



**CITY OF VINCENT**

# **AGENDA**

## **Ordinary Council Meeting 10 December 2024**

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

**David MacLennan  
Chief Executive Officer**

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

The following conditions apply to public questions and statements:

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

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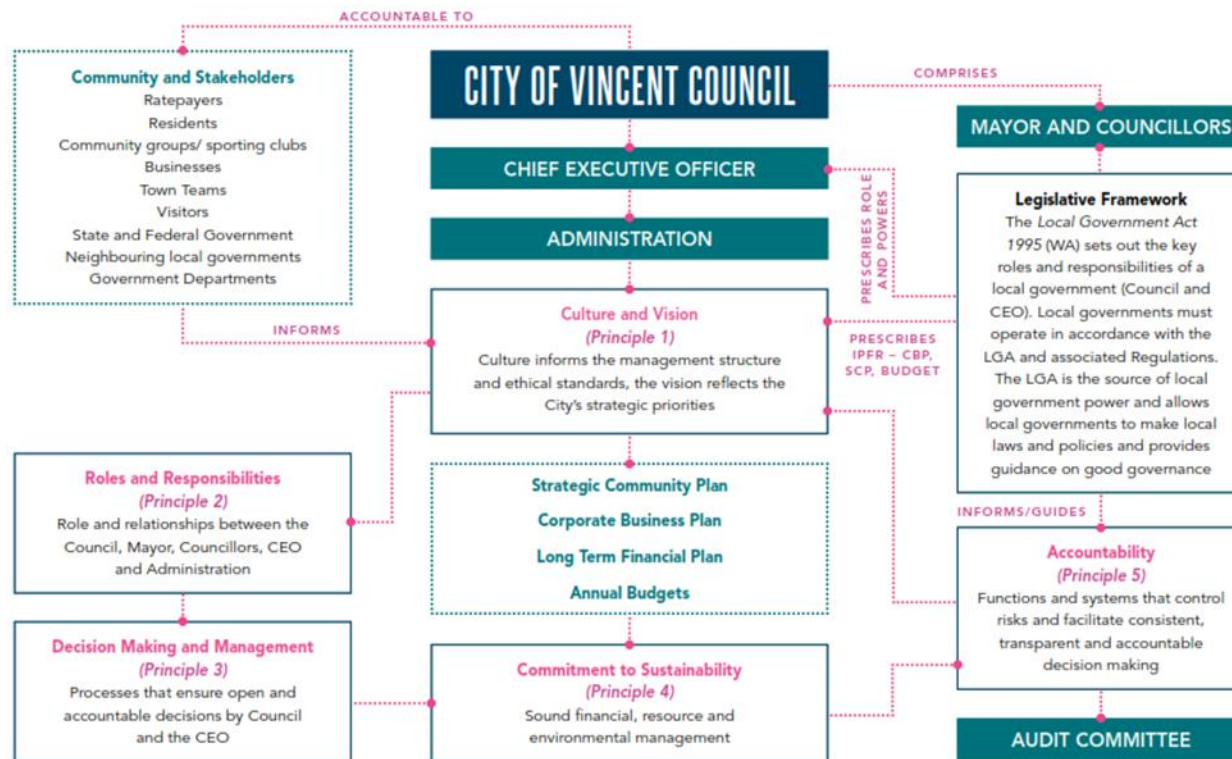
## Order Of Business

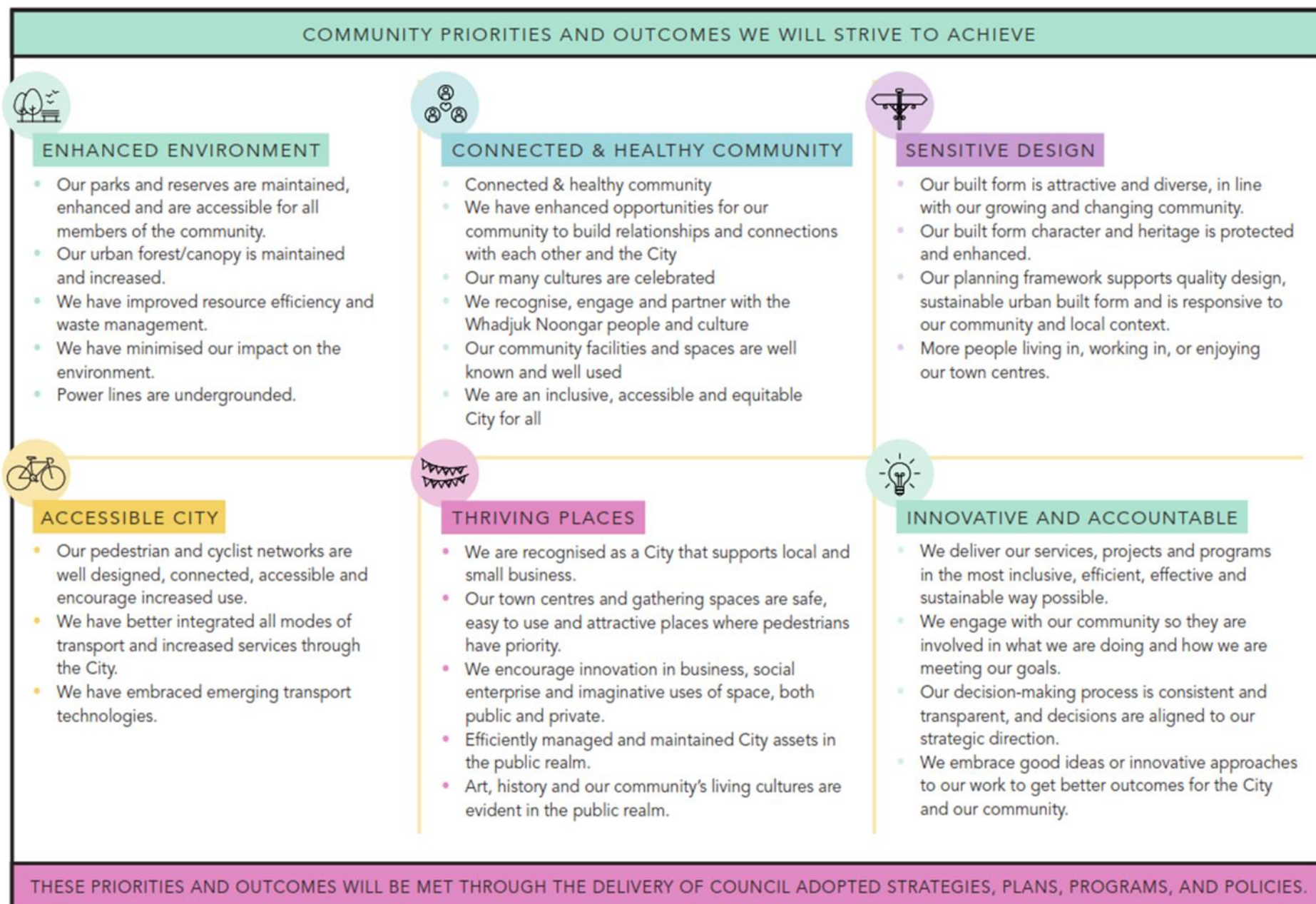
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# CITY OF VINCENT GOVERNANCE FRAMEWORK 2020 OVERVIEW







## **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 (A) PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS**

### **(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

#### **Dudley Maier of Highgate**

1. Since the introduction of the GreenTrack fee reduction for Life Cycle Assessment Reports in November 2023 how many DAs have been charged the reduced amount?

*13 development applications have received a \$200.00 fee reduction under the GreenTrack incentive program that launched in February 2024.*

2. At the October Council meeting I asked a question about the City's current (as at October 2024) capacity to borrow funds. I sought an answer in dollar terms. The response was couched in terms of borrowing for the underground power project although this was not what I asked or intended. I am interested in the overall borrowing capacity of the City based on the WATC's indicative borrowing calculator.

So my question is: What is the City's overall current borrowing capacity, in dollar terms, based on the WATC's indicative borrowing calculator?

*The indicative borrowing calculator is used by the City as a guideline to assess future borrowing capacity with WATC and is not a guarantee of future lending.*

*The calculator shows that the City has an estimated total borrowing capacity including existing loans of ~\$24m based on the 2023/24 financial statements. The borrowing capacity of the City is not a fixed amount and will change from year to year depending on the City's current and future financial position.*

3. At the October Council meeting I asked questions about an artwork that is to be installed in Leederville. The staff said that \$12,298 had been spent on transport and storage of the piece, and that the work may be installed in December.

However, monthly expenditure figures show that approximately \$19,043 had been spent on transport and storage up until 22 October. Why did the answer I was given only say that \$12,298 had been spent when the actual figure was over \$19,000?

*The previous response only accounted for payments made since March 2024.*

*We have reviewed expenses incurred for storage and transport commencing July 2023 and wish to advise the correct cost incurred to date for storage and transport is \$24,413.73.*

Transport costs were first paid in December 2023 which indicates that the artwork had been constructed, but not installed, by that time. So far the artist has been paid \$56,000 for the artwork and project management. The initial indication when the artwork was approved was that the work would cost \$80,000, implying that the artist is still owed \$24,000. Has the artist been waiting for the final payment of \$24,000 because of the failure to install the work?



Are the delays in installation the artist's responsibility or have the final payments been held up because of delays outside their area of control?

*To date the City has paid the artist a total of \$80,000 this includes a variation of \$8,000 due to the need to redesign the artwork to accommodate changes to the install location. An amount of \$8,000 remains outstanding and will be paid on installation. Delay to completion of the project is due to the servicing constraints previously advised and the approvals required prior to installation being permitted.*

**Lesley Florey of Mt Hawthorn**

1. Is Western Power fully aware of the extent of the City's stormwater problem?

*The City's Administration works closely with Western Power throughout the underground power network design process and shares all information pertinent to the placement of Western Power assets.*

2. Is Western Power fully informed about the location of all stormwater infrastructure, including drainage capacity issues and flooding hotspots?

*Western Power is provided with all relevant information about stormwater drainage infrastructure to inform the underground power network design, including the location of flooding hot spots.*

3. Will the underground power lines be installed above or below the City's stormwater pipes?

*That is a matter for Western Power to determine, based on the relevant standards and proximity requirements for different types of underground services.*

4. How safe is the underground power in low lying areas where stormwater infrastructure is failing and deteriorating?

*Underground power assets are designed to relevant standards and insulated to ensure safety. Further questions on this matter should be directed to Western Power.*

5. How safe is underground power in areas with high water tables and old deteriorating stormwater pipes and joints, all of which are past their service life?

*See answer above.*

**Norelle O'Neill of Mt Hawthorn – Item 9.2**

1. What disincentives in the program are in place if an applicant does not save a significant tree or include plantings or other commitments to revegetation?

*Administration would secure the ongoing retention of Significant Trees through conditions of approval in instances where the tree proposed for retention is tied to the acceptability of certain departures under the planning framework or where the applicant agrees to a condition.*

*The applicant would be required to comply with the condition of approval in perpetuity, unless amended through a further development application.*

*Any alleged non-compliance with conditions of development approval would be investigated by the City, in accordance with the Development Compliance Enforcement Policy, to ensure adherence to approved commitments.*

2. Why are there no provisions for paying back the original fee, paying a fine and/or paying the cost for fast tracking the original application?

*The GreenTrack program seeks to prioritise enhanced environmental outcomes by encouraging sustainable design standards and tree retention/planting. The incentives keep the focus on genuine commitment to sustainability rather than creating financial barriers or penalties.*

*Focusing on incentives rather than penalties ensures the program remains a positive, motivating program for sustainable development. Administration considers that fines or penalties could discourage participation and contradict the program's positive intent.*

3. Why aren't the funds that are apparently available to support this plan instead used to employ someone to verify that development applications across the City are being adhered to?

*The funds allocated to GreenTrack are specifically designed to encourage and reward environmentally sustainable design, aligning with the City's strategic priorities for sustainability.*

*Employing staff for compliance verification would require a different funding approach and does not achieve the proactive outcomes GreenTrack aims for.*

*Additionally, the City's Compliance Services team investigate alleged breaches of development approvals in accordance with the Development Compliance Enforcement Policy, ensuring adherence to planning requirements through a separate, dedicated process.*

#### **4 APPLICATIONS FOR LEAVE OF ABSENCE**

Cr Castle has requested leave from 1 -9 February 2025.

#### **5 THE RECEIVING OF PETITIONS, DEPUTATIONS AND PRESENTATIONS**

#### **6 CONFIRMATION OF MINUTES**

Ordinary Meeting - 19 November 2024

#### **7 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)**

#### **8 DECLARATIONS OF INTEREST**

## 9 STRATEGY & DEVELOPMENT

### 9.1 REVIEW OF POLICY NO. 7.6.3 - TREES OF SIGNIFICANCE

- Attachments:
1. Draft Local Planning Policy - Trees of Significance  
  2. Review of Policy No. 7.6.3 - Trees of Significance  

#### RECOMMENDATION

##### That Council

1. **PREPARES** the amendments to Policy No. 7.6.3 – Trees of Significance as included as Attachment 1 in accordance with Schedule 2, Part 2, Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
2. **AUTHORISES** the Chief Executive Officer to advertise the proposed amendments in accordance with Schedule 2, Part 2, Clause 4(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
3. **NOTES** that the amendments proposed in the review of Policy No. 7.6.3 – Trees of Significance would require amendments to the City's Register of Delegations, Authorisations and Appointments. These would be considered at a future Council Meeting concurrently when the amended Policy No. 7.6.3 – Trees of Significance is considered for final approval; and
4. **SUPPORTS** Administration continuing to progress efforts for greater tree retention on private property through a multi-faceted approach by coordinating incentives, public education, advocacy and planning controls, while monitoring and adapting strategies to ensure ongoing effectiveness.

#### PURPOSE OF REPORT:

The purpose of this report is for Council to consider amendments to Policy No. 7.6.3 – Trees of Significance (Policy No. 7.6.3) for the purposes of public advertising. This includes renaming of the policy to Local Planning Policy – Trees of Significance (Tree of Significance Policy).

The draft Tree of Significance Policy is included in **Attachment 1**.

#### DELEGATION:

In accordance with Clause 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*, a local government may make an amendment to a local planning policy in respect of any matter related to the planning and development of the Scheme area.

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

Council has not provided any delegation to Administration for amending existing local planning policies.

#### BACKGROUND:

##### Declining Tree Canopy on Private Properties

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.



Notice of Motion

At its meeting on [19 March 2024](#) Council adopted Mayor Xamon's Notice of Motion (NOM). The NOM seeks to protect more tree canopy on private land and is as follows:

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.*

Multi-Faceted Approach to Tree Canopy Retention

Successfully retaining tree canopy on private land requires balancing diverse interests, coordinating various local government actions and to have these working together effectively. These include incentives, public education and awareness, advocacy to State Government, and planning controls. These are briefly described below.

- Planning Controls: Leveraging the planning framework for tree retention together with tree planting is important so it forms part of development design and approval processes. Tree-friendly provisions in the planning framework would ensure tree canopy retention while providing for the need of new housing and density. Planning controls that achieve this goal can ensure long-term canopy retention for redevelopment sites.
- Incentives: Providing financial and non-financial incentives for property owners to retain mature trees and increase tree canopy. Expanding the Greentrack Incentive Program can encourage property owners to retain mature trees and expand tree canopy. Financial incentives for preserving trees, along with a streamlined assessment pathway for developments that preserve significant trees, can make tree retention more appealing. These incentives can promote participation and greater uptake of tree preservation.

The expansion of the GreenTrack Incentive Program is another item on this Council meeting agenda.

- Community Education and Awareness: Raising awareness about the benefits of tree canopy retention, including reduced heat, better air quality and higher property values. Providing resources and tools on tree care can encourage and build broader support for tree preservation as a benefit, not a burden. This can help to drive voluntary participation for tree canopy retention.
- Advocacy: Advocating for State support is key to achieving tree retention goals. This includes adequate funding for local tree planting programs and pushing for reforms to the planning framework for greater tree canopy protection. Effective advocacy will drive the necessary funding and legislative changes for large-scale tree retention.
- Monitor and Evaluate Progress: Tracking the success of tree retention efforts requires better access to reliable mapping data to monitor canopy cover. Ongoing investment in data collection together with monitoring our tree protection strategies would ensure our efforts remain effective and can be adapted.

Planning controls is just one part of these actions and is the subject of this report.

Update on Notice of Motion Actions*Resolution 2.1 – Investigation of Planning Controls*

Administration has undertaken a review of existing measures that local, state and territory governments across Australia, as well as several international governments, have undertaken to address the loss of trees on private land.

This has identified that while there are some existing planning controls that are available to ensure the protection and enhancement of tree canopy on private property, there are also barriers to implementing these measures.

Based on its review Administration recommends a multi-phased approach to protecting trees and improving urban canopy on private land. This would include short, medium and longer term responses:

- Short Term – This is a combination of tree protection measures under the Trees of Significance Policy and incentives for the retention of trees on private property through an expansion of the GreenTrack program.
- Medium to Long Term – This would consist of providing additional incentives and tree protection guidance and provisions throughout the City's planning framework. This includes amending the City's Policy No. 7.1.1 – Built Form (Built Form Policy) and the current review of the Local Planning Strategy and Local Planning Scheme No. 2 (LPS2).

Any provisions and incentives would also need to be supported by obtaining improved data and mapping collection for tree canopy.

Administration has reviewed and drafted an amended Trees of Significance Policy for the purposes of community consultation, as included as **Attachment 1**.

*Resolution 2.2 – Advocating to State Government*

Since the March Council Meeting, Administration has been advocating for greater tree protection as part of attending meetings of the WALGA Planning Advisory and Urban Forrest Working Groups and Perth Inner-City Group (PICG) meetings. This work has included collaborating with other planning units in the ICCG in the preparation of briefing and scoping papers.

It is expected that the Department of Planning, Lands and Heritage will release the draft Urban Forest Strategy for Perth and Peel by the end of the year. The City made a submission in respect to this draft Strategy.

Administration will also continue advocating for wider protection of urban tree canopy across the metropolitan region, and for frequent updates to the State Government's [Urban Tree Canopy Dashboard](#). This is to ensure a current, reliable and centralised source of tree canopy mapping. This data is crucial for accurate measuring and reporting.

Trees of Significance Policy

The current [Policy No. 7.6.3 – Trees of Significance](#) aims to:

- Inform applicants and residents that trees listed on the City's [Trees of Significance Inventory](#) (Inventory) are protected under the City's LPS2.
- Provide direction on the requirements for trees listed on the Inventory.
- Provide a framework for owners to nominate trees for inclusion on the Inventory.

The existing Policy No. 7.6.3 guides the nomination of and the planning requirements for trees that are listed on the Inventory.

Currently landowners must nominate trees for inclusion on the Inventory, and the nomination needs to be accompanied by an arborist report.

Trees that are listed on the Inventory have the protection of LPS2 and requires development approval for any works in accordance with the following clause of LPS2:

**61. Development for which development approval not required**

1) Development approval is not required for works if-

- a. the works are of a class specified in Column 1 of an item in the Table; and
- b. conditions are set out in Column 2 of the Table opposite that item - all of those conditions are satisfied in relation to the works.

	Column 1 Works	Column 2 Conditions
1A.	Works to remove, destroy or interfere with any tree(s).	(a) The tree is not listed on the City of Vincent Trees of Significance Inventory.

This includes low scale works such as maintenance and pruning, up to complete removal of the tree.

There are currently nine trees on the Inventory that are located on private property. The remaining trees are located in the public realm.

**DETAILS:**

The Inventory and supporting Trees of Significance Policy provides for the greatest protection of trees on private property.

This is because these are supported by an existing provision of LPS2 that does not allow for the removal of a listed tree on the Inventory without development approval.

To date there has been a low uptake in the nomination of significant trees on private land.

Administration's review of the existing Policy No. 7.6.3 is intended to make it easier for landowners to nominate a tree for inclusion in the Inventory, and to simplify processes for maintenance of registered trees.

The review is included in **Attachment 2** and summarised below.

Summary of Policy Review		
Theme	Issues	Administration Comments
Third Party Nominations	Current Policy is silent on third party nominations.	In addition to landowners, third parties would be able to nominate trees for inclusion on the Inventory where the trees are not located on their own property.  This would increase the opportunity for nominations to be made and for trees to be listed on the Inventory.
Criteria for listing a tree on the inventory	The current criteria can be considered ambiguous.	To simplify the criteria for nominating trees Administration proposes to use the R Codes definition of a Significant Existing Tree which includes trees of a 4 metre height and/or canopy.  In comparison the protected trees listed in the <a href="#">WALGA Model Policy</a> is 8 metres high and/or a canopy of at least 6 metres.  Administration has also included reference to the following native species which do not meet the criteria listed above. These species include the Nuytsia floribunda (Western Australian Christmas Tree), Xanthorrhoea (Grass Tree), and Banksia species.

Theme	Issues	Administration Comments
Process for listing a tree on the Inventory	Current Policy outlines that Council is required to approve listings. This adds significant time to listing a tree.	<p>Simplified process to enable Administration to approve the listing of new trees where the nomination is supported by the primary owner of a tree of significance.</p> <p>The exception to this is where a third party nomination is received, and the primary owner of the tree objects to the nomination. Council would be required to determine these requests.</p> <p>Council would also be required to determine requests to remove trees from the Inventory.</p> <p>The changes specified above will require the amending of the City's Register of Delegations, Authorisations and Appointments.</p> <p>In accordance with section 5.42 of the <i>Local Government Act 1995</i>, the power to delegate local government powers and duties to the CEO requires an absolute majority and vote.</p> <p>These changes would be considered at the time that amended policy is considered for final approval.</p>
Exemptions to development approval	The current Policy requires all development approval for all works to a tree listed on the Inventory	<p>Acknowledging the difficulty in undertaking maintenance/pruning trees of significance, Administration proposes to provide exemptions from requiring development approval.</p> <p>These exemptions are based on those included in the WALGA Model Policy.</p>
Other Incentives	Other than grant funding, the existing policy does not provide other incentives.	<p>The current Policy No. 7.6.3 does not provide for any consideration of development standards where it would provide a site responsive design that would retain a significant tree.</p> <p>It is proposed to reference consideration of departures to development standards in retaining trees as part of redevelopment proposals.</p> <p>This would further incentivise the nomination of trees to the Inventory. It would also promote tree retention through design and could be considered on a case-by-case basis for each proposal.</p>

#### CONSULTATION/ADVERTISING:

In accordance with the *Planning and Development (Local Planning Scheme) Regulations 2015*, public notice of an amended local planning policy must be published in local newspapers and published on the local government's website.

Public consultation would align with the City's [Community and Stakeholder Engagement Policy](#) that sets out for public consultation to occur for a minimum period 21 days in the following ways:

- notice published on the City's website;
- notice posted to the City's social media;
- notice published in the local newspapers;
- notice at the City's Administration and Library and Local History Centre;
- letters distributed to owners of properties with registered significant trees and to the property owners of large or mature trees identified by Administration;
- notice to interest groups including the Western Australian Tree Canopy Advocates, Landscape Architects (WA branch), the City's DRP members and Arboriculturist Association of Western Australia; and

- notice to groups representing the development industry such as the Urban Development Institute of Australia (WA branch) and Housing Industry Association (WA branch) to seek feedback on proposed development incentives.

### Awareness and Marketing Campaign

Administration will be developing a further marketing and communication campaign to raise awareness of the amended Policy as well as the crucial role urban tree canopy plays in making our urban environment liveable and contributing to local biodiversity by providing a habitat for local fauna.

This campaign will run parallel with the proposed expansion of GreenTrack for tree retention.



### Shared Leadership and Action

Communities and organisations participate and contribute to the decisions and also lead and take responsibility for action towards the outcomes.

**Tension:** The baton changes between project partners at different speeds of action.

**Mitigation:** Lots of communication, clear roles and monitoring.

*You could support community responses to key community, environmental, economic or social problems or opportunities*

Provide support if asked and is appropriate

**LEGAL/POLICY:**Planning Framework

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

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

Schedule 2, Part 3, Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides the procedure for amending a local planning policy.

The purpose of the Tree of Significance Policy is to provide a comprehensive framework for the management of significant trees within Vincent.

The Tree of Significance Policy provides a mechanism for the nomination and assessment of trees for inclusion on the Inventory, and incentives for the retention and maintenance of trees listed in the Inventory.

Unlike a policy that amends certain provisions of the R Codes or a new scheme provision, the Tree of Significance Policy and existing LPS2 provision do not require approval from the WAPC and Minister for Planning.

Longer term responses recommended by Administration to deal with protection of trees on private land is intended to include additional incentives and tree protection guidance and provisions in the City's planning framework. This includes the current review of the Local Planning Strategy and LPS2 and the forthcoming review of the Built Form Policy. These would require the approval of the WAPC and in some instances the Minister for Planning.

Policy Development and Review Policy

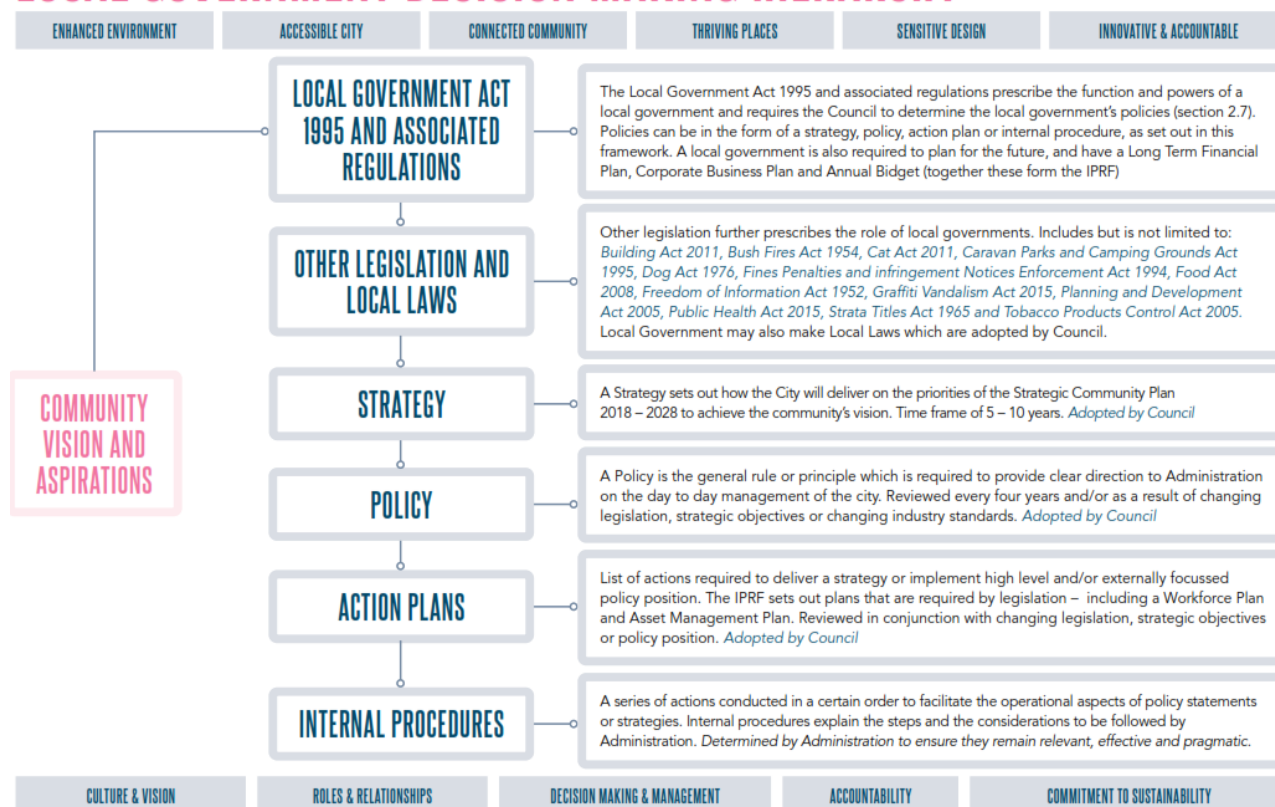
The City's [Policy Development and Review Policy](#) sets out the process for the development and review of the City's policy documents.

In accordance with section 2.3 of the Policy Development and Review Policy:

*The purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City's decision making and advocacy.*



# LOCAL GOVERNMENT DECISION MAKING HIERARCHY



## RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to undertake community consultation of the draft Policy as it has been prepared in accordance with the [Policy Development and Review Policy](#) and has been developed following consideration of other tree protection strategies employed elsewhere by local governments.

## STRATEGIC IMPLICATIONS:

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

### Enhanced Environment

*Our urban forest/canopy is maintained and increased.*

*We have minimised our impact on the environment.*

### Connected and Healthy Community

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

### Innovative and Accountable

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

## SUSTAINABILITY IMPLICATIONS:

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

*Urban Greening and Biodiversity*

## PUBLIC HEALTH IMPLICATIONS:

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

*Increased mental health and wellbeing*

## FINANCIAL/BUDGET IMPLICATIONS:

### Financial Implications

The City's existing operating budget is sufficient to undertake the review and community consultation activities related to the policy review.

The existing Tree of Significance Fund currently provides for grants of up to \$2,000 to owners of listed trees to undertake works or to procure arborist advice. This grant program is managed by both the existing Policy and the [Community Funding Policy](#).

The funding program for trees listed in the Inventory is to be guided by annual Tree of Significance Fund Guidelines (Guidelines). This allows for the maintenance program to be modified depending on yearly budget.

For the remainder of the 2024/2025 financial year, Administration is proposing to fund all of the items listed in Table 1 in their entirety.

The estimated costs over a five year period are included in the table below.

