February 2023 AGM and Annual Ratepayers Meeting?

The following appears on page 53 of those minutes.

Motion 4.14 – Conservation Plan Hyde Park – That Council REQUESTS that Administration review the Hyde Park Conservation Plan when before developing the Hyde Park Master Plan, which is Action number 27 of the City's Public Open Space strategy and REQUESTS Administration apply for Heritage Council funding to further the end of this motion as soon as practical.

The City will be undertaking detailed arboriculture assessments and mapping of all trees within Hyde Park this financial year. This project will ensure that the City has up to date data on all of the tree assets within this park and any required works.

A significant number of trees within Hyde Park have tested positive for polyphagous shot hole borer (PSHB) and will require treatment from the Department of Primary Industries and Regional Development (DPIRD). The majority of susceptible tree species are of European origin, many of which are within Hyde Park. Key species within Hyde Park the require treatment are London Plane Trees and Moreton Bay/Port Jackson Fig trees.

Treatment works can range from limb reduction to complete removal and it is often hard to determine if removal is required until pruning commences and DPIRD can determine how far the infestation has spread. The City is working with DPIRD to stop the spread of PSHB however, there will likely be significant impact on the trees within Hyde Park.

Due to the heritage significant of the trees, the need to gain further data on these assets and the pending impact of PSHB, Administration believes that a review of the Hyde Park Conservation Plan should be postponed until further information has been obtained.

The development of the master plan is scheduled for 2026. Therefore, the Conservation Plan will be reviewed in year 2026 as part of the master plan process. ahead of this review Administration will submit for Heritage Council of WA funding. There were no approval or consultation requirements with the Heritage Council for the replacement of light poles in Hyde Park.

The Heritage team at the Department of Planning Lands and Heritage confirmed that the replacement of the light poles with light poles with banner arms were exempt from the need for referral to the Heritage Council as the works were to repair a deteriorate structure with like-for-like fabric, given that the poles themselves had low heritage significance and that banners would only be displayed temporarily for City events a maximum of six times per year.

Council at its meeting 14 December 2021 (page 43) resolved to enter into a lease with Veggie Mama Pty Ltd for five years with a rent of \$30,000 per annum. Since January 2023 the City has received \$36,693 in rent noting that clause 3.14 provided three months rent free period following commencement of the lease. Funds collected are deposited in to Municipal Funds for expenditure across the City.

In 2022/23 Hyde Park had an operational budget of \$514,229 to undertake maintenance works within the park. These works include general garden maintenance, mowing, tree pruning, reticulation, rubbish collection and various contracted works to maintain the parks infrastructure.

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Clifton Taggart of Mt Hawthorn

1. DOGS BARKING: What are the latest council rules? I have two neighbours with dogs that loudly bark intermittently through the day and sometimes into the evening. This is causing me great pain and anxiety.

A suggested solution: Will the City give advice to owners of dogs in council newsletters, articles, etc., the responsibility of having pets. Should rules not be adhered to, a fine will be imposed. Or even have the dogs removed.

In relation to how the City deals with dog barking issues I wish to refer you to the City's website with all the information as well as the dog barking card which can be found [here](#).

2. SWIMMING POOLS: What are the council rules for the construction of swimming pools in residential property? The neighbours constructed a pool close to my boundary fence which is next to my main bedroom. Young and old diving in and out of the pool and general carrying on is annoying.

The installation of swimming pools on the same lot as a single house or grouped dwelling do not require planning approval from the City, except where the property is heritage listed.

A building permit is required to be obtained from the City before the installation or construction of a pool/spa and a pool safety barrier. The building permit process ensures pools and their safety barriers comply with the applicable building standards. The location of the pool is considered as part of this process to ensure that it is structurally sound and safe in use.

There are no legislative requirements in Western Australia that restricts the placement of swimming pools on a property and nearby to a boundary fence due to noise.

A building permit is required to be obtained from the City before the installation or construction of a pool/spa and a pool safety barrier. The building permit process ensures pools and their safety barriers comply with the applicable building standards. Through this process, the location of the pool will be considered. If it is near to a lot boundary/dividing fence, a structural engineering assessment will be required to ensure there is no adverse effect on adjoining land.

There are no legislative requirements in Western Australia that allow local governments to consider the location of swimming pools on a property based on the amenity of adjoining properties.

If you are being affected by noise from your neighbours, we suggest in the first instance that you have a friendly chat to your neighbour - they may not be aware of how loud they are. If you do not feel comfortable approaching them face to face, perhaps drop a polite note in their letterbox. The [City's website](#) also has further information on neighbourhood noise.

3. GRAFFITI: A continuous problem.

A suggested solution: Put signs up in the worst affected areas advising that a heavy fine, community work or imprisonment will be imposed for this illegal activity.

The City recognises that there has been an increase in graffiti vandalism and is currently working with the WA Police Graffiti Team and other stakeholders to explore a range of management and prevention strategies, as well as an increase in resourcing to further assist with rapid removal and several different partnership and engagement initiatives.

Any acts of vandalism can be reported to WA Police as and when they occur on 131 444 or through the WA Police [Goodbye Graffiti website](#), which also forwards reports to the relevant asset owner for removal.

The City can provide you with a free solar motion sensor light through the Safer Vincent program to improve safety and security at your premises. Feel free to apply [here](#) if you're interested.

The City does have its own graffiti removal service and can assist with graffiti removal from private property that adjoins the City's infrastructure and is accessible from public property (i.e., the footpath).

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4. TREE PLANTING: The Council is trying hard and making general progress in certain areas. However, it is a COMPLETE DISASTER where trees have been planted on the road, right next to the kerb. Vehicles cannot drive and park in, especially the large latest models. Parking has been reduced.

And now the same dangerous plan is being implemented again in Oxford Street. Apart from this, the trees are of European origin, they completely lose their leaves in winter blocking road drains, gutters, and adjoining shop downpipes. This creates a complete mess which the council staff must clean up. (example check the road/verge/parking alongside Leaf and Bean Coffee shop, Scarborough Beach Road, Mt. Hawthorn.

A suggested solution: As this short discussion on the above does not sufficiently cover all the issues I would be very pleased to meet the appropriate staff on any site during the week to evaluate the situation. Should you wish, I could also visit your office and explain further.

Trees in urban environments provide many social, environmental and economic benefits. Key among these is their contribution to the amenity and walkability of local neighbourhoods through the provision of shade and the mitigation of 'urban heat island effect' which contributes to enhanced community well-being and property values.

The City recognises the significance of street trees within the urban setting in terms of creating functional and aesthetic streetscapes and has the responsibility for the planning, establishment, care, control and maintenance of all street trees in the City.

Car Parking bays are designed in accordance with the applicable Australian Standards and Main Roads WA requirements. Parking bay configuration can be reviewed in areas to maximise the number of bays where tree planting reduces parking.

Tony Pal of North Perth

I live in an apartment complex with 62 apartments. In a week we can only fill 20% of a FOGO bin because apartments don't come with 62 large gardens, with front and backyard, in the same manner as 62 individual homes.

1. If the CoV was prepared to admit an apartment does not produce the same amount of FOGO waste as a house with a large garden and many children, then could we have a bin system that reflects reality. This would reduce the pollution occurring down our back laneway where uncollected general waste rubbish is floating up and down the lane uncollected because 2 weekly collection does not reflect the volume of waste generated by 62 apartments, i.e. we don't have much use for a numerous collection of FOGO bins.

We don't mind recycling bins, we just want a reasonable mix of general and recycling bins as was before FOGO bins were introduced. One FOGO bin is more than sufficient. Not all of us live in an idealised world of sameness.

(Alternatively could we be subsidised \$1000 per week each apartment to fill FOGO bins with perfectly good food purchased straight from the supermarkets, so councillors can feel good about recycling. The current system punishes people for not wasting food.)

2. With 62 apartments, we regularly get a fresh crop of owners/tenants rotating through our complex over a period of a year. We can hold meetings, put up signs, and request people 'do the right thing' when it comes to recycling, however unlike a family or a household where a wrongdoer is a close family member who stays resident for life, it is difficult to detect and punish a single transient individual who despite 99% compliance by nearly a hundred residents does the wrong thing.

Does the CoV have a method that does collectively punish 61 apartments for doing the right thing simply because of one newcomer or transient resident makes an error or does not 100% comply with complex recycling requirements.

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Recycling is not simple, nor foolproof: For example, I lived for 10 years in a small country town (with no recycling) when recycling was introduced to the city, i.e. I received zero recycling education. When I finally moved to the big city, I saw my first recycling bin. I proudly went to put an empty plastic coke bottle into the plastic recycling bin. Before I could, someone stopped me and said you cannot do that, you will contaminate the bin. I asked why and they replied because this is a plastics only bin and there is a paper label on the bottle, it has to be removed. I tried a second time to put the bottle in the bin, now with the label removed, and I was interrupted again. No you cannot put that bottle in the bin. I said "Why not? It looks exactly like the recycling diagram." They said, "You can't put it in the bin because it has the lid on. You have to remove the lid". I replied if recycling is that hard, "No wonder nobody recycles" and I promptly put the bottle in the general waste bin.

In preparation for the rollout of the three bin FOGO service at apartment complexes, site visits were completed and calculations done to assess approximate allocation needs for each waste stream. We understand that not all complexes are the same and have differing needs.

Bin allocations for an apartment complex is calculated based on several factors including, number of units, size of the units (1,2 or 3 bedroom), current bin usage, type of waste disposal system in place at the complex, on site space restrictions etc.

While we were rolling out the new system, we encouraged strata and residents try it for a month or so, then to contact the City if capacity was an issue.

Our Waste Education Officer is available to do a site visit at the property to re-assess the current allocation and address any issues that the complex may be experiencing. To arrange a site visit, please feel free to contact the City on 9273 6000 or email mail@vincent.wa.gov.au and advise the best on site contact person's name and number and we will arrange an appointment to visit.

A lot of the resident or caretakers's questions and concerns are often addressed when we are out on site with them, or we can provide further resources or tailored education sessions in the form of door knocking or an on site education workshop at an appropriate time when residents are home.

We acknowledge that most WA residents, indeed most Australians, would agree that recycling is the most confusing bin for waste sorting. This is reflected in the fact that is by far the most contaminated bin of all three in almost every local government area. Since the ban on export of some recyclable materials, consistent communications have been agreed on in regards to waste sorting in WA. The message of 'recycle just the five' has been represented in all of our waste education materials. These five are

- 1. glass bottles and jars,*
- 2. plastic bottles and containers,*
- 3. metal tins and cans,*
- 4. paper, and*
- 5. clean cardboard*

We are continuing a bin tagging program in the community and waste education program in apartments to embed the three bin FOGO system this year and to encourage correct recycling.

The Recycle Right app is a very handy tool to download onto your smart phone as a quick point of reference to look up any item on their A-Z list to find which bin it should go in. There is also a reference to 'Find my nearest' drop off location for harder to recycle items such as batteries and hazardous waste.

At any point you are also most welcome to contact the City so that our waste education officer can assist with these queries and refer you to further waste avoidance or recycling programs.

We have encouraged strata managers and council of owners to display and distribute welcome packs to new residents, including a kitchen caddy compostable caddy liners, waste sorting reference materials and our new 'Waste in my Apartment' flyer. We are happy to distribute these and further hard copies or a digital copy again to strata or yourself, should you wish for more resources.

Until all local governments in WA are on the three bin FOGO system, these communications will continue to be issue for residents moving between different council areas, however we endeavour to maintain our opportunity to allow all residents access to compost their food, garden and other compostable items (such as paper towel and soiled cardboard food containers), like residents in single dwellings are able to do.

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Emma Vosnacos of North Perth

1. Is there any timetable to begin the Master planning for Woodville Reserve?

The community groups currently located there are keen to be consulted at the beginning before any planning begins.

The master plan is scheduled to begin in the 24/25 financial year, with an anticipated project start date of early 2025. The master plan will represent the strategic vision for the Woodville Precinct over the next 10 years, with a focus on delivering achievable and sustainable short-term, medium-term and long-term actions.

All master plan processes includes significant engagement with all key stakeholders and the local community. The key stakeholders on site (including the Community Garden) are very important to the project and you can be ensured that you will be engaged with at the start and throughout the project.

Glenn Werner of Mt Hawthorn

1. Why is Vincent doing so poorly at implementing a solution to upgrade the troublesome SBR/Main/Green St intersection?
2. Please explain why certain residents of surrounding local streets have an apparent higher value than others with regards to exposure to unreasonable traffic flow?

Please do not resort to the usual tiresome excuses, the intersection has been recognised by the council as being dangerous and problematic for well over a decade yet numerous leadership phases have failed to reasonably act – whether directly or in a consultative capacity.

This intersection serves as a significant point of entry to the north ward but remains an unfortunate reflection of Vincent's inability to cater to the daily amenity of its residents and those who pass through the municipality

The City of Vincent has been working with both Main Roads WA and the City of Stirling on the design of the roundabout, the draft design was consulted with residents and the community back in 2020. Since then, the design has progressed with input from both the City of Vincent and the City of Stirling.

Main Roads WA are responsible for the design and delivery of this project and have presented progress to the City of Vincent Council in November 2023. There are currently several technical query's which Main Roads WA is resolving with the City of Stirling and the City of Vincent.

Main Roads WA have completed on-site investigation works and are talking to the PTA regarding the bus route and stops associated with the works. Main Roads WA hope to start works in 2024.

The City of Vincent has flagged with Main Roads WA that this project needs to take into consideration a longer-term strategic focus on the impact of the surrounding Local Road network and traffic flow onto the Freeway (example of this is the Powis Street and Brady Street Smart Freeways project). This has impacts on traffic flow throughout the Mount Hawthorn prescient and the entry point to the north ward for all roads including local and district distributors.

Debbie Crook of North Perth

1. Can we have an update on the development proposal corner Alma Road and Fitzgerald Street (Celsius)?

The Celsius mixed use development at No. 367-373 Fitzgerald Street and 103 Alma Road, North Perth, was approved by the Metro Inner-North JDAP at its meeting on 30 November 2023. There is no indication as to when a building permit for the construction of the development is likely to be submitted.

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Cherry Bogunovich of Perth

2. re <https://www.vincent.wa.gov.au/news/verge-valet%E2%84%A2-service-to-be-extended/11913>

*In February 2022, Vincent started an 18-month trial of the Western Metropolitan Regional Council's pre-booked service in place of the traditional scheduled bulk waste collection system. Since starting early last year, **feedback on the service has been positive**, with more **than 80 per cent of the 200 surveyed giving it a five-star rating**.*

I am hoping the Electors Meeting can include an update on Vincent Collection/ Valet Hire.

Will a 2023 survey be available to the community to inform the 2024/ 2025 decision on the future of the service?

I trust feedback/ survey will be open to all community members- not only those that may have used the service, as feedback on why people are not utilising a valet may prove valuable in the decision making process.

In May 2023 we conducted a MARKYT® Community Waste Scorecard survey where residents could share their views about local waste management initiatives. This included a range of feedback questions on the Verge Valet™ service trial. We had over 500 residents complete the survey.

For residents who have used the Verge Valet™ service, there is a feedback survey conducted with each collection, which we have live updates to via the online booking system.

Please also feel free to send in your feedback on the trial or Verge Valet™ experience at any point via email to waste.enquiry@vincent.wa.gov.au, including your name residential address so we can take this into consideration when assessing the outcome of the trial.

We are currently planning our communications for the end of the trial with our Marketing and Communications team, including asking for further community feedback on the service for all residents. We will promote this opportunity for feedback on our social media channels, website and newsletters. Our Waste Education Officer or Verge Valet team are also on hand to discuss any issues you have with the verge collections – contact the City on 9273 6000.

4 GENERAL BUSINESS

The Presiding Member, Alison Xamon, explained the procedure for the receiving, discussion and approval of motions.

Motions with notice (not being presented in person)

The Presiding Member, Alison Xamon, read the below motion previously provided in writing.

4.1 Marina Foster of North Perth

Motion 1 - Laneways

That Council provides lights and kerbing in the laneway running from Howlett St to Pennant St. This laneway provides access to garages to residents on Pennant St and Hardy St.

Moved: Nicole Woolf **Seconded:** Jonathan Hallett

Nicole Woolf read a statement in support of the motion on behalf of Ms Foster, a summary of which is below:

Reason:

"The new development at 33 Scarborough Beach Road, North Perth consists of 6 stylish, well designed town houses, all of which require laneway access to their garages. Improvements to the amenity of this laneway, in the form of solar lights and kerbing will demonstrate Council's sense of purpose to enhance Vincent's streetscapes and create an environment which is both attractive and safe for residents. This should encourage residents to take pride in their surroundings and eliminate the incidence of littering and vandalism, that seems to be more prevalent in areas that seem to be neglected."

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Ms Woolf then spoke in support of the motion.

Evelyn Coral queried if this would set a precedent that other laneways, that are subject to vandalism and have residential properties, would be eligible for lighting as well?

Manager Engineering advised that condition surveys are undertaken on all the laneways and upgrades are prioritised according to the condition ratings.

CARRIED

The Presiding Member, Alison Xamon, read the below motion previously provided in writing.

Motion 2 – Name the Lane Competition

That Council run a 'Name the Lane' competition for schools in the North Perth postcode to name the laneways within the North Perth area.

Moved: Nicole Woolf **Seconded:** Jonathan Hallett

Nicole Woolf read a statement in support of the motion on behalf of Ms Foster, a summary of which is below.

Reason:

"The naming of laneways could help to provide links with the history of the district and provide a sense of belonging for current and new residents. Council could be responsible for proposing a "Name the Lane" competition for schools in the district."

Ms Woolf then spoke in support of the motion.

Dudley Maier spoke against this motion.

LOST

The Presiding Member, Alison Xamon, read the below motion previously provided in writing.

4.2 Maxine and Pat Callahan of Mt Hawthorn**Motion – Dust at Menzies Park**

That Council take action to ameliorate the dust problem on the southern verge of Menzies Park.

Reason:

Since the sprinklers were turned off, the verge has deteriorated into a churned up desert. With the strong easterly winds in the morning and the westerlies in the afternoon, the residents adjoining the southern side of the Park, have a stifling dust problem.

This matter has been raised on numerous occasions, but no solution has been offered. Everything on our property, (21 Berryman Street, Mt Hawthorn) and also our neighbours, is covered with dust. As an elderly couple, this is deleterious to our health in that it affects our breathing.

Will the City commit to finding a solution and in the interim pay for the cleanup of our home including things like our solar panels which are also covered with dust from the City's property?

This probably is not your problem, but as predicted, a car has now been bogged in the sand dunes!

Can you please do something quickly to fix this mess.

Moved: Alison Xamon **Seconded:** Dudley Maier

CARRIED

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4.3 Marie Slyth

The Presiding Member, Alison Xamon, read the below motion previously provided in writing.

Motion 1 - Rat Running Character Area Cleaver Precinct

That Council consider installing signage for a trial period throughout the Cleaver Street Character Precinct stating: NO ENTRY – RESIDENTS/BUSINESSES ONLY.

Reason:

Increased Rat running of vehicles and very large trucks through the "Character Area Streets of Cleaver Precinct -the 30 and 40 km speed limits are ignored every day Especially in Carr Street (between Cleaver and Charles Streets in both directions and also The corner of Strathcona & Carr Streets has become dangerous for both pedestrians and Vehicles sometimes turning without slowing down. This is worse at both peak hours.

Main cause for the rat running is drivers seeking to dodge traffic lights at Loftus and Charles Street corners of Vincent Street.

Suggestion that an experiment be conducted for trial period with signs at entrances to the Character Area streets saying NO ENTRY – RESIDENTS/BUSINESSES ONLY.

Moved: Marie Slyth **Seconded:** Sophie Greer

Marie Slyth and Sophie Greer spoke in support of the motion.

CARRIED

The Presiding Member, Alison Xamon, read the below motion previously provided in writing.

Motion 2: Bunnings Traffic Impact

That Council request that Main Roads undertake a survey of the Thomas Street Bridge and surrounding intersection and identify measures for improving safety in the current environment and with consideration of future development i.e. Bunnings.

Reason:

URGENT SURVEY - Main Roads to conduct an updated survey of the already increased loads of traffic daily on roads accessing the Thomas Street Bridge - Thomas Street from/to Loftus Street. Railway Parade. Newcastle Street.

Because I utilise these roads on a very regular basis, by car, walking and push scooter, and live so close to the area, I believe I am fully aware of how jammed the Thomas Street becomes, not only at peak hours. When this matter is addressed I have yet to hear just how deadly the roads leading and from Thomas Street bridge will be, as more and more cars start using it, and, if it goes ahead, Bunnings trucks also cramming in.

When I say "deadly" I mean just how many people in ambulances will die in the ambulance before it can reach the Charles Gairdner hospital, Hollywood hospital etc. To me it seems it will be essential for a second adjoining bridge to be built beside the existing Thomas Street bridge before any building constructions commences on, for instance, the proposed Bunnings site. Please advise if Council can get the Department of Transport of Main Roads to wake up and take appropriate action to address this.

Moved: Marie Slyth **Seconded:** Dudley Maier

Marie Slyth spoke in support of the motion.

CARRIED

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The Presiding Member, Alison Xamon, read the below motion previously provided in writing.

Motion 3 - COLVIN LANE

1. That Council undertake monitoring of Colvin Lane to measure number of heavy vehicles using this laneway and consider installing additional 8km/h speed signage along Colvin Lane.

Reason:

Use of 5 metre wide Colvin Lane to reach West One College by huge, wide and long trucks several times A week be assessed by Council. The College already has two other entrance/exits - these huge heavy vehicles Should not be using Colvin Lane which is the back lane with garages for people Whose Houses front Carr Street. At the same time we ask that Council review the fast, ever increasing speeds Of up to 25km instead of 8km - Suggestion – that further 8 KM WARNING signs Be placed along the sides of Colvin Lane in appropriate positions.

Moved: Marie Slyth **Seconded:** Dudley Maier

Marie Slyth spoke in support of the motion.

CARRIED

The Presiding Member, Alison Xamon, read the below motion previously provided in writing.

Motion 4: Bunnings Traffic Impact

That Council request that Department of Transport undertake a survey of the Thomas Street Bridge and surrounding intersection and impact of current traffic volumes on public transport routes in the current environment and with consideration of future development

Reason:

This motion relates to earlier urgent Motion 2 Study of Thomas Street/Bridge area by Main Roads - this should also include Survey by Department of Transport since public bus transport along Newcastle Street will be involved and the anticipated near future impact of massive traffic congestion due to the planned upcoming Bunnings development.

Moved: Marie Slyth **Seconded:** Dudley Maier

Marie Slyth spoke in support of the motion.

CARRIED

The Presiding Member, Alison Xamon, read the below motion previously provided in writing.

Motion 5: Cleaver Precinct Character Area

That Council ensure ratepayer/residents of Cleaver Precinct Character Area streets be informed of what action to take in event of Bunnings (should it go ahead) having its timber and/or delivery vehicles utilise any of these streets.

Reason:

Clause approved in Bunnings agreement.

At the final Bunnings DAP meeting it was agreed by Bunnings that (should the development still go ahead) Bunnings timber and delivery trucks will not be permitted to travel through the streets of the Character Area of Cleaver Precinct. What hasn't yet been discussed is how this behaviour will be monitored. Asking Council to advise on how this will be policed.

Moved: Marie Slyth **Seconded:** Dudley Maier

Marie Slyth spoke in support of the motion.

CARRIED

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The Presiding Member, Alison Xamon, read the below motion previously provided in writing.

4.4 John Viska of North Perth**Motion: Polyphagus Shot Hole Borer**

1. That the City of Vincent set up a working party immediately, consisting of representation from the Heritage Council of WA, Manager of Parks, Hyde Park Foreman, a qualified Arboriculturist and community member with Horticultural and Heritage experience.
2. Due to the impact the pest will have on the State's and Nation's tree populations the City seeks special funding from the State and Federal Governments.

Reason

With the devastating news announced on 30th January 2024 of the impact that the Polyphagus Shot Hole Borer (PSHB) will have on the fabric of Hyde Park I would like to move the above motion.

Moved: John Viska **Seconded:** Marie Slyth

John Viska and Marie Slyth spoke in support of the motion.

Executive Director Infrastructure & Environment commented that the issue is evolving rapidly and the response is headed up from the Federal Government level. The cost is currently borne at a Federally funded level, but the cost of any rehabilitation would likely be funded by the City. The City is investigating ways to access funds for the rehabilitation at the moment.

Lance Rosich spoke against the motion.

CARRIED

The Presiding Member, Alison Xamon, read the below motion previously provided in writing.

4.5 Dudley Maier of Highgate**Motion 1 - e-Waste**

That this meeting:

1. NOTES that a request to provide an ongoing and convenient method for the community to dispose of e-waste was successfully passed at the 2023 AGM;
2. NOTES that the Administration did not support this motion;
3. THANKS the Council for dismissing the Administration's rejection of the motion, and for requesting that the Administration undertake a six-month trial of e-waste drop-off points;
4. NOTES that the first drop-off day, in July 2023, was highly successful and demonstrated that the community is prepared to dispose of e-waste in a responsible manner;
5. CONGRATULATES the Administration for enthusiastically promoting the second e-waste drop-off day to be held on 3 February 2024;
6. REQUESTS that the City adopt a simple, ongoing system whereby community members can drop off e-waste when it suits them rather than having to stockpile the waste on the off-chance that the City holds another e-waste drop-off day.

Moved: Dudley Maier **Seconded:** John Viska

Dudley Maier and John Viska spoke in support of the motion.

CARRIED

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The Presiding Member, Alison Xamon, read the below motion previously provided in writing.

Motion 2: Publishing Policy Related Guidelines

That this meeting:

1. NOTES that a number of the City's policies have, or did have, associated Guidelines which provide guidance to the staff on how to interpret and administer the policy (e.g. the Street Tree Policy)
2. NOTES that in the past these Guidelines were approved by the Council and were in the public domain so that community members had some visibility and understanding of how the policies were being implemented;
3. NOTES that having the Council approve every change to the Guidelines may not be the most efficient way of making sure that they reflect changing circumstances;
4. NOTES that in recent years the Administration has recommended removing these Guidelines, arguing that they are purely administrative in nature;
5. REQUESTS that all of these Guidelines be included on the City's website, in association with the relevant policy, so that the community can better understand how policies are interpreted by the Administration, and so that they can be sure that the Administration are implementing the policy/guideline in a consistent and open manner.

Moved: Dudley Maier **Seconded:** Lynda Quinn

Dudley Maier spoke in support of the motion.

CARRIED

The Presiding Member, Alison Xamon, read the below motion previously provided in writing.

Motion 3: Beaufort Street Footpath

That this meeting REQUESTS that the City either upgrades the footpaths in the Mount Lawley-Highgate Town Centre and/or commits to pressure clean those footpaths at a frequency that maintains them in a clean and attractive state.

Moved: Dudley Maier **Seconded:** Lynda Quinn

Dudley Maier, John Viska and Marie Slyth spoke in support of the motion.

CARRIED

The Presiding Member, Alison Xamon, read the below motion previously provided in writing.

Moved: Dudley Maier **Seconded:** Lynda Quinn

Motion 4: Elected member responses to the community

That this meeting REQUESTS that the City's Code of Conduct for elected members be amended to include a requirement for elected members to respond to members of the community in a reasonable timeframe, similar to the timeframes that were in the Code of Conduct prior to December 2017.

Dudley Maier spoke in support of the motion.

CARRIED

ANNUAL MEETING OF ELECTORS MINUTES1 FEBRUARY 2024

The Presiding Member, Alison Xamon, read the below motion previously provided in writing.

Motion 5: Organisation Review

That this meeting REQUESTS that the City undertake an independent organisation review to determine if the organisational structure, including staffing levels, is fit for purpose for a local government of Vincent's size, and which compares performance against best practice in private industry, local governments of a similar size, as well as the public service in general.

Moved: Dudley Maier **Seconded:** Lynda Quinn

Dudley Maier and John Viska spoke in support of the motion.

CARRIED

The Presiding Member, Alison Xamon, called for any further motions, but none were forthcoming.

The Presiding Member, Alison Xamon called for any further questions.

John Westergaard of Mt Hawthorn

Mentioned that he has requested to purchase some Crown land adjacent to his home and has been trying to have it approved for 12 years. He queried who he had to contact to advance this request.

The Chief Executive Officer advised that he is aware of the application. The CEO advised that he will have the application reviewed and respond to Mr Westergaard.

Mentioned that services in the area have declined over the years and things could be improved.

Hafsa Reid of Perth

Stated that she has received notification that verge clearance is now their responsibility and queried why this is and what is the cause of that change?

The Chief Executive Officer advised that the City would follow up directly with Ms Reid regarding the usage of the verge.

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1 FEBRUARY 2024

5 CLOSURE

There being no further business, the Presiding Member, Mayor Alison Xamon, declared the meeting closed at 8.29pm with the following persons present:

PRESENT:	Mayor Alison Xamon Cr Alex Castle Cr Jonathan Hallett Cr Suzanne Worner Cr Ron Alexander Cr Ashlee La Fontaine Cr Sophie Greer Cr Nicole Woolf	Presiding Member North Ward South Ward North Ward (electronically) North Ward South Ward South Ward North Ward
IN ATTENDANCE:	David MacLennan Jay Naidoo Peter Varris Rhys Taylor Luke McGuirk Peter Ferguson Lisa Williams Joslin Colli Wendy Barnard	Chief Executive Officer A/Executive Director Strategy & Development Executive Director Infrastructure & Environment Chief Financial Officer Manager Engineering Executive Manager Information & Communication Services Executive Manager Communications & Engagement Executive Manager Corporate Strategy & Governance Council Liaison Officer
















Public: Approximately 15 members of the public

These Minutes were confirmed by the Council as a true and accurate of the Annual Meeting of Electors held on 1 February 2024.

Signed: . Mayor Alison Xamon

Dated

8.5 INFORMATION BULLETIN

- Attachments:**
1. Minutes of the Catalina Regional Council Meeting held on 15 February 2024 [↓](#) 
 2. Unconfirmed Minutes of the Mindarie Regional Council Meeting held on 29 February 2024 [↓](#) 
 3. Unconfirmed Minutes of Sustainability and Transport Advisory Group 8 February 2024 [↓](#) 
 4. Unrecoverable Parking Infringements Write-Off [↓](#) 
 5. Update on the Innovate Reconciliation Action Plan 2022/24, the Access & Inclusion Plan 2022/27 and the Youth Action Plan 2020/26 [↓](#) 
 6. Statistics for Development Services Applications as at the end of February 2024 [↓](#) 
 7. Register of Legal Action and Prosecutions Monthly - Confidential
 8. Register of Legal Action - Orders and Notices Quarterly - Confidential
 9. Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 27 February 2024 [↓](#) 
 10. Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current [↓](#) 
 11. Register of Applications Referred to the Design Review Panel - Current [↓](#) 
 12. Nature Play in the Park program outcome [↓](#) 
 13. Register of Petitions - Progress Report - March 2024 [↓](#) 
 14. Register of Notices of Motion - Progress Report - March 2024 [↓](#) 
 15. Register of Reports to be Actioned - Progress Report - March 2024 [↓](#) 
 16. Council Workshop Items since 22 November 2023 [↓](#) 
 17. Council Briefing Notes - February 2024 [↓](#) 

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated March 2024.



Ordinary Meeting of Council

Thursday 15 February 2024

MINUTES

City of Stirling
25 Cedric Street, Stirling WA, 6021

These Minutes were confirmed as a true and correct record of proceedings at a meeting held on 18 April 2024.

Signature:
Chair

Constituent Members:
Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo
Towns of Cambridge and Victoria Park

Minutes CRC Council Meeting – 15 February 2024

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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 Phillip Vinciullo Cr Adrian Hill
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

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PRESENT

Councillors	Cr Helen Berry Cr John Chester Cr Sonet Coetzee Cr Jane Cutler Cr Brent Fleeton Cr Tony Krsticevic (Chair) Cr Suzanne Migdale Cr Karlo Perkovic Cr Ashley Wallace
Alternate Members	Cr Phillip Vinciullo
Staff	Mr Chris Adams (Chief Executive Officer) Mr Simon O'Sullivan (Manager Project Coordination) Mr Daniel Govus (Senior Governance Advisor – City of Stirling)
Apologies Councillors	Cr Claire Anderson Cr Lewis Hutton Cr David Lagan
Leave of Absence	Nil
Consultants	Mr Drew Tomkins (Satterley Property Group)
Apologies Participant Councils' Advisers	Mr Mark Dickson (City of Wanneroo) Mr David MacLennan (City of Vincent) Mr Bill Parker (City of Wanneroo) Mr James Pearson (City of Joondalup) Ms Michelle Reynolds (City of Perth) Mr Gary Tuffin (Town of Cambridge) Mr Anthony Vuleta (Town of Victoria Park)
In Attendance Participant Councils' Advisers	Mr Stevan Rodic (City of Stirling)
Members of the Public	Nil
Press	Nil

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1. OFFICIAL OPENING

The Chair declared the meeting open at 6:02pm.