Current program	
<b>The Tree of Significance Fund</b>	Funds will generally be provided per tree on a dollar-for-dollar basis to a maximum of \$2,000 in any five year period.  Administration has budgeted \$2,000 for this financial year to cover the existing nine trees.
Proposed Program	
Item	Estimated Costs
<b>Tree maintenance costs</b>	Up to \$2,000 over a five-year period per tree.
<b>Design Review Panel advice</b>	\$400 per two-hour review. This will include a site visit to inspect the tree and the provision of advice.
<b>Arborist Report per nominated tree</b>	On the advice of the DRP member, an arborist report can be commissioned by the City and provided to applicants. These reports can cost from \$450 to \$2,000.
Future Budget Implications	
Number of Additional Nominated Trees	Estimated cost* per year <i>*Maximum estimated cost used from above maintenance, DRP &amp; Arborist costs.</i>
5	\$22,000
10	\$44,000
20	\$88,000
30	\$132,000
50	\$220,000

### Resource Implications

Administration will monitor the uptake of nominations to inform the preparation of future budgets. An alternative approach could be to consider a dedicated arborist position within Administration to assist in rolling out this and other City programs. This may result in lower costs by removing the need for external assistance.



**COMMENTS:**Intended Approach to Tree Protection

The review of Policy No. 7.6.3 included in **Attachment 2** is one of the first initiatives in Administration's recommended program to protect trees on private land. This would be supported by a broader review of the City's planning framework in the coming 12-18 months.

Administration has recommended this approach as the existing scheme provision for significant trees provides the greatest protection for trees on private land. This is because development approval is required for any significant tree to be removed and this has the 'force and effect' of the scheme.

Any other policy response, including the use of WALGA's Model Template, would require LPS2 to be amended to remove the significant tree protection clause before the policy could be pursued. An amendment to LPS2 typically takes 12-18 months and requires the Minister for Planning's approval. It would also mean that there would no longer be a scheme provision for the protection of any type of trees on private property.

Long term responses recommended by Administration include additional incentives and tree protection guidance and provisions throughout the City's planning framework, as part of the current review of the Local Planning Strategy and LPS2, and the forthcoming review of the Built Form Policy.

Comment on Proposed Amendments to Existing Policy

The key modifications to the existing Policy No. 7.6.3 recommended by Administration are discussed below:

- Third Party Nominations – Providing a framework for third parties to nominate trees for inclusion on the Inventory with the aim of expanding the number of trees listed on the Inventory.

This is an improvement on the current Policy which is silent on third party nominations and has typically relied on landowners nominating trees themselves.

The City would consult with the landowner of the tree as part of assessing the nomination should a third party nomination be received. Council would determine the nomination should an objection to the nomination be received.

- Criteria for Listing a Tree – The proposed draft Policy aims to simplify the criteria for listing a tree by aligning it with R Codes definition of a Significant Existing Tree. This definition has also been expanded upon to include reference to native tree species to ensure tree species that are unique and have heritage value can be listed. This has been prepared with input from City's landscape architect.

*An existing tree that meets the following criteria:*

- *healthy specimens with ongoing viability; and*
- *species is not included on a National, State or local area weed register; and*
- *height of at least 4m. Xanthorrhoea (grass tree) species from a height of at least 1.2m and Banksia species from a height of at least 3m will be considered; and/or;*
- *trunk diameter of at least 160mm, measured 1m from the ground; and/or*
- *average canopy diameter of at least 4m; and/or*
- *any other species likely to be a remnant or regrowth local native tree with a height or canopy width deemed significant by the City; and/or*
- *any mature specimens that provide habitat or food for local fauna. For example, Banksia and Hakea are known food sources for the Carnaby's Black Cockatoo; and/or*
- *established trees that are significant from an Aboriginal Heritage perspective. These can include Nuytsia floribunda (Western Australian Christmas Tree).*

This is an improvement to the current Policy which does not provide a height or canopy measure but otherwise provides onerous criteria for trees to be nominated.

This would also be an improvement on the WALGA Model Template which identifies trees with a greater height of 8 metres and/or a canopy width of 6 metres and does not list the native species identified above.

- Requirement for Development Approval – The current Policy requires development approval for all works associated with a Tree of Significance including maintenance/pruning trees.

To make maintenance and pruning less onerous, Administration proposes to provide exemptions from requiring development approval. These include:

- Works that are necessary for public safety.
- Works are required as part of a bushfire management plan.
- Department of Primary Industries and Regional Development or relevant authority has issued a direction to carry out works to a Significant Tree.
- Works are for routine maintenance.

This would be an improvement on the current Policy by removing requirements for development approval for routine maintenance works. This would be supported by information sheets to be prepared by Administration that provides guidance for owners of Significant Trees.

- Arborist Advice – The current Policy No.7.6.3 requires that nominators provide an arborist report with their nomination. This requirement is overly burdensome and costly for applicants, potentially hindering nominations.

Administration proposes to remove this requirement. Nominations would be informed by advice received from the City's DRP Member who is a qualified arborist and would be at the cost of the City.

- Grant Funding – The current Policy No.7.6.3 provides grant funding through the Trees of Significance Fund. This funding can be used for tree maintenance as well as the preparation of any Arborist report.

Administration proposes that this fund would remain and be managed by the Community Funding Policy and Trees of Significance Fund Guidelines. This document would be amended each financial year depending on overall budget allocation which would be more responsive than needing to update the Trees of Significance Policy to reflect any changes.

For the remainder of the 2024/25 financial year, it is proposed that the City pay for and undertake works associated with the maintenance of a tree listed on the Inventory, as well as the preparation of an arborist report if required.

- Consideration of Departures from Development Standards – The current Policy No.7.6.3 does not provide for any consideration of development standards where it would provide a site responsive design that would retain a significant tree.

Administration proposes to reference the consideration of departures to development standards. This would better support a design principles assessment for such a proposal and would further incentivise the nomination of trees to the Inventory.

These will be considered on a case-by-case basis having regard to:

- Site context;
- The objectives of the Trees of Significance Policy;
- Impact of the development on the significant tree; and
- Any advice from a qualified arborist or the City's DRP.

- Clarification of an Owner of a Tree of Significance – Policy No. 7.6.3 does not clearly specify who the owner of a listed tree is.

Branches of trees can substantially overhang into neighbouring properties. Often there is confusion on the responsibility for pruning and maintenance in these circumstances.

Administration proposes the inclusion of two definitions to provide clarity on who is an owner and the associated maintenance responsibilities:

- *Primary Owner of a Tree of Significance* – This is the owner of the land that contains the majority of structural root of the zone of the tree.
- *Secondary Owner of a Tree of Significance* – This is the owner/s of a property for which portions of the tree is located. This can include the trunk, canopy or root zone.

Both primary and secondary owners can undertake maintenance work on a listed tree.

#### WALGA Model Template

The WALGA Model Template provides a standardised policy which requires development approval for certain works to trees defined as a 'regulated tree' (height of at least 8 metres and/or canopy etc). The template also provides for circumstances where works to a tree would not require development approval.

Administration has recommended that the City not pursue this Policy for the following reasons:

- LPS2 would require amending through the removal of clause 61 before the WALGA template could be used. This is because the policy directly conflicts with the City's LPS2. An amendment to LPS2 would require the approval of the Minister and could take 12-18 months to be finalised.
- A local planning scheme is a statutory planning instrument and has legal standing. A policy provides guidance in decision making and has a lower level of weighting and regard afforded to it.
- The WALGA Template has yet to be tested in the State Administrative Tribunal (SAT). There is uncertainty whether 'works' include the removal of trees and if this can be addressed through a local planning policy.
- Additional resources would be required to prepare and implement the WALGA Template through processing development applications to 'regulated trees' and to investigating unauthorised tree works and removal.
- Any prosecutions will incur legal costs and should there be any SAT appeals against decisions on applications that are refused, these would also incur consultant and/or legal costs in defending these decisions.

Administration has had regard to the WALGA policy through the development of the exemptions to development approval in the draft amended Policy.

#### Clearing of Trees Prior to Development

Currently the clearing of trees through subdivision does not require separate approval. This means that trees are potentially being cleared from land to ready it for future development before a development application has been pursued.

The adoption of the WALGA Template would not change this. This is because the WAPC is not required to have due regard to local planning policies when determining subdivisions. The WAPC is to have due regard to the City's planning scheme in determining subdivision applications.

The clearing of trees prior to development would require legislative changes to the *Planning and Development Act 2005* and/or the *Planning and Development (Local Planning Schemes) Regulations 2015*. Administration will continue to advocate for this as part of the advocacy item of the March NOM.

#### Draft Amended Trees of Significance Policy

The draft amended Trees of Significance Policy would provide for a clear pathway for the nomination of new trees to the Inventory, greater support for new nominations, and improved guidance to encourage tree retention as part of new developments and ongoing.

The Trees of Significance Policy would continue to support the existing provisions of LPS2 which require the retention of these trees on private land.

In accordance with Clause 4 Part 2 of the Deemed Provisions, Administration recommends Council resolves to prepares the amendments for the purposes public advertising.

The outcomes of community consultation would be presented to a future Council Meeting for consideration whether to approve the draft amended Trees of Significance Policy and to consider any submissions that have been received.

# LOCAL PLANNING POLICY: TREES OF SIGNIFICANCE

<b>Legislation / local law requirements</b>	<i>Planning and Development Act 2005</i> This policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> .
<b>Relevant delegations</b>	16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme.
<b>Related policies, procedures and supporting documentation</b>	City of Vincent Local Planning Scheme No.2 Community Funding Policy Trees of Significance Fund Guidelines Australian Standard 4970-2009: Protection of Trees on Development Sites

## PART 1 - PRELIMINARY

### INTRODUCTION

The City of Vincent (City) Strategic Community Plan 2022 – 2032 (SCP) sets the strategic direction, priorities and aspirations for the City. A key objective of the SCP includes ensuring “*our urban forest and canopy is maintained and increased.*”

The Trees of Significance Inventory, adopted in 1999, aims to protect trees of significant value within the City of Vincent and is an important strategic initiative in achieving the objective of the Strategic Community Plan to maintain and enhance the natural and built environment.

The function of the Trees of Significance Inventory (Inventory) is to provide an active document for the City to recognise a valuable natural resource and to establish long-term plans for the conservation, enhancement, maintenance and integration of this natural resource into Vincent's inner urban fabric. The Trees of Significance Inventory is linked to the City's Local Planning Scheme No.2 (LPS2) which provides for the protection of trees that are considered worthy of retention.

### PURPOSE

The purpose of Local Planning Policy: Trees of Significance (Policy) is to provide a comprehensive framework for the management of trees included on the Inventory. The Policy also seeks to provide a mechanism for the nomination and assessment of trees for inclusion on the Inventory and the provision of incentives for the retention and maintenance of trees listed in the Inventory.

### OBJECTIVE

The objectives of this Policy are to:

1. Encourage and facilitate the protection of trees worthy of retention and to maintain and enhance canopy cover in the City of Vincent.
2. Preserve and enhance neighbourhood amenity, character and sense of place.

## LOCAL PLANNING POLICY: TREES OF SIGNIFICANCE

3. Inform property owners and the community that trees listed on the Inventory require a development application for works under the City of Vincent's LPS2.
4. Provide a framework for property owners or third parties nominate trees for inclusion on the Inventory.
5. Provide clear direction on the requirements for trees listed on the Inventory.
6. Provide incentive programs for trees listed on the Inventory.

### SCOPE

The Policy applies to:

- Trees included on the Inventory; and
- Any tree subject to a nomination for inclusion on the Inventory.

## PART 2 - POLICY PROVISIONS FOR TREES OF SIGNIFICANCE

### STATUTORY AUTHORITY

Trees that are listed on the Inventory require development approval for any works in accordance with LPS2 (see below).

#### 61. *Development for which development approval not required*

- 1) *Development approval is not required for works if-*
  - a. *the works are of a class specified in Column 1 of an item in the Table; and*
  - b. *conditions are set out in Column 2 of the Table opposite that item - all of those conditions are satisfied in relation to the works.*

	<i>Column 1 Works</i>	<i>Column 2 Conditions</i>
1A.	<i>Works to remove, destroy or interfere with any tree(s).</i>	<i>(a) The tree is not listed on the City of Vincent Trees of Significance Inventory.</i>

### DEFINITIONS

All terms used in this Policy are defined in the *Planning and Development Act 2005*, *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations), Residential Design Codes (R Codes) and the City's LPS2, unless stated otherwise below.

**Arborist Report** means a report produced by a person who has obtained a minimum of Australian Qualification Framework Level 5 Certification in Arboriculture (AQF5 Arborist) or equivalent qualification. The arborist report has information that concerns the health, value and general state of the tree, the structural root zone and tree protection zone, and a Tree Management Plan that outlines the methodology to preserve the tree.

**Destruction and/or Interference** for the purposes of this Policy means the following:

## LOCAL PLANNING POLICY: TREES OF SIGNIFICANCE

- The severing of branches, limbs, stems, trunk or roots of a tree;
- The ringbarking, topping or lopping of a tree;
- The killing or poisoning of a tree;
- Any other act that causes substantial damage to a tree; and
- Is not exempt from development approval as stipulated in **Clause 2 Exemptions to Development Approval**.

**Emergency works** means any works required to be undertaken for the protection of life or property on trees of significance which are in imminent danger.

**Maintenance pruning** is pruning that:

- Involves removing dead or diseased wood only; or
- Is the first pruning of the tree in the calendar year and affects less than 10% of the canopy, not altering the overall shape of the canopy; or
- Is of a fruit tree and done for fruit production; or
- Does not include removing limbs with a diameter of 100mm or more; or
- Is otherwise minor maintenance or thinning of the crown that does not adversely affect the health or general appearance of the tree or is to balance the tree.

It is recommended that maintenance pruning be undertaken in accordance with the standard for Pruning Amenity Trees ASNZ4373.

**Primary Owner of a Tree of Significance** is the owner of the land that contains the majority of the structural root zone of the tree.

**Qualified Arborist** means a person who has obtained a minimum of Australian Qualification Framework Level 5 Certification in Arboriculture (AQF5 Arborist) or equivalent qualification.

**Secondary Owner of a Tree of Significance** is the owner/s of a property for which portions of the tree is located. This can include the trunk, canopy or root zone.

**Structural root zone** means an area specified in Australian Standard 4970-2009 Protection of Trees on Development Sites (as amended), around the base of a tree required for the tree's stability in the ground.

**Tree Protection Zone** is an area specified in Australian Standard 4970-2009 Protection of Trees on Development Sites (as amended). This is the area above and below ground for the protection of a tree's roots and crown from development, to provide for the viability of a tree that is to be retained.

**Trees of Significance/Significant Tree** means any tree(s) listed on the City's Trees of Significance Inventory.

### POLICY

#### 1. Financial Assistance

- 1.1 Owners of a Significant Tree are eligible to receive financial assistance from the City. This assistance can be used to undertake works associated with the maintenance of a tree listed on the Inventory as well as the preparation of an arborist report. Refer to applicable **Tree of Significance Fund Guidelines** for further information.
- 1.2 The City may waive any fees associated with lodging a development application for maintenance works to a Significant Tree that is listed on the Inventory.

# LOCAL PLANNING POLICY: TREES OF SIGNIFICANCE

## 2. Exemptions to Development Approval

2.1 The following works to a Tree of Significance are exempt from development approval:

- a. Works that are urgently necessary for any of the following:
  - i. Public safety;
  - ii. Safety or security of plant or equipment;
  - iii. Maintenance of essential services; or
  - iv. Protection of the environment
- b. Works to a Significant Tree is required as part of an approved Bushfire Management Plan.
- c. Works to a Significant Tree is **maintenance pruning**.
- d. The tree species is listed on the National, State or local weed register on the advice of the City's Parks team.
- e. The Department of Primary Industries and Regional Development or relevant authority has issued a direction to carry out works to a Significant Tree. A copy of this direction is to be provided to the local government prior to works occurring.
- f. Works undertaken by the City on Significant Trees located on Council owned land.

2.2 Prior to works occurring which meet the above criteria, it is recommended that owners of Significant Tree contact the City for further advice.

## 3. Development Approval

3.1 Unless stipulated in **Clause 2**, development approval is required required for the removal, destruction and/or interference of any tree listed on the Inventory.

3.2 All applications in relation to a tree(s) listed in the Inventory will require the following to be submitted with their application:

- Normal Development Application Form completed and signed by the **primary owner** or **secondary owner/s** of a **Tree of Significance** for where the works are to occur.
- Summary of the works to occur by a qualified arborist.
- Justification in accordance with **Part 2 Clause 2.3 and 2.4**.
- If development approval is proposed in close proximity to a Significant Tree, a **Tree Management Plan** prepared by a Qualified Arborist is to be required. Development works are to be undertaken as outlined in the Australian Standard 4970-2009: Protection of Trees on Development Sites (AS4970).
- A **Tree Management Plan** prepared by a Qualified Arborist which states the condition of the tree against the **Essential Criteria** listed in **Part 3 – Policy Guidelines**, must be provided during the assessment of an application for development approval where the City

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is concerned about possible impacts to a tree. The Tree Management Plan is to outline building options that reduce the impact to the tree.

- 3.3 Where works to a Significant Tree are proposed, the following will be given due regard in the assessment process:
- a. Health, maturity, species and location of the tree.
  - b. Ecological, biodiversity and environmental values of the tree.
  - c. Contribution of the tree to the streetscape.
  - d. The preservation of any other Significant Tree on the subject site.
  - e. The location of the tree within the development site and capacity for a modified building design or subdivision to maximise tree retention.
  - f. Any existing development on the site.
  - g. Design and location of proposed crossovers.
  - h. Topography and the potential impact from excavation/fill.
  - i. Possible safety risks due to tree limb failure and infrastructure and/or structural damage associated with the retaining the tree.
  - j. Tree Protection Zone(s) (as per AS4970).
  - k. Tree replacement and/or planting proposed.
  - l. Recommendations of an Arborist Report.
  - m. The objectives of this Policy.
  - n. Relevant matters of Clause 67 of The Regulations.
- 3.4 The following justification to works to a Significant Tree which are not exempt from development approval are not supported:
- a. Impact of views.
  - b. Variety of tree is disliked.
  - c. The tree variety causes nuisance by way of leaf, fruit or bark shedding or the like.
  - d. The trees impact on private gardens, solar installations, swimming pools or the like.
- 3.5 A Significant Tree is not to be approved to be removed while it is listed on the Inventory.
- 3.6 All efforts are to be taken to avoid impacts, or limit impacts to a Significant Tree as a result of development. Applicants are encouraged to engage with the City prior to designing a development, for assistance to design around a tree.
- 3.7 Proposed development, strata titling and/or subdivision of private land shall be designed to account for the ongoing viability of a Significant Tree, with consideration of the potential impacts



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and growth habits of a tree throughout its life cycle. All works adjacent to a Significant Tree are to be undertaken as outlined in AS4970.

- 3.8 Where works are required to a Significant Tree due to it overhanging or encroaching on an adjoining property, notice is to be provided to the owners of the tree prior to works being conducted.
- 3.9 Once approval has been granted, approved works must be undertaken by a qualified arborist or other tree maintenance specialist as approved by the City.

### 4. Emergency Works

- 4.1 Emergency works to a Significant Tree required for the safety of people and property, or maintenance of essential services can be undertaken without approval from the City. These works must be undertaken by a Qualified Arborist to the satisfaction of the City. Owners are to notify the City in writing within five working days following the emergency work having been undertaken and notification must include a report by the Qualified Arborist who carried out the work.

### 5. Departures to Development Standards

- 5.1 To facilitate a site responsive design to preserve a Significant Tree, the City can consider a departure to the relevant policy standards (except related to site area) of LPS2, a Local Planning Policy, the R Codes, a Local Development Plan or Structure Plan where desirable to facilitate the preservation of the Significant Tree. These may be considered on a case-by-case basis having regard to the:
  - a. Context of the site.
  - b. Relevant design principles/element objectives of the R Codes and the local planning framework.
  - c. The location and extent of the proposed development and its impact of the significant tree.
  - d. Advice received by a qualified arborist.

### 6. Condition of Development Approval

- 6.1 If development approval is granted within the **Tree Protection Zone** or in close proximity to a Significant Tree, a **Tree Management Plan** prepared by a Qualified Arborist may be required. Development works are to be undertaken as outlined in the AS4970. This is to be conditioned as part of any approval.

### 7. Amendments to the Trees of Significance Inventory

- 7.1 Trees are assessed for significance in accordance with the assessment criteria outlined in **Part 3 - Policy Guidelines**.
- 7.2 Amendments to the Inventory are made in accordance with the procedures outlined in **Part 3 - Policy Guidelines**.

# LOCAL PLANNING POLICY: TREES OF SIGNIFICANCE

## PART 3 – POLICY GUIDELINES

The function of the Inventory is to provide an active document for the City to recognise a valuable natural resource and to establish long-term plans for the conservation, enhancement, maintenance and integration of this natural resource into the City's inner urban fabric. The Inventory is linked to Clause 61 of LPS2 which provides for the protection of trees that are considered worthy of retention.

Trees are nominated and assessed in accordance with the Policy Guidelines.

### 1. Assessment of a Significant Tree Nomination

1.1 To be considered for nomination, the tree must meet the following **preliminary criteria**:

- Healthy specimens with ongoing viability; and
- Species is not included on a National, State or local area weed register; and
- Height of at least 4m. Xanthorrhoea species from a height of at least 1.2m and banksia species from a height of at least 3m will be considered; and/or
- Trunk diameter of at least 160mm, measured 1m from the ground; and/or
- Average canopy diameter of at least 4m; and/or
- Any other species likely to be a remnant or regrowth local native tree with a height or canopy width deemed significant by the city; and/or
- Any mature specimens that provide habitat or food for local fauna. For example, Banksia and Hakea are known food sources for the Carnaby's Black Cockatoo; and/or
- Established trees that are significant from an aboriginal heritage perspective. This can include Nuytsia Floribunda (Western Australian Christmas tree).

1.2 Once the City is satisfied that the preliminary criteria has been met, the City will seek arborist advice (which may include an arborist report if required) to inform an assessment of the following **essential criteria**:

- The tree must have a natural life expectancy of greater than 15 years based on the current age and species of tree;
- Have a 'Tolerable' Quantified Tree Risk Assessment rating at the time of assessment;
- Be of sound form and structure without major faults; and
- Not be hosting significant pests or disease, to an untreatable level or a level likely to cause decline.

1.3 Only trees that meet the **Preliminary** and **Essential Criteria** of this process will warrant inclusion to the Inventory.

# LOCAL PLANNING POLICY: TREES OF SIGNIFICANCE

## 2. Assessment and Notification and Nomination

- 2.1 Should a tree be nominated for inclusion:
- a. In the case of a nomination by the **primary owner**, all **secondary owners** of the tree will be notified of the reasons for its proposed entry.
  - b. In the case of a nomination by a **secondary owner**, the **primary owner** will be consulted upon in accordance with the Community and Stakeholder Engagement Policy. All other **secondary owners** of the tree will be notified of the reasons for its proposed entry.
  - c. In the case of a nomination by a third party, the **primary owner** will be consulted upon in accordance with the Community and Stakeholder Engagement Policy. All **secondary owners** of the tree will be notified of the reasons for its proposed entry.
- 2.2 The nomination will be assessed in accordance with **Part 3 Clause 1**.
- 2.3 Should the City support the nomination by the **primary owner**, Council, the nominator and all other **secondary owners** of the tree within 10 business days of the City's final decision.
- 2.4 Should the **primary owner** of a tree object to a nomination by a **secondary owner** or a third-party, this will be determined by Council. Administration will prepare a recommendation for Council in considering the provisions of this Policy.

## 3. Removal of Trees from the Inventory

- 3.1 Requests for removal of trees from the Inventory can be made by the **primary owner** or other **secondary owners** of a **Tree of Significance**. The request is to be submitted in writing to the City.
- 3.2 In accordance with the Community and Stakeholder Engagement Policy, consultation will be undertaken for a minimum of 14 days with all the owners of the **Tree of Significance** and all adjoining properties.
- 3.3 Restrictions to potential development of land is not sufficient reason to remove a Significant Tree from the Inventory.
- 3.4 Requests must demonstrate that the Significant Tree no longer meets or cannot be restored to ensure its health and ongoing viability to meet the **Essential Criteria** and the relevant criteria of **Part 2 - Clause 3.3 and Clause 3.4**. Costs associated with obtaining evidence that the Significant Tree no longer meets the criteria are the responsibility of the applicant.
- 3.5 The City may commission an independent arborist report if required.
- 3.6 Requests to remove Significant Trees from the Inventory will be determined by Council. Administration will prepare a recommendation for Council in considering the provisions of this Policy.

## 4. Arborist Reports

- 4.1 When a tree is nominated for the Inventory and on the advice of the City's DRP or internal landscape architect, the City may obtain an arborist report to determine the suitability of the tree

## LOCAL PLANNING POLICY: TREES OF SIGNIFICANCE

and what work to the tree is required to preserve it. A copy will be provided to the **primary** and any **secondary owners**.

- 4.2 On the advice of the City's DRP or internal landscape architect the arborist report for a Significant Tree may be updated at the City's cost every 5 years, with a copy of the report provided to the **primary** and any **secondary owners**.
- 4.3 The City may arrange an inspection of a Significant Tree upon receiving a written request by a **primary** and/or **secondary owner** no more than once each year, and on the advice of the City's DRP or internal landscape architect can arrange for an arborist report if deemed necessary.
- 4.4 A City obtained arborist should identify:
  - a. Whether the tree is worthy of retention;
  - b. Any matters contributing a threat to the tree;
  - c. Specify a timeframe in which any amelioration work will need to be undertaken to ensure its preservation;
  - d. Any ongoing works that may be necessary over a 5 year maintenance program; and
  - e. Any works to the tree that could be undertaken, whilst ensuring the trees viability.

OFFICE USE ONLY	
Responsible Officer	Manager Urban Design & Strategic Projects
Initial Council Adoption	27/03/2001
Previous Title	Policy No.7.6.3 Trees of Significance
Reviewed / Amended	25/06/2013; MM/YYYY
Next Review Date	MM/YYYY

## Review of Policy No.7.6.3 Trees of Significance

Table 1: Review of LPP 7.6.3		
Clause/Topic	Comment	Proposed / Considered Modification
<b>References to Town Planning Scheme No.1 (TPS1)</b>	<p>The current Policy refers to the former planning scheme in the following manner:</p> <ul style="list-style-type: none"> <li>• Objective 1</li> <li>• Definitions</li> <li>• Clause 2 – Legal Requirements</li> </ul>	All reference to TPS1 to be removed and replaced with clause contained in Local Planning Scheme (LPS2).
<p><b>Definitions</b></p> <p>Trees of Significance means any tree(s) listed on the City of Vincent's Trees of Significance Inventory and is linked directly to Clause 21 of the City's Town Planning Scheme No. 1.</p> <p><b>Destruction and/or Interference</b> for the purposes of this policy means the following:</p> <ol style="list-style-type: none"> <li>a. the severing of branches, limbs, stems, trunk or roots of a tree;</li> <li>b. the ringbarking, topping or lopping of a tree;</li> <li>c. the killing or poisoning of a tree; any other act that causes substantial damage to a tree; and</li> <li>d. includes any maintenance pruning.</li> </ol> <p><b>Emergency works</b> means any works required to be undertaken for the protection of life or property on trees of</p>	<p>Administration proposes adding new definitions and amending existing definitions for <b>Destruction and/or Interference</b> to allow exemptions from development approval.</p> <p>The Arborist Report definition is consistent with approach taken elsewhere, including the City of Stirling's draft policy.</p>	<p><b>Modify existing definition:</b></p> <p>The definition of <b>destruction or interference</b> as follows:</p> <ul style="list-style-type: none"> <li>• the severing of branches, limbs, stems, trunk or roots of a tree;</li> <li>• the ringbarking, topping or lopping of a tree;</li> <li>• the killing or poisoning of a tree;</li> <li>• any other act that causes substantial damage to a tree; and</li> <li>• <del>includes any maintenance pruning</del></li> <li>• is not exempt from development approval stipulated in Clause 2 Exemptions to Development Approval.</li> </ul> <p><b>Include new definitions:</b></p> <p><b>Arborist Report</b></p> <p>A report produced by a person who has obtained a minimum of Australian Qualification Framework Level 5 Certification in Arboriculture (AQF5 Arborist) or equivalent qualification. The arborist report has information that concerns the health, value and general state of the tree, the structural root zone and tree protection zone, and a</p>

## Review of Policy No.7.6.3 Trees of Significance

Table 1: Review of LPP 7.6.3		
Clause/Topic	Comment	Proposed / Considered Modification
<p>significance which are in imminent danger.</p> <p><b>Qualified Arborist</b> means a person with a qualification of Certificate 4 in Arboriculture or equivalent</p>	<p>The proposed Maintenance Pruning definition has been based of WALGAs' model planning policy template and has been modified to remove specific reference to canopy widths or branch diameters that would be otherwise more restrictive and onerous for landowners.</p> <p>To remove ambiguity in the nomination process and to align with the state planning framework, Administration proposes to use the R Codes definition of a Significant Existing Tree. Criteria will also include reference to native tree species which do not meet the R Code criteria such as the banksia.</p>	<p>Tree Management Plan that outlines the methodology to preserve the tree</p> <p><b>Maintenance Pruning</b> Is the pruning that:</p> <ul style="list-style-type: none"> <li>• involves removing dead or diseased wood only; or</li> <li>• Is the first pruning of the tree in the calendar year and affects less than 10% of the canopy, not altering the overall shape of the canopy; or</li> <li>• is of a fruit tree and done for fruit production; or</li> <li>• does not include removing limbs with a diameter of 100mm or more; or</li> <li>• is otherwise minor maintenance or thinning of the crown that does not adversely affect the health or general appearance of the tree, or is to balance the tree</li> </ul> <p><b>Significant Tree</b></p> <ul style="list-style-type: none"> <li>• <i>An existing tree that meets the following criteria:</i></li> <li>• <i>Healthy specimens with ongoing viability; and</i></li> <li>• <i>Species is not included on a National, State or local area weed register; and</i></li> <li>• <i>Height of at least 4m. Xanthorrhoea species from a height of at least 1.2m and banksia species from a height of at least 3m will be considered; and/or</i></li> <li>• <i>Trunk diameter of at least 160mm, measured 1m from the ground; and/or</i></li> <li>• <i>Average canopy diameter of at least 4m; and/or</i></li> <li>• <i>Any other species likely to be a remnant or regrowth local native tree with a height or canopy width deemed significant by the city; and/or</i></li> <li>• <i>Any mature specimens that provide habitat or food for local fauna. For example, Banksia and Hakea are known food sources for the Carnaby's Black Cockatoo; and/or</i></li> </ul>

## Review of Policy No.7.6.3 Trees of Significance

Table 1: Review of LPP 7.6.3		
Clause/Topic	Comment	Proposed / Considered Modification
	<p>Administration has prepared these two definitions to provide clarity on who would be considered an owner. This is because in many instances tree canopy and branches may significantly overhang in neighbouring properties and cause confusion about who is responsible.</p> <p>The proposed Structural Root zone definition is consistent with approach taken elsewhere, including the City of Stirling's draft policy.</p> <p>The proposed Tree Protection zone definition is consistent with approach taken elsewhere, including the City of Stirling's draft policy.</p> <p>Inserting a link between the Policy and clause 61 of the Scheme.</p> <p>Since the last Policy review, the qualifications and levels of Arborists have now changed. The definition of</p>	<ul style="list-style-type: none"> <li>Established trees that are significant from an aboriginal heritage perspective. This can include <i>Nuytsia Floribunda</i> (Western Australian Christmas tree).</li> </ul> <p><b>Primary Owner of a Tree of Significance</b> is the owner of the land that contains the structural root of the zone of the tree.</p> <p><b>Secondary Owner of a Tree of Significance</b> is the owner/s of a property for which portions of the tree is located. This can include the trunk, canopy or root zone.</p> <p><b>Structural Root Zone</b> means an area specified in Australian Standard 4970-2009 Protection of Trees on Development Sites (and it's successive Australian Standards updates), around the base of a tree required for the tree's stability in the ground.</p> <p><b>Tree Protection Zone</b> is an area specified in Australian Standard 4970-2009 Protection of Trees on Development Sites (and it's successive Australian Standards updates). This is the area above and below ground for the protection of a tree's roots and crown from development, to provide for the viability of a tree that is to be retained.</p> <p><b>Trees of Significance</b> means any tree(s) listed in the City's Trees of Significance Inventory.</p> <p><b>Qualified Arborist</b> means a person who has obtained a minimum of Australian Qualification Framework Level 5 Certification in Arboriculture (AQF5 Arborist) or equivalent qualification.</p>

## Review of Policy No.7.6.3 Trees of Significance

Table 1: Review of LPP 7.6.3		
Clause/Topic	Comment	Proposed / Considered Modification
	an Arborist has been updated to reflect this change.	
<b>Assessment Criteria for Nominations</b>  <b>Clause 6.3 Nomination Requirements</b> <ol style="list-style-type: none"> <li>general information about the tree/s, including the address, location of tree/s on site, botanical name, common name and age of tree/s;</li> <li>any known information pertaining to the historical or cultural significance of the tree/s (i.e. commemoration of a particular occasion including plantings by notable people or having association with an important historical event);</li> <li>any information relating to aesthetic or horticultural significance; and a photograph of the tree/s.</li> </ol> <b>Clause 6.4</b> All trees nominated for listing must be assessed by a qualified arborist having regard to the tree's health and vitality. Costs associated with an arborist assessment are to be borne by the nominee.	<p>Administration believes requiring an arborist report on nominations is overly burdensome and costly for applicants, potentially hindering nominations.</p> <p>There are cost implications for the City associated with the production of arborist reports. This arrangement would remove a potential barrier to receiving nominations.</p> <p>The assessment against the preliminary criteria would be informed by advice from the City's Parks team and/or a member of the City's DRP who is qualified as an arborist.</p>	<p><b>Delete:</b></p> <p>Clauses 6.4 and 6.5</p> <p><b>Include:</b></p> <p><b>Nomination Requirements</b></p> <ul style="list-style-type: none"> <li>retain clause 6.3 (a) (d)</li> </ul> <p><b>Preliminary Criteria</b></p> <ol style="list-style-type: none"> <li>to be considered for nomination, the tree must meet the definition of a significant tree</li> <li>before the City commissions an arborist report. City officers will assess the tree to ensure it:             <ol style="list-style-type: none"> <li>Is of good health and form with no obvious signs of decline.</li> </ol> </li> </ol> <p><b>Essential Criteria</b></p> <p>Once City officers are satisfied the preliminary criteria are met an Arborist report may be commissioned to ensure the following essential criteria are met</p> <ol style="list-style-type: none"> <li>Have a natural life expectancy of greater than 15 years based on the current age and species of tree;</li> <li>Have a 'Tolerable' Quantified Tree Risk Assessment rating at the time of assessment;</li> <li>Be of sound form and structure without major faults; and</li> </ol>



## Review of Policy No.7.6.3 Trees of Significance

Table 1: Review of LPP 7.6.3		
Clause/Topic	Comment	Proposed / Considered Modification
<p><b>Clause 6.5</b> A tree may be considered to be significant and worthy of inclusion onto the City of Vincent's Trees of Significance Inventory if one or more of the criteria are found to be present:</p> <ul style="list-style-type: none"> <li>a. outstanding aesthetic quality;</li> <li>b. outstandingly large height, trunk circumference or canopy spread;</li> <li>c. commemoration or association with particular historical or cultural events;</li> <li>d. association with a well known public figure or ethnic group;</li> <li>e. specimen of great age;</li> <li>f. outstanding example of a particular species</li> <li>g. rare or unusual species;</li> <li>h. horticultural, genetic or propagative value;</li> <li>i. likely to be a remnant or regrowth local native tree</li> </ul> <p>Minimal criteria is included for City assessment.</p>		<p>d. Not be hosting significant pests or disease, to an untreatable level or a level likely to cause decline.</p> <p><b>Arborist Reports</b></p> <p>Administration proposes that the City can undertake an assessment of the nominated tree.</p> <p>When a tree is nominated for the Significant Tree Inventory the City may obtain an Arborist Report to determine the suitability of the tree and what work to the tree is required to preserve it. A copy will be provided to the landowner.</p> <p>An Arborist Report for a Significant Tree may be updated at the City's cost every 5 years, with a copy of the report provided to the land owner of the relevant tree.</p> <p>The City may arrange an inspection of a Significant Tree upon receiving a written request by a land owner, no more than once each year and will arrange for an Arborist Report if deemed necessary by the City.</p> <p>A City obtained Arborist Report can identify:</p> <ul style="list-style-type: none"> <li>a. Whether the tree is worthy of retention;</li> <li>b. Any matters contributing a threat to the tree;</li> <li>c. Specify a timeframe in which any amelioration work will need to be undertaken to ensure its preservation;</li> <li>d. Any ongoing works that may be necessary over a 5 year maintenance program; and</li> </ul> <p>Any works to the tree that could be undertaken, whilst ensuring the trees viability.</p>

## Review of Policy No.7.6.3 Trees of Significance

Table 1: Review of LPP 7.6.3		
Clause/Topic	Comment	Proposed / Considered Modification
<b>Requirement for Development Approval</b>  <b>Clause 3.2</b> All applications in relation to a tree(s) listed on the Significant Tree Inventory will require the following details to be submitted with their application <ul style="list-style-type: none"> <li>Metropolitan Region Scheme (MRS) Form 1 completed and signed by all owners of the land;</li> <li>a site plan (to scale) showing the position of the canopy spread of the tree(s);</li> <li>an elevation plan (to scale) showing the position and canopy spread of trees(s);</li> <li>specific details of any limbs/branches that are proposed to be removed/pruned; and</li> <li>any other buildings on site that may affect the tree(s)</li> </ul>	<p>Requirements like providing a site plan and elevations are considered too burdensome for property owners and may hinder nominations.</p> <p>Administration is still working through a number of considerations related to the proposed provisions:</p> <p><b>Signing of a development application</b></p> <p>The current practice is the owner of a listed tree is the property owner of the land for which most of the tree is located on. This property owner is the only one who can nominate or undertake maintenance on a listed tree.</p> <p>Administration proposes to simplify the maintenance requirements, which would reduce instances where development approval is required.</p> <p>Where development approval is required, the requirements for the owner to sign a development application if the neighbour seeks to undertake works to this tree may be problematic if they were to refuse to do so.</p>	<b>Requirement for Development Approval</b>  <b>Clause 3.2</b> All applications in relation to a tree(s) listed on the Significant Tree Inventory will require the following details to be submitted with their application <ul style="list-style-type: none"> <li>Development Application Form signed by the primary or secondary owner on the land for which the works are to occur;</li> <li>a site plan (to scale) showing the position of the canopy spread of the tree(s);</li> <li>an elevation plan (to scale) showing the position and canopy spread of trees(s);</li> <li>specific details of any limbs/branches that are proposed to be removed/pruned; and</li> <li>any other buildings on site that may affect the tree(s)</li> </ul> <p><b>Include:</b></p> <p><b>Development Application Requirements</b></p> <p>Administration proposes the following:</p> <ul style="list-style-type: none"> <li>Policy to stipulate who is required to sign the development application form.</li> <li>Summary/description of works to the tree being undertaken by a certified arborist.</li> <li>Acknowledgement/consent/consultation/notification to/from other owners of the listed tree that work is to occur.</li> </ul>

## Review of Policy No.7.6.3 Trees of Significance

Table 1: Review of LPP 7.6.3		
Clause/Topic	Comment	Proposed / Considered Modification
	<p>The City has received advice that if branches of a listed tree encroach into other properties, owners of those properties can apply for development approval.</p> <p>This would mean that instances where the tree itself is not located on someone's property but has branches that overhang, they could lodge a development application form without the consent of the landowner of where the tree is situated.</p> <p>Undertaking of works to the tree without the knowledge of the owner may result in some disputes and or concerns and would need to be considered as part of any consultation or notification piece should a development application be lodged.</p> <p><b>Additional Requirements where works are proposed in the vicinity of a Significant Tree.</b></p> <p>Currently there are no additional requirements for works proposed near a significant tree. This lack of requirements can result in damage to the tree.</p>	<ul style="list-style-type: none"> <li>Policy to stipulate requirements where development is proposed in close proximity to a Significant Tree. This could include a Tree Management Plan prepared by a Qualified Arborist or alternative advice provided from the City's DRP. Development works are to be undertaken as outlined in the Australian Standard 4970-2009: Protection of Trees on Development Sites.</li> </ul>

## Review of Policy No.7.6.3 Trees of Significance

Table 1: Review of LPP 7.6.3		
Clause/Topic	Comment	Proposed / Considered Modification
	<p>It is important that any works to a tree of significance are undertaken in a way that does not damage the tree. It is equally important that there is the ability for neighbours to be able to undertake works to retain the tree but improve their amenity and/or not restrict their development potential. This would assist in promoting significant tree nominations and positive neighbour relations.</p> <p>The current policy requires any works to be supported by an Arborist Report which would be costly and potentially onerous for a neighbour to obtain.</p> <p>To address this issue:</p> <ol style="list-style-type: none"> <li>1. Administration can seek advice from the Arborist on the City's DRP; and/or</li> <li>2. Administration can commission an Arborist Report to be undertaken.</li> </ol> <p>Works to the tree in either scenario would still need to be undertaken by a qualified arborist in accordance with the relevant Australian Standard.</p> <p>These options would ensure an adequate level of assessment of the tree's current health, structural</p>	

## Review of Policy No.7.6.3 Trees of Significance

Table 1: Review of LPP 7.6.3		
Clause/Topic	Comment	Proposed / Considered Modification
	stability, and recommendations on how to protect the tree during and after construction. Necessary precautions or changes to the development design to minimise impacts on the tree would also be outlined.	
<b>Consultation with adjoining properties</b>  No current provision exists.	<p>The existing policy does not require consultation for nominated trees, despite branches of significant trees often encroaching into neighbouring properties.</p> <p>Should a nominated tree be included on the Inventory, the proposed Policy will require consultation and notification to all affected landowners of a significant tree. This will include the provisions of information related maintenance and other works, so they are informed.</p>	<p>Include:</p> <p>Part 3 – Clause 2 Assessment and Notification of Nomination.</p> <p>2.1 Should a tree be nominated for inclusion:</p> <ul style="list-style-type: none"> <li>• In the case of a nomination by the primary owner, all secondary owners of the tree will be notified of the reasons for its proposed entry.</li> <li>• In the case of a nomination by a secondary owner, the primary owner will be consulted upon in accordance with the Community and Stakeholder Engagement Policy. All other secondary owners of the tree will be notified of the reasons for its proposed entry.</li> <li>• In the case of a nomination by a third party, the primary owner will be consulted upon in accordance with the Community and Stakeholder Engagement Policy. All secondary owners of the tree will be notified of the reasons for its proposed entry.</li> </ul> <p>2.2 The nomination will be assessed in accordance with Part 3 Clause 1.</p> <p>2.3 Should the City support the nomination by the primary owner, Council, the nominator and all other secondary owners of the tree within 10 business days of the City's final decision.</p>

## Review of Policy No.7.6.3 Trees of Significance

Table 1: Review of LPP 7.6.3		
Clause/Topic	Comment	Proposed / Considered Modification
		2.4 Should the primary owner of a tree object to a nomination by a secondary owner or a third-party, this will be determined by Council. Administration will prepare a recommendation for Council in considering the provisions of this Policy.
<p><b>Trigger for requiring a development application.</b></p> <p>A DA is required for works to remove, destroy and/or interfere with any tree listed on the Inventory.</p> <p>LPP 7.6.3 defines <b>destruction or interference</b> as the:</p> <ul style="list-style-type: none"> <li>the severing of branches, limbs, stems, trunk or roots of a tree;</li> <li>the ringbarking, topping or lopping of a tree;</li> <li>the killing or poisoning of a tree;</li> <li>any other act that causes substantial damage to a tree; and</li> <li>includes any maintenance pruning.</li> </ul>	<p>Acknowledging the difficulty in undertaking maintenance/pruning trees of significance, Administration proposes to provide exemptions from requiring development approval.</p>	<p><b>Include:</b></p> <p><b>Clause 2</b> Exemptions to Development Approval</p> <p>The following works are exempt from development approval.</p> <ul style="list-style-type: none"> <li>Works that are urgently necessary for any of the following; <ul style="list-style-type: none"> <li>public safety</li> <li>the safety or security of plant or equipment;</li> <li>the maintenance of essential services; or</li> <li>the protection of the environment.</li> </ul> </li> <li>Works to a Significant Tree is required as part of an approved Bushfire Management Plan;</li> <li>Works to a Significant Tree is <b>maintenance pruning</b>;</li> <li>The Department of Primary Industries and Regional Development or relevant authority has issued a direction to carry out works to a Significant Tree. A copy of this direction is to be provided to the local government prior to works occurring.</li> </ul> <p>Trees located on Council owned land.</p>
<b>Clause 7 Financial Assistance for Significant Tree Owners</b>	Given land is often cleared of all vegetation to eliminate site constraints, the City must ensure that	<p><b>Delete:</b></p> <p>Clause 7.1 – Clause 7.5</p>

## Review of Policy No.7.6.3 Trees of Significance

Table 1: Review of LPP 7.6.3		
Clause/Topic	Comment	Proposed / Considered Modification
<p><b>7.1</b> Owners of trees listed on the Trees of Significance Inventory may be eligible for financial assistance for work associated with the listed tree through the City's Trees of Significance Incentive Fund.</p> <p><b>7.2</b> Funds can be used for remedial pruning, crown thinning, pest control or the like; or the provision of advice from a qualified arborist.</p> <p><b>7.3</b> Funds will generally be provided on a dollar-for-dollar basis to a maximum of \$2,000 in any 5 year period although this may be increased at the City's discretion if significant funds are required to maintain a tree.</p> <p><b>7.4</b> Where the City pays more than \$1,000 for any tree, the owner must enter an agreement to repay the City if the tree is removed within a 5 year period and in the City's opinion the tree could have been retained.</p> <p><b>7.5</b> Payment will be in the form of reimbursement to the previously agreed amount upon presentation of proof of payment and certification by the arborist of approved works. The City may inspect and photograph trees before and after the approved works</p>	<p>the incentive to retain trees outweighs the benefit of removing them.</p> <p>The current policy provides grant funding for residents who wish to undertake maintenance for to their listed trees or to procure an arborist report.</p> <p>Administration proposes that the City continue to provide financial assistance for the maintenance of listed trees as well as the preparation of any arborist advice. This fund will be guided by annual <b>Tree of Significance Fund Guidelines</b>.</p> <p>Administration will continue the waiving of all or partial DA fees involving works to a tree on the inventory. This would assist to reduce costs from owners and remove barriers to nominations.</p> <p>In addition, Administration proposes to offer development incentives where a listed tree is retained as part of a development application. These details would need to be further developed.</p> <p>Administration is preparing updates to the GreenTrack incentives program to</p>	<p><b>Replace with:</b></p> <p><b>Clause 1: Financial Assistance</b></p> <ul style="list-style-type: none"> <li>Owners of a Significant Tree are eligible to receive financial assistance from the City. This assistance can be used to undertake works associated with the maintenance of a tree listed on the Inventory as well as the preparation of an arborist report. Refer to applicable <b>Tree of Significance Fund Guidelines</b> for further information.</li> <li>The City may waive any fees associated with lodging a development application for maintenance works to a listed tree.</li> </ul> <p><b>Include:</b></p> <p><b>Clause 5: Departures to Development Standards</b></p> <ul style="list-style-type: none"> <li>To facilitate a site responsive design to preserve a Significant Tree, the City can consider a departure to the relevant policy standards (except related to site area) of the Scheme, Local Planning Policy, Residential Design Codes, Local Development Plan or Structure Plan where desirable to facilitate the preservation of the Significant Tree. These may be considered on a -case-by-case basis having regard to the: <ul style="list-style-type: none"> <li>context of the site</li> <li>relevant design principles/element objectives of the R Codes and the local planning framework</li> </ul> </li> </ul>

## Review of Policy No.7.6.3 Trees of Significance

Table 1: Review of LPP 7.6.3		
Clause/Topic	Comment	Proposed / Considered Modification
	<p>include trees which meet the criteria of a 'significant tree'. This program includes:</p> <ul style="list-style-type: none"> <li>• Priority assessment of a development application.</li> <li>• Reduction in development application fees.</li> <li>• Access to free advice from a member of the City's Design Review Panel.</li> </ul>	<ul style="list-style-type: none"> <li>○ The location and extent of the proposed development and its impact of the Significant Tree;</li> <li>○ Advice received by a qualified arborist</li> </ul>
<p><b>Delegation to List or remove a tree from the Tree of Significance Inventory</b></p> <p><b>Clause 6.1</b> Anybody may nominate a tree in the public domain for consideration by the Director of Technical Services and/or the Director of Planning Services for inclusion onto the Trees of Significance Inventory.</p>	<p>The current practice is that Council makes the final determination on the listing of, or removal of, a tree on the Inventory.</p> <p>To further simply the nomination and final listing of trees to the Inventory, Administration will make the final determination.</p> <p>All proposals to remove a tree from the Inventory will require Council determination.</p>	<p><b>Delete Clause 6.1</b></p> <p>Replace with <b>clause 3 Removal of Trees from the Inventory</b></p> <p>3.1 Requests for removal of trees from the Inventory can be made by the primary owner or other secondary owners of a Tree of Significance. The request is to be submitted in writing to the City.</p> <p>3.2 In accordance with the Community and Stakeholder Engagement Policy, consultation will be undertaken for a minimum of 14 days with all the owners of the Tree of Significance and all adjoining properties.</p> <p>3.3 Restrictions to potential development of land is not sufficient reason to remove a Significant Tree from the Inventory.</p> <p>3.4 Requests must demonstrate that the Significant Tree no longer meets or cannot be restored to ensure <b>its</b> health</p>



Review of Policy No.7.6.3 Trees of Significance

Table 1: Review of LPP 7.6.3		
Clause/Topic	Comment	Proposed / Considered Modification
		<p>and ongoing viability to meet the Essential Criteria and the relevant criteria of Part 2 - Clause 3.3 and Clause 3.4. Costs associated with obtaining evidence that the Significant Tree no longer meets the criteria are the responsibility of the applicant.</p> <p>3.5 The City may commission an independent arborist report if required.</p> <p>3.6 Requests to remove Significant Trees from the Inventory will be determined by Council. Administration will prepare a recommendation for Council in considering the provisions of this Policy.</p>

**9.2 EXPANSION OF GREENTRACK INCENTIVE PROGRAM**

Attachments: 1. Amended Fees and Charges 2024.25 (pages 16-17)  

**RECOMMENDATION:**

That Council:

1. **APPROVES BY ABSOLUTE MAJORITY**, in accordance with Section 6.16 of the *Local Government Act 1995*, to adopt the following amendment to the Schedule of Fees and Charges 2024/2025 and as shown in red text in Attachment 1:
  - 1.1 To reduce development application fees for single houses, grouped and multiple dwellings, commercial and mixed-use development, including additions with a construction cost greater than the value of \$50,000, which retain significant trees.

A significant tree is one that meets the following:

    - *Healthy specimens with ongoing viability; and*
    - *Species is not included on a National, State or local area weed register; and*
    - *Height of at least 4 metres. Xanthorrhoea (grass tree) species from a height of at least 1.2 metres and Banksia species from a height of at least 3 metres will be considered; and/or*
    - *Trunk diameter of at least 160 millimetres, measured 1m from the ground; and/or*
    - *Average canopy diameter of at least 4 metres; and/or*
    - *Any other species likely to be a remnant or regrowth local native tree with a height or canopy width deemed significant by the City; and/or*
    - *Established trees that are significant from an Aboriginal Heritage perspective. These can include Nuytsia floribunda (Western Australian Christmas Tree); and/or*
    - *Any mature specimens that provide habitat or food for local fauna. For example, Banksia and Hakea are known food sources for the Carnaby's Black Cockatoo.*
  - 1.2 This will not apply to Development Assessment Panel applications. The development application fee shall be reduced by \$200.00 per development application;
2. **SUPPORTS** Administration to:
  - 2.1 continue the pre-lodgement consultation service until the end of the 2025/26 financial year for homeowners, developers and designers to receive advice from a member of the City's Design Review Panel on how they can improve energy efficiency in their design and retain significant trees in their design;
  - 2.2 expand the existing GreenTrack Priority Assessment Process to include proposals for single houses, grouped and multiple dwellings, commercial and mixed use development, including alterations and additions, that retain significant trees. This would not apply to applications being considered by the Development Assessment Panel; and
  - 2.3 continue to progress efforts for greater tree retention on private property through a multi-faceted approach by coordinating incentives, public education, advocacy and planning controls, while monitoring and adapting strategies to ensure ongoing effectiveness.

**PURPOSE OF REPORT:**

The purpose of this report is to:

1. Update Elected Members on the existing GreenTrack incentive program;
2. Seek authorisation for Administration to expand the GreenTrack incentive program to promote and encourage the retention of trees which are deemed to be 'significant'. This would apply to development applications for new single houses, grouped dwellings, multiple dwellings, commercial and mixed use developments, including proposals for additions that meet certain thresholds; and
3. Obtain Council's approval for an amendment to the Fees and Charges 2024/2025, as detailed in Attachment 1. This relates to development applications for development types identified in item 2 above where a Significant Tree is proposed to be retained.

**DELEGATION:**

Section 6.16 of the *Local Government Act 1995* requires Council to adopt by Absolute Majority an amendment to the to the Schedule of Fees and Charges 2024/2025.

**BACKGROUND:**Green Track Program

In line with the City's [Sustainable Environment Strategy 2019-2024](#) (SES), the City has advocated for higher environmentally sustainable design (ESD) standards for new builds and retrofits to both State and Federal Governments. This is because there is an absence of a State Government led, consistent approach to providing ESD standards in planning frameworks relevant to single house, grouped dwelling and commercial developments in Western Australia.

At its [Ordinary Meeting of 21 November 2023](#) Council resolved the following:

1. *APPROVES BY ABSOLUTE MAJORITY, in accordance with Section 6.16 of the Local Government Act 1995, to adopt the following amendment to the Schedule of Fees and Charges 2022/2023 and as shown in red text in Attachment 1:*
  - 1.1 *To reduce development application fees for Single House and Grouped Dwelling proposals, including alterations and additions, that submit a Lifecycle Assessment Report in accordance with Local Housing Objectives of Policy No. 7.1.1 – Built Form. The development application fee shall be reduced by the cost incurred by the proponent to obtain the Life Cycle Assessment Report, capped at a maximum reduction of \$200.00 per development application; 2.*
2. *SUPPORTS Administration to implement a trial pre-lodgement consultation service until the end of the 2023/24 financial year for homeowners, developers and designers to receive advice from a member of the City's Design Review Panel on how they can improve energy efficiency in their design; and*
3. *SUPPORTS Administration to implement a Priority Assessment Process where Single House and Grouped Dwelling proposals submit an eligible Lifecycle Assessment Report in accordance with Local Housing Objectives of Policy No. 7.1.1 – Built Form.*

The City's GreenTrack Program was developed to encourage more people to construct energy and resource efficient homes by incorporating ESD principles. It was launched in February 2024.

Protection of Tree Canopy on Private Land

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 and policy 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 ESD through new developments.

Notice of Motion

At its meeting on [19 March 2024](#), Council adopted Mayor Xamon's Notice of Motion (NOM) that seeks to protect more tree canopy on private land. The NOM is as follows:

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.*

Multi-Faceted Approach to Tree Canopy Retention

Successfully retaining tree canopy on private land requires balancing diverse interests, coordinating various local government actions and to have these working together effectively. These include incentives, public education and awareness, advocacy to State Government, and planning controls. These are briefly described below.

- Incentives: Providing financial and non-financial incentives for property owners to retain mature trees and increase tree canopy. Expanding the Greentrack Incentive Program can encourage property owners to retain mature trees and expand tree canopy. Financial incentives for preserving trees, along with a streamlined assessment pathway for developments that preserve significant trees, can make tree retention more appealing. These incentives can promote participation and greater uptake of tree preservation.
- Planning Controls: Leveraging the planning framework for tree retention together with tree planting is important so it forms part of development design and approval processes. Tree-friendly provisions in the planning framework would ensure tree canopy retention while providing for the need of new housing and density. Planning controls that achieve this goal can ensure long-term canopy retention for redevelopment sites.

The first step in improving our planning controls for greater tree retention is the review of the City's Policy No. 7.6.3 - Trees of Significance. This is another item on this Council meeting agenda.

- Community Education and Awareness: Raising awareness about the benefits of tree canopy retention, including reduced heat, better air quality and higher property values. Providing resources and tools on tree care can encourage and build broader support for tree preservation as a benefit, not a burden. This can help to drive voluntary participation for tree canopy retention.
- Advocacy: Advocating for State support is key to achieving tree retention goals. This includes adequate funding for local tree planting programs and pushing for reforms to the planning framework for greater tree canopy protection. Effective advocacy will drive the necessary funding and legislative changes for large-scale tree retention.
- Monitor and Evaluate Progress: Tracking the success of tree retention efforts requires better access to reliable mapping data to monitor canopy cover. Ongoing investment in data collection together with monitoring our tree protection strategies would ensure our efforts remain effective and can be adapted.

Incentives is just one part of these actions and expansion of the GreenTrack Incentives Program is the subject of this report.

Update on Notice of Motion Actions*Resolution 2.1 – Investigation of Planning Controls*

Administration has undertaken a review of existing measures that local, state and territory governments across Australia, as well as several international governments, have undertaken to address the loss of trees on private land.

This has identified that while there are some existing planning controls that are available to ensure the protection and enhancement of tree canopy on private property, there are also barriers to implementing these measures.

Based on its review Administration recommends a multi-phased approach to protecting trees and improving urban canopy on private land, including a short term and medium to long term response:

- Short Term – This is a combination of tree protection measures under the Trees of Significance Policy and incentives for the retention of trees on private property through an expansion of the GreenTrack program.
- Medium to Long Term – This would consist of providing additional incentives and tree protection guidance and provisions throughout the City's planning framework. This includes amending the City's Policy No. 7.1.1 – Built Form (Built Form Policy) and the current review of the Local Planning Strategy and Local Planning Scheme No. 2 (LPS2).

Any provisions and incentives would also need to be supported by obtaining improved data and mapping collection for tree canopy.

Administration is proposing to expand the existing GreenTrack program to include development applications (DA) where proponents seek to retain a tree which meets the following definition of a 'Significant Tree':

- *Healthy specimens with ongoing viability; and*
- *Species is not included on a National, State or local area weed register; and*
- *Height of at least 4 metres. Xanthorrhoea (grass tree) species from a height of at least 1.2 metres and Banksia species from a height of at least 3 metres will be considered; and/or*
- *Trunk diameter of at least 160 millimetres, measured 1m from the ground; and/or*
- *Average canopy diameter of at least 4 metres; and/or*
- *Any other species likely to be a remnant or regrowth local native tree with a height or canopy width deemed significant by the City; and/or*
- *Established trees that are significant from an Aboriginal Heritage perspective. These can include Nuytsia floribunda (Western Australian Christmas Tree); and/or*
- *Any mature specimens that provide habitat or food for local fauna. For example, Banksia and Hakea are known food sources for the Carnaby's Black Cockatoo.*

This definition has been modelled off the R Codes definition of a 'Significant Existing Tree', but expanded to include reference to trees that are significant from an Aboriginal Heritage perspective, or that provide habitat and food for local fauna.