2. APOLOGIES AND LEAVE OF ABSENCE

Apologies: Cr Claire Anderson
Cr Lewis Hutton (*Cr Phillip Vinciullo present as Alternate Member*)
Cr David Lagan

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 Migdale, Seconded Cr Perkov.

That the Council CONFIRMS and the Chair signs the minutes from the Ordinary Meeting of Council held 7 December 2023 and the Special Meeting of Council held 20 December 2023 as true and accurate records of proceedings.

The Motion was put and declared CARRIED (10/0).

For: Councillors Berry, Chester, Coetzee, Cutler, Fleeton, Krsticevic, Migdale, Perkov, Vinciullo and Wallace.

Against: Nil.

8. BUSINESS ARISING FROM MINUTES

Nil.

9. ADMINISTRATION REPORTS AS PRESENTED

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9.1 BUSINESS REPORT – AS AT 31 JANUARY 2024

Moved Cr Migdale, Seconded Cr Cutler.

That the Council RECEIVES the Business Report as at 31 January 2024.

The Motion was put and declared CARRIED (10/0) by exception resolution.

For: Councillors Berry, Chester, Coetzee, Cutler, Fleeton, Krsticevic, Migdale, Perkov, Vinciullo and Wallace.

Against: Nil.

9.2 STATEMENT OF FINANCIAL ACTIVITY – DECEMBER 2023

Moved Cr Migdale, Seconded Cr Cutler.

That the Council RECEIVES and NOTES the Statement of Financial Activity for the month ending 31 December 2023.

The Motion was put and declared CARRIED (10/0) by exception resolution.

For: Councillors Berry, Chester, Coetzee, Cutler, Fleeton, Krsticevic, Migdale, Perkov, Vinciullo and Wallace.

Against: Nil.

9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED - DECEMBER 2023

Moved Cr Migdale, Seconded Cr Cutler.

That the Council:

1. RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for December 2023 - \$17,823,681.24

2. APPROVES the CRC Credit Card Statement for December 2023.

The Motion was put and declared CARRIED (10/0) by exception resolution.

For: Councillors Berry, Chester, Coetzee, Cutler, Fleeton, Krsticevic, Migdale, Perkov, Vinciullo and Wallace.

Against: Nil.

9.4 SALES AND SETTLEMENT REPORT – PERIOD ENDING 31 OCTOBER 2023

Moved Cr Chester, Seconded Cr Fleeton.

That the Council RECEIVES the Sales and Settlement Report for the period ending 31 October 2023.

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The Motion was put and declared CARRIED (10/0).

For: Councillors Berry, Chester, Coetzee, Cutler, Fleeton, Krsticevic, Migdale, Perkov, Vinciullo and Wallace.

Against: Nil.

9.5 PROJECT FINANCIAL REPORT – OCTOBER 2023

Moved Cr Migdale, Seconded Cr Cutler.

That the Council RECEIVES the Project Financial Report (October 2023) submitted by the Satterley Property Group.

The Motion was put and declared CARRIED (10/0) by exception resolution.

For: Councillors Berry, Chester, Coetzee, Cutler, Fleeton, Krsticevic, Migdale, Perkov, Vinciullo and Wallace.

Against: Nil.

9.6 PROJECT FINANCIAL REPORT – NOVEMBER 2023

Moved Cr Migdale, Seconded Cr Cutler.

That the Council RECEIVES the Project Financial Report (November 2023) submitted by the Satterley Property Group.

The Motion was put and declared CARRIED (10/0) by exception resolution.

For: Councillors Berry, Chester, Coetzee, Cutler, Fleeton, Krsticevic, Migdale, Perkov, Vinciullo and Wallace.

Against: Nil.

9.7 PROJECT FINANCIAL REPORT – DECEMBER 2023

Moved Cr Migdale, Seconded Cr Cutler.

That the Council RECEIVES the Project Financial Report (December 2023) submitted by the Satterley Property Group.

The Motion was put and declared CARRIED (10/0) by exception resolution.

For: Councillors Berry, Chester, Coetzee, Cutler, Fleeton, Krsticevic, Migdale, Perkov, Vinciullo and Wallace.

Against: Nil.

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9.8 STATEMENT OF FINANCIAL ACTIVITY FOR JANUARY 2024

Moved Cr Migdale, Seconded Cr Cutler.

That the Council RECEIVES and NOTES the Statement of Financial Activity for the month ending 31 January 2024.

The Motion was put and declared CARRIED (10/0) by exception resolution.

For: Councillors Berry, Chester, Coetzee, Cutler, Fleeton, Krsticevic, Migdale, Perkov, Vinciullo and Wallace.

Against: Nil.

9.9 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR JANUARY 2024

Moved Cr Migdale, Seconded Cr Cutler.

That the Council

- 1. RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for January 2024:**

January 2024 - \$1,467,271.83

- 2. APPROVES the Credit Card Statement for January 2024.**

The Motion was put and declared CARRIED (10/0) by exception resolution.

For: Councillors Berry, Chester, Coetzee, Cutler, Fleeton, Krsticevic, Migdale, Perkov, Vinciullo and Wallace.

Against: Nil.

10. COMMITTEE REPORTS**AUDIT AND RISK COMMITTEE (8 FEBRUARY 2024)****10.1 CRC FYE 2024 BUDGET REVIEW**

Moved Cr Migdale, Seconded Cr Cutler.

That the Council ADOPTS the Budget Review with the variations for the period 1 July 2023 to 30 June 2024, as detailed in the Budget Analysis Worksheet attached.

The Motion was put and declared CARRIED (10/0) by ABSOLUTE MAJORITY.

For: Councillors Berry, Chester, Coetzee, Cutler, Fleeton, Krsticevic, Migdale, Perkov, Vinciullo and Wallace.

Against: Nil.

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10.2 COMPLIANCE AUDIT RETURN 2023

Moved Cr Cutler, Seconded Cr Wallace.

That the Council recommends the Compliance Audit Return for the Catalina Regional Council for the year ended 31 December 2023 be ADOPTED, RECORDED in the minutes, CERTIFIED and SENT to the Director General of the Department of Local Government, Sport and Cultural Industries, in accordance with the *Local Government Act* and Regulations.

The Motion was put and declared CARRIED (10/0).

For: Councillors Berry, Chester, Coetzee, Cutler, Fleeton, Krsticevic, Migdale, Perkov, Vinciullo and Wallace.

Against: Nil.

11. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

12. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

13. URGENT BUSINESS APPROVED BY THE CHAIR

Nil

14. GENERAL BUSINESS

Nil

15. DECISION TO MOVE INTO CONFIDENTIAL SESSION

Moved Cr Migdale, Seconded Cr Cutler.

That:

1. **Item 15.1 – CATALINA CENTRAL COMMERCIAL SITE (LOT 800 AVIATOR BOULEVARD) - DEVELOPMENT UPDATE** 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 if disclosed would reveal –*

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-
- 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)).*
2. Item 15.2 – EXPRESSION OF INTEREST - DESIGN AND CONSTRUCTION OF THE CATALINA GREEN SUSTAINABILITY DEMONSTRATION HOME (EOI01/2024) 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).

For: Councillors Berry, Chester, Coetzee, Cutler, Fleeton, Krsticevic, Migdale, Perkov, Vinciullo and Wallace.

Against: Nil.

At 6:12pm the meeting was closed to the public, and all attendees who were not required left the meeting prior to consideration of Item 15.1.

15.1 CATALINA CENTRAL COMMERCIAL SITE (LOT 800 AVIATOR BOULEVARD) - DEVELOPMENT UPDATE

Moved Cr Chester, Seconded Cr Wallace.

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 (8/2).

For: Councillors Chester, Coetzee, Cutler, Fleeton, Krsticevic, Perkov, Vinciullo and Wallace.

Against: Councillors Berry and Migdale.

Minutes CRC Council Meeting – 15 February 2024

15.2 EXPRESSION OF INTEREST - DESIGN AND CONSTRUCTION OF THE CATALINA GREEN SUSTAINABILITY DEMONSTRATION HOME (EOI01/2024)

Moved Cr Chester, Seconded Cr Fleeton.

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 (8/2).

For: Councillors Berry, Chester, Coetzee, Cutler, Fleeton, Krsticevic, Vinciullo and Wallace.

Against: Councillors Migdale and Perkov.

Moved Cr Cutler, Seconded Cr Fleeton.

That the meeting be REOPENED to the public.

The Motion was put and declared CARRIED (10/0).

For: Councillors Berry, Chester, Coetzee, Cutler, Fleeton, Krsticevic, Migdale, Perkov, Vinciullo and Wallace.

Against: Nil.

At 6:42pm the meeting was reopened to the public.

16. FORMAL CLOSURE OF MEETING

The Chair declared the meeting closed at 6:43pm.



MINUTES

ORDINARY COUNCIL MEETING

TIME: 6.30 PM

29 FEBRUARY 2024
CITY OF JOONDALUP

*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
29 February 2024

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**MINDARIE REGIONAL COUNCIL
NOTICE OF MEETING**

22 FEBRUARY 2024

Councillors of the Mindarie Regional Council are advised that an Ordinary Meeting of the Council will be held at the City of Joondalup at 6.30 pm on 29 February 2024.

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.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
29 February 2024

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ORDINARY COUNCIL MEETING MINUTES
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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at 6.30 pm.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**MRC COUNCILLORS**

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 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 J Cutler (Jane)	Town of Cambridge

Apologies

Cr L Gobbert (Liam)	City of Perth
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 M Hattingh (Executive Manager Operations)
Ms S Cherico (Human Resources Manager)
Ms D Toward (Executive Assistant)

Approved leave of absence

Nil

Member Council Observers

Mr N Claassen	City of Joondalup
Mr M Pennington	City of Joondalup
Mr A Murphy	City of Stirling
Ms Y Plimbley	City of Stirling
Mr P Varris	City of Vincent
Mr H Singh	City of Wanneroo
Mr J Gault	City of Wanneroo
Mr K Hincks	Town of Cambridge
Mr J Wong	Town of Victoria Park

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ORDINARY COUNCIL MEETING MINUTES
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3 DECLARATION OF INTERESTS

Interest Type	Interest that may affect impartiality
Name and Position of Person	Councillor Andrea Creado
Report No and Topic	14.2 - Tender for landfill capping works – Tamala Park Stage 2 West
Name of Interest	The GM Finance for Ertech is a close friend.

4 PUBLIC QUESTION TIME

Nil

5 ANNOUNCEMENT BY THE PRESIDING PERSON

Nil

6 APPLICATION FOR LEAVE OF ABSENCE

Nil

7 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

8 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

8.1 ORDINARY COUNCIL MEETING – 14 December 2023

The Minutes of the Ordinary Council Meeting held on 14 December 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 14 December 2023 be confirmed as a true record of the proceedings.

Moved Cr May, seconded Cr Ferrante

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 10/0)

For: Crs Castle, Creado, Cutler, Ferrante, Hatton, Jacob, May, Miles, Proud, Wright

Against: Nil

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
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9 CHIEF EXECUTIVE OFFICER REPORTS
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9.1 FINANCIAL STATEMENTS FOR THE PERIODS ENDED 31 DECEMBER 2023 AND 31 JANUARY 2024	
Reference:	GF-23-000000019
Appendix(s):	Appendix No. 1
Date:	16 February 2024
Responsible Officer:	Executive Manager Corporate Services

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 Cashflows
- Statement of Financial Activity
- Statement of Reserves
- Statement of Investing Activity
- Cash and Cash Equivalents and Schedule of Investments
- Tonnage Report

DETAIL

The attached reports provide an overview of the MRC's financial performance for the periods ending 31 December 2023 and 31 January 2024, 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 report fairly represent, in all material respects, the results of the MRC's operations for the months being reported.

The Financial Reports for the periods ended 31 December 2023 and 31 January 2024 are contained in Appendix **No. 1**. The Schedule of Investments and Tonnage Report up to 31 January 2024 are also contained within Appendix No.1.

MINDARIE REGIONAL COUNCIL
ORDINARY COUNCIL MEETING MINUTES
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Summary of results for the year to date period ended 31 January 2024

	YTD Budget	YTD Actual	Variance
	t	t	t
Tonnes – Members	106,234	105,231	(1,003)
Tonnes – Others	16,983	14,325	(2,658)
TOTAL TONNES	123,217	119,556	(3,661)
	\$	\$	\$
Revenue – Fees & Charges	19,431,653	18,865,812	(565,841)
Revenue – Other	3,845,703	4,463,642	617,939
TOTAL REVENUE	23,277,356	23,329,454	52,098
Expenses	(19,622,890)	(19,045,600)	577,290
Net profit	3,654,466	4,283,854	(525,192)
Net profit/(loss) on sales of assets	1,000	287,682	286,682
NET SURPLUS	3,655,466	4,571,536	916,070

Variances Year to Date

Mindarie Regional Council financial result for the period ending 31 January 2024 reflects its performance from 1 July 2023 to 31 January 2024. 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 recorded net profit of \$4.6m for the period ended 31 January 2024 against a budgeted profit of \$3.6m resulting in a favourable variance of 25% or \$916k.

This overall positive position was driven by multiple favourable factors being offset mainly by negative variances of \$566k within fees and charges.

REVENUE

Fees and Charges

The revenue from Fees and Charges resulted in an unfavourable variance of \$566k for the period ended 31 January 2024.

A \$169k negative variance primarily due to City of Wanneroo delivering 1,839 tonnages lower than budgeted. This is considered timing variance.

In terms of total tonnage delivery of all member councils, total actual tonnage delivery is aligned closely to budget at 1%, 1,003 tonnes behind budget year to date. Actual tonnage of 105,231 tonnes is slightly higher than the tonnage at the same time last year of 104,468 tonnes.

Casual and Trade revenue continue to show a negative variance of \$248k resulting from 2,658 lower tonnes delivered to date. This is a permanent variance and will be addressed at mid-year budget review.

Gas power generation sales

Revenue from gas power generation sales to date is \$162k lower than budgeted. Income from sale of Renewable Energy Certificates is expected to be received in the following month.

Interest Earnings

Interest earning continues to outperform current budget. Interest earning for the period ended 31 January 2024 closed at \$583k higher than budgeted, which is mainly attributed to raising RBA interest rate. The RBA cash rate has moved from 4.10% to 4.35%. Expected weighted average interest rate of the current investment portfolio is 5%. As term deposits mature, MRC has and will continue to secure improved rates on new term deposits, improving interest returns.

Profit on sale of asset

A positive variance of \$287k, which is a direct result of profit arising from disposal of assets for the period up to 31 January 2024.

EXPENDITURE

Materials and Contracts

Materials and Contracts expenditure shows a positive variance of \$442k compared to the budget. This variance is driven by a combination of several factors. However, lower-than-anticipated costs in DWER landfill levy (\$265k lower) being the major reason. DWER landfill levy is payable to the Department of Water and Environment Regulation and has a direct relationship to tonnage collected. Due to the same reasons mentioned under fees and charges, the tonnage is lower and therefore so is the levy paid. These positive variances were partially offset by unexpected increases (\$54k) in building maintenance expenses being repairs to wind-damaged cladding at the RRF.

Utilities

Utilities recorded a positive variance of \$69k due to the fact that Synergy incorrectly recorded lower consumption and invoiced lower fees. This will be rectified in February 2024.

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ORDINARY COUNCIL MEETING MINUTES
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Depreciation

Depreciation is \$78k lower compared to the budget mainly due to an increase in the depreciation of leased land.

Other expenses

Other expenses are \$98k lower than budgeted reflecting Elected Members expenses timing variance of \$71k.