This would support the retention of existing tree canopy on private properties as part of developments being designed.

Proponents would be eligible for a reduction in DA fees, have access to a free pre-lodgement consultation session with the City's DRP Landscape Architect, and have a prioritised development assessment.

#### *Resolution 2.2 – Advocating to State Government*

Since the March Council Meeting, Administration has been advocating for greater tree protection as part of attending meetings of the WALGA Planning Advisory and Urban Forrest Working Groups and Perth Inner-City Group (PICG) meetings. This work has included collaborating with other planning units in the PICG in the preparation of briefing and scoping papers.

It is expected that the Department of Planning, Lands and Heritage will release the draft Urban Forest Strategy for Perth and Peel by the end of the year. The City made a submission in respect to this draft Strategy.

Administration will also continue advocating for wider protection of urban tree canopy across the metropolitan region, and for frequent updates to the State Government's [Urban Tree Canopy Dashboard](#). This is to ensure a current, reliable and centralised source of tree canopy mapping. This data is crucial for accurate measuring and reporting.

**DETAILS:**Existing GreenTrack Initiative for ESD

Since the launch of GreenTrack in February 2024:

- Uptake in GreenTrack – A total of 14 development applications for Single House and Grouped Dwellings, including for alterations and additions, have been lodged with a Life Cycle Assessment (LCA) to receive a prioritised assessment. This represents 22 percent of all Single House and Grouped Dwelling development applications received since February.
- Improved ESD Outcomes - GreenTrack applications have achieved the following outcomes by meeting the City's Built Form Policy objectives relating to ESD:
  - Improved Global Warming Potential – Applications submitted with an LCA achieved an average 74% saving of global warming potential against Perth statistical average residences (this exceeds the Built Form Policy target of 50%).
  - Improved Net Fresh Water Use – Applications submitted with an LCA achieved an average 53% saving of net freshwater use saving against Perth statistical average residences (exceeding the Policy target of 50%).
- Prioritised Assessment – The City has met all agreed timeframes set under the GreenTrack prioritised assessment initiative. The first assessment of all GreenTrack applications have been completed within 10 days of lodgement and amended plans have all been assessed within 5 days of their submission. Prioritisation of GreenTrack applications has not impacted the approval of other DA's in the system, of which 98% were determined within statutory and agreed timeframes in 2023/24.
- DRP Advice – Five Green Design appointments have been held since February 2024. This is a free one-hour consultation service with a member from the City's DRP with ESD expertise. Two of these pre-lodgement appointments resulted in development applications being lodged under the GreenTrack assessment stream. The total cost of providing free Green Design appointments resulted in a cost to the City of \$2,200.00. It is proposed to extend this initiative until the end of the 2025/26 financial year.

Indicative expenditure estimates presented to Council at its meeting on [21 November 2023](#) predicted discounts to application fees would result in a loss of revenue of \$5,200 per year and the cost of providing free Green Design appointments would be between \$2,860 and \$10,120.

The Council resolution on 21 November 2023 supported Administration to implement a trial pre-lodgement consultation service until the end of the 2023/24 financial year.

Proposed Expansion of GreenTrack for Tree Retention

It is proposed to expand the City's GreenTrack initiative to support retention and designing around existing trees.

The City's Built Form Policy and recent changes to the R Codes have made progress in recent years through the inclusion of standards that require tree planting and deep soil areas for new developments.

The R Codes also provide for reduction in landscaping requirements for applicants that retain mature trees.

To further promote the retention of mature trees, Administration proposes to expand the existing GreenTrack program to provide planning, advisory and financial incentives.

The incentives would apply to new single houses, grouped dwellings, multiple dwellings, commercial development and mixed-use development (including additions).

The program will not apply to developments which are being considered under the Development Assessment Panel (DAP) pathway. This is due to the complexity of DAP applications and the limited ability for the City to reasonably expedite assessments.

This would apply to existing trees that meet the City's definition of a 'Significant Tree' that is outlined above.

The expansion of the GreenTrack initiative would extend the existing incentives for ESD to tree retention. This would include the following:

1. *Pre-Lodgement DRP Advice*

The existing GreenTrack program provides a free one-hour consultation service with a member from the City's DRP with ESD expertise.

Administration proposes to expand this service to include pre-lodgement advice from the City's DRP Landscape Architect to inform how new developments could be designed to retain existing trees on site.

This initiative would cost the City a maximum of \$440.00 per consultation.

DRP advice for the retention of trees would apply to new single houses, grouped dwellings, multiple dwellings, commercial development and mixed-use developments. Proposals for additions with a cost of development of \$50,000 or more will also be eligible to use this service.

2. *Discounted Development Application fees*

The existing GreenTrack program provides for a discount of DA fees of up to \$200.00 to reimburse the cost of obtaining an LCA.

Administration proposes to expand this service to applications that have been designed to retain trees that meet the City's definition of a Significant Tree, and where the new development can be demonstrated to directly result in the tree's retention.

This would apply to all new single houses, grouped dwellings, commercial developments, as well as proposals for additions with cost of development of \$50,000 or more will also be eligible to receive this refund.

Administration would secure the ongoing retention of Significant Trees through conditions of approval in where the tree proposed for retention is tied to the acceptability of certain departures under the planning framework or where the applicant agrees to a condition.

The development application fee reduction requires an amendment to the City's Fees and Charges 2024/2025 Schedule, as shown in red text in **Attachment 1**.

3. *Priority Assessment of Development Applications*

The existing GreenTrack program provides that DA for all single house and grouped dwelling development applications, including for alterations and additions, that are submitted with a LCA would be offered a prioritised assessment.

This includes:

- Prioritising first assessment of an application, within 10 days of a complete application being submitted; and
- Prioritising assessment of amended plans and/or additional information submitted following a request for further information, within 5 days of its submission.

Administration proposes to expand this prioritised assessment to apply to developments that propose the retention of Significant Trees. The introduction of this would mean such proposals would be prioritised for assessment over other applications in the City's system.

This pathway would apply to single houses, grouped dwellings and to commercial developments, as well as additions exceeding a development cost of \$50,000. This prioritised assessment pathway would not apply to applications being considered under the Development Assessment Panel Pathway.

Administration would ensure that the tree can be retained by assessing if development is encroaching on the tree protection zone or impact to the tree canopy.



**CONSULTATION/ADVERTISING:***Consultation for expansion of GreenTrack*

The existing GreenTrack program has been promoted to homeowners, builders, developers and other industry professionals through website content, information sheets, social media, industry events and general advice provided over the phone and through pre-lodgement meetings to encourage developers to uptake.

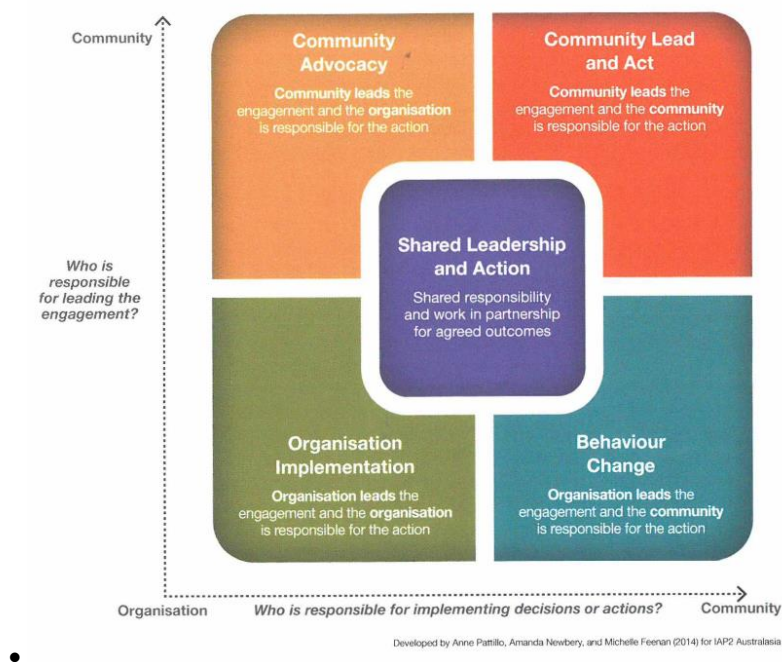
This would be expanded, and existing context updated to include information about the incentives applicable to proposals that incorporate the retention of significant trees.

During the consultation period, Administration will also communicate the review of the Trees of Significance Policy and the proposed benefits that this pathway provides to owners of trees deemed significant.

*Amendment to Fees and Charges 2024/2025*

Public notice of the amendment to fees and charges are required to be made in accordance with Section 6.19 of the *Local Government Act 1995*. This will involve a:

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

**Organisation Implementation**

Organisations lead engagement and seek input, shape the policies, projects and services for which they are responsible. This is a familiar and traditional approach to policy development, project management and service delivery.

**Tension:** People feel forced leading to an unresponsive process.

**Mitigation:** Increasing the level of influence, and implementing a transparent, robust process.



Your organisation has the legitimacy to lead and implement

## A robust process to engage with the community and stakeholders

### Behavioural Change

Organisations lead the conversation and identify the potential contributions to behavioural change.

**Tension:** There is no collective “why”/feeling forced/judged, undesirable impact/cost to make the change.

**Mitigation:** To build the collective before the change becomes a requirement.

Pursuit and achievement of the object of engagement cannot be achieved without the action of stakeholder, partners, communities or individuals

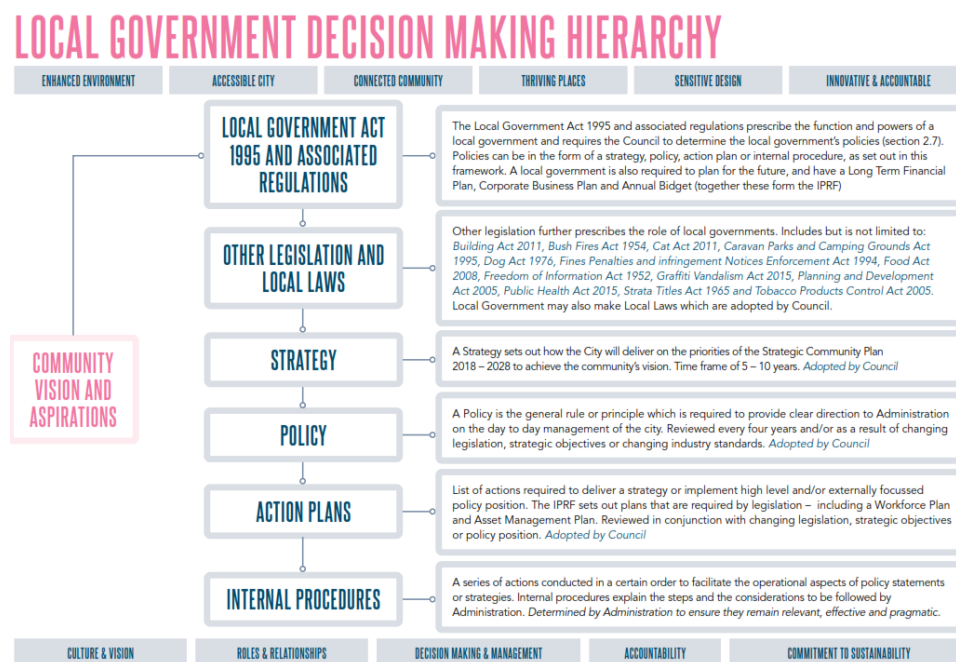
Testing is a key component

### LEGAL/POLICY:

- *Local Government Act 1995;*
- *Planning and Development Act 2005;*
- *Planning and Development (Local Planning Schemes) Regulations 2015; and*
- *Planning and Development Regulations 2009.*

In accordance with the City's Policy Development and Review Policy, GreenTrack is covered under internal procedures.

In accordance with section 6.16 of the *Local Government Act 1995* approval by an absolute majority of Council is required to amend the Schedule of Fees and Charges.



### RISK MANAGEMENT IMPLICATIONS

**Low:** It is low risk for Council to support planning initiatives to protect and promote the retention of significant trees in new developments.

**STRATEGIC IMPLICATIONS:**

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

Enhanced Environment

*Our urban forest/canopy is maintained and increased.  
We have minimised our impact on the environment.*

Connected and Healthy Community

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

Thriving Places

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

Sensitive Design

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

Innovative and Accountable

*We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible.  
We embrace good ideas or innovative approaches to our work to get better outcomes for Vincent and our community.*

**SUSTAINABILITY IMPLICATIONS:**

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

*Urban Greening and Biodiversity*

**PUBLIC HEALTH IMPLICATIONS:**

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

*Increased mental health and wellbeing*

**FINANCIAL/BUDGET IMPLICATIONS:**Expenditure Sources

A DA fee income of \$430,000.00 was budgeted for the 2024/25 financial year.

The City has received \$179,000.00 in development application fees within quarter one of the financial year. This equates to 54 percent of the budgeted income.

The operating budget for Design Review Panel expenditure is \$70,000.00.

The expenditure at the end of quarter one of the financial year was \$13,230.00, noting an upward trend of items being presented to DRP.

The cost of the advisory service would be taken from the City's DRP operational budget. Administration may seek additional budget as part of budget review and preparation, depending on the uptake of this service. The surplus of DA fee revenue would offset this expense.

The loss of revenue from a reduction of fees is provided in greater detail below. This would be absorbed in fees received for the lodgement of development applications, given the City is anticipated to exceed budget income for development applications.

The uptake in the proposed financial initiatives cannot be confidently predicted given the services would be the first of their kind. The existing GreenTrack program has demonstrated that the incentives can be accommodated within the operating budget.

It is recommended the services are put in place on a trial basis until the end of the 2025/26 financial year, at which time the City can review the uptake in the service and subsequent financial impact to inform the next financial year's budget.

#### Indictive Expenditure

##### *1. Free Design Advisory Service*

The cost of this service to the City would be \$440.00 per session held, which includes one-hour preparation time and one-hour session with an applicant. This is based on the remuneration paid to DRP members per hour in accordance with the DRP Terms of Reference.

Five pre-lodgement Green Advice meetings have been held across eight months since GreenTrack was launched. The total expenditure over this period has been \$2,200.00.

If there were two Green Advice meetings for tree retention per month based on uptake, the total expenditure would be \$10,560.00 per annum.

##### *2. Financial Incentive of Discounting Development Application Fee*

Since February 2024, a total of 20 percent of all single house and grouped dwelling development applications have been lodged as GreenTrack applications.

The submission of LCAs for single house and grouped dwelling proposals over the last three financial years is shown in the below table. There has been a total of 523 DA's submitted for single house, grouped dwelling, multiple dwelling and commercial developments, with a cost of development over \$50,000.00.

Since the launch of GreenTrack, 20 percent of eligible development proposals have been lodged through the GreenTrack pathway. Based on this uptake and if 20 percent of eligible development proposals were to uptake the service for tree retention and a maximum fee reduction of \$200.00 was applied to each of these applications, there would be an average of \$6,973.00 loss of revenue per year.

The average development application fee for single house, grouped dwelling, multiple dwelling and commercial development proposals with a cost of development over \$50,000.00 over the last three financial years was \$1,502.00. The average income for these development applications over each of the last three financial years was \$261,280.00.

Based on the above figures the reduction of development application fees would represent a 2.7 percent loss in revenue.

Financial Year	Total No. of Single House, Grouped Dwelling, Multiple Dwelling & Commercial developments determined with a cost of development >\$50,000.00	Loss of revenue if 20% of DA fees were reduced by \$200.00
2021/22	222	\$8,880.00
2022/23	141	\$5,640.00
2023/24	160	\$6400.00

The proposed incentive seeks to increase the uptake in the applications submitted with a LCA or retention of existing trees, resulting in a likely increase in loss of revenue.

The uptake in this service cannot be predicted given the service would be the first of its kind in the State. It is recommended the service is put in place on a trial basis until the end of the 2025/26 financial year, at which time the City can review the uptake in the service and subsequent financial impact while considering the next budget.

3. *Priority Assessment of Development Applications that Retain a Significant Tree*

There would be no financial/budget implications for this initiative given it relates to Administration's internal process changes only.

**COMMENTS:**

The City of Vincent was the first local government in Australia to launch the GreenTrack priority assessment service for residential DA's.

Since launching, the innovative approach has successfully balanced the incorporation of ESD into single house and grouped dwelling proposals, while reducing financial barriers and assessment timeframes.

The expanded GreenTrack incentives would deliver sustainably designed dwellings and encourage greater tree retention through a streamlined approval process.

The planning initiatives to support the retention of trees would have a positive impact on the City of Vincent and local community.

The expansion of GreenTrack is one of the first initiatives that Administration is proposing to address Mayor Xamon's NOM and the strategic focus area of the City's Corporate Business Plan for the greater retention of existing tree canopy on private properties.

## FEES AND CHARGES 2024/25



Methodology				2023/24	2024/25	G S T	Reference (Act, Regulation, Local Law, Policy)	Fee Comparison % Change
BUILDING AND PLANNING								
BCITF Fee		0.2% of the value of construction works, for all works valued at more than \$20,000			N	Building and Construction Industry Training Fund and Levy Collection Act 1990		
SWIMMING POOL SAFETY BARRIER INSPECTION FEE								
Mandatory periodic pool safety barrier inspections including re-inspections of non-compliant pool barriers	per 4 year cycle	\$	233.80	\$	240.80	N	Building Regulations 2012 r53(2)	3%
Mandatory periodic pool safety barrier inspections including re-inspections of non-compliant pool barriers	Per year	\$	58.45	\$	60.20	N		3%
Swimming Pool re-inspection due to incomplete/unsatisfactory work	per hour	\$	110.00	\$	110.00	N	Local Govt. Act 1995 S6.16	0%
New Pools - initial pool safety barrier inspection and report, including re- inspections of non-compliant barriers	per service	\$	205.00	\$	211.15	N	Local Govt. Act 1995 S6.16	3%
Request for out-of-cycle swimming pool inspection as part of a property sale. Inspection includes inspection report.	per service	\$	205.00	\$	211.15	N	Local Govt. Act 1995 S6.16	3%
REQUEST FOR TECHNICAL ADVICE or ADDITIONAL BUILDING SURVEYING SERVICES								
Item 1. Request to provide certification of unauthorised building work - Class 1 and 10 buildings, including inspections, desktop assessment and issuing of a BA18 Certificate of Building Compliance.	per service	\$	605.00	\$	605.00	Y	Local Govt. Act 1995 S6.16	0%
Item 2. Request for provision of building surveying advice - Class 1 and 10 buildings, including construction inspection, consultations, desktop assessments and reports.	per hour	Refer to hourly rate		Refer to hourly rate		Y		
Item 3. Request for inspection of existing Class 2 - 9 buildings to assess compliance with disability access and National Construction Code (NCC) requirements, and/or essential fire safety services maintenance audit, including desktop assessments, consultations, site inspections and report.	per hour	Refer to hourly rate		Refer to hourly rate		Y		
Item 4. Level 1 Building Surveyor - per hour	per hour	\$	115.00	\$	118.00	Y		3%
Item 5. Level 2 Building Surveyor - per hour	per hour	\$	99.00	\$	102.00	Y		3%
Item 6. Assistant Building Surveyor/Technician - per hour	per hour	\$	83.64	\$	86.00	Y		3%
Preliminary Strata Inspection and Report	per unit	\$	110.00	\$	113.00	N		3%
Preliminary Strata Inspection and Report - Archive Search Fee	per unit	\$	15.00	\$	15.00	N		0%
FEES FOR PLANNING SERVICES								
Determining a development application (other than for an extractive industry) where the development has not commenced		The maximum fee in accordance with the Planning and Development Regulations 2009, Schedule 2				N	Planning and Development Regulations 2009	
Determining a development application (other than for an extractive industry) where the development has not commenced						N		
Determining a development application (other than for an extractive industry) where the development has commenced or been carried						N		
Determining a development application for an extractive industry where the development has not commenced or been carried out						N		
Determining a development application for an extractive industry where the development has commenced or been carried out						N		
Determining an application to amend development approval						N		
Determining an application to cancel development approval						N		
Determining an application for a change of use or for an alteration or extension or change of a non-conforming use, where the change or the alteration, extension or change has not commenced or been carried out						N		
Determining an application for a change of use or for an alteration or extension or change of a non-conforming use, where the change or the alteration, extension or change has commenced or been carried out						N		
Providing a Zoning Certificate or Replying to a property settlement questionnaire	per property							N
Providing written advice of Single House exemption from planning approval	per property		N					
Providing written planning advice	per property		N					

## FEES AND CHARGES 2024/25



Methodology				2023/24	2024/25	G S T	Reference (Act, Regulation, Local Law, Policy)	Fee Comparison % Change
BUILDING AND PLANNING								
Planning scheme amendments, structure plans, activity centre plans or local development plans						N		
*Maximum fee eligible to reduced for single houses and grouped dwelling development, including for alterations and additions that submit a Lifecycle Assessment Report in accordance with the Local Housing Objectives of Policy No. 7.1.1 - Built Form.The fee shall be reduced by the cost incurred by the proponent to obtain a Life Cycle Assessment Report, capped at a maximum reduction of \$200.00 per development application and subject to submission of proof of receipt.								
*Maximum fee eligible to be reduced for single houses, grouped and multiple dwellings, commercial and mixed use development, including additions that retain significant trees. The fee shall be reduced by a maximum of \$200.00 per development application with a construction cost of \$50,000 or more. This does not apply to applications being considered under the Development Assessment Panel pathway.								
FEES FOR PLANNING SERVICES (continued)								
A DAP application where the estimated cost of the development is not less than \$3 million and less than \$7 million		The maximum fee in accordance with the Planning and Development (Development Assessment Panels) Regulations 2011	N	Planning and Development (Development Assessment Panels) Regulations 2011				
A DAP application where the estimated cost of the development is not less than \$3 million and less than \$7 million			N					
A DAP application where the estimated cost of the development is not less than \$10 million and less than \$12.5 million			N					
A DAP application where the estimated cost of the development is not less than \$12.5 million and less than \$15 million			N					
A DAP application where the estimated cost of the development is not less than \$15 million and less than \$17.5 million			N					
A DAP application where the estimated cost of the development is not less than \$17.5 million and less than \$20 million			N					
A DAP application where the estimated cost of the development is \$20 million or more			N					
An application under regulation 17 for reconsideration of an application			N					
GENERAL PLANNING FEES								
Issue of written heritage Advice	per property	\$ 91.70	\$ 94.45	Y	Local Govt Act 1995 S6.16	3%		
Issue of heritage advice - Involves preliminary heritage check	per property	\$ 143.80	\$ 148.11	Y		3%		
Issue of heritage advice - Involves full heritage assessment	per property	\$ 200.59	\$ 206.60	Y		3%		
Providing a subdivision clearance not more than 5 lots		The maximum fee in accordance with the Planning and Development Regulations 2009, Schedule 2	N	Planning and Development Regulations 2009				
Providing a subdivision clearance more than 5 lots but not more than 195 lots			N					
Providing a subdivision clearance more than 195 lots			N					
Subdivision inspection fee (applicable only where re-inspection is required)	per re-inspection	\$ 100.00	\$ 100.00		Planning and Development Regulations 2009 S49	0%		
Cash in lieu payment for car parking	per car parking bay, or part thereof	\$ 5,626.80	\$ 5,795.60	N	Local Govt. Act 1995 S6.16	3%		
Section 40 Liquor Licensing Certificate		\$ 73.00	\$ 73.00	N		0%		
Percentage for Public Art Threshold Value		\$ 1,137,864	\$ 1,185,654			4%		
Change of Property Numbering & Addressing Application		\$ 105.00	\$ 105.00	N		0%		
Development Application Pre-Lodgement Fee (max of 2 DRP meetings only)		\$ 705.00	\$ 705.00	Y	Local Govt. Act 1995 S6.16	0%		
Commercial Partitioning Application		\$ -	\$ -	N				
Space marking & Signage of car share space	per car bay	\$ 800.00	\$ 800.00	N		0%		
Making good of car bays after cessation of use for car sharing	per car bay	\$ 700.00	\$ 700.00	N		0%		
Mail out fees								
> 11 mail out letters	per mail out letter	\$ 2.00	\$ 2.00	N	Planning and Development	0%		
GENERAL FEES								
Application for a boundary fence that is not recognised as a 'sufficient fence' in the Fencing Local Law		\$ 97.70	\$ 97.70	N	Local Govt. Act 1995 S6.16	0%		
Retrospective application for a boundary fence that is not recognised as a 'sufficient fence' in the Fencing Local Law		\$ 195.40	\$ 195.40	N		0%		
Administration and Advertising planning related matters not requiring a planning application - Low Impact								
≤ 500 mail out letters		\$ 1,250.00	\$ 1,250.00	Y		0%		
> 501 mail out letters		\$ 1,875.00	\$ 1,875.00	Y		0%		

**9.3 OUTCOME OF ADVERTISING - DRAFT AUCKLAND STREET CHARACTER AREA GUIDELINES**

- Attachments:**
1. **Draft Auckland Street Character Area Guidelines**  
  2. **Summary of Submissions - Administration Response**  

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

1. **PROCEEDS** with amendments to Local Planning Policy: Character Area Guidelines with modifications, including the Character Area Guidelines for Auckland Street in Attachment 1, pursuant to *Schedule 2, Part 2, Clause 5 of the Planning and Development (Local Planning Schemes) Regulations 2015*; and
2. **NOTES** that Administration will publish a notice in accordance with Clause 87 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

**PURPOSE OF REPORT:**

For Council to consider the outcomes of community consultation in relation to the amendment to the Local Planning Policy: Character Area Guidelines (Character Area Policy).

The amendment would include the new Auckland Street Character Area Guidelines (Guidelines) as included in **Attachment 1**.

**DELEGATION:**

In accordance with Clause 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015* (the Regulations), a local government may make an amendment to a local planning policy in respect of any matter related to the planning and development of the Scheme area.

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

Council has not provided delegation to Administration for the amending of existing local planning policies.

**BACKGROUND:**

Character Area Guidelines augment elements in planning policy to reflect the specific local context and characteristics of character areas. This would ensure that future development in these areas is compatible with the streetscape and aligns with the community's expectations.

Character areas are collections of houses, streets, or parts of a suburb with built form characteristics that are valued by the community.

The Character Area Policy provides a framework for the assessment of nominations for new character areas and guides development which is proposed within character areas.

**Auckland Street Character Area**

In July 2023 the City received a nomination for the portion of Auckland Street between Gill Street and Hobart Street. The nomination was supported by 66 percent of landowners (26 landowners in total). This exceeded the threshold of 40 percent support that is outlined in the Character Area Policy for the City to progress with a nomination.

Following the nomination Administration formed a working group with residents of Auckland Street to inform the assessment of the built form of the area and to inform the development of the draft Guidelines.

At its [meeting on 17 September 2024](#) Council resolved to approve an amendment to the [Character Area Policy](#) to include the draft Guidelines for the purpose of community consultation.

The proposed Auckland Character Area is shown in **Figure 1** below



**Figure 1: Proposed Auckland Street Character Area**

The Character Area Policy sets out that following community consultation Council is to consider the approval of the Guidelines.

Should the Guidelines be approved, any request to amend or revoke the Guidelines would require 40 percent and 70 percent support, respectively, from the affected properties before Council were to consider this.

#### Construct of Character Areas Guidelines

Character Area Guidelines operate by augmenting the Residential Design Codes (R Codes) and the City's Policy No. 7.1.1 – Built Form (Built Form Policy).

The R Codes provides two pathways to achieve development approval:

1. A prescriptive deemed-to-comply standard.
2. An outcome-based design principle assessment. This allows alternative design solutions that meet desired outcomes and enable site-responsive developments.

The Character Area Guidelines provide deemed-to-comply standards and local housing objectives which augment design principles.

#### **DETAILS:**

##### Community Consultation

The draft Guidelines were advertised for 25 days from 27 September to 21 October 2024 in accordance with the City's Community and Stakeholder Engagement Policy. The methods of advertising included:

- Notices published on the City's website, the City's social media, and displayed at the City's Administration and Library and Local History Centre.
- Notices published on the City's 2 October E-news publication.
- A Notice published on the 28 September 2024 issue of the Perth Voice.
- 47 letters distributed to owners and occupiers of properties in the proposed Auckland Street character area.
- A street meeting held on 9 October 2024 at Hobart Street Reserve on the corner of Hobart and Auckland Streets that was attended by 10 residents.
- A survey hosted on the Imagine Vincent project page for the duration of community consultation activities.



At the conclusion of this period a total of 11 submissions were received from property owners on Auckland Street and within the proposed Character Area. Of these, six submissions supported the proposed Guidelines and character area designation, and five submissions objected to it.

The key submissions of support included:

- General support for the Guidelines and character area designation.
- Support for the increased upper floor setback standards.

The key submissions in objection included:

- Existing standards should remain and be upheld instead of introducing new Guidelines.
- Further limitations will discourage homeowners redeveloping or moving to Auckland Street.
- Auckland Street has no more character than any other street in North Perth.
- There was a lack of notification to homeowners in the Character Area.

A summary of the submissions and Administration's response is included as **Attachment 2**.

## LEGAL/POLICY:

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

The *Planning and Development Act 2005* and Regulations provide the criteria for creating, amending, and reviewing local planning policies.