STATEMENT OF FINANCIAL POSITION

End of January 2024 the MRC's cash position is solid due to collection of fees and charges and positive earnings from the investments. Capital expenditure timing and increases to the RBA rate have improved both the rate of investments and the amount reinvested.

Current Liabilities

Current Liabilities as of 31 January 2024 is \$2.3m lower compared to the previous month. Trade payables (Mainly DWER levy payable) contributed towards this decline.

Capital Expenditure

During the period ended 31 January 2024, the following significant events / activities have taken place with respect to MRC's capital expenditure;

\$3.5m installation of Piggy Back liner project: investigative works awarded and is now proceeding to final design and works approval.

\$3.5m capping and revegetation design project: the tender phase completed in January 2024, and submissions have been evaluated. A report on this matter is included in the February OCM agenda.

Three building projects totalling \$310k are to commence in the first half of 2024.

Reserve Accounts

Increase in the reserve accounts for the period ended 31 January 2024 is \$1.76m. This reflects the proportionate transfers to reserves including interest earned on the investments.

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

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ORDINARY COUNCIL MEETING MINUTES
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RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Receive the Financial Statements set out in Appendix No. 1 for the month ended 31 December 2023 and 31 January 2024.

Moved Cr Wright, seconded Cr Hatton

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 10/0)

For: Crs Castle, Creado, Cutler, Ferrante, Hatton, Jacob, May, Miles, Proud, Wright

Against: Nil

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ORDINARY COUNCIL MEETING MINUTES
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9.2 LIST OF ACCOUNTS PAID – FOR THE PERIODS ENDED 31 DECEMBER 2023 AND 31 JANUARY 2024	
File No:	GF-23-000019
Appendix(s):	Appendix No. 2 and 3
Date:	16 February 2024
Responsible Officer:	Executive Manager Corporate Services

SUMMARY

The purpose of these reports 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 months ended 31 December 2023 and 31 January 2024 are contained in **Appendices 2 and 3**

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
31 December 2023	General Municipal	Cheques	\$1,537.65
		EFT	\$1,090,363.78
		DP	\$5,593,098.94
		Inter account transfers	-
		Total	\$6,685,000.37
31 January 2024	General Municipal	Cheques	\$1,573.44
		EFT	\$4,179,773.43
		DP	\$539,344.81
		Inter account transfers	-
		Total	\$4,720,691.68

STATUTORY IMPLICATIONS

Regulation 13 of the Local Government (Financial Management) Regulations 1996

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENT

Simple Majority

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ORDINARY COUNCIL MEETING MINUTES
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RESPONSIBLE OFFICER RECOMMENDATION

That Council:

Note the list of accounts paid under delegated authority to the Chief Executive Officer for the months ended 31 December 2023 and 31 January 2024, in accordance with regulation 13(1) of the Local Government (Financial Management) Regulation 1996.

Moved Cr Jacob, Seconded Cr Cutler

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 10/0)

For: Crs Castle, Creado, Cutler, Ferrante, Hatton, Jacob, May, Miles, Proud, Wright

Against: Nil

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9.3	2023/24 MID YEAR BUDGET REVIEW
File No:	GF-23-0000139
Appendix(s):	Appendix No. 4 and 4a
Date:	20 February 2024
Responsible Officer:	Executive Manager Corporate Services

PURPOSE

To consider the Mindarie Regional Council's financial position as at 31 December 2023 and performance for the period 1 July 2023 to 31 December 2023 in relation to the revised budget and projections estimated for the remainder of the financial year.

BACKGROUND

The budget review has been prepared to include information required by the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996

Financial Management Regulations (FMR) r.33A (1) requires that between 1 January and 31 March in each financial year, a Local Government is to carry out a review of its annual budget for the year.

FMR r.33 (2A) requires the review of an annual budget for a financial year to:
Consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
Consider the local government's position as at the date of the review; and
Review the outcomes for the end of the financial year to be part of the review

FMR r.33A (2) and (3) require the results of the budget review to be presented to Council within 30 days of the review being completed. Council is then to consider the review submitted to it and resolve (by absolute majority) to adopt the review or not and any recommendations associated with the review.

FRM r.33A (4) requires that after the Council has dealt with the review a copy of the review and determination (Council minutes) is to be provided to the Department within 14 days.

DETAILS

Council operations have been conducted in line with the Adopted Budget for 2023/24.

The budget review statements that form part of this report have been based on the statements of financial activity on the actual expenditure and variations from the revised budget, at 31 December revised budget reflects the same position as original adopted budget as no budget adjustments have been presented during the six months period.

This report provides information based on the six-month period from 1 July to 31 December 2023.

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ORDINARY COUNCIL MEETING MINUTES
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The budget review reflects a view on the full year financial position of the Mindarie Regional Council and highlights those items that reflect significant predicted variances to budgeted allocations, and the anticipated revised financial projections to 30 June 2024.

The tonnes have marginally changed from the adopted budget tonnage, the projections are summarised in the table below, based on estimates received from member councils. A 6000 tonne reduction to Trade Discount is due to delay in commencement of trade discount contract with an external party.

The Members' gate fee will remain at \$151.00 per tonne for the remainder of the financial year, with also no change to the non-members gate fee.

	Original Budget 2023/2024	Projections Budget 30-Jun-24	Tonnage Variance
City of Perth	12,482	13,540	1,058
City of Stirling	52,808	55,500	2,692
City of Wanneroo	58,000	58,000	-
Town of Cambridge	5,216	5,870	654
City of Vincent	5,500	5,500	-
Town of Victoria Park	8,400	10,620	2,220
City of Joondalup	33,600	33,600	-
Total Members Charges	176,006	182,630	6,624
Casuals	13,000	13,000	-
Trade	3,400	3,400	-
Trade Discount	15,000	9,000	(6,000)
Total Casuals	31,400	25,400	(6,000)
Total Tonnage	207,406	208,030	624

The Statement of Financial Activity reflecting the Adopted Budget, Revised Budget (currently the same as original) Actual Expenditure to 31 December 2023, Projected expenditure to 30 June 2024, variances to the revised budget as well as the projected capital expenditure are enclosed in the appendices to this report.

The materiality threshold for 2023/24 mid-year budget variances is in line with the Council's adopted variances. This report provides comments only on those items that have a projected variance of greater than \$50k. In some instances, although the variance is outside of these parameters due to the significance of the item, comments may still be provided. This report to Council will also address the budget adjustments identified in this review.

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ORDINARY COUNCIL MEETING MINUTES
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OPERATING REVENUE

FEES AND CHARGES

The overall fees and charges revenue is projected to increase slightly by \$269k from \$32.8m to \$33.1m. Projected \$978k increase in member user charges has offset \$709k decrease in casual fees. The decrease in casual fees is within trade discount because of delay in commencement of a trade discount customer contract. Budget adjustment is proposed to recognise variances expected at year end.

INTEREST EARNINGS

Since May 2022, the Reserve Bank has raised the cash rate on nine consecutive occasions, taking it from a record low 0.1 per cent to 4.35 per cent currently. Projection to end of June 2024 now reflects the expected revenue at \$2.69m, up from budgeted \$1.65m. This is a permanent variance and proposed in the budget adjustment list.

OTHER REVENUE

There is a projected \$186k revenue increase from the adopted budget, \$170k attributed for waste audit, 50% expected to occur by 30 June 2024 and 50% in the next financial year budget. MRC will recover these audit costs from member councils. Additionally, there is a projected \$16k in additional revenue from the LGIS insurance rebate.

OPERATING EXPENDITURE

EMPLOYEE COSTS

Projected increase of \$74k is proposed mainly to fund a communications/marketing function required for the MRC in its day to day operations and in support of Corporate Business Plan actions 1.4.2 and 2.2.3.

MATERIAL AND CONTRACTS

This area overall is projected to be \$197k higher than budget, the net increase in the project space is expected at \$130k, largely attributed to 50% waste audits costs to occur by 30 June 2024 (50% in the next year budget). Additionally, projected \$50k in additional expenditure for an IT system review, due to be completed by 30 June 2024.

UTILITIES

Projected increase of \$82k, mainly driven by increase to RRF electricity network charge.

DEPRECIATION & AMORTISATION

Projected increase of \$443k. The revaluation of land, building and infrastructure performed as part of the 2023 year end audit changed the opening balance of MRC's assets, directly affecting depreciation expense against budget adopted for 2023/24. Budget adjustment is proposed to recognise expected variances and position at 30 June 2024. Amortisation \$2.8m projected reduction against revised budget. As part of the 2022/23 audit landfill cell / landfill capping was revalued and consequently amortisation updated.

PROFIT AND LOSS ON SALE

Projected improvement of \$602k. Changing market conditions leading to low stock resulted in higher sale proceeds for a CAT Compactor. The compactor was sold for \$287k profit versus budgeted loss of \$323k.

MINDARIE REGIONAL COUNCIL
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CAPITAL EXPENDITURE

Projected increase to capital expenditure is \$297k of which \$107k is replacement of end of life IT equipment and increased CCTV installation costs in operational areas. The replacement of two vehicles is proposed a few months earlier than scheduled due to allow an opportunity benefit from current high resale prices, year-end sale discounts and reduced delivery periods. The net cash outflow overall is expected to be approximately \$75,000.

TRANSFER TO/FROM RESERVES (RESTRICTED ASSETS)

Capital Reserve balance at year end was originally set to be \$2.4m. That is, however, insufficient level for what is required by MRC operations in the longer term. Proposal is to add \$3m from budget surplus into the capital reserve, bringing the balance to \$4.8m, to meet future requirements. This forms a part of the budget adjustments with balance to be funded in future years.

FUNDING SURPLUS (DEFICIT)

In considering the variances and projections within the attached budget review, the closing position is estimated to improve projections from \$39.3m to \$41.6m. It is projected that the MRC will move from an adopted budget balance profit of \$1.45m to a projected profit of \$5.46m. \$3m of this is proposed to become restricted, as funds will be utilised to improve capital reserve.

Following completion of the budget review and to consider the impact of estimated projections at 30 June 2024, some items have been identified as requiring a budget amendment. The budget amendments have been included in the officer recommendation.

CONSULTATION

Member Councils in relation to tonnage forecast for the remainder of the 2023/24 financial year.

STATUTORY ENVIRONMENT

This review is required to comply with regulation 33A of Local Government (Financial Management) Regulations 1996. The Budget Review is to be lodged with the Department of Local Government, Sport and Cultural Industries within 14 days of adoption.

Section 6.8(1) (b) of the Local Government Act 1995 sets out a local government is not to incur expenditure for an additional purpose (where no estimate has been included in the annual budget) prior to being authorised in advance by an absolute majority of Council. For compliance with LGA S6.8, a separate resolution to the budget review should be passed for amendments to the budget.

STRATEGIC IMPLICATIONS

The 2023/24 mid-year budget review has been developed having regard for the objectives and actions outlined in the MRC's integrated planning and reporting documents adopted by Council.

FINANCIAL IMPLICATIONS

The significant financial implications have been detailed in the body of this report. Authorisation of expenditure through budget amendments recommended.

VOTING REQUIREMENT

Absolute Majority

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ORDINARY COUNCIL MEETING MINUTES
29 February 2024

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RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. Adopt the 2023/24 mid-year budget review as detailed in Appendix 4.
2. Approve the adjustments to the 2023/2024 MRC Budget as detailed in this report and Appendix 4a, in accordance with section 6.8(1) of the *Local Government Act 1995*.

Moved Cr Creado, seconded Cr Proud

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 10/0)

For: Crs Castle, Creado, Cutler, Ferrante, Hatton, Jacob, May, Miles, Proud, Wright

Against: Nil

MINDARIE REGIONAL COUNCIL
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10 MEMBERS INFORMATION BULLETIN – ISSUE NO. 81

RESPONSIBLE OFFICER RECOMMENDATION

That the Members Information Bulletin Issue No. 81 be received.

Moved Cr Wright, seconded Cr Cutler

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 10/0)

For: Crs Castle, Creado, Cutler, Ferrante, 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

14 MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

Moved Cr Miles, seconded Cr Hatton

Procedural motion:

That Council:

1. Closes the meeting to the members of the public at 6.45 pm to consider items 14.1 and 14.2 in accordance with section 5.23(2)(c) of the Local Government Act 1995.
2. Permits the MRC Chief Executive Officer, MRC staff and Member Council Officers to remain in the chamber during discussion for item 14.1 and 14.2.

Doors closed at 6.45 pm.

There were no members of the public present in the gallery.

MRC Officers and Member Council Officers remained observing the meeting.

The CEO has not released the reports for items 14.1 and 14.2 for public viewing.

(CARRIED UNANIMOUSLY 10/0)

For: Crs Castle, Creado, Cutler, Ferrante, Hatton, Jacob, May, Miles, Proud, Wright

Against: Nil

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ORDINARY COUNCIL MEETING MINUTES
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This Report is Confidential and dealt with in a Confidential Session, under section 5.23 (2)(c) of the *Local Government Act 1995* as the report deals with matters where a contract may be entered into.

14.1	APPROVAL FOR MEMBER COUNCIL WASTE AUDIT
File No:	GF-23-0000344
Attachment(s):	Nil
Date:	20 February 2024
Responsible Officer:	Chief Executive Officer

RESPONSIBLE OFFICER RECOMMENDATION

THAT COUNCIL:

Approve the MRC entering into a contract with Resource Recovery Group to undertake summer and winter waste audits of member council kerbside bins as per the details stated within the Financial Implications section of the confidential report.

Moved Cr Proud, Seconded Cr Hatton

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 10/0)

For: Crs Castle, Creado, Cutler, Ferrante, Hatton, Jacob, May, Miles, Proud, Wright

Against: Nil

MINDARIE REGIONAL COUNCIL
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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.	
14.2	TENDER FOR LANDFILL CAPPING WORKS – TAMALA PARK STAGE 2 WEST
File No:	GF-23-000416
Attachment(s):	Attachment 1 – Evaluation Report
Date:	22 February 2024
Responsible Officer:	Executive Manager Operations

RESPONSIBLE OFFICER RECOMMENDATION

That Council:

1. Authorise the CEO to award the tender for landfill capping as per the details in the confidential report.
2. Authorise the CEO to advise the tenderers of the outcome of the tender process.

Moved Cr Proud, seconded Cr Hatton

RESOLVED

That the recommendation be adopted

(CARRIED UNANIMOUSLY 10/0)

For: Crs Castle, Creado, Cutler, Ferrante, Hatton, Jacob, May, Miles, Proud, Wright

Against: Nil

Moved Cr Proud, seconded Cr Wright

Procedural Motion:

That Council:

- Reopen the meeting to members of the public at 6.57pm

To re-open the meeting to the public.

(CARRIED UNANIMOUSLY 10/0)

For: Crs Castle, Creado, Cutler, Ferrante, Hatton, Jacob, May, Miles, Proud, Wright

Against: Nil

Doors re-opened at 6.57PM, the Chair declared the meeting re-opened. There were no members of the public present. The Chair read out the resolutions behind closed doors.

15 NEXT MEETING

The next Ordinary Council meeting is to be held on Thursday 28 March 2024 at the City of Wanneroo commencing at 6.30 pm.

MINDARIE REGIONAL COUNCIL
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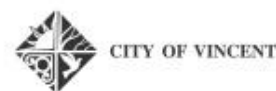
16 CLOSURE

The Chair closed the meeting at 7.00 pm and thanked the City of Joondalup for their hospitality and use of their meeting facilities.

Signed.....Chair

Dated.....day of2024

MINUTES



SUSTAINABILITY AND TRANSPORT ADVISORY GROUP

Thursday 8 February 2024, at 6pm

Venue:

**City of Vincent
Administration and Civic Centre
244 Vincent Street Leederville
UNCONFIRMED MINUTES**

Attendees:

City of Vincent Councillors

Cr Ashley Wallace (AW) - Chair
Cr La Fontaine (ALF)

Community Representatives

Barbara Pedersen (BP)	Chris Cutress (CC)
Helen Griffiths (HG)	Ian Kininmonth (IK)
Kathryn Longden (K)	

City of Vincent Officers

Peter Varris (PV) - Executive Director Infrastructure and Environment
Mitchell Hoad (MH) – A/Manager Strategic Planning & Specialist Planner
Sarah Hill (SH) – Manager Parks
Sara Orsi (SO) – Sustainability and Innovation Advisor
Jenaya Shepherd (JS) – Senior Strategic Planner

1. **Welcome/Declaration of Opening**

Cr Wallace opened the meeting at 6:04pm and delivered the Acknowledgement of Country.

2. **Apologies**

Emma McCallum

3. **Confirmation of the Minutes**

The Minutes of the meeting held on 17 August 2023 were received and confirmed as a true and correct record.

4. **New business**

4.1 Discussion of Terms of Reference

- MH provided overview of Terms of Reference and meeting schedule. The meeting schedule will be aligned with the Enhanced Environment Strategy (EES). The current planned meetings are 14 March 2024, mid-June, and mid-September. These dates will be confirmed closer to the time.
- ALF tabled adding an 'active transport' objective to the Terms of Reference specifically:
 - The development and implementation of safe active transport;
 - Implementation of the bike plan; and
 - Reducing the adverse impacts of vehicle traffic.
- CC supported a transport focus noting the group is still called Sustainability and Transport.
- CC enquired as to who on the group has a transport background.

- HG flagged active transport additions where too specific but supported a general addition.
- IK seconded HG view and noted other topics like liveability should be considered as used to be a part of the 'old' strategy.
- BP tabled a preference for the group to continue to support the City, rather than have an end date of the adoption of the EES.
- BP suggested referencing the SCP pillars as a way of capturing the groups remit without being too specific.
- The suggested changes to the objectives of the Terms of Reference agreed were:
 - To add more detail to one of the Terms of Reference Objectives: *Support the City in the development and implementation of the EES and its pillars (by specifying the pillars).*
 - The term of members would best coincide with the election cycle, being for a period of two years.
 - The term 'liveable' to be part of the Terms of Reference; *achieving a more 'liveable' city.*

RECOMMENDED ACTION:

Points above to be incorporated and updated terms of reference to be presented to the next meeting of the STAG before being presented to Council for adoption.

4.2 Sustainable Environment Strategy 2022-23 progress update

- JS gave an overview of the 2022-23 Sustainable Environment Strategy which was established in 2019 and which is reported on annually to Council. The 5 key areas are: Energy; Transport; Waste; Water and Urban Greening and Biodiversity.
- The group noted the successful work of the City in meeting many of its targets, including those which were seen as 'stretch' targets and during difficult circumstances including the COVID-19 Pandemic.
- There was a general discussion amongst the group about each of the areas and what these may look like in the future.

RECOMMENDED ACTION:

STAG members to note the update.

4.3 City Strategies Presentation

- JS gave a presentation of the City's strategies and their alignment to the Strategic Community Plan (SCP) was provided.
 - The City is commencing a sustainability review this year, the terms of reference (TOR) have been focused on informing the review and developing the Strategic Community Plan priority area Enhanced Environment Strategy (EES).
 - This means, unlike previous STAG arrangements to meet quarterly, the meeting schedule will be aligned with the EES project program to ensure STAG collaboration at key stages of the project delivery.
- There was a general discussion amongst the group about the strategic priorities and how the EES sits within this framework.

RECOMMENDED ACTION:

STAG members to note the update.

4.4 Current/emerging Urban Greening & Biodiversity challenges

- SH gave an overview of the Polyphagous shot-hole borer that is affecting many trees in WA and the impacts of underground power works on tree canopy.
 - The City is working with the Department of Primary Industries and Regional Development (DPIRD) to help stop the spread of this invasive pest. Many of the City's parks and reserve are infected and have been identified for ongoing treatment.
 - The City has completed mapping of all our street trees. Our parks will be next.
 - Identifying and managing pests is a risk issue for the City, the City has a risk management framework.

- Undergrounding power works are not expected to have a significant impact on existing street tree canopy as City has been working closely with Western Power throughout process.
- There was general discussion amongst the group about the impacts of PHSB on tree canopy within the City.
- BP noted need for the City to consider strategic risk around emergency response and biosecurity.

RECOMMENDED ACTION:

STAG members to note the update.

6. Next Meeting

The next meeting will be held on 14 March 2024.

7. Closure

The meeting closed at 7:56pm

Signed

Councillor (Chairperson)

Dated this _____ day of _____ 20__



INFORMATION BULLETIN

SUBJECT:	Unrecoverable Parking Infringements Write-off for 2nd Quarter 2023/2024
DATE:	12 March 2024
AUTHOR:	Chris Dixon, Senior Projects & Strategy Officer, Ranger Services
AUTHORISER:	Peter Varris, Executive Director Infrastructure & Environment

PURPOSE:

To advise Council of the write-off of Parking Infringement Notices that the Fines Enforcement Registry have advised are unrecoverable for the second quarter of the 2023/2024 financial year.

BACKGROUND:

At the Ordinary Council Meeting of 14 November 2023, a report was presented on the total write-offs of parking infringements advised by the Fines Enforcement Registry for the first quarter of the 2023/2024 financial year. That report also noted that future reports would be provided on a quarterly basis.

For the second quarter of the 2023/2024 financial year, there were a total of 231 Parking Infringement Notices, valued at \$39,130.30 withdrawn as advised by the Fines Enforcement Registry that these infringements are unrecoverable, and they will no longer be pursuing payment.

While these infringements have been deemed unrecoverable and subsequently withdrawn by the Fines Enforcement Registry, it should be noted that a total infringement value of \$157,672.91 has been recovered and paid through the Fines Enforcement Registry for the period 1 October 2023 to 30 December 2023.

The unrecoverable infringements have been written off under delegated authority.

COMMENTS:

Future reports will be provided on a quarterly basis.

Please find below listing of written off infringements for the period 1 October 2023 to 30 December 2023.



CITY OF VINCENT

INFORMATION BULLETIN

Infringement No	FER Comment	Infringement Write-Off
19266324	Case reg over 8 years ago	207.55
19309831	Case reg over 8 years ago	214.1
19304379	Case reg over 8 years ago	174.1
19306486	Case reg over 8 years ago	174.1
19306633	Case reg over 8 years ago	139.1
19289374	Case reg over 8 years ago	174.1
19290568	Case reg over 8 years ago	174.1
19297253	Case reg over 8 years ago	174.1
19308454	Case reg over 8 years ago	139.1
19305639	Case reg over 8 years ago	149.1
19302505	Case reg over 8 years ago	174.1
19308790	Case reg over 8 years ago	149.1
19305703	Case reg over 8 years ago	174.1
19310166	Case reg over 8 years ago	149.1
19310167	Case reg over 8 years ago	149.1
19311070	Case reg over 8 years ago	139.1
19306616	Case reg over 8 years ago	174.1
19311403	Case reg over 8 years ago	139.1
19312174	Case reg over 8 years ago	174.1
19313080	Case reg over 8 years ago	174.1
19314818	Case reg over 8 years ago	149.1
19313907	Case reg over 8 years ago	174.1
19281059	Case reg over 8 years ago	139.1
19305742	Case reg over 8 years ago	174.1
19308942	Case reg over 8 years ago	174.1
19311116	Case reg over 8 years ago	174.1
19311644	Case reg over 8 years ago	174.1
19292071	Case reg over 8 years ago	208.7
19292752	Case reg over 8 years ago	208.7
19288352	Case reg over 8 years ago	168.7
19275083	Case reg over 8 years ago	208.7
19289543	Case reg over 8 years ago	143.7
19292466	Case reg over 8 years ago	143.7
19293436	Case reg over 8 years ago	143.7
19308261	Case reg over 8 years ago	168.7
19295368	Case reg over 8 years ago	373.7
19305474	Case reg over 8 years ago	208.7
19308042	Case reg over 8 years ago	168.7
19302440	Case reg over 8 years ago	168.7
19301935	Case reg over 8 years ago	133.7
19301952	Case reg over 8 years ago	133.7
19303307	Case reg over 8 years ago	133.7
19307787	Case reg over 8 years ago	177.35
19307791	Case reg over 8 years ago	177.35
19312330	Case reg over 8 years ago	150.6



INFORMATION BULLETIN

19309571	Case reg over 8 years ago	150.6
19309215	Case reg over 8 years ago	177.35
19310964	Case reg over 8 years ago	150.6
19312694	Case reg over 8 years ago	150.6
19309506	Case reg over 8 years ago	175.6
19313124	Case reg over 8 years ago	150.6
19309593	Case reg over 8 years ago	175.6
19309596	Case reg over 8 years ago	175.6
19309653	Case reg over 8 years ago	177.35
19311729	Case reg over 8 years ago	140.6
19309477	Case reg over 8 years ago	150.6
19311730	Case reg over 8 years ago	140.6
19311507	Case reg over 8 years ago	150.6
19314189	Case reg over 8 years ago	150.6
19312366	Case reg over 8 years ago	140.6
19315568	Case reg over 8 years ago	152.35
19315768	Case reg over 8 years ago	152.35
19317322	Case reg over 8 years ago	152.35
19312620	Case reg over 8 years ago	140.6
19318262	Case reg over 8 years ago	152.35
19310287	Case reg over 8 years ago	177.35
19314222	Case reg over 8 years ago	152.35
19314943	Case reg over 8 years ago	150.6
19310944	Case reg over 8 years ago	175.6
19314106	Case reg over 8 years ago	140.6
19315520	Case reg over 8 years ago	152.35
19314314	Case reg over 8 years ago	140.6
19315683	Case reg over 8 years ago	150.6
19311747	Case reg over 8 years ago	175.6
19315756	Case reg over 8 years ago	152.35
19311750	Case reg over 8 years ago	175.6
19311763	Case reg over 8 years ago	175.6
19314291	Case reg over 8 years ago	215.6
19314922	Case reg over 8 years ago	140.6
19314343	Case reg over 8 years ago	215.6
19316492	Case reg over 8 years ago	152.35
19315412	Case reg over 8 years ago	215.6
19315359	Case reg over 8 years ago	142.35
19315363	Case reg over 8 years ago	142.35
19315811	Case reg over 8 years ago	28.95
19316529	Case reg over 8 years ago	152.35
19315367	Case reg over 8 years ago	142.35
19317486	Case reg over 8 years ago	215.6
19313165	Case reg over 8 years ago	175.6
19315370	Case reg over 8 years ago	142.35
19313174	Case reg over 8 years ago	175.6



CITY OF VINCENT

INFORMATION BULLETIN

19313204	Case reg over 8 years ago	177.35
19317445	Case reg over 8 years ago	150.6
19315701	Case reg over 8 years ago	140.6
19315702	Case reg over 8 years ago	140.6
19314242	Case reg over 8 years ago	175.6
19314381	Case reg over 8 years ago	175.6
19318421	Case reg over 8 years ago	152.35
19316087	Case reg over 8 years ago	142.35
19316089	Case reg over 8 years ago	142.35
19314631	Case reg over 8 years ago	175.6
19318238	Case reg over 8 years ago	152.35
19314650	Case reg over 8 years ago	175.6
19314677	Case reg over 8 years ago	177.35
19319233	Case reg over 8 years ago	152.35
19313317	Case reg over 8 years ago	217.35
19315596	Case reg over 8 years ago	217.35
19315740	Case reg over 8 years ago	217.35
19315306	Case reg over 8 years ago	177.35
19317049	Case reg over 8 years ago	140.6
19306544	Case reg over 8 years ago	140.6
19315557	Case reg over 8 years ago	177.35
19320200	Case reg over 8 years ago	152.35
19272150	Case reg over 8 years ago	175.6
19317439	Case reg over 8 years ago	140.6
19319103	Case reg over 8 years ago	152.35
19319104	Case reg over 8 years ago	152.35
19322423	Case reg over 8 years ago	152.35
19284755	Case reg over 8 years ago	177.35
19317476	Case reg over 8 years ago	140.6
19319304	Case reg over 8 years ago	152.35
19302554	Case reg over 8 years ago	352.35
19295455	Case reg over 8 years ago	175.6
19317375	Case reg over 8 years ago	177.35
19317539	Case reg over 8 years ago	142.35
19309435	Case reg over 8 years ago	350.6
19317417	Case reg over 8 years ago	175.6
19314652	Case reg over 8 years ago	175.6
19319943	Case reg over 8 years ago	152.35
19317580	Case reg over 8 years ago	142.35
19310449	Case reg over 8 years ago	350.6
19316480	Case reg over 8 years ago	177.35
19317223	Case reg over 8 years ago	177.35
19312267	Case reg over 8 years ago	350.6
19317589	Case reg over 8 years ago	142.35
19319846	Case reg over 8 years ago	177.35
19294359	Case reg over 8 years ago	177.35



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INFORMATION BULLETIN

19312415	Case reg over 8 years ago	190.6
19295690	Case reg over 8 years ago	177.35
19295801	Case reg over 8 years ago	177.35
19299958	Case reg over 8 years ago	175.6
19320088	Case reg over 8 years ago	177.35
19317304	Case reg over 8 years ago	192.35
19310227	Case reg over 8 years ago	175.6
19302578	Case reg over 8 years ago	177.35
19318551	Case reg over 8 years ago	142.35
19303781	Case reg over 8 years ago	175.6
19312425	Case reg over 8 years ago	175.6
19318557	Case reg over 8 years ago	142.35
19294050	Case reg over 8 years ago	152.35
19295649	Case reg over 8 years ago	142.35
19319123	Case reg over 8 years ago	142.35
19306545	Case reg over 8 years ago	140.6
19305749	Case reg over 8 years ago	177.35
19319475	Case reg over 8 years ago	142.35
19319477	Case reg over 8 years ago	142.35
19319481	Case reg over 8 years ago	142.35
19319482	Case reg over 8 years ago	142.35
19319490	Case reg over 8 years ago	142.35
19309443	Case reg over 8 years ago	150.6
19306693	Case reg over 8 years ago	175.6
19319808	Case reg over 8 years ago	142.35
19319828	Case reg over 8 years ago	142.35
19309798	Case reg over 8 years ago	152.35
19315804	Case reg over 8 years ago	217.35
19297573	Case reg over 8 years ago	150.6
19298417	Case reg over 8 years ago	150.6
19319936	Case reg over 8 years ago	142.35
19300422	Case reg over 8 years ago	150.6
19307670	Case reg over 8 years ago	175.6
19311504	Case reg over 8 years ago	150.6
19307672	Case reg over 8 years ago	175.6
19311563	Case reg over 8 years ago	152.35
19320002	Case reg over 8 years ago	142.35
19311586	Case reg over 8 years ago	152.35
19307776	Case reg over 8 years ago	177.35
19296366	Case reg over 8 years ago	143.7
19296619	Case reg over 8 years ago	208.7
19300554	Case reg over 8 years ago	143.7
19296413	Case reg over 8 years ago	168.7
19298109	Case reg over 8 years ago	208.7
19302006	Case reg over 8 years ago	143.7
19302010	Case reg over 8 years ago	143.7



INFORMATION BULLETIN

19302275	Case reg over 8 years ago	143.7
19302017	Case reg over 8 years ago	143.7
19291667	Case reg over 8 years ago	143.7
19301734	Case reg over 8 years ago	133.7
19293937	Case reg over 8 years ago	143.7
19291510	Case reg over 8 years ago	133.7
19284952	Case reg over 8 years ago	207.55
19259593	Case reg over 8 years ago	128
19260332	Case reg over 8 years ago	128
19225482	Case reg over 8 years ago	118
19219088	Case reg over 8 years ago	128
19225080	Case reg over 8 years ago	128
19263081	Case reg over 8 years ago	128
19246403	Case reg over 8 years ago	128
19256917	Case reg over 8 years ago	153
19262504	Case reg over 8 years ago	163
19245797	Case reg over 8 years ago	118
1611204	Case reg over 8 years ago	165
19259986	Case reg over 8 years ago	128
19262925	Case reg over 8 years ago	128
19339232	Insufficient details to enf	186.7
19366525	Insufficient details to enf	228.25
19521009	Insufficient details to enf	216.6
19371488	Company no longer registered	188.25
19316830	Insufficient details to enf	177.35
19326481	Company no longer registered	142.35
19821439	Insufficient details to enf	219.7
19970440	Insufficient details to enf	197.3
20090608	Insufficient details to enf	222.3
19751876	Insufficient details to enf	191.6
19359529	Insufficient details to enf	228.25
200012	Insufficient details to enf	371.6
19465002	Insufficient details to enf	178.55
19296670	Company no longer registered	208.7
19883344	Insufficient details to enf	259.7
19416160	Insufficient details to enf	180.55
19333681	Company no longer registered	177.35
19347671	Insufficient details to enf	161.7
19337412	Insufficient details to enf	186.7
19356024	Insufficient details to enf	152.95
20070497	Uneconomical to Enforce	0
100102	Insufficient details to enf	339.9
20093352	Offender deceased	197.8
19369823	Insufficient details to enf	188.25
19355501	Insufficient details to enf	152.95
19321007	Insufficient details to enf	152.35



INFORMATION BULLETIN

19341050	Insufficient details to enf	161.7
200011	Insufficient details to enf	371.6



INFORMATION BULLETIN



CITY OF VINCENT

DATE:	Tuesday 12 March 2024
TITLE:	Update on the Innovate Reconciliation Action Plan 2022/24, the Access & Inclusion Plan 2022/27, and the Youth Action Plan 2020/26.
DIRECTORATE:	Community and Business Services

PURPOSE OF REPORT:

The purpose of this report is to provide an update on the progress of the Innovate Reconciliation Action Plan 2022/24, the Access & Inclusion Plan 2022/27, and the Youth Action Plan 2020/26.