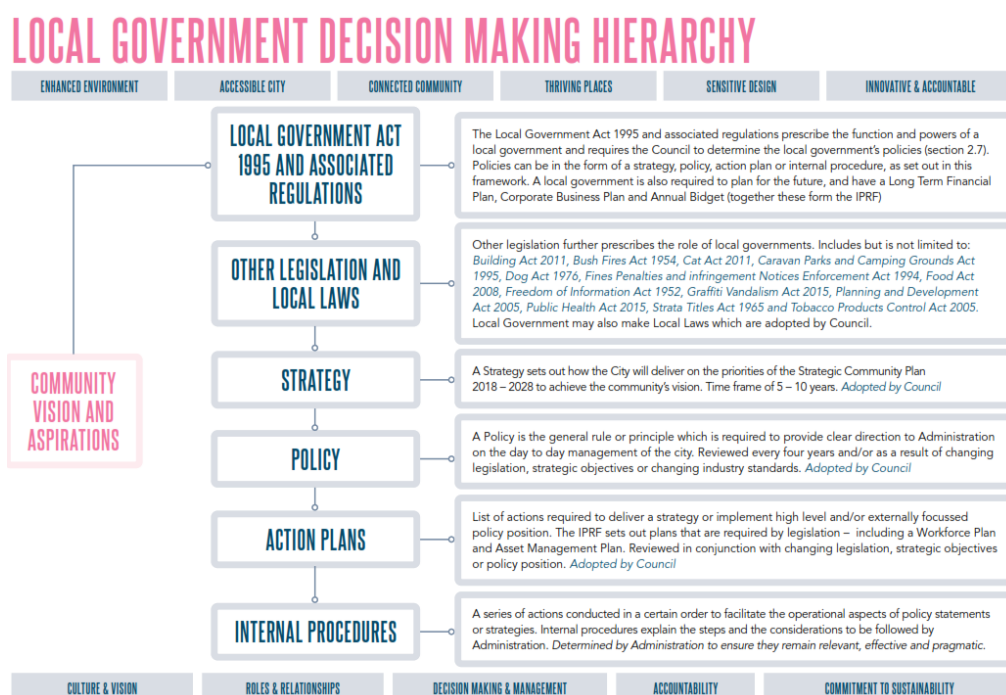
The Guidelines operate by augmenting the R Codes by replacing deemed-to-comply standards and establishing local housing objectives to enable site responsive design.

### Policy Development and Review Policy

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

In accordance with section 2.3 of the Policy Development and Review Policy:

*The purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City's decision making and advocacy.*



**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to adopt the proposed Guidelines as they were prepared with input from the community through the formation of a working group, and includes submissions of support as part of community consultation.

**STRATEGIC IMPLICATIONS:**

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

Sensitive Design

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

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

Innovative and Accountable

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

**SUSTAINABILITY IMPLICATIONS:**

The adoption of the Character Area Guidelines will help to enable sustainable development outcomes in the future by encouraging the retention and renovation of character buildings.

**PUBLIC HEALTH IMPLICATIONS:**

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

**FINANCIAL/BUDGET IMPLICATIONS:**

The cost of implementing these guidelines will be met through the City's existing operational budget.

**COMMENTS:**Administration Response to Key Matters Raised During Consultation

Administration's response to submissions received during the community consultation are summarised in **Attachment 2**. Administration's responses to the key matters raised are included below.

- *Existing development standards should remain and be upheld. Further limitations will discourage home owners redeveloping their homes or moving to Auckland Street.*

The proposed standards within the draft Guidelines aim to strengthen the existing provisions contained within the Built Form Policy.

The draft Guidelines seek to maintain the existing average ground floor setback standard that is currently within the Built Form Policy, except to clarify that only properties within the Character Area would be assessed to determine the average. This would ensure that the ground floor setback would be consistent with and respond to that of existing dwellings within the Character Area streetscape.

The draft Guidelines also propose to increase the upper floor setback from 2 metres to 3 metres behind the ground floor predominant building line. This is an increase of an additional one metre from the current standard of the Built Form Policy. This would ensure that the single storey appearance of the streetscape is maintained.

These provisions were developed in response to feedback provided from community surveys and members of the working group following the Character Area nomination.

The proposed deemed-to-comply standards seek to reinforce elements of the current streetscape character, and the element objectives provide for site-responsive design solutions to be proposed. The

extent of these policy changes would be unlikely to discourage or restrict new dwellings or redevelopment of existing homes.

- *Auckland Street has no more character than any other street in North Perth.*

Whilst the built form of Auckland Street provides for different housing typologies, the relatively consistent street setback forms part of the character of the street.

The draft Guidelines intend to protect the existing streetscape through development standards related to ground floor and upper floor street setbacks.

- *Concern raised that the wider street is not aware of the Character Area proposal.*

Following the Character Area nomination being received, Administration wrote to the owners and occupiers of properties along Auckland Street on 8 December 2023 to advise of the nomination having been received and the process moving forward.

Administration's preparation of the draft Guidelines has been informed by preliminary consultation activities which included a street meeting with residents of the proposed character area in December 2023 and a survey in December 2023 which invited nominations to join a working group. Community members were advised of this by letters being distributed to owners and occupiers.

Administration undertook formal consultation in accordance with the City's Community and Stakeholder Engagement Policy. As set out above, this included letters sent to the owners and occupiers of each property in the Character Area, a street meeting, and a public notice in the Perth Voice.

#### Administration Comments on the Draft Guidelines

The draft Guidelines included in **Attachment 1** have been developed in consultation with residents (surveys and working group) and aim to protect the key built form characteristics of Auckland Street that were identified to Administration. These include:

- Generous street setbacks and front gardens;
- Predominate single storey streetscape; and
- Homes that are designed in a manner that promoted street interaction between residents.

The draft Guidelines have been designed to ensure that new development is sympathetic to the existing streetscape pattern and built form character of Auckland Street.

The standards and objectives of the draft Guidelines would achieve this by ensuring future developments:

- Have a consistent setback with that of the surrounding properties. This is by including deemed-to-comply standards that measure the ground floor setback based on an average of those properties that are in the Auckland Street character area, and maintain a single storey appearance by prescribing the upper floor to be setback 3 metres from the ground floor;
- Encourage passive surveillance and neighbourly interaction. This is by including objectives that seek for homes to be designed in a manner which allows for this to occur; and
- Contribute towards landscaping within the front setback area. This is by including objectives that seek for existing landscaping to be retained and new trees to be planted.

The Guidelines prepared reflect the submissions of support received from the community during the consultation period.

Following community consultation, Administration has updated Figure 3 to provide further clarity around the assessment of the street setbacks standards in relation to the predominant building line.

The matters raised during community consultation do not require any further changes to be made to the draft Guidelines (including to the local housing objectives or acceptable outcomes). It is recommended that Council approve the draft Guidelines in their current form.

# CITY OF VINCENT CHARACTER AREA GUIDELINES - AUCKLAND STREET, NORTH PERTH

The [Auckland Street Character Area](#) (Character Area) has been recognised by the community and the Council as making a positive contribution towards built character of the City of Vincent (City).

The Auckland Street Character Area Guidelines (Guidelines) identify the unique characteristics of the Character Area and provide guidance for future development.

The Guidelines are to be applied to development where the dwelling is fronting the primary street and/or is within an area that is visible from the primary street as follows: [Nos. 48 – 81 Auckland Street \(inclusive\), North Perth](#) (refer **Figure 1**).

## Objectives

The general objectives of development the subject of these guidelines are to:

1. ensure that new buildings and alterations and additions to existing buildings, which are in view of the street, are in keeping with the character of the area, respects the scale and proportions of surrounding buildings, and are designed to fit into the existing streetscape;
2. maintain the existing built form character with its openness to the street;
3. retain appropriate mature trees wherever possible;
4. encourage passive surveillance and neighbour and community interaction; and
5. encourage a high standard of architectural and sustainable design solutions for new development and additions to existing development.



# CITY OF VINCENT CHARACTER AREA GUIDELINES - AUCKLAND STREET, NORTH PERTH

## Statement of Character

The **Auckland Street Character Area** is generally mixed in terms of built form, ranging from Californian bungalows to more recent two storey additions to the streetscape.

The existing housing stock within the Character Area, are established on 545sqm to 1010sqm lots. However, over time a number of the lots within this Character Area, have been subdivided into battle-axe configurations. These subdivisions have not impacted the overall streetscape or character of Auckland Street. The large setback averages of between 5m to 10m from the primary street of the existing dwellings provide distinctive entry points, positive street surveillance as well as a sense of openness.

Redevelopment should respect and complement the predominant character of the street. Additions and alterations that are visible from the street should respond to the key architectural features of the dwelling on the lot and adjoining dwellings.

The overall quality of the Character Area is enhanced by the:

- consistent street setbacks;
- consistent scale and bulk in relation to the original streetscape pattern;
- bungalow dwellings with verandahs; and
- prevalence of large front gardens.



Figure 1: Auckland Street Character Area

# CITY OF VINCENT CHARACTER AREA GUIDELINES - AUCKLAND STREET, NORTH PERTH

## Additional Requirements for Development Applications

Applications for development approval within the Character Area are to communicate the development proposition in its context, and be accompanied by an Urban Design Study for any development within the public domain view.

An application for development approval within the public domain view may be referred to the City's Design Review Panel for advice regarding the proposal. The City may also elect to obtain independent advice to assist in the development application process.

In accordance with the City's [Community and Stakeholder Engagement Policy](#), where deemed-to-comply standards are not met for the following design elements, an application will be advertised to the wider character area:

- street setbacks; and
- height.

## Definitions and Explanatory Notes

**Predominant building line** is the predominant setback of the front face of the building from the street boundary. This excludes any porch, verandahs, carports or garages

For the purpose of averaging, the **primary street setback** is to be measured from the street alignment to the nearest wall of the dwelling excluding porches, verandahs, carports and balconies.





# CITY OF VINCENT CHARACTER AREA GUIDELINES - AUCKLAND STREET, NORTH PERTH

Local Housing Objectives	Deemed to Comply
Pursuant to Clause 3.2.3(c), Part B of the Residential Design Codes, the following Local Housing Objectives augment the Design Principles of the Residential Design Codes as specified.	Pursuant to Clause 3.2.3(a), Part B of the Residential Design Codes, the following provisions replace the Deemed to Comply standards of the Residential Design Codes as specified.
1. Street Setbacks	
Augments Clause 5.1.2 P2.1 and P2.2	Replaces Clause C2.1
O1.1 The setbacks of dwellings should reflect the predominant open streetscape pattern and be consistent with adjacent properties.	C1.1 Ground floor <b>primary street setbacks</b> to be an average of the five directly adjoining properties within the Auckland Street Character Area, on either side of the proposed development (refer <b>Figure 2</b> ).
O1.2 Walls above the ground floor are to be adequately setback to maintain the predominant single storey appearance of the streetscape.	C1.2 Walls on upper floors are setback a minimum of 3 metres behind the ground floor <b>predominant building line</b> (excluding any porch or verandah), as determined by the City (refer <b>Figure 3</b> ).

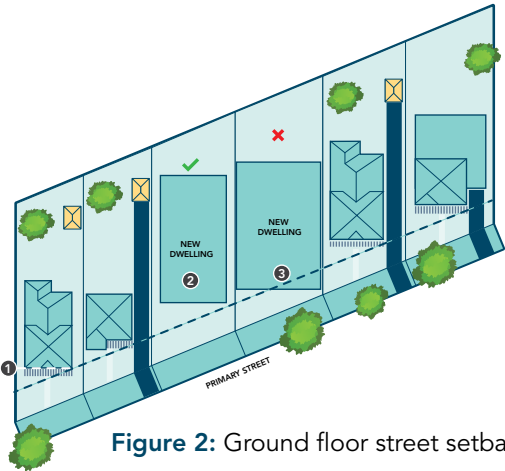


Figure 2: Ground floor street setbacks

- 1. Predominant building line.
- 2. The siting of the new development matches the prevailing setbacks in the streetscape.
- 3. New development does not intrude into the front setback area. This excludes verandahs, porches and the like.

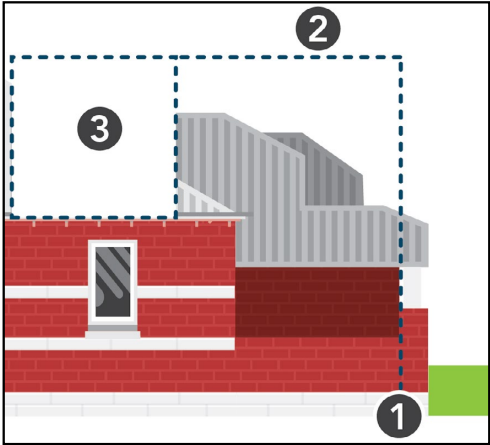


Figure 3: Upper floor street setbacks

- 1. Ground floor Predominant building line (excluding verandahs and porches).
- 2. Upper floors are setback 3 metres behind the ground floor predominant building line.
- 3. Indicative second storey building envelope.

# CITY OF VINCENT CHARACTER AREA GUIDELINES - AUCKLAND STREET, NORTH PERTH

2. Street Surveillance
<i>Augments Clause 5.2.3 P3</i>
O2.1 Buildings to be designed to encourage active use and actual surveillance of the front yard by including verandahs, porches or outdoor living areas and by including habitable rooms at the front of the dwelling.
O2.2 New development promotes surveillance to the street and promotes neighbourly interaction.





# CITY OF VINCENT CHARACTER AREA GUIDELINES - AUCKLAND STREET, NORTH PERTH

3. Landscaping
<b>Local Housing Objectives</b> <i>Augments Clause 5.3.2 P2</i>
O3.1 The front setback of the development should be adequately sized and landscaped as to contribute to the established streetscape character and reduce the impact of the development on adjoining public spaces and residential dwellings.
O3.2 Existing landscaping within the primary street setback is retained and conserved and new trees are planted wherever possible.



## Auckland Street Character Area: Summary of Submissions

Do you support the Character Area Designation?				
Yes: Six (55 percent)			No: Five (45 percent)	
Comment		Related Submission	Administration Comment	Recommended Modification
Comments in Support				
1.	General Support.	6	Noted.	No change.
2.	Support the 3 metre upper floor setback.	2	Noted. This provision was designed to maintain the predominant single storey appearance of the streetscape.	No change.
3.	Does not object to homes being demolished but would support the retention of character homes.	1	<p>The Regulations do not require a development application for the demolition of a property which is not heritage listed.</p> <p>Notwithstanding this, through the Strategic Community Plan 2022-2032 (SCP), Vincent aims to ensure that <i>“our built form character and heritage is protected and enhanced”</i>.</p> <p>In support of the SCP, character area guidelines encourage the retention and renovation of character buildings throughout Vincent.</p>	No change.
4.	Support the proposal however wishes to see significant support from the street for character area designation to be supported.	1	<p>11 responses were received from members of the Auckland Street community, with six (55 percent) of respondents supporting the character area designation.</p> <p><a href="#">Local Planning Policy: Character Area Guidelines</a> does not set a minimum threshold of community support for draft guidelines to be approved by Council.</p>	No change.
Comments Objecting				
1.	General objection.	5	Noted.	No change.
2.	Rather than proposing new restrictions, the existing development standards should remain and be upheld. Further limitations will only discourage homes owners redeveloping their homes or moving to Auckland Street.	3	<p>The proposed ground floor development standards are similar to the existing average setback clause in the Built Form Policy. However, it will only apply to properties that are within the character area.</p> <p>The upper floor street setback standard of the proposed Guidelines requires a 3 metre setback from the ground floor predominant building line. This is greater than the Built Form standard of 2 metres. This seeks to maintain the predominant single storey appearance of the streetscape.</p>	No change.

**Auckland Street Character Area: Summary of Submissions**

			These standards have been developed from the results of the initial community survey hosted on Imagine Vincent in December 2023 as well as the two working group meetings.	
3.	The whole street is a hodge podge of different house styles and characteristics. Nothing about Auckland Street is any more character in nature than any other street in North Perth.	2	<p>Whilst the built form of Auckland Street displays many different housing typologies, the character of the street is the relatively consistent street setback.</p> <p>As set out above the draft Guidelines intend to protect the existing streetscape through development standards related to ground floor and first floor street setbacks.</p>	No change.
4.	Concern raised that the wider street is not aware of the Character Area proposal.	1	<p>In accordance with the Community and Stakeholder Engagement Policy, Administration undertook a comprehensive consultation program for this project. It was conducted over two separate periods with consultation activities for the character area proposal including:</p> <ul style="list-style-type: none"> <li>Letters distributed to landowners notifying on the successful nomination in December 2023 and of the draft Guidelines being advertised in October 2024. These letters also notified landowners of the two street meetings and directed them to the Imagine Vincent page.</li> <li>Street meetings held in December 2023 and October 2024 advising of the character area process and draft guidelines.</li> <li>Two surveys held on Imagine Vincent in December 2023 and October 2024. A hard copy of the October 2024 survey was also circulated during the associated street meeting.</li> <li>Public notice on the Perth Now issue of 28 September 2024</li> </ul>	No change.

**9.4 RFT PP347/2024 ROBERTSON PARK STAGE 1B CONSTRUCTION**

**Attachments:** 1. Evaluation Worksheet RFT IE347-2024 - Confidential

**RECOMMENDATION:**

**That Council:**

1. **NOTES** the outcome of the evaluation process for Tender PP347/2024 Robertson Park Stage 1B Construction;
2. **ACCEPTS** the tender submission of Phase3 for Tender IE347/2024 Robertson Park Stage 1B Construction. and
3. **NOTES** that the 2025/26 Budget will include provision of \$1,477,000 for the remainder of the Stage 1B contract with Phase3 Landscape Construction Pty Ltd.

**PURPOSE OF REPORT:**

For Council to consider and determine the outcome of Tender IE347/2024 Robertson Park Stage 1B Construction.

**DELEGATION:**

The decision to accept or reject tenders with a value exceeding \$250,000 requires a decision of Council in accordance with Council's adopted register of delegations, authorisations, and appointments.

**BACKGROUND:**

Robertson Park is a vital community asset providing a variety of community recreational and sporting opportunities within Vincent. The Robertson Park Development Plan (Development Plan) was endorsed by Council at its Ordinary Meeting of Council on [14 September 2021 \(Item 9.5\)](#).

The Development Plan is to be implemented in stages, as outlined in Council's adopted [Four-Year Capital Works Program 2024/25 – 2027/28](#). The stages of works are summarised as follows:

Stage 1A – Completed October 2024

- Conversion of 6 existing tennis courts to 4 multisport courts with new fencing and court floodlighting.
- A new 'entry zone' incorporating a basketball halfcourt, footpaths, seating walls, and native planting.

Stage 1B

- Resurfacing of 12 existing tennis courts with new fencing and court floodlighting.
- Widening the central thoroughfare between the tennis courts and provide new shelters, seating, and rain gardens with an integrated subsoil drainage system to manage stormwater runoff.

Stage 1C

- Conversion of 6 existing grass tennis courts to hard courts with new fencing and court floodlighting.

Stage 2

- Conversion of surplus grass courts to public open space incorporating rain gardens.
- New nature playground, outdoor exercise equipment, picnic settings, and a public restroom.
- Improvements to the dog exercise area, footpaths, and pedestrian lighting.

The construction documentation for Stage 1B has been prepared and this forms the basis of the tender request package and incorporates technical drawings and specifications prepared by the City's Landscape Architect, along with supporting design documentation provided by electrical, structural, civil, and irrigation consultants.

This tender request relates to the implementation of Stage 1B only which comprises the resurfacing of 12 existing synthetic turf tennis courts to hard courts, the construction of new fencing and court floodlighting, and widening of the central thoroughfare as described above.

Stage 1B of the Development Plan was identified in the annual budget for 2024/25 which Council approved at its Ordinary Meeting of Council on [18 June 2024 \(Item 11.4\)](#).

## DETAILS:

### Tender Submissions

Submissions were received from seven Respondents.

### Evaluation Panel

The Evaluation Panel comprised of four members, being:

- three with the appropriate operational expertise and involvement in supervising the contract (voting); and
- one with tender preparation skills and probity advice provided by a Procurement and Contracts Officer (non-voting).

### Compliance Assessment

Compliance assessment was carried out and six submissions were assessed as fully compliant and progressed to the qualitative assessment stage. One submission was assessed as non-complaint and did not progress to the qualitative assessment stage.

### Evaluation Method and Weighting

The qualitative weighting method of tender evaluation was selected to evaluate the offer.

The qualitative criteria and weighting used in evaluating the submission received were as follows:

Qualitative Criteria		Weighting
1	Project Understanding	45%
2	Capacity and Skills	45%
3	Environmental Sustainability	10%

### Qualitative Assessment

The qualitative assessment on all compliant submissions were as follows:

Respondent #	Weighted Percentage Score	Qualitative Ranking
Respondent 6	74%	1
Respondent 3	69%	2
Respondent 2	62%	3
Respondent 5	47%	4
Respondent 4	38%	5
Respondent 7	38%	5

Refer to **Confidential Attachment 1** for further details.

The Evaluation Panel shortlisted the Respondent 6, Respondent 3 and Respondent 2 to progress to the price assessment stage. The remaining three Respondents did not progress due to the low qualitative scores.

### Price Assessment

The panel carried out an assessment of the submitted pricing offered by the shortlisted Respondents.

Respondent #	Fixed Price (excl GST)	Rank
Respondent 2	\$2,576,922.54	1
Respondent 6	\$2,851,305.24	2
Respondent 3	\$3,048,418.72	3

Refer to **Confidential Attachment 1** for further detail.

### Evaluation Summary

The panel concluded that the tender submission from Respondent 6 Phase3 Landscape Construction Pty Ltd provides the best value for money to the City and is recommended for the provision of IE347/2024 Robertson Park Stage 1B Construction for the following reasons:

- compliance with the submission requirements;
- ranked first in the qualitative assessment;
- ranked second in the pricing assessment;
- submitted pricing is well within the approved budget; and
- pricing demonstrates value for money.

It is recommended that Council accepts the tender submitted by Phase3 Landscape Construction Pty Ltd for Request for Tender IE347/2024 Robertson Park Stage 1B Construction.

### CONSULTATION/ADVERTISING:

This matter is subject to a statutory advertising requirement.

The Request for Tender IE347/2024 Robertson Park Stage 1B Construction was advertised in the West Australian on Saturday 21 September 2024 and on both the City's website and VendorPanel between 21 September 2024 and 18 October 2024.

### LEGAL/POLICY:

The Request for Tender was prepared and advertised in accordance with:

- Section 3.57 of the *Local Government Act 1995*;
- Part 4 of the *Local Government (Functions and General) Regulations 1996*; and
- City of Vincent Purchasing Policy.

### RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to accept the preferred Respondent as they have appropriate level of experience and financial capacity. This is in line with Council's adopted Risk appetite and tolerance statements.



## RISK APPETITE & TOLERANCE STATEMENTS



Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
		festival. Other projects may include working with developers.
3 <sup>rd</sup> party Partner (Contractor) failure	The City has a <b>low risk appetite</b> 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.
<b>Procurement</b>		
Procurement failure	The City has a <b>low risk appetite</b> 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 <b>zero tolerance</b> 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.

### STRATEGIC IMPLICATIONS:

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

#### Enhanced Environment

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

#### Connected and Healthy Community

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

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

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

*We recognise, engage and partner with the Whadjuk Noongar people and culture.*

#### Thriving Places

*Efficiently managed and maintained City assets in the public realm.*

#### Sensitive Design

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

#### Innovative and Accountable

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

### SUSTAINABILITY IMPLICATIONS:

The project is in keeping with key outcomes of the City's *Sustainable Environment Strategy 2019-2024*:

#### *Urban Greening and Biodiversity*

#### *Water Use Reduction/Water Quality Improvement*

The landscape design incorporates Water Sensitive Urban Design (WSUD) principles in the application of rain gardens, native waterwise plant and tree species, and an integrated subsoil drainage cell system.

The sustainability and environmental management practices of Respondents was a weighted qualitative criterion of this request. The preferred Respondent provided evidence of environmentally sustainable practices.

**PUBLIC HEALTH IMPLICATIONS:**

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

*Increased physical activity*

**FINANCIAL/BUDGET IMPLICATIONS:**

The Council's adopted [Four-Year Capital Works Program 2024/25 - 2027/28](#) identifies a total budget of \$3,056,000 over two years to deliver Robertson Park Stage 1B with \$1,579,000 allocated and approved in the 2024/25 financial year, and a further \$1,477,000 identified in the 2025/26 financial year. This stage is also supported by \$861,000 in grant funding from the Department of Local Government, Sport and Cultural Industries.

Phase3 Landscape Construction Pty Ltd has quoted a fixed sum of \$2,851,305.24 ex. GST to deliver the works. This is within the estimated budget identified in the Capital Works Program. At this point, no budget amendments are required to proceed with awarding the Tender as recommended.

The decision to proceed with the tender as recommended requires Council to commit to the 2025/26 budget allocation of \$1,477,000 as outlined in the Capital Works Program.

**COMMENTS:**

The tender submission from Phase3 Landscape Construction Pty Ltd complies with all tender requirements. The submission was well presented and included all relevant and specific information required and requested within the tender specifications.

The Evaluation Panel deemed the response to be of a very good standard, convincing and credible, demonstrating the capability, capacity and experience for key evaluation criteria and therefore recommend award of tender IE347/2024 Robertson Park Stage 1B Construction to Phase3 Landscape Construction Pty Ltd.



<b>9.5</b>	<b>NOS. 193-195 (LOT: 267-269; D/P: 3642) SCARBOROUGH BEACH ROAD, MOUNT HAWTHORN - CASH-IN-LIEU CAR PARKING CONTRIBUTION DEBT WRITE OFF</b>
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**Attachments:** Nil

**RECOMMENDATION:**

**That Council APPROVES BY ABSOLUTE MAJORITY writing off the cash-in-lieu car parking contribution debt of \$31,542, for the development at Nos. 193-195 (Lots 267-269) Scarborough Beach Road, Mount Hawthorn, in accordance with clause 6.12(1)(c) of the *Local Government Act 1995*.**

**PURPOSE OF REPORT:**

The purpose of this report is to seek Council's approval to write off the cash-in-lieu (CIL) car parking contribution debt of \$31,542 for a development approval issued in 2017 for Nos. 193-195 Scarborough Beach Road, Mount Hawthorn (subject site).

**DELEGATION:**

This debt write off is being referred to Council for a decision in accordance with the City's Register of Delegations, Authorisations and Appointments.

A local government may write off any amount of money which is owed to the local government under Section 6.12(1) of the *Local Government Act 1995*.

The Chief Executive Officer (CEO) has delegation under the City's Register of Delegations, Authorisations and Appointments to write off debts up to \$5,000.

Council approval is required to write off the CIL car parking contribution debt of \$31,542, as the debt exceeds this amount.

**BACKGROUND:**

Current Development Approval

At its [Ordinary Meeting](#) on 27 June 2017, Council approved a development application for a Change of Use from Plant Nursery (Unlisted Use) and Incidental Shop and Eating House to Eating House and Incidental Shop and Plant Nursery (Unlisted Use) and Associated Alterations and Additions (Retrospective) for the subject site.

The applicant was not the landowner.

The development application form included the landowner's signature, a prerequisite to completing a development application prior to lodgement.

Though sent, the City does not have a record from the property manager at the time, having confirmed receipt of the development approval. The approval was not sent to the landowner.

The landowner has since passed away. The property is now owned by their estate and the City has been liaising with the landowner's representative.

Condition 6 of the development approval states:

*'Cash-in-Lieu*

*Prior to occupation or use of the development, a cash-in-lieu contribution shall be paid to the City for the shortfall of 7.792 car bays, based on the cost of \$4,048 per bay as estimated by the City as being the actual cost of constructing additional parking bays immediately adjoining the subject site being a contribution of \$31,542.'*

Cash-In-Lieu Condition and Debt Recovery Efforts

As per Condition 6 of the development approval, the applicant was required to pay a CIL contribution for the shortfall of 7.792 car bays, amounting to \$31,542. This payment was to be made prior to the occupation or use of the development.

While the applicant initially agreed to a payment plan in 2018, no payment was made, the City failed to recover any of the outstanding debt.

In April 2020, the Minister for Planning issued a Notice of Exemption under Clause 78(H) (1), Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, which temporarily exempted proponents from CIL payments during the COVID-19 pandemic State of Emergency. The City suspended debt recovery actions on cash-in-lieu payments during this time.

This exemption ceased in June 2022, after which debt recovery actions were resumed.

Upon review on 18 July 2023, it was found that the previous applicant had gone into liquidation and that the property was vacant. The property has remained vacant.

There are new operators intending to occupy the premises and to operate under the current development approval.

Key events related to the outstanding CIL car parking contribution are shown in the table below.

Date	Event and Comment
7 July 2017	Letter and first invoice issued to the previous occupant at the time, who acknowledged the requirement to pay the CIL contribution.
11 July 2017	Development approval issued to the applicant for a change of use at the subject site. This included a condition of approval for a CIL of car parking contribution of \$31,542 for a shortfall of 7.792 car parking bays.
18 January 2018	A payment plan to commence February 2018 was agreed upon with the occupant.
1 February 2018	Occupancy Permit for Additions/Alterations for an Eating house was issued.
29 October 2019	The City issued a follow-up letter and invoice to the property manager but no response was received.
2020-2022	Debt recovery efforts were paused due to the COVID-19 exemptions.
29 April 2021	A Building Permit for a separate decking structure was issued.
21 June 2021	A Development Approval for Alterations and Additions to Restaurant/Cafe and Shop (Unauthorised Existing Development) was issued to the applicant. This included nine unauthorised structures (including shade structure, decking, cool room, extension to existing office and storage).
18 July-2023	The business (Casa Bianchi) went into liquidation, leaving the property vacant. The property manager involved with the property since 2017, was replaced.
November 2023	The City engaged with the new property managers and the landowner's representative to discuss the outstanding CIL contribution debt. The landowner's representative stated that they nor the landowner were ever aware of the debt owed to the City prior to this.
February 2024	The City sought legal advice, confirming that conditions of development approval 'run with the land'. This means that the City can pursue the landowner for the outstanding CIL contribution debt.
July 2024	The City advised the new property managers and the landowner's representative of two options available: 1. Allow new tenants to occupy the property under the existing 2017 development approval, which includes the CIL debt.; or 2. Submit a new development application for the proposed use of the land. A new car parking assessment under the current framework could result in a higher, lower or equivalent CIL contribution.
July 2024 – Present	The City has been liaising with the new property managers on the outstanding CIL to progress a resolution.

Comments from Landowner's Representative

The landowner's representative maintains that recovering payment of the outstanding CIL car parking contribution debt from them is unreasonable for the following reasons:

1. Failure to Act on Payment Plan: The landowner's representative claims the City was aware of the outstanding debt but did not recover the funds as per the agreed payment plan.
2. Ownership and Notification Concerns: The landowner at the time of the development application has since passed away. The landowner's representative maintains that the landowner was unaware of the debt.
3. Validity of Signature: The landowner's representative alleges that the landowner was not aware of the development application and that their signature on the application form was invalid.
4. Property Manager Oversight: The property managers at the time, allegedly failed to inform the landowner about the development approval or the associated CIL debt.
5. Financial Loss: The property managers at the time were replaced in September 2023, due to the damage caused to the tenanted property by the previous occupants, and their failure to recover rent and outgoings from the previous tenants. There was also loss of income due to vacancy of the premises for approximately 12 months.
6. Costs from Unauthorised Works: The property's previous occupants undertook unauthorised works. The landowner incurred additional costs to undertake necessary upgrades to the property to meet compliance for them to be legally occupied.
7. Ongoing Compliance Issues: The City is pursuing retrospective approval of unauthorised structures on the site. This is costing time and money.

**DETAILS:**

The City has been unsuccessful in recovering the outstanding CIL car parking contribution from the previous applicant/operators.

New operators are intending to use the property in accordance with the current development approval.

**CONSULTATION/ADVERTISING:**

There is no community consultation associated with the consideration of writing off debt.

**LEGAL/POLICY:**

- *Local Government Act 1995.*
- *Planning and Development Act 2005.*
- *Planning and Development (Local Planning Schemes) Regulations 2015.*
- *Recovery of Debts, Rates and Service Charges Policy (Recovery of Debts Policy).*
- *Development Compliance and Enforcement Policy (Compliance Policy).*

Under Section 6.12(1) of the *Local Government Act 1995*, Council has the discretion to write off debts.

**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to write off the \$31,542 debt. The risk of writing off this debt is low for the following reasons:

1. The applicant is no longer operating the business and the property is vacant.
2. The City has already undertaken works for improvements to on-street parking in the area adjacent to the site along The Boulevard in 2017/2018 using funds from the Cash-In-Lieu Parking Reserve.
3. There is a resourcing cost associated with continuing to pursue the debt recovery.
4. Reasonable efforts have been made to recover the debt and options have been exhausted.
5. A significant amount of time has passed since the development approval was issued.
6. The debt would be unlikely to be recovered due to the liquidation of the business.
7. This would not set a precedence given the unique circumstances that apply.

**STRATEGIC IMPLICATIONS:**

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

Connected and Healthy Community

*We have enhanced opportunities for our community to build relationships and connections with each other and the City.*

Thriving Places

*We are recognised as a City that supports local and small business.*

Innovative and Accountable

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

**SUSTAINABILITY IMPLICATIONS:**

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

**FINANCIAL/BUDGET IMPLICATIONS:**

The cash-in-lieu contribution of \$31,542 originally expected as revenue will be written off as unrecoverable. This will be reflected in the City's financial statements for the 2024/2025 financial year.

**COMMENTS:**Writing Off Debt

The Recovery of Debts Policy outlines that the City will take all appropriate and reasonable action to recover outstanding debts.

If the invoice remains unpaid, the Recovery of Debts Policy sets out a review of the circumstances will be considered to ensure that the next actions are appropriate and giving due consideration to all issues which have led to the debt being overdue and unpaid.

The City has made multiple attempts to recover the outstanding CIL car parking contribution from the former operator.

There has been a period of approximately four years from 2019 to 2023 where there were no attempts made to recover the debt.

Administration recommends the write off of the historic debt for the following reasons:

- Original applicant no longer occupies premises: The 2017 development approval applicant's business has gone into liquidation and the property has been vacant for an extended period. This demonstrates the debt is unrecoverable.
- Significant time lapse: A considerable amount of time has passed since the development approval was granted.
- Public realm improvements undertaken: The non-payment of the CIL amount has not impacted public parking improvements in the area. The City completed improvement works by installing additional bays in 2017/2018 within the adjacent road reserve on The Boulevard.
- Imposing debt on new operator: The outstanding CIL amount stems from the original applicant's failure to pay, not from any actions of the new business. The new operator has had no involvement in the previous applicant's insolvency or the City's inability to recover the amount.
- Responsibility of the original applicant: The CIL payment obligation was with the original applicant. The property manager was sent a copy of the approval, but the landowner was not and so may not have been informed at the time of the approval conditions. It would not be fair or reasonable for the new operator or landowner to pay the debt. It is unreasonable to expect the new operator to pay a debt that should have been settled earlier by the previous applicant before the premises was first occupied.
- Debt deemed uncollectible: The debt is considered uncollectible and there are ongoing resourcing costs to pursue its recovery.

This would allow the premises to be tenanted, and the new operator to establish their business without further financial burden and without potentially jeopardising its viability.

This decision would not set a precedent for the City. This is because it has been considered on its individual merits and has unique circumstances that apply, specifically the failure of the original applicant to meet their obligations, the liquidation and the prolonged vacancy.

#### Condition of Approval

Conditions of development approval 'run with the land'. This means that if the approval is relied upon, the landowner and operator is required to adhere to the conditions of development approval.

Writing off the CIL car parking contribution debt does not mean that Condition 6 of the development approval is satisfied.

The City under its Compliance Policy has discretion to take no further action on outstanding conditions of development approval.

Administration would not pursue enforcement action for compliance with Condition 6 of the approval. A significant amount of time has passed since the development approval was granted in 2017. Consistent with the City's Compliance Policy, the time elapsed means enforcement proceedings are unlikely to be successful and the circumstances surrounding the original approval have since changed.

<b>9.6</b>	<b>NO. 9/663 (LOT: 8; STR: 10630) NEWCASTLE STREET, LEEDERVILLE - CASH-IN-LIEU CAR PARKING CONTRIBUTION DEBT WRITE OFF</b>
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**Attachments:** Nil

**RECOMMENDATION:**

**That Council APPROVES BY ABSOLUTE MAJORITY writing off the outstanding cash-in-lieu car parking contribution debt of \$8,902.10, for the development at No. 9/663 Newcastle Street, Leederville, in accordance with clause 6.12(1)(c) of the *Local Government Act 1995*.**

**PURPOSE OF REPORT:**

The purpose of this report is to seek Council's approval to write off the cash-in-lieu (CIL) car parking contribution debt of \$8,902.10 for a development approval issued in 2013 for No. 9/663 Newcastle Street, Leederville (subject tenancy).

**DELEGATION:**

This debt write off is being referred to Council for a decision in accordance with the City's Register of Delegations, Authorisations and Appointments.

A local government may write off any amount of money which is owed to the local government under Section 6.12(1) of the *Local Government Act 1995*.

The Chief Executive Officer (CEO) has delegation under the City's Register of Delegations, Authorisations and Appointments to write off debts up to \$5,000.

Council approval is required to write off the CIL car parking contribution debt of \$8,902.10, as the debt exceeds this amount.

**BACKGROUND:**

Current Development Approval

On 10 September 2013, the City issued development approval to the applicant for a Change of Use from Workshop/Office to Eating House at the subject tenancy. The landowner also received a copy of the development approval.

Condition 2 of the development approval states:

- '2. *WITHIN TWENTY-EIGHT (28) DAYS OF THE ISSUE DATE OF THIS 'APPROVAL TO COMMENCE DEVELOPMENT' the owner(s) or the applicant on behalf of the owner(s) shall comply with the following requirements:*
- 2.1 *pay a cash-in-lieu contribution of \$21,720 for the equivalent value of 4.344 car parking spaces, based on the cost of \$5,000 per bay as set out in the City's 2013/2014 Budget; OR*
- 2.2 *lodge an appropriate assurance bond/bank guarantee of a value of \$21,720 to the satisfaction of the City. This assurance bon/bank guarantee will only be released in the following circumstances:*
- 2.2.1 *to the City at the date of issue of the Building Permit for the development, or first occupation of the development, whichever occurs first; or*
- 2.2.2 *to the owner(s)/applicant following receipt by the City with a Statutory Declaration on the prescribed form endorsed by the owner(s)/applicant and stating that they will not proceed with the subject 'Approval to Commence Development'; or*
- 2.2.3 *to the owner(s)/applicant where the subject 'Approval to Commence Development', did not commence and subsequently expired.*

*The car parking shortfall and consequent cash-in-lieu contribution can be reduced as a result of greater number of car bays being provided on-site and to reflect the new changes in the car parking requirements.'*

This condition wording is specific to the applicant of the development proposal and landowner as being responsible for satisfying the condition requirement.

#### Cash-In-Lieu Condition and Debt Recovery Efforts

The applicant and business operator at the time, entered a five year payment plan with the City commencing on 2 January 2014 and made a total of \$14,322.70 in CIL contribution payments. The property manager at the time was also notified of this but the landowner was not.

The final payment from the applicant was received by the City on 13 January 2017, as the business (Chiqui's Tapas & Tequila) went into liquidation at that time.

Attempts by the City to recover the outstanding debts from the landowner have not been successful.

In March 2018, the landowner made an enquiry with the City as to whether any CIL payments had been paid by the previous tenant.

The City replied in April 2018 advising the landowner that \$8902.10 was owing for the CIL contribution.

The City sent further correspondence to the property manager on 7 November 2018 attaching an outstanding invoice for \$8,902.10.

Written justification was provided by the property manager on 28 November 2018 requesting that the City waive the CIL car parking contribution for the following reasons:

- The previous tenant vacated the tenancy in December 2017;
- When the tenant defaulted on their CIL payment, the City should have alerted the landowner;
- Time had elapsed and there was no opportunity or recourse against the tenant; and
- The tenant had funds in the security bond that could have been used for this purpose but that has now gone.

The landowner disputes the outstanding debt and has threatened legal action if pursued by the City.

The landowner cites a meeting between them and City officers in December 2018, where they allege an agreement was reached to cease pursuit of the outstanding amount.

The City's records confirm a meeting took place, although there is no record to detail the outcome of the discussion.

Since then, the City has issued a Section 40 liquor licence certificate on 17 April 2020 to the new business operator (The Leaf Indian Restaurant).

In April 2020, the Minister for Planning issued a Notice of Exemption under Clause 78(H) (1), Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, which temporarily exempted proponents from CIL payments during the COVID-19 pandemic State of Emergency. The City suspended debt recovery actions on cash-in-lieu payments during this time.

This exemption ceased in June 2022.

The City resumed its debt recovery efforts and upon review issued written correspondence on 31 August 2023 to the landowner and property manager. This notified them of their obligation to pay the remaining CIL amount. The City also followed this up with other attempts.

In these communications, the City outlined to the landowner potential consequences for non-compliance, including the City issuing a Written Direction under the provisions of the *Planning and Development Act 2005*.

Despite these efforts, the landowner continued to dispute the debt, citing the elapsed time and the City's failure to notify new tenants of the outstanding CIL contribution.

In response to the landowner's refusal to pay, the City has explored alternative options with the landowner. This includes the submission of an amended development application that would be available to seek reconsideration of the CIL condition, or for the current tenant to be advised of the outstanding CIL contribution for their payment.

No amendment to the development approval has been lodged by the landowner, and no further CIL payments have been received from the tenant or landowner.

Key events related to the outstanding CIL car parking contribution are shown in the table below.

Date	Event and Comment
10 September 2013	Development approval issued to the applicant for a change of use at the subject tenancy. This included a condition of approval for a CIL of car parking contribution of \$21,720 for a shortfall of 4.344 car parking bays.
January 2014	A payment plan was commenced by the applicant with the City.
January 2017	Cessation of the payment plan, due to the business going into administration.
27 November 2018	The City issued a final notice for payment. This was followed up with the property manager and landowner.
17 April 2020	Section 40 liquor licence certificate issued to The Leaf Indian Restaurant.
2020-2022	Debt recovery efforts were paused due to the COVID-19 exemptions.
June 2023 – Present	Investigations and efforts by the City continued to recover the remaining balance of \$8,902.10. This has been unsuccessful with the landowner and property manager.

#### DETAILS:

The City has been unsuccessful in recovering the outstanding CIL car parking contribution from the previous applicant and the landowner.

The current tenant is operating under and relying on the current development approval.

#### CONSULTATION/ADVERTISING:

There is no community consultation associated with the consideration of writing off debt.

#### LEGAL/POLICY:

- *Local Government Act 1995.*
- *Planning and Development Act 2005.*
- *Planning and Development (Local Planning Schemes) Regulations 2015.*
- *Recovery of Debts, Rates and Service Charges Policy (Recovery of Debts Policy).*
- *Development Compliance and Enforcement Policy (Compliance Policy).*

Under Section 6.12(1) of the *Local Government Act 1995*, Council has the discretion to write off debts.

#### RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to write off the \$8,902.10 debt. The risk of writing off this debt is low for the following reasons:

1. The applicant is no longer operating the business.
2. There is a resourcing cost associated with continuing to pursue the debt recovery.
3. Reasonable efforts have been made to recover the debt and options have been exhausted.
4. A significant amount of time has passed since the development approval was issued and when the last payment was made to the City.
5. The debt would be unlikely to be recovered due to the liquidation of the business.



**STRATEGIC IMPLICATIONS:**

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

Connected and Healthy Community

*We have enhanced opportunities for our community to build relationships and connections with each other and the City.*

Thriving Places

*We are recognised as a City that supports local and small business.*

Innovative and Accountable

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

**SUSTAINABILITY IMPLICATIONS:**

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

**FINANCIAL/BUDGET IMPLICATIONS:**

The remaining cash-in-lieu contribution of \$8,902.10 originally expected as revenue will be written off as unrecoverable. This will be reflected in the City's financial statements for the 2024/2025 financial year.

**COMMENTS:**

The Recovery of Debts Policy outlines that the City will take all appropriate and reasonable action to recover outstanding debts.

If the invoice remains unpaid, the Recovery of Debts Policy sets out a review of the circumstances will be considered to ensure that the next actions are appropriate and giving due consideration to all issues which have led to the debt being overdue and unpaid.

The City has made attempts to recover the outstanding CIL car parking contribution.

But accepts that there has been a period of over four years from the end of 2018 until mid-2023 where there were no attempts made to recover the debt.

Administration recommends to write off the historic debt for the following reasons:

- Original applicant no longer occupies premises: The 2013 development approval applicant's business has gone into liquidation. The City has pursued the landowner for the remaining CIL amount without success. This demonstrates the debt is unrecoverable.
- Significant time lapse: 11 years has passed since the development approval was granted and seven years since the cessation of CIL payments. This makes it difficult to successfully recover the remaining CIL contribution and continued efforts are considered impractical.
- Imposing debt on new operator: The outstanding CIL amount stems from the original applicant's failure to complete the payment plan because the business went into liquidation, not from any actions of the new business. The new operator has had no involvement in the previous applicant's insolvency or the City's inability to recover the remaining amount. It is unreasonable to expect the new operator to pay a debt that should have been settled by the previous applicant or landowner.
- Debt deemed uncollectible: The remaining debt is considered uncollectible and there are ongoing resourcing costs to pursue its recovery.

This decision would not set a precedent for the City. This is because it has been considered on its individual merits and has unique circumstances that apply, specifically the failure of the original applicant to meet their obligations, the original business ceasing and the time lapse since the last payment.

Condition of Approval

Condition 2 of the development approval relating to the CIL contribution refers to the '*owner(s) or the applicant*' being responsible to satisfy it.

The City has confirmed that the landowner remains liable for the outstanding CIL contribution, as the applicant no longer occupies the property.

Conditions of development approval also 'run with the land'. This means that if the approval is relied upon, the landowner and operator is required to adhere to the conditions of development approval.

Writing off the CIL car parking contribution debt does not mean that Condition 2 of the development approval is satisfied.

The City under its Compliance Policy has discretion to take no further action on outstanding conditions of development approval.

Administration would not pursue enforcement action for compliance with Condition 2 of the approval. A significant amount of time (11 years) has passed since the development approval was granted in 2013 and progress made to partially satisfy the condition by the previous operator that ceased 7 years ago. Consistent with the City's Compliance Policy, the time elapsed means enforcement proceedings are unlikely to be successful and the circumstances surrounding the original approval have since changed.

## 10 INFRASTRUCTURE & ENVIRONMENT

### 10.1 REVIEW OF POLICY NO. 2.1.7 - PARKS, RESERVES AND HALL FACILITIES - CONDITIONS OF HIRE AND USE

- Attachments:**
1. **Policy No. 2.1.7 - Parks, Reserves and Hall Facilities - Conditions of Hire and Use** [↓](#) 
  2. **Assessment of Policy No. 2.1.7 - Parks, Reserves and Hall Facilities** [↓](#) 

#### RECOMMENDATION:

That Councils **REPEALS** Policy No. 2.1.7 – Parks, Reserves and Hall Facilities – Conditions of Hire and Use at Attachment 1.

#### PURPOSE OF REPORT:

To repeal Policy No. 2.1.7 – Parks, Reserves and Hall Facilities – Conditions of Hire and Use at **Attachment 1**.

#### DELEGATION:

Section 2.7 of the *Local Government Act 1995* sets out the Role of Council as being to 'determine the local government's policies.' There is no delegation to Administration to make, review or repeal policies.

#### BACKGROUND:

Policy No. 2.1.7 – Parks, Reserves and Hall Facilities – Conditions of Hire and Use was first adopted by Council in April 1998.

Amendments to the policy were made on 22 October 2005, 9 September 2008 and 22 February 2011.

#### DETAILS:

The elements set out in clause 1.3 of the Policy Development and Review Policy have been considered as set out below.

#### Proposed objective of policy review:

It is proposed that the policy be repealed, and Administration prepare internal procedures to provide guidance for the efficient hire of community facilities.

A review of the current policy provisions and impact of repealing has been provided in **Attachment 2**.

#### Requirement for a documented City position (including community need or legislative requirement):

The policy contains outdated information that no longer reflects current practices or community needs. The policy does not align with operational requirements and there is no legislative requirement in the retention of the policy. Administration will maintain internal procedures and terms and conditions for hirers to ensure clarity and effectiveness in facility hire for the community. The repeal will streamline operations and eliminate confusion, allowing for a more straightforward framework for managing the hiring processes of parks, reserves and hall facilities.

**How the objectives align with the SCP:**

The policy objectives, as set out above align with the City's Strategic Community Plan 2022-2032 as follows:

Connected and Healthy Community

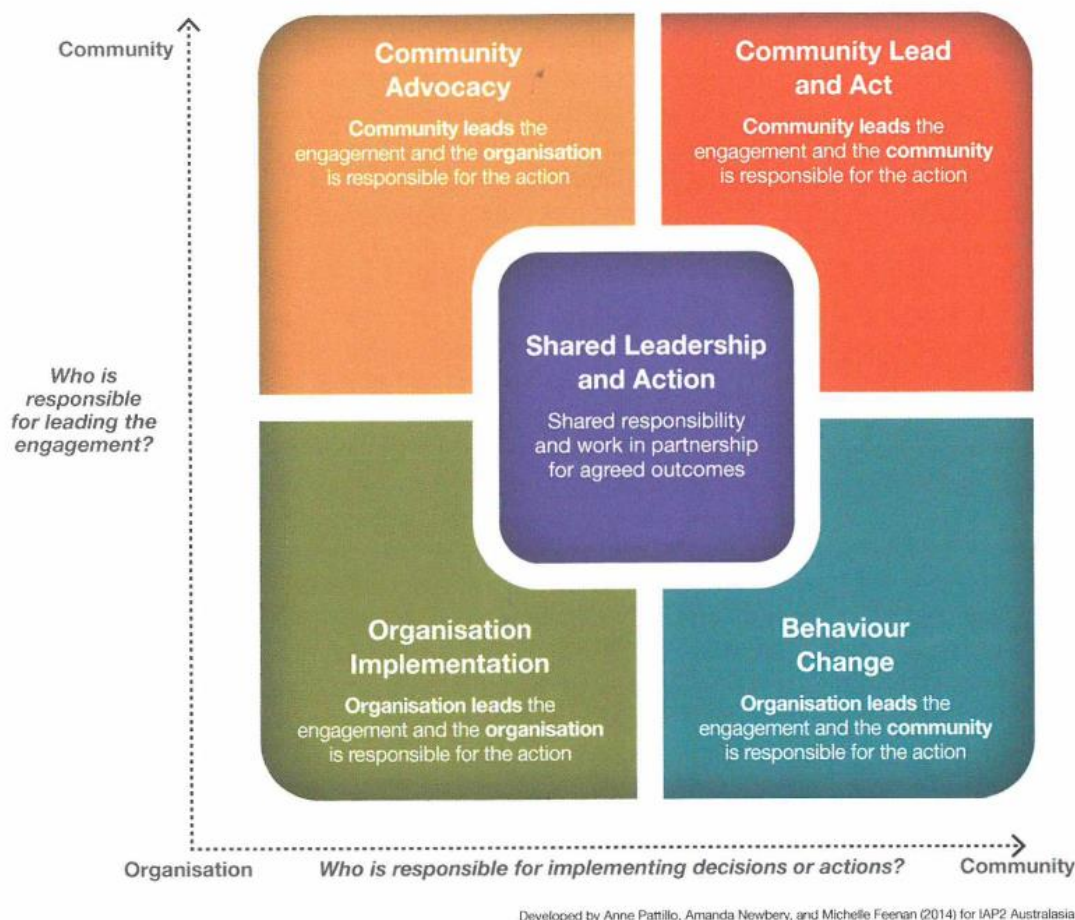
*Our community facilities and spaces are well known and well used.*

Innovative and Accountable

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

**CONSULTATION/ADVERTISING:**

No community consultation is required for the repeal of the policy.

**Organisation Implementation**

Organisations lead engagement and seek input, shape the policies, projects and services for which they are responsible. This is a familiar and traditional approach to policy development, project management and service delivery.

**LEGAL/POLICY:**

There is no legislative requirement for a policy.

**RISK MANAGEMENT IMPLICATIONS**

Low: It is low risk for Council to repeal this policy.

**STRATEGIC IMPLICATIONS:**

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

Connected and Healthy Community

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

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*, however any impact from increased use of community facilities will be looked at as the City develops its new Sustainability Framework.

**PUBLIC HEALTH IMPLICATIONS:**

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

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil.

**COMMENTS:**

The Policy will be replaced by internal procedures which Administration will ensure remain relevant and current addressing both operational and community needs. These internal procedures will enable Administration to efficiently manage the hire of community facilities.



**CITY OF VINCENT**

**PARKS, RESERVES & HALL FACILITIES –  
CONDITIONS OF HIRE AND USE**

**POLICY NO. 2.1.7**

(Adopted at the Ordinary Meeting of Council held on 14 April 1998)

CITY OF VINCENT POLICY MANUAL  
TECHNICAL SERVICES - PARKS AND PROPERTY SERVICES  
POLICY NO: 2.1.7  
PARKS, RESERVES & HALL FACILITIES - CONDITIONS OF HIRE AND USE

**POLICY NO: 2.1.7**

**PARKS, RESERVES & HALL FACILITIES –  
CONDITIONS OF HIRE AND USE**

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**POLICY NO: 2.1.7****PARKS, RESERVES & HALL FACILITIES –  
CONDITIONS OF HIRE AND USE****OBJECTIVES**

To:

- provide guidelines for the conditions of use and the responsibility of individuals/businesses/organisations/clubs/groups/schools applying to use or hire the City's parks, reserves and hall facilities;
- acknowledge the importance of both “*active*” and “*passive*” recreational needs and endeavour to manage parks, reserves and hall facilities in order to provide maximum access and sustainable usage on an equitable basis; and
- provide guidelines to ensure that the City's facilities are used in a safe and responsible manner and the risk of causing a nuisance is minimised.

**POLICY STATEMENT****1. Use of City Facility**

Any persons/businesses/organisations/clubs/groups/schools who use a City park, reserve or hall facility shall only do so in accordance with the City of Vincent Property Local Law 2008 and this Policy and associated Guidelines.

**2. Application**

An application shall be made to the City on the prescribed form for any event or function proposed to be held at any park, reserve or hall facilities if more than fifty (50) persons are likely to attend or if there is a requirement for any of the following:

- (a) a road closure
- (b) a temporary suspension of road rules
- (c) a Risk Management Plan
- (d) the provision of Public Liability Insurance
- (e) the consumption or sale of alcohol
- (f) a licence to trade in public places (e.g. stall holders)
- (g) noise monitoring of amplified sound/music
- (h) a permit to use a City facility (e.g. hall).

**3. Fees and Charges**

- 3.1 The Council shall determine all fees and charges for parks, reserves and hall facilities on an annual basis and these shall be listed in the Annual Budget.



3.2 Parks and reserves will be allocated free of charge to:

- (a) any school located within the City for use during normal school hours only;
- (b) “*Junior Sports*” – for clubs located within the City (adopted by Council on 22 March 1999).

#### **4. Authorised representative**

The City’s Policy, Guidelines and Conditions of Hire are to be enforced at all times during the hire. Any Authorised Person of the City, duly authorised by the Chief Executive Officer, shall at all times during the period of hire have free access to a park, reserve or hall facility and will enforce all conditions relating to the hire.

#### **5. Right to Suspend Activities**

The City retains the right to suspend activities on a park, reserve or in a hall facility or withdraw a booking if a Hirer is found to be in serious breach of any conditions associated with the hire or where they have failed to remedy any breach after being requested to do so by the City. Individuals/businesses/organisations/clubs/groups/schools proven to be unsuitable Hirers from past use for any reason including, but not limited to:

- (a) destruction or significant damage of property;
- (b) leaving a Facility in an unsatisfactory condition;
- (c) causing a serious nuisance;
- (d) causing any activity which has the potential to cause serious injury or harm to other persons; and/or
- (e) non-compliance with the approved Conditions of Use;

will not be granted hire.

#### **6. Right to Refuse an Application or Booking**

- 6.1 The City’s Administration has the right to refuse any application or booking it deems to be unsuitable on the City’s Reserves.
- 6.2 Any persons/businesses/organisations/clubs/groups/schools proven to be unsuitable Hirers, from past use, for a range of issues, including but not limited to matters specified in Clause 5 above.

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## **7. Right of Appeal**

In the event of an Applicant/Hirer being dissatisfied with a decision of a City Authorised Person, they will have access rights for a review to the Chief Executive Officer in accordance with the Council's Policy No. 4.1.3 Customer Complaints Management and Procedures.

## **8. Delegated Authority**

The Chief Executive Officer will administer and enforce this Policy, Guidelines and Procedures, in accordance with the Council Delegated Authority Register.

**(This policy is to be read in conjunction with the City's Policy Procedure and Guidelines.)**

**For additional information also refer to Concert and Events Policy 3.8.3**

<b>Date Adopted:</b>	<b>14 April 1998</b>
<b>Date Amended:</b>	<b>22 October 2005, 9 September 2008, 22 February 2011</b>
<b>Date Reviewed:</b>	<b>22 October 2005, 9 September 2008, 22 February 2011</b>
<b>Date of Next Review:</b>	<b>February 2016</b>

## GUIDELINES AND POLICY PROCEDURE FOR PARKS, RESERVES & HALL FACILITIES – CONDITIONS OF HIRE AND USE – ALL HIRERS POLICY NO 2.1.7

### 1. Definitions and Aims

#### 1.1 The following definitions are used throughout this Policy and have the stated meaning:

Active Parks/Reserves:	means a sportsground or playing field where organised games or activities are being undertaken.
Agreed Use:	means the use that the City has agreed to be conducted on the park, reserve or in a hall facility;
Authorised Person:	means a person authorised by the local government under Section 9.10 of the Local Government Act 1995 to perform any of the functions of an authorised person under the City of Vincent Property Local Law and this Policy;
Council:	means the Council of the City of Vincent;
Club:	shall also infer Association and shall mean a group of people organised into a recognisable body to administer the playing of sport;
Facility/Facilities:	refers to any park, reserve or hall facility owned by or under the care, control or management of the City;
Fallow Period:	means the duration of time when open space (mainly sporting fields) is left with no bookings to allow the turf to recover and grow. No games, training or other use is allowed at this time;
Hirer:	means a person/business/organisation/club/group or school who hires or uses a park, reserve or hall facility;
Junior Sports:	is defined as a structured sport or training for persons 18 years of age or under in the year of playing and registered with an accredited Club;
Lease:	a binding contract between the City and an individual or organisation by which a fee is paid by the Lessee to the City to use a City facility;
Liquor:	shall have the same meaning as specified in the <i>Liquor Licensing Act 1988</i> ;
Passive Parks/Reserves:	means a park or reserve, usually containing vast sections of garden area, where organised games or sporting activities cannot be undertaken.
Playing/Sporting Fields:	means those areas of public reserves where organised sports are played;

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School: meaning any educational institution within the City of Vincent local government boundary;

Seasonal Hire: means the longer term consecutive bookings for the same day and time over the summer or winter season also incorporating any long-term hire which is not necessarily seasonal in nature (e.g. year-long or in-term hire);

City: means the City of Vincent.

1.2 The main aim of these Guidelines is to bring together the recommendations of all policies and practices related to the hire and use into one document that can be given to Hirers of parks, reserves or hall facilities.

1.3 Preference will be given to sporting clubs, local community groups, schools and local businesses located in the City for the hire and use of the City's parks, reserves and hall facilities, however other groups are welcome to apply and will be considered once all local allocations and Fallow Periods have been allocated.

## **2. Area of Application**

2.1 This Policy shall apply to all parks, reserves and hall facilities ("Facility/Facilities") under the care, control or management of the City of Vincent.