DETAILS:

Innovate Reconciliation Action Plan 2022-2024

Vincent began its reconciliation journey in 2017 with a [Reflect Reconciliation Action Plan](#), completing our first [Innovate Reconciliation Action Plan](#) in September 2022 and commencing the second [Innovate Reconciliation Action Plan 2022/24](#) in October 2022.

Through the delivery of our RAP, we have strengthened our relationships with our Aboriginal Elders and community and celebrated Noongar culture and tradition through numerous events, activities, and workshops.

The City's current Innovate Reconciliation Action Plan (RAP) will continue through September 2024 when it is anticipated that we will transition across to a Stretch RAP where we will maintain our commitment to reconciliation by drawing on culture and shared experiences.

Our key deliverables achieved to date are:

- Progression of the reviving of Warndoolier, the traditional Noongar name for Banks Reserve.
- Development of:
 - Aboriginal and Torres Strait Islander Engagement Guidelines.
 - Aboriginal and Torres Strait Islander Attraction and Retention Strategy.
 - Communications Plan: Innovate Reconciliation Action Plan 2022/24.
 - Cultural Awareness and Engagement Plan for new starters and existing employees.
- Reviewed onboarding and induction processes to remove any potential barriers for Aboriginal and Torres Strait Islander peoples currently employed or future applicants.
- Promoted the City's commitment to Reconciliation with the engagement of Aboriginal facilitators to deliver events throughout Reconciliation & NAIDOC Weeks.
- Organised videos of Aboriginal Elders, Uncle Albert & Aunty Irene for Reconciliation Week.
- Provided two traineeships to Aboriginal students from Aranmore Catholic College.
- Developed a new Purchasing Policy that was adopted by Council in June 2023 which prioritises purchasing from Aboriginal and Torres Strait Islander businesses.
- Commenced development of our fourth RAP, the Stretch RAP 2024/27.

Access & Inclusion Plan 2022-2027

In accordance with the *Western Australian Disability Services Act 1993*, the City is required to develop, maintain, and action an [Access and Inclusion Plan 2022/27](#) (AIP) and to provide an annual progress report to the Department of Communities.

Our AIP aims to make our buildings, services, and events more accessible and to help everyone in our community feel included.

We prioritise accessibility when we upgrade our public spaces, parks and playgrounds and increasing access to our events, we also focus on considering both physical and non-physical barriers to getting involved. In addition, we want to make sure that all our staff have the support, guidance, and development they need to improve access and inclusion when undertaking their roles.

Our key deliverables achieved to date are:

- Refurbishment of the customer service area and downstairs accessible toilet in February 2024.
- Staff Wheelchair Basketball workshop hosted in late November 2023 (co-hosted with Water Corporation) for International Day of People with Disability (IDPWD).
- Promoted IDPWD on social media on 3 December 2023 to raise awareness of the situation of persons with disabilities in all aspects of political, social, economic, and cultural life.
- Delivered an eight week 'Introduction to Auslan' community workshop between October and November 2023.
- Completed a footpath audit in December 2023.
- Rolled out the new CRM software in December 2023 that allows Rangers in the field to attend to requests more efficiently in the community.
- Held an All Abilities Pool Party at Beatty Park in January 2024.

Youth Action Plan 2020-2026

Our [Youth Action Plan 2020/26](#) (YAP) was developed to align with, and actively contribute to, the City's Strategic Community Plan 2018-2028. The YAP supports our key priorities of Connected Community, Thriving Places and Innovative and Accountable by providing a roadmap for delivering relevant and meaningful services and support for our youth. It guides our actions in the youth space to ensure we continue working towards a thriving and positive experience for all youth in our community.

With 12–25 years of age being such a formative time in a person's life, it is important that our YAP stays current and relevant in an environment that changes so rapidly in terms of technologies, trends, and topical issues.

The YAP five-year plan includes two components, a two-year plan with deliverables referring to the previous year's (2020 – 2022) and the three-year plan for the current 2023 – 2026 deliverables. This later period focuses on strengthening our understanding of the needs and priorities of our young people and identifying the key focus areas, current gaps, and actions to address these.

Our key deliverables achieved to date are:

- Developed a communications plan to promote the deliverables of the YAP and the engagement of young people with the City.
- Successful delivery of Young Makers Christmas Markets at North Perth Town Hall and Multicultural Gardens.
- Engaged eight local schools for the Spirit of Christmas Banners that were displayed in North Perth and Mount Hawthorn during December.
- Engaged eight local schools for Student Citizenship Awards throughout November and December in line with the City's Community Funding Policy.
- Aranmore Catholic College music students performed at the City's Seniors Week Melodies Morning Tea event on 13 November 2023.
- YHQ delivered workshops that were supported by the City's Collaborative funding agreement.
- Attendance at relevant industry training and networking meetings.
- Successful funding application by Perth STEM Association through the City's Youth Development Grants to host Newton's Playground Event on 16 December 2023.
- Aranmore Catholic College trainee program engagement with two students concluded in-line with the School year.

Statistics for Development Applications As at the end of February 2024

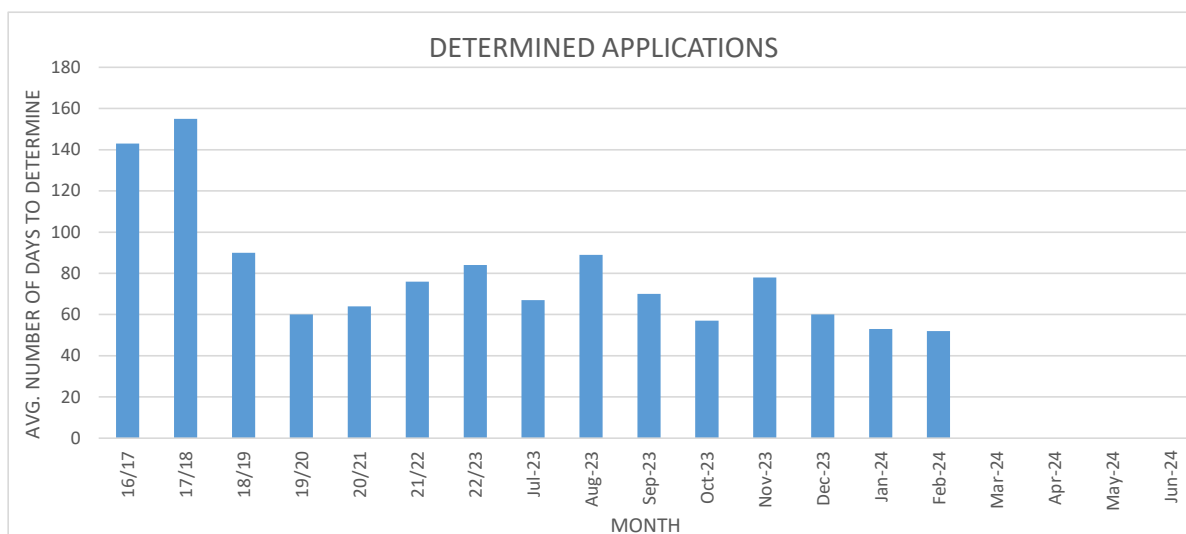
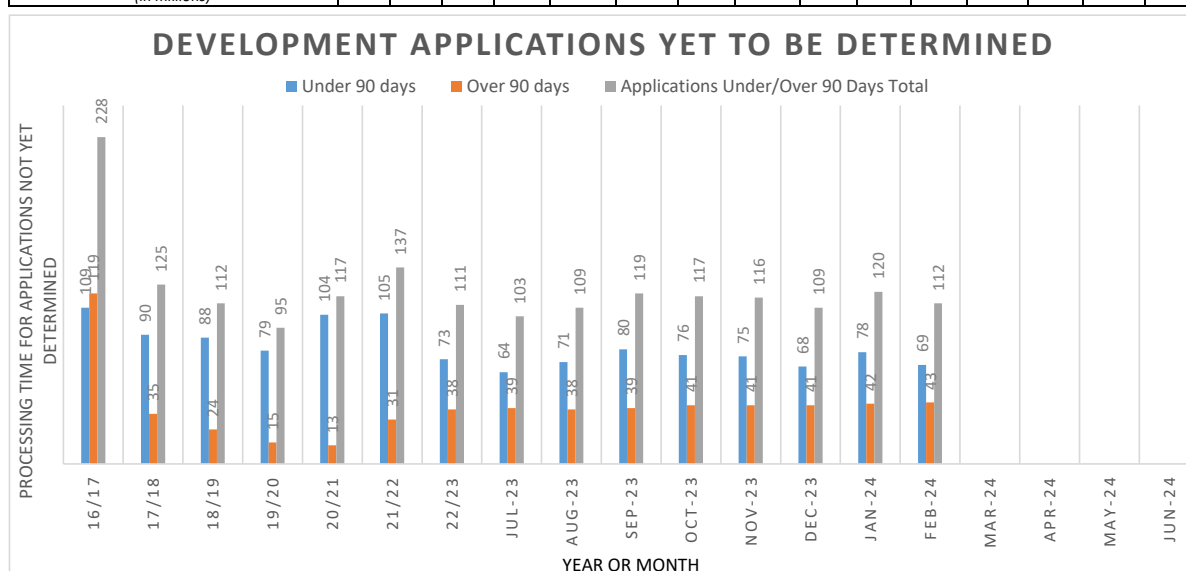


Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2016/17 and each month since July 2022.

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	5	6				
Average	143	155	85	60	64	76	84	67	89	70	57	78	60	53	52				
Maximum	924	1008	787	499	268	298	280	301	362	89	89	159	89	89	165				

	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	15	29				
Value of Determined DA's (in millions)	217	143	417	12.1	66.42	3.43	10.3	237.3	9.85	6.2	7.8				



	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	25	22				
DA's to be Determined	103	109	119	117	116	109	120	112				
Value of DA's to be Determined (in millions)	268.68	252.92	257.1	260.5	78.1	76.2	78.5	78.1				

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 27 FEBRUARY 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 27 FEBRUARY 2024**

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
2.	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. The directions hearing has been vacated and the matter has been listed to a further mediation on 27 February 2024. This mediation has been vacated and will be rescheduled, with a new date to be confirmed in due course.</p> <p><i>Representation by: JDAP Presiding Member</i></p>
3.	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"> • 12 January 2024 – Respondent Statement of Issues, Facts and Contentions due to SAT. • 2 February 2024 – Applicant Statement of Issues, Facts and Contentions due to SAT. • 23 February 2024 – Applicant and Respondent witness statement's due to SAT. • 8 March 2024 – Respondent without prejudice draft conditions due to SAT. • 15 March 2024 – Applicant response to without prejudice conditions due to SAT. • 3 April 2024 – SAT final hearing. <p><i>Representation by: Altus Planning and Appeals</i></p>
4.	Nos. 37-43 Stuart Street, Perth (DR184 of 2023)	20 December 2023	Planning Solutions/Lavan	<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. Mediation held on 14 February 2024. Matter listed for a further mediation on 19 April 2024 with the applicant to provide further information by 27 March 2024.</p> <p><i>Representation by: JDAP Presiding Member</i></p>

REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 27 FEBRUARY 2024

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
5.	Nos. 12-414 Fitzgerald Street, North Perth (DR24 of 2024)	15 February 2024	Lavan	Application for review of a deemed refusal for an application to amend an approval for signage. ***** Directions hearing scheduled for 1 March 2024 has been vacated and the matter listed for mediation on 25 March 2024. <i>Representation by: Administration</i>

**METRO INNER-NORTH JOINT DEVELOPMENT ASSESSMENT PANEL (DAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 27 FEBRUARY 2024**

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
1.	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 19 March 2024.
2.	No. 299 Charles Street, North Perth	Space Collective	Form 1 – Mixed Use Development	29 November 2023	Not yet scheduled	The application is on stop-the-clock as the City has requested further information. A due date for the Responsible Authority Report has not yet been confirmed and will be updated upon receipt of the information requested by the City.
3.	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. The City has requested further information. Responsible Authority Report is currently due on 21 March 2024.
4.	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 on stop-the-clock as the City has requested further information. A due date for the Responsible Authority Report has not yet been confirmed and will be updated upon receipt of the further information requested by the City.
5.	No. 195 Beaufort Street, Perth	Lateral Planning	Form 1 – Mixed Use Development	5 January 2024	Not yet scheduled	The application is on stop-the-clock as the City has requested further information. A due date for the Responsible Authority Report has not yet been confirmed and will be updated upon receipt of the further information requested by the City.

**METRO INNER-NORTH JOINT DEVELOPMENT ASSESSMENT PANEL (DAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 27 FEBRUARY 2024**

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	DAP DECISION
6.	No. 538 Fitzgerald Street, North Perth	Planning Solutions	Form 2 – Amendment to Mixed Use Development	29 January 2024	Not yet scheduled	The application is currently under assessment. Responsible Authority Report is currently due on 29 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 27 FEBRUARY 2024**

ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
Nos. 150, 152 and 158 Claisebrook Road, East Perth	Planning Solutions	Mixed Use Development (Amendment to Approved)	14 February 2024	Lodged DA - The proposal would benefit from referral to the Design Review Panel to establish the level of DRP support for the existing design and consider the application in the context of the introduction of the Residential Design Codes Volume 2 (R Codes).
Nos. 289-295 Vincent Street	PTS Town Planning	Mixed Use Development (Amendment to Approved)	14 February 2024	Lodged DA - The proposal would benefit from referral to the Design Review Panel to establish the level of DRP support for the existing design and consider the application in the context of the introduction of the Residential Design Codes Volume 2 (R Codes).



INFORMATION BULLETIN



CITY OF VINCENT

DATE:	Wednesday 24 January 2024
TITLE:	Nature Play in the Park program report October – December 2023
DIRECTORATE:	Community and Business Services

PURPOSE OF REPORT:

The purpose of this report is to provide an update on Nature Play in the Park program outcome, a new initiative facilitated by Nature Play WA and sponsored by the City.

DETAILS:

The program was held between October – December 2023 at Hyde Park.

Nature Play WA received funding for the value of \$11,600 + GST through the City's Collaborative Grants to facilitate an 8-week nature play program. Sixty families attended the weekly sessions that were held every Wednesday (9am, 10am and 11am).

The City assisted with advertising the program and administrating the expression of interest registrations, with preference given to Vincent residents. Each timeslot achieved the 20-family capacity, with an additional 40 families being placed on the waitlist.

The funding supported Nature Play educators in conducting outdoor group sessions that emphasised children's healthy lifestyle, connection to nature, and development of social and language skills. Additionally, the funding enabled the creation of online resources for parents to further support their child's cognitive and emotional skills.