2.2 Facilities may only be used by the Hirer at the times approved by the City.

2.3 The City leases a number of its Facilities to various groups/organisations. Facilities which are leased may not be available for hire. Fulfilment of the terms and conditions stipulated in any pre-existing, pending or negotiable lease agreement entered into by the City for a Facility takes priority over any request for hire (casual or seasonal/long-term).

## **3. Unstructured Recreation**

3.1 All passive parks and reserves are available for casual use by the public.

3.2 A small group (generally less than 50 people), partaking in passive activities is considered a social gathering and falls outside the operational guidelines of this Policy. A larger group of 50 or more people is considered to be an "organised activity" and will be subject to the operational guidelines of this Policy.

3.3 Any park or reserve may be booked for a "special event" or function, however every endeavour should be made to ensure that at least 50% of the park or reserve remains available for use by the general public.

#### **4. Structured Recreation**

- 4.1 Active parks and reserves and hall facilities may be available for Seasonal Hire.
- 4.2 Additional guidelines and conditions of use apply to Seasonal Hire Section within these Guidelines (refer to pages 19-26).

#### **5. Halls**

- 5.1 Halls are hired out on a casual basis on submission of a casual hall hire booking Application Form. Hire fees are required to be paid a minimum of two (2) weeks prior to the hire. This includes any permits and a refundable bond.
- 5.2 Regular/Seasonal Hire is assessed and permitted on submission of a regular hall hire booking Application Form inclusive of dates for the calendar year. Payment of a refundable bond is required on commencement of use, and the Hirer is invoiced on a monthly basis for the hire.
- 5.3 Conditions specific to hall hire are required to be read and acknowledged by the Hirer.

#### **6. Insurance and Indemnification**

- 6.1 Any Hirer of a park, reserve or hall facility under the care, control or management of the City must (where applicable) maintain a Public Liability Insurance Policy for a minimum of \$20million, endorsed to indemnify the City against any accident, injury or damage resulting from or incidents arising from the Hirer's use of the City's property or Facilities. The City may either be specifically named "City of Vincent" or "Any Local Government Authority" and must be named in the policy under "Other Interested Parties".
- 6.2 Proof of insurance (photocopy of the original Certificate of Currency) must be presented to the City (where applicable) when applying to use any Facility and shall be kept current during all times that the Facility is to be used.
- 6.3 The City must be advised of any incident or circumstance that may give rise to a claim. This cover is additional to any other insurance that the Hirer is required to obtain.
- 6.4 The Hirer must warrant to the City that the Facility will not be used for any unlawful purpose.

#### **7. Application Forms, Hire Conditions and Double Bookings**

- 7.1 The City has developed Application Forms for the hiring the City's Facilities, with abbreviated conditions of use attached and procedures for each type of hire. Before hiring any of the Facilities, the Application Form, the attached conditions of use and the relevant sections from this Policy should always be read and understood by the Hirer.

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- 7.2 All applicants applying to hire a Facility shall provide the City with all details deemed necessary by the Chief Executive Officer to enable the City to adequately assess the application.
- 7.3 At its absolute discretion the City may determine that the proposed use of the Facility is not in keeping with the City's purpose, values, reputation or functions and deny hire.
- 7.4 Bookings shall be confirmed (Agreed Use) in writing outlining any fees payable. The relevant charges for the hire at Facilities shall be determined by the Council on an annual basis and included on the Annual Budget.
- 7.5 If the Agreed Use of the Facility is at any time found to be in breach, the City may, at its absolute discretion, terminate the hire without compensation to the Hirer.
- 7.6 Application Forms are available via email or facsimile from the Parks and Properties Customer Service Officer or from [www.vincent.wa.gov.au](http://www.vincent.wa.gov.au).
- 7.7 Seasonal Hirers will be invoiced monthly and casual Hirers shall be forwarded an invoice upon approval of their application.
- 7.8 The Hirer, shall NOT under any circumstances sub-hire the park, reserve or hall facility to a third party. The Hirer shall be deemed to be the applicant and the term 'Hirer' shall not extend to any other person and/or any other organisation with whom the Hirer may have an association.
- 7.9 In the event that the City needs to revoke hire of a Facility for any reason, the Hirer will not be compensated for the cancelled booking (hire fees will be refunded but an alternative location will not necessarily be offered).
- 7.10 In the event of two or more applications being received for the hire of a park, reserve or hall facility for the same date and time, the City may without considering priority of applications, shall determine to which Hirer, the hiring shall be granted.

## **8. Fees and Payment**

### **8.1 Fee Structure**

A Hirer who wishes to use a park, reserve or hall facility shall pay the prescribed fees, charges and bond (if applicable). Waiving of fees for specific Hirers or purposes is at the discretion of the Chief Executive Officer.

### **8.2 Payment**

Bookings are not confirmed until full payment has been made. Methods of payment are cheques, postal orders by mail, or EFTPOS and credit card in person only. Credit card payment is not accepted over the phone.

## **9. Bonds**

- 9.1 A bond shall be lodged as surety against any damage caused to a park, reserve or hall facility or for any non-compliances with the conditions of hire. Payment of any bond shall be determined by the Chief Executive Officer and shall be payable to the City at least fourteen (14) days prior to the use of the Facility. Cheques and money orders should be made payable to the "City of Vincent".

Hirers are required to pay the following bonds:

- (a) Key Bond – for each key required to open the City's facilities e.g. toilets, canteens and change-rooms.
- (b) Damage/Cleaning Bond – required per park, reserve or hall facility hired for the season. The bond will be used to rectify (repair or replace) any damage to the Facilities (reserves or buildings).

Keys given out to each Hirer must be returned at the end of each season and the bond will be returned. No 'extra' keys are to be cut by the Hirer. No keys are to be lent to any third party, for use of the City's Facilities.

## **9.2 Refund of Bond**

The bond will be refunded in full within three (3) weeks from the event (casual or Seasonal Hirer), at the City's discretion, subject to:

- (a) there being no damage;
- (b) no additional cleaning being required; or
- (c) no significant breach of the conditions of hire having been made.

Any costs required to be expended by the City as a result of a booking will be deducted from the Bond.

A Hirer who is found to cause damage to a Facility either through misuse or allowing misuse of the Facility may also have a penalty imposed, at the discretion of the City. The penalty may be a monetary penalty or loss of current and/or subsequent allocation(s)/hire.

## **9.3 Refunds/Cancellations/Closure**

Ten (10) working days notice in writing is required for the cancellation of a booking and then the hire charge will subsequently be refunded. Monies cannot be refunded due to poor attendance or inclement weather.

- 9.4 In the event that the City's parks, reserves or hall facilities are required to be closed (in accordance with the conditions of hire), those groups or individuals scheduled to use a particular park, reserve or hall during the closure will be informed of alternative locations within the City. Those affected will not be charged for the use of the park, reserve or hall whilst it is closed but should they use the alternate location offered by the City they will be required to pay the endorsed rate for that facility.

## **10. Liquor**

- 10.1 Liquor shall not be consumed or offered for sale within a park, reserve or hall facility unless the prior approval of the Chief Executive Officer is obtained and, where applicable, a license obtained from the Director of Liquor Licensing (Department of Racing, Gaming and Liquor).

- 10.2 The City generally raises no objections to the sale, supply and consumption of liquor or the issue of licenses for sale of alcohol by hiring those Facilities within Vincent. The consumption of alcohol at these venues is subject to the following limitations:

That:

- (a) application to the City be made setting out the details of the event or purpose for which the liquor is to be sold and supplied being first submitted for approval;
  - (b) the appropriate approval be obtained by the applicant from the Liquor Licensing Division (DRGL);
  - (c) the applicant comply with any requirements of the City's Health Services Section;
  - (d) the sale, supply and consumption of liquor will be conducted in an orderly manner and should comply with the requirements of the Liquor Licensing Division;
  - (e) where the building is leased from the City, all costs associated with the sale of liquor including any alterations and installations of service and utilities to City buildings to be the responsibility of and at the cost of the Licensee;
  - (f) in relation to open reserves, the consumption of alcohol should be limited within the period specified within the Liquor Licence;
  - (g) the Chief Executive Officer is empowered to investigate claims of anti-social behaviour of the Hirers of any City Facilities and is authorised to withdraw the permission for use of the Facilities for a prescribed period.
- 10.3 In the event of the abovementioned conditions not being met by the Hirer future applications for permission to consume liquor will not be granted except by the specific direction of the Chief Executive Officer.



## **11. Health Act and Regulations**

- 11.1 Hirers must undertake to observe the relevant sections of the *Health Act and Regulations*, with particular reference to the selling of foodstuffs.
- 11.2 All food and drinks shall be stored, kept, prepared, cooked, processed, served or otherwise dealt with in approved premises or mobile food vehicles and the premises and all mobile food vehicles shall be inspected and approved by the City's Health Services Section prior to commencement of each function.

## **12. Parking and Access**

Subject to the satisfaction of the City, adequate measures shall be taken by the Hirer in respect to pedestrian and vehicle access/egress onto a park or reserve or into/out of a hall facility to ensure the City's Facilities are safeguarded.

- 12.1 Hirers should control parking to ensure no incidents occur that may lead to damage of City or personal property.
- 12.2 Vehicular access to the City's open space is not permitted without prior consent from the City. If access is granted to drop off and/or pick up materials, furniture etc the vehicles are not to drive through the park/reserve whilst the event is taking place. All care must be taken whilst driving a vehicle on the open space, because people may be unaware/not expecting a vehicle to be in the park/reserve and to not damage the surface of the field/grassed area or any vegetation.
  - (a) Parking supervision outside the grounds of the Facilities will be provided by the City as part of its ordinary parking operation.
  - (b) Parking supervision within the grounds of Facilities will be the responsibility of the Hirer but such supervision will be provided by the City at the request of the Hirer and on payment of the costs associated with the service. However, where in the view of the Chief Executive Officer (or his or her nominee) the proposed use of the facility warrants parking supervision by the City, the City will undertake the service at the cost of the Hirer.

## **13. Security Control**

- 13.1 The City will be responsible for the overall security of the Facility. However, Hirers will be required to ensure that:
  - (a) buildings are secured when not being used;
  - (b) each key allocated to the Hirer will require a bond (as prescribed in the Annual Budget) to be paid to the City. The bond will be returned, when the key is returned to the City. No 'extra' keys are to be cut by the Hirer for any reason;
  - (c) keys are returned to the City when not required;
  - (d) gates are locked, if applicable, when facilities are not in use; and
  - (e) Hirers are to advise the City who the responsible representative of the Hirer is for locking the gates. The Hirer must also provide a contact number in case of emergencies.

- 13.2 If, in the opinion of the Chief Executive Officer, the proposed use of the Facility warrants professional security services, the Hirer must comply with the condition and arrange, entirely at their cost, for appropriate security.

#### **14. Crowd Control**

- 14.1 The Hirer of a park or reserve for a sporting event is expected to carry out adequate crowd control measures to prevent incidents that may interfere with the safety of other people. Matters include:
- (a) no spectators should be allowed onto playing fields whilst sporting activities are taking place;
  - (b) no spectators should interfere with adjoining private property e.g. fences;
  - (c) there is no unruly or disturbing behaviour amongst the crowd or the competitors;
  - (d) no offensive or abusive language is used; and
  - (e) no projectiles are thrown onto the playing area or at a member of the crowd.
- 14.2 Where the Hirer engages or arranges any form of security or patrol service, the persons engaged for that are to be properly instructed in the carrying out of their work and the limitations of their authority.
- 14.3 At no time shall the maximum capacity of a hall facility be exceeded.

#### **15. Environmental Protection Act**

The Hirer shall ensure that the requirements of the *Environmental Protection Act* and relevant Regulations are fulfilled, in particular the Noise Abatement "Neighbourhood Annoyance" Regulation 1979.

#### **16. Construction Works**

The cost incurred in all construction works including supply, erection and removal of barricades and also the need for emergency services are to be met by the Hirer. The Hirer is to arrange for their own electrician and plumber to be on stand-by to attend to any emergency requirements during the course of the hire.

#### **17. Signage**

Signage for the purpose of advertising events may be installed at the Facility seven (7) days prior to the commencement of that hire subject to the approval of the Manager Parks and Property Services. The signage must be removed immediately after the hire.

#### **18. Removal of Rubbish**

- 18.1 Rubbish is to be collected by the Hirer and removed each day from the Facility or contained in satisfactory enclosed containers during the period of hire. The City encourages recycling and suitable recycling receptacles may be provided by the City for the hire.

18.2 All rubbish and litter must be placed in bins provided by the City (if they are using the City's waste removal service) or otherwise removed from the site at the end of each hire. The Facility MUST be cleaned up after use and patrons encouraged to "Do the Right Thing". If any Facilities are left in an untidy condition, the Hirer will be held responsible and all costs incurred in the clean up will be passed on to the Hirer.

18.3 The allocation of special events bins for rubbish and recycled materials can be arranged with the City. The charges for this service are per 240 litre bin (1 x 240 litre bin is required per 50 people expected to attend and will be included on the invoice or quote sent). The fees for the bins is included in the annual Schedule of Fees and Charges. The Hirer may prefer to organise bins and removal of rubbish themselves. This option must be indicated at time of hiring. Access for non-City vehicles is not automatically given to Hirers who opt to move their own rubbish offsite.

## **19. Residential Amenity**

19.1 The quiet enjoyment of property owners adjoining parks, reserves or hall facilities is not to be disturbed by the excessive noise, offensive language, bad behaviour and or any other activity likely to cause disturbance.

19.2 With respect to parks or reserves hired for sporting events, all reasonable attempts are to be made to ensure that struck, kicked or thrown balls do not leave the reserve, either into private property or onto adjacent roads.

19.3 To maintain the amenity of residents in adjoining properties, the following usage times will apply to any park or reserve hired for a sporting event:

- (a) Hirers may only use the field during the allocated hours of use;
- (b) no activity is to commence prior to 7.00am on any day. Low noise activity, such as field set up may commence at 6.00am, only after prior approval by the City;
- (c) no competitive sport is to commence prior to 8.00am on any day;
- (d) no field activity is to occur after 10.00pm on any day.

19.4 The City may convene a meeting with a Hirer should the proposed use be of a considerable size or, in the opinion of the Chief Executive Officer, have the potential to have significant impact on surrounding community/residents/businesses.

## **20. Filming**

Filming at or in a Facility may be permitted on condition that a booking Application Form for the Facility required is submitted and the hire fee paid, inclusive of additional fees that may be required such as a power charge, liquor permit or refundable bond. In addition, a Filming Permit is required from the City's Ranger Services and Community Safety Section.

## **21. Weddings**

Weddings are permitted in Facilities within the City of Vincent on submission of a booking Application Form and payment for hire of the Facility, inclusive of additional permits and a refundable bond if required.

## **22. Use by Schools**

- (a) Any use of Facilities by schools outside normal school hours will be charged at the rate listed in the annual Schedule of Fees and Charges. Requests for additional use by schools outside of school hours will be considered after the requirements of other users and the condition of Facilities are determined.
- (b) Schools using the Facilities are expected to provide adult supervision at all times. Any damage caused to Facilities while schools are in occupation will be charged to the school booking the Facility.

## **23. Equipment, Goal Posts, Moveable Goals and Line Marking**

23.1 Unless the City specifically directs otherwise, the following guidelines shall apply:

- (a) All fixed sporting equipment hardware such as:
  - (i) tennis nets and supports;
  - (ii) practice cricket wickets;
  - (iii) cricket wickets;
  - (iv) netball or basketball goal posts;
  - (v) equipment originally supplied and fixed by the City;
  - (vi) lighting;
- (b) All movable sporting equipment such as:
  - (i) goal posts except netball or basketball posts;
  - (ii) ground markings or equipment;
  - (iii) cricket matting or removable artificial surfacing;
  - (iv) athletic movable hurdles or similar apparatus;

shall be supplied and maintained by the Hirer allocated use of the park or reserve. When the Manager Parks and Property Services reports that the equipment is unserviceable or unsafe, the Hirer concerned shall be required to repair or remove it immediately.

### **23.2 Goal Posts**

- (a) The Hirer/users shall be responsible for the provision, placement, use, removal and storage of fixed and portable goal posts with the exception of Australian Rules goal posts. All goal posts installed by Hirers shall be in accordance with the relevant Australian Standards (HB 227-2003).

- (b) Subject to ground availability, goal posts may be erected three weeks prior to the commencement of the season and must be removed from the reserve at the conclusion of the season. Such costs are to be met by the Hirer.
- (c) Any goals left on the reserve at the end of the season may, without notice, be removed and stored by the City and all costs charged to the respective clubs.

### 23.3 Moveable Goals (Football/Soccer)

When installing moveable football/soccer goals the following four steps are to be undertaken:

- (a) check it – ensure all goals are in good condition and constructed according to Australian Standards;
- (b) secure it – generally it takes 200kg to anchor moveable football/soccer goals, with weight distributed evenly on the ground bar and both side bars. This equates to using ten (10) hooked pegs or twelve (12) sandbags. Goals can also be secured by inserting the frame into a ground sleeve, which is the Departments preferred approach;
- (c) test it – before use, adult club officials should test all moveable football/soccer goals to make sure they are stable. If you are unsure of goals do not use them until they are checked professionally; and
- (d) respect it – never allow anyone, adult or child, to swim or climb on the netting or goal framework.

### 23.4 Line Marking

The City will oversee all field line marking which is carried out on an “as needed” basis. If any alteration to the original field set up is required, the Hirer must notify the City in writing, with at least two (2) weeks notice.

The line marking materials to be used on parks and reserves shall be as follows:

- (a) Acrylic Paint
- (b) Omnicarb - Whiting
- (c) Other materials proposed to be used require approval from the Manager Parks & Property Services.

## 24. Lighting of Parks and Reserves

- (a) Installation of lights
  - (i) All applications for the installation of floodlighting shall be in writing from an authorised representative of the Hirer.
  - (ii) A suitably scaled plan of the proposed installation showing location of lights, cables and technical specifications shall be forwarded with the application and shall include:
    - 1. pole dimensions which require certification by a structural engineer;

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2. footing details which require certification by a structural engineer;
  3. lux diagram of light spill;
  4. location of plan of light poles on reserve;
  5. name of electrical contractor;
  6. luminaire details;
  7. contact person.
- (iii) To ensure that the installation will not interfere with ground use, maintenance or create a nuisance to the community, an inspection shall be made of the proposed site by a City Officer.
- (iv) Proposed facilities to conform with specifications laid down by the City's Technical Services Division.
- (v) Community usage of the lighting facilities is to be assured when not being used by the authorised Hirer.
- (vi) The Hirer to pay for electricity consumed and, for this purpose, a master meter and submeter will be installed on existing or future installations.
- (vii) Lights and fittings and all costs relating to their installation to be at the Hirer's expense.
- (viii) The City reserves the right at all times to determine the use of lighting erected on the City's property and such lights and fittings will become the property of the City.
- (ix) Hirers owning lights erected under prior agreements have the right of removal within three (3) months following their ceasing to hire the ground; that the Hirer concerned bear the full cost of removal and reinstatement of the reserve; that if at the expiration of the three (3) month period lights and fittings have not been removed, ownership shall revert, at the discretion of the Chief Executive Officer, to the City.
- (x) The City will carry out maintenance of lights and fittings, the cost being borne by the Hirer responsible unless such Hirer has the expertise to carry out these works to the satisfaction of the Chief Executive Officer.
- (xi) The insurance for public liability in respect of lights and fittings to be borne by the City.
- (xii) Where existing power supplies are insufficient for the proposed lighting, the cost of the supply of adequate power shall be at the discretion of the City.

(b) Lighting Management

When floodlighting is installed on reserves, an automatic switching device is to be included into the fittings.

On areas of a general sporting nature where a wide span of lighting is required, the lighting must be regulated to be switched off by 9.00pm.

**25. Maintenance and Improvements**

25.1 Improvements

- (a) Requests for upgrades and improvements for sporting facilities (e.g. storage facilities, canteens, practice facilities), are welcomed and should be forwarded to the Manager Parks and Property Services.
- (b) If a Seasonal Hirer wishes to lodge a grant application or development application etc for improvements to the City's Facilities they should, in the first instance, refer their ideas and/or requests to the Parks and Property Services Section. All additions and alterations e.g. to canteens, must have the prior consent of the City and, where required, a formal Development Application must be submitted.
- (c) All improvements must be built under the City's supervision, to the Australian Standards, the Building Code of Australia and to the City's satisfaction. All tradesmen working on the approved additions or alterations must be qualified and suitably insured, if the Hirers intent is to carry out improvements using volunteer labour or manage the project themselves. The tradesmen's licence number and details of their insurance cover (Public Liability and Worker's Compensation) must be supplied to the City prior to work being approved.
- (d) All improvements to Facilities become the property of the City and cannot be removed, except with the prior approval of the City.
- (e) Where illegal work is found, it will be removed or repaired by the City at the Hirers cost.
- (f) The investment of time and/or money into Facility improvement, e.g. to canteens, on the City's property by a Hirer, does not give the Hirer exclusive use or ownership of the Facility. All Facilities are for community use.

25.2 Building Maintenance

- (a) The City is responsible for the maintenance of the Facility. However, where the Facility is let to a Hirer, the Hirer will be responsible for costs or repair of any breakages that arise out of the Hirer's use.
- (b) Hirers are to ensure that the Facility is maintained in a clean and tidy condition at all times.

### 25.3 Public Toilets

The maintenance and cleaning of those public toilets located within parks and reserves, which are available for use by the general public, is the responsibility of the City. Such work will be carried out in accordance with the predetermined maintenance schedule.

### 25.4 Damage

- (a) All damage to City property, either deliberate or accidental, should be reported to the City as soon as possible, outlining full details of the incident.
- (b) The Hirer will be held liable for the full cost of repair or replacement of the damaged Facilities if it is found that the Hirer kept any money, valuables or portable items on site which, as the result of investigation, is found to have been the cause of damage to the premises by thieves or vandals.
- (c) A Hirer that is found to cause damage to a Facility either through misuse or allowing misuse of the Facility or equipment will have a penalty imposed, at the discretion of the City. The penalty may be a monetary penalty or loss of current and/or subsequent Facility allocation(s).
- (d) Where a penalty is imposed it must be paid by way of an increased hire charge for that season. Failure to pay any such penalty will lead to the Hirer forfeiting its hire rights to all City-controlled Facilities.

## 26. Closing of Grounds

During periods of heavy rain or other adverse weather conditions, the City's Officers will inspect all sporting grounds in order to determine whether or not they should be closed. The decision to close sporting grounds is based on a number of factors including:

- (a) the type of sport to be played and the potential for damage to the playing surface, for example cricket/baseball compared to soccer/football;
- (b) the weather forecast from the Bureau of Meteorology;
- (c) the potential for injury to users;
- (d) the condition of the ground at the time of inspection, its drainage characteristics and its ability to recover from damage;
- (e) the length of the grass and whether or not it can be cut by heavy equipment; and
- (f) grounds may be closed at short notice, if weather conditions dictate such action.

Clubs or umpires/referees may choose to close specific grounds to prevent damage to the playing surface or injuries to players. If this occurs, club representatives should contact affected visiting clubs and teams.

***Hirers DO NOT have the right to approve the use of the grounds contrary to an instruction by the City's Authorised Person to close a Facility.***

***Any hirer using grounds whilst closed will be liable for the full cost of repairs and may forfeit their current and future hiring rights.***



**GUIDELINES AND POLICY PROCEDURE FOR  
PARKS, RESERVES & HALL FACILITIES –  
CONDITIONS OF HIRE AND USE –  
SEASONAL HIRE  
POLICY NO 2.1.7**

**1. Seasonal Hire**

(a) Allocation of parks, reserves and hall facilities to Seasonal Hirers

The following procedures shall be followed for the allocation of parks, reserves and hall facilities. Hirers may seek allocation of Facilities subject to the following conditions:

- (i) all fees are paid on a seasonal basis in line with the annual Schedule of Fees and Charges;
- (ii) all monies owing to the City are paid in full prior to commencement of each season. Failure to comply with these conditions may lead to the loss of field(s), open space or hall facilities allocation for current and future bookings;
- (iii) Hirers shall be liable for payment for all Facilities allocated to them, unless the City is notified to the contrary, in writing, within 21 days from the date of notification of allocations;
- (iv) preference will be given to local schools and to local clubs that have a majority of their members living within the Vincent area. Associations may cover the Vincent area wholly or partially;
- (v) new clubs applying for allocation must provide details of their membership, club history and proposed future use of parks, reserves and hall facilities. Such clubs may have special conditions attached to their allocation and must pay charges in full prior to use of any allocation;
- (vi) where the City rejects an application, the Hirer shall be notified in writing as to the reasons why their application was rejected;
- (vii) Hirers shall only use the Facilities for the agreed use, on the agreed dates and at the agreed times. Failure to comply with these conditions may lead to the loss of field(s), open space or hall facility allocation for current and future bookings; and
- (viii) clubs are to provide their match draws prior to the start of the season and these are to be submitted to the Parks and Property Services Administration Officer. However, the City recognises that the needs of the community and the types of sports played (and their requirements) can change over time and the City will endeavour to accommodate users and non-traditional users wherever possible.

(b) Sub-Letting

No Hirer shall sub-let a Facility to any third party without the prior approval of the City. Other Hirers will be required to fill out the necessary forms and pay the City the required fees for the use of the Facility. ***This clause includes fields that are 'leased' to clubs and includes sub-letting fields for state matches, international matches, demonstration or social games. A separate casual booking and payment of fees will need to be completed and approved by the City.***

No use of the Facility is allowed outside the times allocated by the City (and the Hirer) on the Booking Confirmation Form. The City retains the right to hire Facilities outside of the times and day, allocated to the Seasonal Hirer.

(c) Block Booking Fields

Unless a Hirer can demonstrate a need for the actual use of the field, the block booking for all available sessions for a field will not be accepted.

(d) Allocation Conflicts

Where more than one Hirer applies for the use of a Facility, and there is a conflict in the requested days and/or times, the City will resolve the conflict as follows:

- (i) preference will be given to the user that has traditionally had the Facility at the disputed time/day;
- (ii) where there is an ongoing issues, a meeting will be facilitated between the affected Hirers to determine if a solution is possible; and
- (iii) if no solution can be facilitated between the parties, the City will make the final decision and no other correspondence will be entered into the matter.

### Seasonal Bookings

(a) Applications for the seasonal use of Facilities shall be as follows:

Summer Use	To be considered during August (preceding the summer period)
Winter Use	To be considered in February (preceding the winter period)

(b) The summer season is deemed to be the period between 1 October and 31 March; and the winter season between 1 April and 30 September. Bookings will not be made for the last two (2) weeks of each season to allow for ground renovations and for the changeover of specialised services (e.g. goal posts).

- (c) The granting of seasonal use rights shall be at the City's sole discretion.
- (d) When assessing applications for seasonal hire, the following factors shall be taken into account.
  - (i) school's location;
  - (ii) resident membership of club/organisation;
  - (iii) participation trends;
  - (iv) the sustainability of the club/organisation;
  - (v) prior history of association with the City of Vincent;
  - (vi) capacity of Facility to cater for participant numbers;
  - (vi) suitability of the Facility for the proposed hire.
- (e) All use of sports grounds, change-rooms and floodlighting, if applicable, shall cease by 10.00pm, unless otherwise approved by the City.
- (f) The Hirer shall be responsible for the marking of the sportsground. The marking materials proposed shall be in accordance or as approved by the Manager Parks & Property Services.
- (g) Hirers shall only store equipment and/or any other items in any store room that may be allocated to them during the seasonal hire and shall remove all equipment and/or other items at the conclusion of the season. Under NO CIRCUMSTANCES shall Hirers store equipment and/or any other items in change-rooms.
- (h) The public shall have free access to the park or reserve on which the hired sportsground is located, other than access to the sportsground itself when it is being used by the Hirer during such times as have been specified in the City's approval for the seasonal hire.

#### **Casual Bookings**

- (a) Applications may be submitted for the casual hire of active recreation areas.
- (b) Casual bookings shall be made with the Halls and Reserves Booking Officer and may be granted, subject to availability.

#### **2. Payments**

- (a) Before the City finalises allocations each season, all-outstanding accounts due from Hirers (from the previous season) must be paid or adequate arrangements made. Continued failure to pay by the due date will jeopardise the allocation of fields and the ongoing tenure of Hirers.
- (b) Overdue accounts will attract an interest charge.

- (c) Direct Debit accounting facilities have been organised with the City's financial institution to aid in streamlining the invoicing of Seasonal Hirers. All Seasonal Hirers will be issued with the Director Debit Forms (DDF) at the beginning of each season and confirmation of hire documents will not be returned to the Hirers until the DDF are returned to the City.

### **3. Bond**

- 3.1 A bond shall be lodged as surety against any damage caused to a Facility or for any non-compliances with the conditions of hire. Payment of any bond shall be determined by the Chief Executive Officer and shall be payable to the City at least fourteen (14) days prior to the use of the park, reserve or hall facility. Cheques and money orders should be made payable to the "City of Vincent".

Seasonal Hirers are required to pay the following bonds:

- (a) Key Bond – for each key required to open the Facilities e.g. toilets, canteens and change-rooms.

### **4. Other Activities**

- 4.1 A number of other activities are carried out within the City's parks, reserves and hall facilities, including cultural festivals, special corporate events, filming, wedding photography and/or ceremonies, community and City activities. It is intended that these users be included in the hiring arrangements.
- 4.2 These "Other Activities" may necessitate the reallocation of Seasonal Hirers and the City will endeavour to:
  - (a) limit this occurrence; and
  - (b) advise the Seasonal Hirer at the beginning of the season when these required events are scheduled to occur.
- 4.3 A fee scale is prescribed by the City for the hiring of active and passive space, for any of the above uses.