The outdoor group sessions featured sustainable, structured experiences, including:

Date	Topic	Outdoor group experiences
Week 1	Every child can thrive by five	Welcome and establish community Nature boats Adventure walk
Week 2	Importance of children being active for overall health and wellbeing	Bubble blowing Balls and running games Sensory walk
Week 3	Importance of healthy eating and building immunity and good gut health by playing outside	Mud play Water and nature play Rainbow fruit kebabs
Week 4	Developing a growth mindset and other positive dispositions for learning	Wand-wrapping/DIY costumes Scavenger hunt Cubbies building
Week 5	Healthy eating and developing an adventurous attitude towards play and movement	Playground adventure play Movement challenges Salad pita pockets
Week 6	Outdoor environments as settings for imaginative play and managing self	Potion making Going on a Bear Hunt dramatisation Teddybear picnic singalong
Week 7	Play as a vehicle for children to develop their own strengths, interests and social skills	Sand play Savoury pinwheels and milo/milk drink
Week 8	The benefits of outdoor play for strengthening health and wellbeing. What sort of childhood do you want for your child?	Group signing and dancing Playground exploration Herb salt dough nests

OUTCOMES:

Following the 8-week program conclusion, parents participated in a survey, and the results were compiled into Nature Play's evaluation report. Our evaluation observations below aim to inform Council of the program's accomplishments:

City of Vincent residents	92% program participants were City of Vincent residents
Program attendance	An average of 70% program attendance was recorded, with the 9am timeslot being the most consistent. Illness or pre-planned commitments were noted for the absences.
Revisiting Hyde Park	83% of the families reported that they have returned to play at Hyde Park after the program
Health and wellbeing	87% of respondents reported that they and their child felt an increase in overall health and wellbeing
Skill building	92% of respondents indicated they have repeated an activity in their own time
Child's development	Improvement in the children's positive habits and impact on skill development were rated average 3.85 out of 5 as a result of participating in the program.

Should the opportunity arise to support Nature Play in the Park within Vincent again, we recommend:

- Specifying our required outcomes prior to formalising the grant agreement
- A breakdown of participants in terms of gender be included in the survey
- City of Vincent branded banners to be placed on site during the program.

The Nature in the Park initiative proved successful, and positivity contributing to the City's Strategic Plan priorities of a 'Connected & Healthy Community' and 'Thriving Places'. Participants expressed a high likelihood of recommending the program to others and intending to spend more time outdoors with their children in the future.



CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	Register of Petitions – Progress Report – March 2024
DIRECTORATE:	Chief Executive Officer

DETAILS:

Petitions received by the City of Vincent are read out at the Council Meeting and are referred to the appropriate Director for investigation and report. This normally takes 6-8 weeks and the purpose of this report is to keep the Council informed on the progress of the petitions which have been reported to the Council.

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following petitions still require action or are in the process of being actioned.

Key Index:

CEO:	Chief Executive Officer
EDCBS:	Executive Director Community & Business Services
EDIE:	Executive Director Infrastructure & Environment
EDSD:	Executive Director Strategy & Development

No outstanding petitions as at 27 February 2024



CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	Register of Notices of Motion – Progress Report – March 2024
DIRECTORATE:	Chief Executive Officer

DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following Notices of Motion still require action or are in the process of being actioned.

Key Index:

CEO: Office of the CEO
EDCBS: Executive Director Community & Business Services
EDIE: Executive Director Infrastructure & Environment
EDSD: Executive Director Strategy & Development

Details	Action Officer	Comment
No outstanding Notices of Motion		

ACTION REGISTER

Item	Meeting	Date	Agenda Report Item	Resolution Action Item	Council Decision	Officer 2	Comments	Time frame for Completion
12.2	OCM	13/02/2024	Advertising of New Policy - Property Investment and Disposal Policy	That Council APPROVES the proposed Property Investment and Disposal Policy, at Attachment 1, for the purpose of community consultation.	carried en bloc	EDSD		Forecast to return to Council mid 2024
9.6	OCM	13/02/2024	Advertising of New Policy - Healthy Food and Drink Policy	That Council APPROVES the proposed 'Healthy Food and Drink Policy', at Attachment 1, for the purpose of community consultation.	carried 8-0	EDSD	Advertising to commence 28 February 2024.	Forecast return to Council in May 2024
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.	Carried 7/0	EDIE	LM - 20.01.2023 Traffic Data to be obtained in February 2024.	
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.	Carried 7/0	EDIE	LM - 20.01.2024 Traffic data and concept design to be issued for community consultation with residents and school in March 2024.	
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	Carried 8/0	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.	Carried en bloc	EDIE	public consultation initiated.	March 2024
9.2	OCM	17/10/2023	Amendment to the Municipal Heritage Inventory: 40 Guildford Road, Mount Lawley	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.	Deferred 7-1	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.	Carried en bloc	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.	Carried en bloc	EMC&E	October 2023. Outcome of advertising report will be presented to Council in early	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	Carried as recommended 6/0	EDIE	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.	Carried en bloc	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.	Carried en bloc	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.	Carried en bloc	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		Carried en bloc	EDSD	five year lease. CEO to finalise negotiation on key terms and execution of lease.	November 2023

10.2	OCM	22/08/2023	Harold Street - Black Spot Project	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	Carried with alternative	EDIE	MRWA contacted in regards City return of prepaid black spot funds. Project investigations initiated.	March 2024
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.	Carried with amendment 7/1	EDIE	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.	August 2024
11.4	OCM	22/08/2023	Advertising of amended policy - Customer Service Complaints Policy		Carried en bloc	EMC&E	Policy adopted at October 2023 Council meeting.	Completed.
11.5	OCM	22/08/2023	Dual Naming of Warndoolier / Banks Reserve		Carried 8-0 with amendment	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		Carried 8/0	EDSD	Business Plan approved for state-wide 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		Deferred	EDSD	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 Com	4/05/2023	Review of Audit Committee Terms of Reference		Deferred	EDSD	completed. Deferred to the December Meeting.	Audit Committee and Minutes adopted December OMC.

							<p>- Lacey Street Design Guidelines and revocation of Appendix 3, 12, 14, 15, 16 and 18 following consultation at the 25 July 2023 Council Meeting</p> <p>- Brookman & Moir Street Design Guidelines and Heritage Area and Highgate Design Guidelines adopted following consultation at the 22 August 2023 Council Meeting</p> <p>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</p>	
9.2	OCM	4/04/2023	Review of Design Guidelines	Carried in two sections – 7/0 and 6/0	EDSD	Completed		
9.5	OCM	14/03/2023	Minor Amendment to Metropolitan Region Scheme - Leederville Parade Primary Regional Road Reserve	Carried as Recommended	EDSD	proceed with a Minor Amendment to the Metropolitan Region Scheme to remove the Primary Regional Road reservation.	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	Carried En bloc	EDIE	Extend trial 12 months (July 2023- June 2024).	community consultation feedback) to Council on progress of trial in March 2024.	
12.4-4	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.	Carried En bloc	EDSD	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	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	
Motio	AGM	14/03/2023	<p>"Pedestrian Safety (Newcastle / Fitzgerald):</p> <p>""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. ""</p> <p>""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).""</p>	Carried 8/0	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.		

12.4-4 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."	Carried unanimously	EDIE	Workshop item 29/11/2024. Info Bulletin Item for OCM December 2023	December 2023
12.4-4 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:"	Carried with amendments	EDIE	Investigation to be commenced. Proposal to Council Workshop for information.	To be presented to Council at the end of the trial. First trial drop-off day highly successful. Second drop-off day being scheduled.
10.1 OCM	13/12/2022	Stormwater Drainage	Unanimous 9/0	EDIE	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	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	Carried En bloc	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	Carried 5/2	EDSD	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	5/04/2022	Proposed Amendment No. 9 to Local Planning Scheme No. 2 - No. 21 (Lot: 373; D/P: 1939) Eucla Street, Mount Hawthorn	Carried en bloc	EDSD	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	8/03/2022	Sale of No. 26 Brentham Street, Leederville	Carried with Amendments from Mayor Cole and Cr Loden – 9/0	EDSD	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	Carried with Amendment	EDSD	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	Carried Unanimously with an Amendment (8-0)	EDIE	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
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COUNCIL WORKSHOPS

Three workshops have been held since 22 November. The dates and their items are listed below:

28 November 2023

- 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

20 February 2024

- Hyde Park Reference Group
- Community Budget & Priorities Workshop
- Birdwood Square Improvements

05 March 2024

- Robertson Park Project Update
- Governance Framework Review 2024
- Service Delivery Review Program – Annual Review of Team Strategy Houses and Services on a Page
- Review of Attendance at Events Policy and Gift Disclosure Practice and Requirements



CITY OF VINCENT

NOTES

Council Briefing

6 February 2024

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

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COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

**NOTES OF CITY OF VINCENT
COUNCIL BRIEFING
HELD AS E-MEETING AND AT THE ADMINISTRATION AND CIVIC CENTRE,
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 6 FEBRUARY 2024 AT 6.00PM**

PRESENT:	Mayor Alison Xamon Cr Alex Castle Cr Ron Alexander Cr Suzanne Worner Cr Nicole Woolf Cr Jonathan Hallett Cr Ashley Wallace Cr Sophie Greer Cr Ashlee La Fontaine	Presiding Member North Ward North Ward North Ward North Ward South Ward South Ward South Ward (electronically) South Ward
IN ATTENDANCE:	David MacLennan Peter Varris Jay Naidoo Rhys Taylor Karsen Reynolds Joslin Colli Lisa Williams Mitchell Hoad Wendy Barnard	Chief Executive Officer Executive Director Infrastructure & Environment A/Executive Director Strategy & Development Chief Financial Officer A/Manager Development & Design (left at 6:08pm after Item 5.7) Executive Manager Corporate Strategy & Governance Executive Manager Communications & Engagement A/Manager Strategic Planning & Specialist Planner (left at 6:09pm after Item 5.7) Council Liaison Officer
Public:	There were no members of the public present.	

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

Nil

3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

There being no speakers or written public questions, Public Question Time closed at approximately 6:00pm.

4 DECLARATIONS OF INTEREST

Cr Ashley Wallace declared a financial interest in relation to Item 5.5 Review of Local Planning Policies – Policy Nos. 7.6.1 – 7.6.9 – Heritage Management. The extent of his interest is that his residential home is included on the City's Heritage List and this decision may impact the value of his property. He is not seeking approval to participate in the debate or to remain in Chambers or vote on the matter.

COUNCIL BRIEFING NOTES**6 FEBRUARY 2024**

Cr Ashley Wallace declared a impartiality interest on Item 6.1 License to Minister for Education – Use of Birdwood Square by Highgate Primary School as he lives on Grant Street which is directly between Highgate Primary School and Birdwood Square.

REPORTS

The Presiding Member, Mayor Alison Xamon, requested Council Members to indicate which items they wish to discuss and the following was advised:

COUNCIL MEMBER	ITEMS TO BE DISCUSSED
Cr Wallace	5.4, 5.7, 6.1 and 8.2
Cr Alexander	7.7
Cr Woolf	5.6

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

ITEMS WITH DISCUSSION

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
2. Development Plans
3. Heritage Impact Statement
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 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.

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

CR WALLACE:

Was a demolition permit issued for the removal of the outbuilding at the rear of the subject site?

A/MANAGER DEVELOPMENT & DESIGN:

A Demolition Permit was not issued for the demolition of the outbuilding at the rear of the subject site. Upon review of the Building Regulations 2012 it has been determined that in accordance with Regulation 42 a Demolition Permit was not required for these outbuilding was a free-standing structure less than 40 square metres.

CR WALLACE:

Do we usually undertake enforcement for demolition without a permit, and would we be seeking to do so in this instance?

A/MANAGER DEVELOPMENT & DESIGN:

Although a Demolition Permit would not be required under the Building Act 2011, Development Approval under the Planning and Development Act 2005 is still required for the unauthorised works due to the subject sites heritage listing.

Where unauthorised works, including demolition, have been undertaken without Development Approval, Administration considers enforcement action in accordance with Section 2 the City's Development Compliance Enforcement Policy. Each matter is considered on its own merits.

The principles that guide the enforcement approach include but are not limited to:

- *Providing a graduated and proportionate response, based on the severity of the alleged breach and any aggravating or mitigating circumstances;*
- *The prospects for the unauthorised development to be approved; and*
- *The prospects of conviction including availability of evidence.*

In considering these principles, in this instance Administration has not undertaken enforcement for the demolition without an approval. This is because the applicant submitted an updated development application to include the unauthorised works and the landowners have been penalised by way of the Development Application fee being three-times the standard fee. This is in accordance with the Planning and Development Regulations 2009.

Further, the demolition undertaken as unauthorised works did not include structures that contribute to the cultural heritage significance of the place as outlined in the Statement of Significance. The unauthorised works were assessed by Administration as supportable under the planning framework, as detailed in the Officer report.

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

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.

ADDITIONAL INFORMATION:

Specific examples have been removed from the 'unhealthy food and drink' definition in the draft Policy. The definition description does not change.

The unhealthy food and drink examples are best included in supporting documentation (guide and FAQs) to assist for Administration in implementing the Policy and that can be updated readily.

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

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
 2. Site survey including area of encroachment

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.

CR WALLACE:

What is the process to lift the management order if the Local Government does not support? Can DPLH proceed without the City's consent?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

The City has a management order over the reserve, the first step to consider the acquisition of the land requires the lifting of the management order. The DPLH requires confirmation from the Local Government as to its support or objection to the lifting of the management order. Should the local government not support the lifting of the management order, powers exist under S.50 of the Land Administration Act 1997 which would allow the Minister to intervene and withdraw a Management Order. It is unlikely that these would be used in this circumstance.

CR WALLACE:

Information on how payment from resident to the City could occur as part of this process and what would be the appropriate payment?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

DPLH have advised that any proceeds from the sale of the encroached land would be returned to the Treasury.

CR WALLACE:

Consequences if the Council did not agree to the request. What is the process if they want to install a new fence?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

*Should the Council not grant consent to the lifting of the management order and the proponent wanted to proceed with installation of a new dividing fence this would need to be in line with the current property boundaries. For the reasons outlined in the report and with reference to **Attachment 2** site survey, due to the location of the dwelling and external fixtures installation of a fence on the current boundary alignment would present a number of challenges. These would need to be discussed in further detail with the applicant depending on the outcome of this matter.*

At 6:08pm A/Manager Development & Design left the meeting and did not return.

At 6:09pm A/Manager Strategic Planning & Specialist Planner left the meeting and did not return.

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

6.1 LICENCE TO MINISTER FOR EDUCATION – USE OF BIRDWOOD SQUARE BY HIGHGATE PRIMARY SCHOOL

- Attachments:**
1. License 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 m²
 - 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.

CR WALLACE:

Declared that he has an impartiality interest as he lives on Grant Street which is directly between Highgate Primary School and Birdwood Square.

CR WALLACE:

What are the future plans for the school in regards to the development of the school land?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

The Department is considering interim options for the site until a new primary school provides relief.

CR LA FONTAINE:

In relation to the cost allocation for cleaning of the toilet cubicles with new licence agreement, What is the current cost incurred by the City?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

Confirmed no existing facility on the site. Detailed cleaning costs allocated to school during school hours is provided in attachment as well as cost of toilet consumables.

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

CR LA FONTAINE:

Concerns have been raised about parking on Baker Ave, if there is a school carnival on the reserve can we look into a parking management plan being required?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

School carnivals already occur on Birdwood. Parking is available in Brisbane St and other residential streets. As school carnivals are held during the school day more parking is available as residents are at work. Rangers Services note no feedback on issues from parking during school carnivals has been received recently. No other schools are required to provide parking management plans for carnivals.

CR GREER:

In relation to the design of the Facilities – bathrooms and changerooms – has there been any consideration in the plans for use by young children?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

The facility is not a dedicated school facility for younger children. It been designed to meet Australian standards and cater for the community. The school was consulted on the design and is satisfied with it.

CR GREER:

Has the school given any indication as to how the children will cross the road? Any upgrades/amendments required at Bulwer Street?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

There is a crossing guard before and after school. During school hours it is the school's responsibility and duty of care to effectively supervise school children accessing Birdwood for school activities. The City has asked for clarification on how the school plans to manage this. The City will continue to assess the need for a dedicated crossing on Bulwer Street based on traffic and pedestrian flow in the area.

CR WALLACE:

The lease length is 10 years can you confirm what the department's plans are for the development of a new school and the impact on the current site?

Can you confirm if the Dept of Education have a masterplan for the future development and use of the site

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

The Department of Education has advised that it is considering interim options for the site until a new primary school provides relief. It has further advised that the State Government has announced the preferred location for a new primary school is in East Perth. This school will provide relief to Highgate PS. No timeframes have been provided to date.

CR CASTLE:

I am aware we have had similar agreements in place with other primary schools could these be included in the briefing notes as background?

Are the facilities on site at Highgate primary school available for public use outside of school hours?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

The City is aware that schools use our green space in an ad hoc and casual approach. No formal agreements are in place for either government or private schools. Shared use agreements are commonplace with Department of Education on local government land especially in new suburbs or where public open space is at a premium.

The facilities at Highgate Primary School are not currently available for community use outside school hours, as what available space is limited, and consequently the reason for the request for a share use agreement.

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

CR WALLACE:

Is there potential for reciprocal arrangement for the community to access the school site in recognition of our providing access to the reserve?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

The Department has a Community Use of Public School Facilities policy. Refer to attached link <https://www.education.wa.edu.au/web/policies/-/community-use-of-public-school-facilities-policy> Interest from the community to access school facilities should be directed to the school.

CR WALLACE:

In relation to the turf maintenance schedule and this being every 2 years, how far into the period is the City and what is the view of the current condition and whether we should adjust the frequency and incorporate this in the license?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

The maintenance schedule has been based on current condition assessment and anticipated intensity of use. The schedule will be reviewed over time based on the actual impact of activating the reserve through increased use of space by community sporting groups and the school.

CR WALLACE:

Information on where the grant came from, status of design and procurement and a picture of the design?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

The new facility is partially funded by the State Government, through an election commitment from the Hon. John Carey MLA and more recently the City is formalising a funding contribution from the Department of Education WA. This project was captured in the CBP at line no.22

22	Public Open Space Strategy Implementation Plan	Birdwood Square – public toilets	Perth	Enhanced Environment	Renewal/ Upgrade	294,000				294,000
		Public Open Space Strategy Implementation	All	Enhanced Environment	New	30,000	30,600	31,200	31,800	123,600

The public toilets were not referred to the City's Design Review Panel. The site planning for the project has been internally designed by the City's Landscape Architect with the facility planning based on similar recent developments (Banks Reserve) and in response to the requirements of the site users and available budget. The design is based on standard form and function to align with the Australian Standards and the scale of facility required to service passive users and lower-level sporting activities on the reserve.

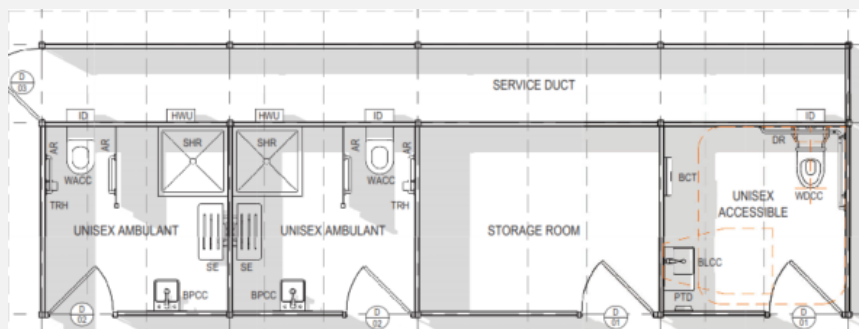
The City has undertaken a Request for Tender process for the construction of the changerooms and toilets through the WALGA preferred supplier panel. As this was below the \$250,000 tender threshold the outcome of the tender was determined under Delegation. Cost for toilet block is \$201,245 and is due for delivery In April 2024 and installation by EOFY 2024.

The new facility includes;

- 1 x unisex accessible toilet (UAT)
- 2 x unisex changeroom cubicles
- 1 x storage room

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

**CR WALLACE:**

Is it necessary to grant a license for the entire reserve or could we consider reducing to allow the remainder of the reserve to be available for the community? Could it be reduced?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

The Department is seeking to use the whole of the reserve. The licence is non-exclusive, and the public will be able to use it, reflecting the existing arrangements when sporting clubs access the City's reserves.

CR HALLETT :

Can we get some context around the policy setting that allows development on our land not requiring a decision of Council? Has it been through the DRP?

EXECUTIVE MANAGER STRATEGY AND DEVELOPMENT

Public works on local government land are exempt from development approval. Appropriate design and procurement processes were followed to gain maximum benefit given financial and site constraints.

Broad information is provided to Council through Monthly Financial and Capital Works Program updates.

CR WALLACE:

Additional annual cost of \$2000 for in-servicing– what frequency of collection, what volume does that provide for and how often are the bins collected?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

Currently serviced twice weekly. Will be increased to 3 times per week and additional cost is included in attachment 2.

CR GREER:

With reference to the term of the licence being 10 years, is it a standard length of time?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

Dept of Education is a Category 4 tenant according to the Property Management Framework. Accordingly, as Category 4 tenants, they are entitled to an initial term of 10 years.

We are seeking clarification from the Department if this is a standard-length term for them and will advise prior to the meeting.

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

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.

NO QUESTIONS**MAYOR XAMON:**

Noted that a workshop on community consultation would be beneficial.

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

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.

ADDITIONAL INFORMATION:

Attachment 1 has been updated to remove the following, under 2.1 – *sale would not result in net loss of public open space*, which was included in error.

CR WALLACE:

The POS strategy includes the following action: prepare a POS land Acquisition strategy to provide POS in strategic locations where gaps have been identified within the network, can this policy include provisions around the acquisition of POS for this purpose?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

This policy is not intended to address the stated POS strategy action. This policy has been developed to provide general guidance on how to acquire and divest land within the City's property portfolio. The POS strategy prepared in 2018 is approaching review and the current actions will need to be considered in the context of strategies that have since been developed such as the Asset Management Strategy.

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

11.1 APPOINTMENT OF SUSTAINABILITY DESIGN REVIEW PANEL MEMBER

- Attachments:
1. Applications
 2. Summary of Applicants
 3. Interview Results

RECOMMENDATION:

That Council:

3. APPOINTS Rhianna Waugh – Sustainability Specialist to the City’s Design Review Panel until 17 May 2024; and
4. NOTES that:
 - 4.1 The City’s Design Review Panel term expires on 17 May 2024; and
 - 4.2 Administration will notify all applicants of the Design Review Panel appointment and induct the successful applicant onto the Design Review Panel.

Confidential item was discussed behind closed doors.

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

ITEMS WITH NO DISCUSSION

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.

NO QUESTIONS

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

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.

NO QUESTIONS

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

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.

NO QUESTIONS

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

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.

NO QUESTIONS

COUNCIL BRIEFING NOTES**6 FEBRUARY 2024**

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.

NO QUESTIONS

COUNCIL BRIEFING NOTES**6 FEBRUARY 2024**

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.

NO QUESTIONS

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

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
Total payments for November 2023	\$6,445,420.05

NO QUESTIONS

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

7.4 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 01 DECEMBER 2023 TO 31 DECEMBER 2023

- 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
Total payments for December 2023	\$8,736,432.19

NO QUESTIONS

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

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.

NO QUESTIONS

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

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.

NO QUESTIONS

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

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.

NO QUESTIONS

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

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.

ADDITIONAL INFORMATION:

Statistics for January 2024 Development Services Applications included as Attachment 6 and remaining attachments renumbered.

State Administrative Tribunal Register:

Updates have been made to the Register of SAT appeals, summarised as follows:

- No. 129 Loftus Street Leederville (DR 76 of 2023) – On 31 January 2024 the SAT issued the scheduled mediation was vacated and the matter has been withdrawn by the applicant.
- Nos. 41-43 & 45 Angove Street, North Perth (DR 81 of 2023) – On 1 February 2024 the SAT advised that the directions hearing scheduled for 2 February 2024 had been vacated and the matter has been listed for a further mediation on 27 February 2024.

COUNCIL BRIEFING NOTES6 FEBRUARY 2024

5 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

6 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

Nil

**7 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE
CLOSED**

Item 11.1 went behind closed doors to discuss.

8 CLOSURE

There being no further business, the meeting closed at 6:46pm.

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**9.1 NOTICE OF MOTION - MAYOR ALISON XAMON - PROTECTION AND PROMOTION OF TREES ON PRIVATE LAND**

Attachments: Nil

That Council:

- 1. NOTES the critical role that tree canopy plays in making cities liveable, reducing the urban heat island effect and providing a habitat for local flora and fauna; and**
- 2. REQUESTS that the City:**
 - 2.1 Prioritises the progress of planning controls to ensure greater protection of trees and canopy provision on private land; and**
 - 2.2 Advocates to the Western Australian Planning Commission and Minister for Planning for greater protection of trees on private land.**

REASON

Perth has the lowest tree canopy coverage in Australia and is continuing to see a loss of existing trees as part of new developments and within the public realm. This tree canopy loss is being accelerated due to the spread of polyphagous shot-hole borer. Currently the planning framework provides limited controls for the retention of existing trees and the provision of new tree canopy.

Through the ongoing review of its local planning framework there is the opportunity for the City to investigate new mechanisms to improve Vincent's urban canopy, and to continue to be a leader in advocating for improved urban greening and environmentally sustainable design through new development.

ADMINISTRATION COMMENTS

Supported.

Urban canopy contributes significantly towards local biodiversity, visual amenity in our streetscapes, community wellbeing, and reduces the impact of urban heat island effect.

But development approval is not currently required for removal of trees under the State planning framework. And Local Governments cannot 'override' this in their local planning frameworks.

This means private land can be cleared of its canopy cover prior to lodging a development application or subdivision. This is contributing significantly to the decline of canopy cover.

State planning policies providing for residential development control include the Residential Design Codes Volumes 1 and 2, and soon to be released Medium Density Code. These make provision for the retention of existing trees and tree planting to increase canopy on development sites, although do not go far enough.

Local Governments can prepare local planning frameworks to enhance tree provision and protection on private land, but these require State Government approval.

To date, the City has been proactive and shown leadership with its approach to urban canopy. The City will continue these efforts and its advocacy, with opportunities through various strategies and policies that are currently being reviewed. The work done by the City to date and opportunities moving forward are described further below.

By addressing tree canopy through the City's strategy, scheme and policy review, it would provide for a clear and robust local planning framework. This would ensure development controls and guidance for future decision making of development applications to increase Vincent's canopy coverage.

Administration will ensure this work is prioritised and adequately resourced within its existing operating budget.

The City will advocate to the State Government for greater protection of tree canopy, including as part of the State Government preparing its Perth and Peel Urban Greening Strategy.

There are opportunities also to continue working together in collaboration with the local government sector to advance the urban canopy agenda, including through the Inner City Group and WALGA's Local Government Urban Forest Working Group.

Strategic Community Plan 2022-2032	<p>The City's Strategic Community Plan (SCP) establishes the community's vision for our future through the following priorities area – Enhanced Environment, Accessible City, Connected and Healthy Community, Thriving Places, Sensitive Design, Innovative and Accountable.</p> <p>The Enhanced Environment priority area seeks to protect and enhance the natural environment, making best use of our natural resources for the benefit of current and future generations.</p>
Sustainable Environment Strategy 2019-2024	<p>Council adopted the Sustainable Environment Strategy (SES) at its meeting on 23 July 2019. The SES sets out operational and community targets across five focus areas: energy, transport, waste, water, and urban greening and biodiversity.</p> <p>In relation to urban greening the SES sets targets which include achieving 23 percent canopy cover on public land and 7.5 percent canopy cover on privately owned land to be achieved by 2023.</p> <p>Data from the State Government's Urban Tree Canopy Dashboard in 2020 identifies that the City has met the target in relation to the private realm by achieving 9 percent canopy coverage. This data identified that 19 percent canopy coverage had been achieved, though this data is four years old. There is no updated State Government data available in relation to tracking these targets.</p> <p>Administration is undertaking a review of the SES as part of a broader review of sustainability which will also include the Greening Plan 2018-2023 (Greening Plan).</p>
Greening Plan 2018-2023	<p>The City's Greening Plan expands on the Enhanced Environment priority area of the SCP and focuses on opportunities to increase overall tree canopy cover, create more liveable neighbourhoods and foster biodiversity.</p> <p>The Greening Plan includes targets for canopy coverage in the public realm and as part of private developments that reflect those of the SES.</p>
Local Planning Scheme No. 2 (LPS2) and Trees of Significance Inventory	<p>Development approval is required under LPS2 for the removal of trees listed on the Trees of Significance Inventory (Inventory).</p> <p>The Inventory provides a document for the City to recognise significant trees and to establish long-term plans for its-conservation, enhancement and maintenance. It currently contains mature trees in the public realm including on the street and in verges, and within the City's reserves and car parks. There are also nine trees which are on private property.</p>
Policy No. 7.6.3 – Trees of Significance (Significant Trees Policy)	<p>Supporting LPS2, the City's Significant Trees Policy sets out criteria for the nomination of significant trees.</p>

Policy No. 7.1.1 – Built Form (Built Form Policy)	<p>The City's Built Form Policy was adopted in 2016 and amends development standards contained in the R Codes and also provides standards that apply to commercial developments.</p> <p>Tree planting and landscaping standards in the Policy for residential and mixed use developments are required to be approved by the Western Australian Planning Commission (WAPC) before they have the same weight in decision making as other policy provisions and can be enforced. This is because these standards go over and above the R Codes.</p> <p>To date, the WAPC has yet to approve these standards.</p> <p>Administration assesses development applications against these provisions and works with applicants to maximise canopy cover on development sites as part of the assessment process.</p> <p>These standards prescribe the provision of 12 percent of site area as deep soil areas, three percent as planting areas and 30 percent as tree canopy for new residential developments. These are over and above the standards of the R Codes. Standards are also included which provide for the retention of existing healthy trees.</p>
Planning Strategy and Scheme Review	<p>The City is currently undertaking a review of its Local Planning Strategy and Local Planning Scheme No. 2 (LPS2).</p> <p>This is listed as a strategic focus area for 2023/24 in the City's Corporate Business Plan 2023/24 – 2026/27 and presents an opportunity to provide for objectives and planning controls that align with the Enhanced Environment priority area of the City's SCP.</p>
Residential Design Codes (R Codes)	<p>The R Codes consist of two volumes. Volume 1 currently applies to single houses and grouped dwellings, while Volume 2 applies to apartments and mixed use developments.</p> <p>Both volumes have standards that deal with the provision of landscaping and trees:</p> <ul style="list-style-type: none"> • R Codes Volume 1 – Currently includes standards for a minimum of one tree within a landscaped area. Standards set out additional trees for townhouse developments with common property. These standards also outline for landscaping to be provided to grouped dwellings, and retention of trees over 3 metres in height. • R Codes Volume 2 – Currently includes standards relating to the provision of on-site deep soil areas, on-structure landscaping, and tree planting. Standards are also provided for the retention of existing trees that are healthy and have a height and average canopy diameter of 4 metres.
Medium Density Housing Code	<p>New Medium Density Housing Code provisions are being introduced by the State Government for residential developments and will result in amendments to the R Codes Volume 1. These were originally scheduled for gazettal in September 2023, but were deferred by the Minister for Planning while the Department of Planning, Lands and Heritage (DPLH) undertook a further review.</p> <p>These were recently announced as coming into effect from 8 April 2024 and will apply to single houses in areas coded R50 and above, to grouped dwellings in areas coded R30 and above, and to apartments in areas coded R30 to R60.</p> <p>The exact provisions and the document itself have not been released but are expected in early March 2024. The 2023 version of the Medium Density Housing Code included standards relating to soft landscaping and tree planting.</p>

WALGA Tree Protection Planning Policy Template	<p>In 2019 WALGA established the Local Government Urban Forest Working Group.</p> <p>Its purpose is to build the capacity, identifying gaps and developing practical planning outcomes and tools for local governments to maintain their urban tree canopy. The City is part of this working group.</p> <p>In 2022 WALGA prepared an issues paper to identify barriers to the retention and enhancement of canopy cover and vegetation in urban areas. This included trees on both public and private land.</p> <p>This issues paper informed the preparation of legal advice on matters including the protection and retention of mature trees on private land as part of developments.</p> <p>This legal advice has informed WALGA in developing a local planning policy template for tree protection for use by local governments. This template is expected to be released shortly and is intended to provide for a consistent approach to tree protection for local governments across the state.</p>
Perth and Peel Urban Greening Strategy	<p>In February 2024, the State Government announced that it was developing a new Urban Greening Strategy for the Perth and Peel region.</p> <p>The WAPC will lead the development of the strategy and will explore various elements aimed at enhancing tree canopy and creating more green spaces across the Perth and Peel regions.</p> <p>The WAPC is currently undertaking consultation through a high level survey to inform the development of the strategy. The State Government has committed to the finalising the strategy by the end of 2024.</p>

10 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

12 CLOSURE