**Assessment of Policy 2.1.7 – Parks, Reserves and Hall Facilities**

No.	Current Clause	Impact of Policy Revocation
	<b>Objectives</b> <ul style="list-style-type: none"> <li>• provide guidelines for the conditions of use and the responsibility of individuals/businesses/organisations/clubs/groups/schools applying to use or hire the City's parks, reserves and hall facilities;</li> <li>• acknowledge the importance of both "active" and "passive" recreational needs and endeavour to manage parks, reserves and hall facilities in order to provide maximum access and sustainable usage on an equitable basis; and</li> <li>• provide guidelines to ensure that the City's facilities are used in a safe and responsible manner and the risk of causing a nuisance is minimised.</li> </ul>	<p>No Impact</p> <p>These objectives are administrative matters that will be incorporated into future procedures</p>
1. 2. 3. 4. 5. 6. 7. 8.	Use of City Facility Application Fees and Charges Authorised Representative Right to Suspend Activities Right to Refuse an Application or Booking Right of Appeal Delegated Authority	<p>No impact</p> <p>These provisions are administrative guidelines and will be incorporated into future procedures.</p> <p>In response to 1. Use of City Facility; The aspirations of the policy is captured in various current strategies and plans – ie. Strategic Community Plan, Public Health Plan, POS Strategy, etc.</p> <p>In response to 7. Right of Appeal; Council's Policy 4.1.3 Customer Complaints Managements and Procedures amended to Complaint Management on 01/08/2023</p>
	Guidelines and Procedures	<p>No impact</p> <p>These provisions are administrative guidelines and will be incorporated into future procedures.</p>

**10.2 CLUB NIGHT LIGHTS PROGRAM (CNLP) - FLOODLIGHTING PROJECT PROPOSALS**

- Attachments:**
1. **Menzies Park Floodlighting - Specification, Electrical and Lighting Design - Confidential**
  2. **Litis Stadium Floodlighting - Specification, Electrical and Lighting Design - Confidential**
  3. **Birdwood Square Floodlighting - Specification, Electrical and Lighting Design - Confidential**
  4. **Menzies Park Floodlighting - Communications Report** [!\[\]\(756219e9389f679d57027482aa5cf5fc\_img.jpg\)](#) [!\[\]\(fcb77b2d9531d23794a07d244b7a89bc\_img.jpg\)](#)
  5. **Menzies Park Floodlighting - Survey Report** [!\[\]\(8175e06aff05874f50e11ffc448e6860\_img.jpg\)](#) [!\[\]\(d7fb7ebced2c712ed3052caf75d30501\_img.jpg\)](#)

**RECOMMENDATION:**

**That Council**

1. **ENDORSES** the proposal to upgrade the floodlighting at Menzies Park;
2. **NOTES** the community consultation for floodlighting upgrades at Menzies Park;
3. **Subject to clauses 1 and 2 above,**
  - 3.1 **CONSIDERS** the inclusion of \$143,523.56 (ex GST) for the Menzies Park floodlighting upgrade in the draft 2025/2026 budget being the City's contribution to the upgrade;
  - 3.2 **APPROVES** that all supporting documentation, including the completed application form, be forwarded to the Department of Local Government, Sport and Cultural Industries by the deadline 31 March 2025;
4. **ENDORSES** the proposal to upgrade the floodlighting at Litis Stadium (200lux only);
5. **Subject to clause 4 above,**
  - 5.1 **CONSIDERS** the inclusion of \$169,380.81 (ex GST) for the Litis Stadium floodlighting upgrade in the draft 2025/2026 budget being the City's contribution to upgrade floodlighting at Litis Stadium (200lux only);
  - 5.2 **APPROVES** that all supporting documentation, including the completed application form, be forwarded to the Department of Local Government, Sport and Cultural Industries by the deadline 31 March 2025; and
6. **NOTES** the estimated cost of the Birdwood Square floodlighting upgrade for future budget considerations.

**PURPOSE OF REPORT:**

The purpose of this report is to seek Council approval of the proposed floodlighting upgrades at Menzies Park and Litis Stadium to be submitted to the Department of Local Government, Sport and Cultural Industries for the Club Night Lights Program (CNLP) and consider relevant funds in 2025/2026 budget process.

To update Council on the Birdwood Square floodlighting upgrade which remains subject to Section 18, Aboriginal Heritage Act approval.

**DELEGATION:**

There is no delegation in Council's adopted Register of delegations, authorisations and appointments in relation to the application for grants which would be dependent on funding not currently within the approved Council budget.

**BACKGROUND:**

The Club Night Lights Program exemplifies the State Government's commitment to the development of sustainable floodlighting infrastructure for sport across the State.

The purpose of the program is to provide financial assistance to community groups and local governments to develop sports floodlighting infrastructure. The program aims to maintain or increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities.

Through the CNLP, the State Government will invest \$2.5 million per year, towards floodlighting infrastructure. There are 2 small grant rounds advertised annually (February and July) for projects with a cost up to \$500,000. The maximum grant offered for small grant applications is 50% of the project cost, capped at \$200,000. There is one forward planning round advertised each year for projects with a cost exceeding \$500,000. The maximum grant offered for forward planning grants is one third of the total estimated project cost (excluding GST) up to a maximum grant of \$1 million.

The completed application and corresponding Council report are required to be forwarded to DLGSC by 31 March 2025 for assessment. The outcome of the grants will be advised late June, or early July 2025, with grant funding to be acquitted by June 2026.

**Priority Rating of Applications**

The City's role in the provision of Club Night Lights Program funding is to assess the application in priority order.

- (A) Well planned and needed by municipality
- (B) Well planned and needed by applicant
- (C) Needed by municipality, more planning required
- (D) Needed by applicant, more planning required
- (E) Idea has merit, more planning work needed
- (F) Not recommended

All applications are then forwarded to the DLGSC for their assessment on a statewide basis

**DETAILS:****Project 1: Menzies Park**Project Details

It is proposed the existing floodlights (poles and lights) be removed and upgraded to a 100 lux, six-pole configuration. The six-pole arrangement will include five (5) 30m poles and one (1) 29m pole identified in **Attachment 1**. This configuration will ensure light does not travel beyond the parks boundaries whilst also ensuring light is directed exclusively towards the ground to mitigate light spill towards adjacent houses.

Image 1: Proposed Site Plan for Menzies Park



#### Mount Hawthorn Cardinals Junior Football Club

Mount Hawthorn Cardinals Junior Football Club (Cardies) have expressed their growing need for a floodlighting upgrade at Menzies Park. This need stems from the existing lights not meeting minimum requirements for continued operation. Cardies have seen increased retention of players and significant growth in girls' football and upgrading the existing lighting will allow Cardies to evenly structure training sessions to meet the demand in participation growth, ensure training sessions are not localised to small portions of the venue and allow Friday night matches to be played at the venue (which is becoming an increasingly more frequent in junior girls' football).

**Table 1.1 Cardies Player Registration History**

	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Male</b>	438	456	436	436
<b>Female</b>	76	97	101	71
<b>TOTAL</b>	<b>514</b>	<b>553</b>	<b>537</b>	<b>507</b>

#### Community Benefit

The proposed design includes passive/community lighting separate to the active sports lights which will sit halfway up each pole (15m). These lights will be accessible beyond hours of active operation and illuminate the venue to encourage passive use (dog walking or general fitness) and acts as an additional safety element for users of the park. It is expected the inclusion of the passive lighting will encourage Menzies Park to be more accessible year-round.



## Project 2: Litis Stadium

### Project Proposal

It is proposed the existing floodlights (poles and lights) be removed and upgraded to a 200 lux, four-pole configuration. The four-pole configuration will include four (4) 29m poles identified in **Attachment 2**. The design includes 500 lux upgradable components which provides the option for the floodlights to be upgraded to 500 lux in the future.

Please note should a 500-lux upgrade at Litis Stadium be considered a formal consultation process will be required.

**Image 2: Proposed Site Plan for Litis Stadium**



### Floreath Athena Football Club

Floreath Athena Football Club (FAFC) have expressed their need for a floodlighting upgrade at Litis Stadium. The need for this upgrade stems from the severely deteriorated floodlights currently in operation. In accordance with the Australian Standards for *Soccer Field LED Lighting AS2560.2.3* the requirement for Semi Professional Match Play is 200 lux for night competition which the existing floodlights no longer meet this minimum requirement. This means FAFC are unable to play matches at Litis Stadium in night series and other relevant night competitions.

FAFC are also seeing significant growth in their junior participation numbers, in particular their junior girls' program. Facilitating the required floodlighting upgrade will support FAFC continuing to increase the profile of its junior program, whilst also ensuring the club is best prepared to provide a pathway for its growing junior girls to senior football.

**Table 1.2 FAFC Player Registration History**

	2021	2022	2023	2024
<b>Male</b>	418	433	445	612
<b>Female</b>	45	82	84	179
<b>TOTAL</b>	<b>463</b>	<b>515</b>	<b>529</b>	<b>791</b>

Additional Users

Since 2022 the Vincent City Ducks Gridiron Club have used Litis Stadium for training and matches through the Summer Months (October – March) ensuring Litis Stadium is multi-functional facility capable of hosting multiple sporting codes. Litis Stadium is already considered one of the premier Gridiron venues in WA, and the inclusion of upgraded floodlighting would solidify Litis Stadium as the premier venue here in WA. Due to Gridiron playing primarily through the summer months games often start in the early evening and run into the night where floodlighting is often required.

Beyond the regular users of Litis Stadium the venue is highly sought after year-round by sporting clubs and associations. The inclusion of upgraded floodlights will allow the City to carefully manage any additional usage of the venue by spreading out training and fixtures at appropriate times to ensure turf condition remains of the highest possible quality for all users of the facility.

Tourism and Higher Profile Matches

Litis Stadium has been identified by Football Australia as a potential training venue for the FIFA Women's Asian World Cup in March 2026. Football Australia are impressed with the existing facilities and continued development, combined with a central location make Litis Stadium an appealing venue for high profile, professional and international teams.

The limiting factor for Football Australia to consider Litis Stadium as a training/match venue for the FIFA Women's Asian World Cup will be the available floodlighting not currently meeting competitive requirements for semi-professional Football. Football Australia have advised that 500 lux lighting is desirable.

**Project 3: Birdwood Square**Project Proposal

Subject to Section 18, Aboriginal Heritage Act approval it is proposed the existing floodlights (poles and lights) at Birdwood Square be removed and upgraded to a 100 lux, four-pole configuration. The four-pole arrangement will include four (4) 22m poles identified in **Attachment 3**.

**Image 3: Proposed Site Plan for Birdwood Square**

### Perth Soccer Club – Women’s World Cup Legacy Funding

Perth Soccer Club have committed \$100,000 through the Women’s World Cup Legacy Funding program to support the City to facilitate a floodlighting upgrade at Birdwood Square with the intention to use the space as an additional training venue and playing pitch for its amateur teams.

### **CONSULTATION/ADVERTISING:**

#### Menzies Park

The City undertook a formal consultation period from 21 October – 11 November 2024 which had an estimated reach of 7,484 through a combination of website views, e-newsletters, social media posts, QR code scans and letter drops identified in **Attachment 4**.

From the consultation period a total of 154 survey response were received with 3 additional submissions made after the consultation period had concluded provided in **Attachment 5**. The key outcomes from the consultation include:

1. 21.4% of respondents live adjacent to Menzies Park.
2. The majority of respondents use the reserve for multiple connections to Menzies Park.
3. There is no conclusive preference between six pole or four pole arrangements
4. 85% of respondents were in favour of community/passive lighting as part of the upgrade to encourage safety and security around the park.
5. Concerns from respondents are centred around light pollution and the impact of additional lights at the park.

Litis Stadium

Please note consultation was not undertaken for Litis Stadium as the project is considered a replacement of an existing asset to 200 lux, subject to this approval an informing piece will be provided to the community. Should a 500-lux upgrade be considered a formal consultation period and report to Council will be provided.

Birdwood Square

Please note consultation on the Birdwood Square floodlighting upgrade remains subject to section 18 approval.

**Organisation Implementation**

Engagement is used to both inform the community about the proposed policy, project or propositions, and to provide some input to the shape or execution of the policy, project or proposition.

**Tension:** People feel forced leading to an unresponsive process.

**Mitigation:** Increasing the level of influence, and implementing a transparent, robust process.

The engagement leader/host is responsible for decision-making and implementation

**Communicate how community and stakeholder input has influenced the decision-making or implementation**

**LEGAL/POLICY:**

Nil



**RISK MANAGEMENT IMPLICATION**

Low: It is low risk for Council to endorse floodlighting upgrades at Menzies Park and Litis Stadium, endorse CNLP applications to be submitted to DLGSC and commit \$312,904.37 (ex GST) to support funding these projects. The projects are aligned with Council's adopted Appetite and Risk Tolerance Statements as follows:

Risk Category	Risk Appetite / Tolerance Statement	Descriptor / clarification
<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.  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.	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 Project Management Framework implementation and future actions.
<i>Activities against ratepayer values &amp; ethics</i>	The City has a <b>very low risk appetite</b> 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.

**STRATEGIC IMPLICATIONS:**

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

Enhanced Environment

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

Connected and Healthy Community

*We have enhanced opportunities for our community to build relationships and connections with each other and the City.*

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

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

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

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

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

**SUSTAINABILITY IMPLICATIONS:**

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

*Sustainable Energy Use/Greenhouse Gas Emission Reduction*

**PUBLIC HEALTH IMPLICATIONS:**

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

*Increased mental health and wellbeing*

*Increased physical activity*

*Reduced injuries and a safer community*

**FINANCIAL/BUDGET IMPLICATIONS:****Table 2.1 Proposed Funding Breakdown – Menzies Park Floodlighting Upgrade**

Funding Source	Cost (ex GST)	GST Applicable	Cost (incl. GST)	Notes
City of Vincent	\$143,523.56	\$14,352.36	\$157,875.92	
Club Night Lights Program - Funding	\$143,523.56	\$14,352.36	\$157,875.92	Subject to successful application  Cannot exceed 1/3 of total project cost
Club Contribution/Additional Funding Opportunities	\$143,523.56	\$14,352.36	\$157,875.92	
TOTAL PROJECT COST	\$430,570.69	\$43,057.07	\$473,627.76	

\*Note 20% contingency to total project cost

**Table 2.2 Proposed Funding Breakdown – Litis Stadium Floodlighting Upgrade**

Funding Source	Cost (ex GST)	GST Applicable	Cost (incl. GST)	Notes
City of Vincent	\$169,380.81	\$16,938.08	\$186,318.89	
Club Night Lights Program - Funding	\$169,380.81	\$16,938.08	\$186,318.89	Subject to successful application  Cannot exceed 1/3 of total project cost  Design includes 500 lux upgradable components to design - CNLP will only fund 1/3 of 200 lux components
Club Contribution/Additional Funding Opportunities	\$169,380.81	\$16,938.08	\$186,318.89	
TOTAL PROJECT COST	\$508,142.44	\$50,814.24	\$558,956.68	

\*Note 20% contingency to total project cost

The total estimated cost to go straight to the 500lux option for the Litis Stadium lighting upgrade would be **\$701,248.24** (\$584,373.54 plus a 20% Contingency of \$116,874.70).

**Table 2.3 Potential Funding Breakdown – Birdwood Square Floodlighting Upgrade**

<b>Funding Source</b>	<b>Cost (ex GST)</b>	<b>GST Applicable</b>	<b>Cost (incl. GST)</b>	<b>Notes</b>
City of Vincent	\$213,720.00	\$21,372.00	\$235,092.00	
Club Contribution/Additional Funding Opportunities	\$90,000.00	\$10,000.00	\$100,000.00	Perth Soccer Club contribution from Women's World Cup Legacy Funding
<b>TOTAL PROJECT COST</b>	<b>\$303,720.00</b>	<b>\$30,372.00</b>	<b>\$334,092.00</b>	

\*Note 20% contingency to total project cost

\*\*Due to conflicting timeline to acquit Women's World Cup Legacy Funding CNLP funding will not be applicable.

#### **COMMENTS:**

Menzies Park, Litis Stadium and Birdwood Square floodlighting upgrades are amongst the City's Capital Sport and Recreation priority projects. The available grant funding maximises the opportunity to deliver these priority projects at a reduced cost to the City. Menzies Park and Birdwood Square both offer the opportunity to meet the current and future demands at each site, whilst providing accessible community elements which encourage greater use and safety of the City's active spaces. Litis Stadium provides an opportunity to service a core club requirement, whilst facilitating development at venue that has the opportunity to attract high profile events and opportunities within the City. Upgraded floodlighting in combination with the current changeroom redevelopment will present Litis Stadium as a premier venue in the metropolitan area.

City staff remain conscious of the asset management and long-term maintenance relevant to these projects. City staff are exploring several opportunities to create sinking funds should these projects be approved and plan to propose relevant asset management fees through the 2025/2026 annual fees & charges review.

## Menzies Park Floodlighting Consultation

### Communications Activity and Reach Report (21 October–11 November 2024)

A supporting communications plan for this engagement resulted in the range of activity outlined below. From this we have estimated a minimum total 'reach' of 7,484.

1. **News item** on CoV website – 21 October – 13 reach.



Posted 21 October 2024

#### Menzies Park Floodlighting

Replacement floodlights are being considered for Menzies Park in Mt Hawthorn and the City of Vincent is seeking community feedback.

[READ MORE](#)

2. **Fortnightly e-news**

Each e-newsletter is sent to over 10,000 subscribers, with a minimum of 50%+ opens. For the coverage below, we've allocated a total of 5,000 reach.

The article below was in the 31 October edition.



#### CONSULTATIONS

### Menzies Park Floodlights

New floodlights are being considered for Menzies Park in Mt Hawthorn and we're seeking community feedback.

The existing lighting is no longer sufficient to meet the growing sporting and community needs and is due for replacement. Share your thoughts on the number of poles, hours of operation, and community lighting.

This project is currently unfunded and will be considered as part of Council's 2025/26 budget deliberations.

[Have your say](#)



### 3. Socials

Total socials reach throughout the period: 2,196.

Tuesday 22 October – Reach: 564

<https://www.facebook.com/cityofvincent/posts/pfbid0FLL6gC7PPHADqGtKqtQyxAMW2Gbo9zFjXYfMqKZ8xiF7nsBgaxR3tYtGMB8paWKsl>



City of Vincent

21 October at 18:00 · 🌐

New floodlights are being considered for Menzies Park in Mt Hawthorn and we're seeking community feedback 🗣️

Located at the corner of Egina and Purslowe streets, the park is a hub for sports and community activities.

The existing lighting is no longer sufficient to meet the growing sporting and community needs and is due for replacement.

This project is currently unfunded and will be considered as part of Council's 2025/26 budget deliberations.

Share your thoughts on the number of poles, hours of operation, and community lighting.

To have your say, visit [Imagine Vincent](#):



Thursday 7 November – Reach: 1,632

<https://www.facebook.com/cityofvincent/posts/pfbid05XtfBJtDoHHFpVZq6X7fH7SoPMXXqF2ru8KhVbSHVM5qzMcRosRMNMptUeJNbXkl>



City of Vincent

6 November at 21:30 · 🌐

The existing lighting at Menzies Park in Mt Hawthorn no longer meets growing sporting and community needs and we are considering replacing it 🗣️

We are keen to hear from everyone, especially those who live closest to the park or who use the amenities there, about their thoughts on this proposal.

Consultation closes 4pm Monday, 11 November.

🗣️ Have your say:



**4. Signage/QR Code**

The QR code for Menzies Park had 42 unique scans, the majority in the first week.

**5. Letter Drop**

A letter drop to properties within 200m radius of Menzies Park.  
Reach = approximately 233.

# Have your say

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## SURVEY RESPONSE REPORT

21 October 2024 - 11 November 2024

### PROJECT NAME:

Menzies Park Floodlighting



Have your say : Survey Report for 21 October 2024 to 11 November 2024

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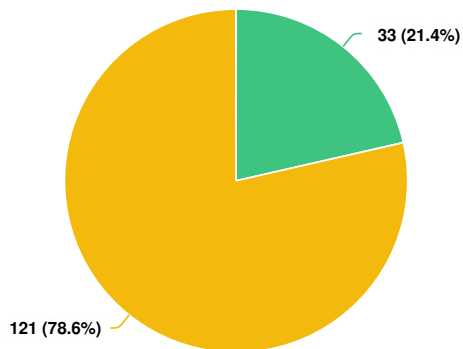
## SURVEY QUESTIONS

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Have your say : Survey Report for 21 October 2024 to 11 November 2024

**Q1** | Do you live adjacent to Menzies Park Reserve



**Question options**

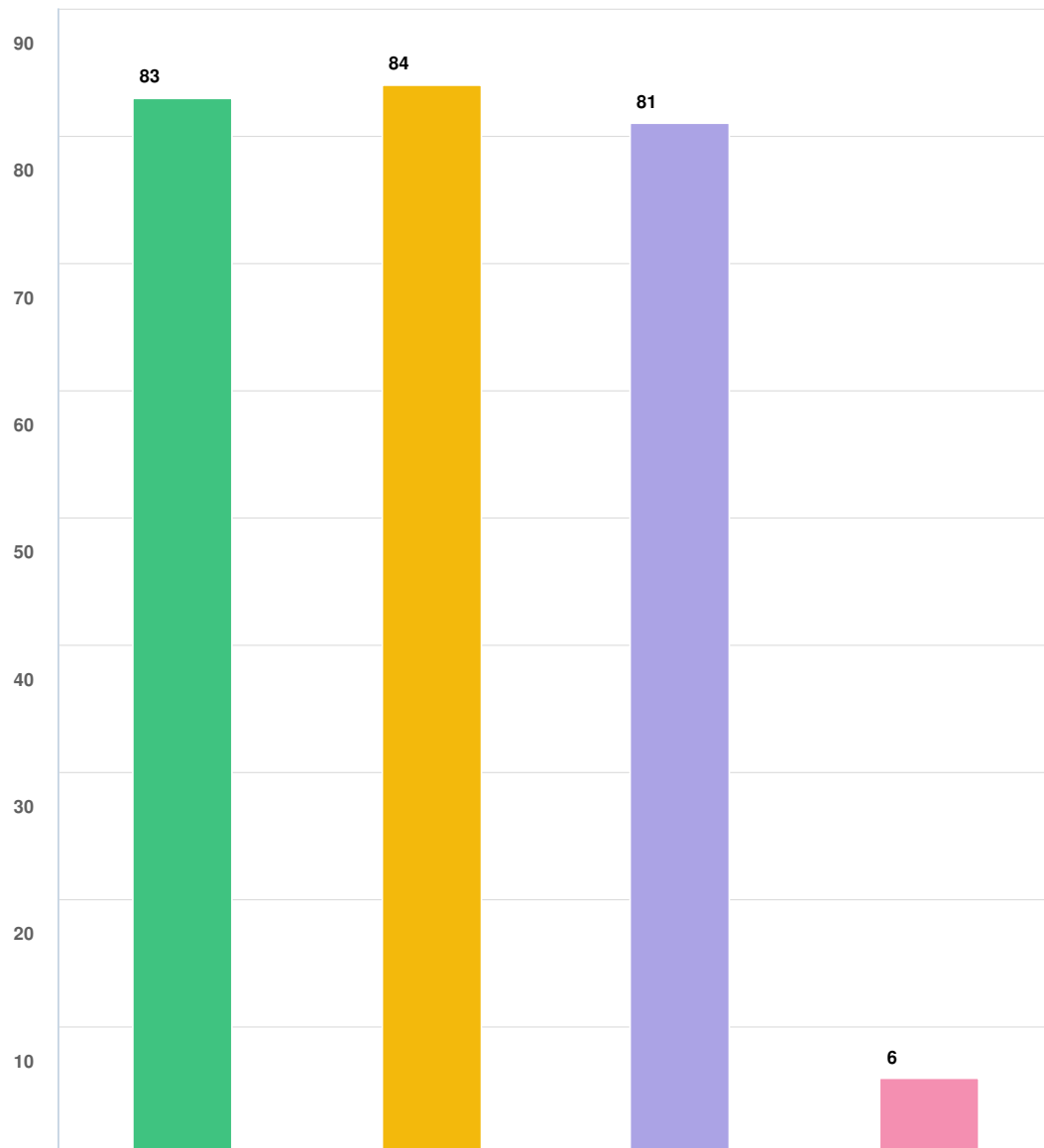
☒ Yes ☐ No

*Mandatory Question (154 response(s))*

*Question type: Radio Button Question*

Have your say : Survey Report for 21 October 2024 to 11 November 2024

**Q2** What is your connection to Menzies Park Reserve? Select all that apply.



**Question options**

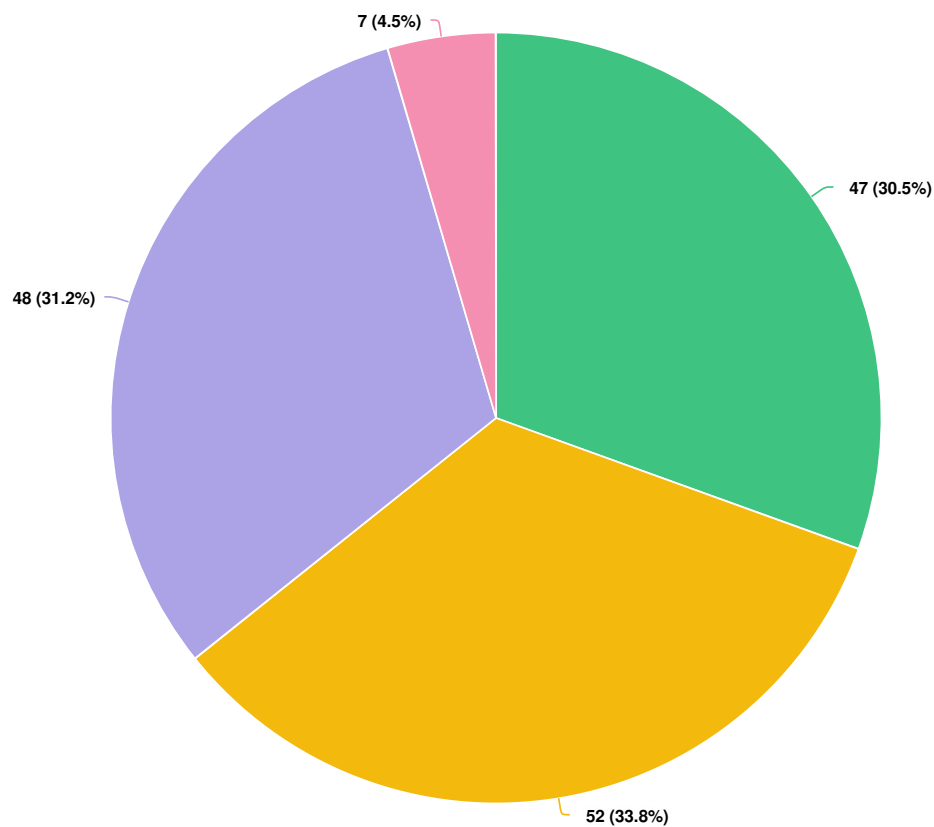
- ☒ I live in the surrounding streets    ☒ I play sport at the reserve  
☒ I use the reserve for informal exercise/playground/dog walking etc    ☒ Other (please specify)

Mandatory Question (121 response(s))

Question type: Checkbox Question

Have your say : Survey Report for 21 October 2024 to 11 November 2024

**Q3** | There is an option to have four or six lighting poles. Generally speaking, the less poles there are, the higher they will be. Which would you prefer?



**Question options**

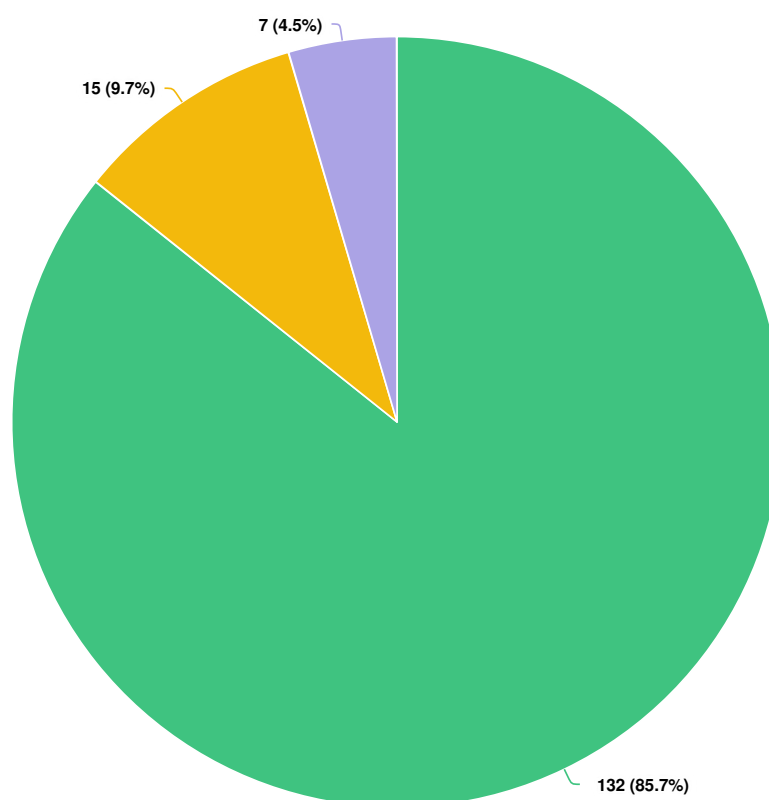
- Four lighting poles (40m - reduced light spill)
- Six lighting poles (20m - same as the existing poles)
- No preference
- Other (please specify)

Mandatory Question (154 response(s))

Question type: Radio Button Question

Have your say : Survey Report for 21 October 2024 to 11 November 2024

**Q4** The sporting floodlights will be automatically turned off at night. The proposed turn-off times are 8-9pm, with 9.30pm on Friday. Do you agree with these 'active' hours?



**Question options**

● Yes ● No ● Unsure

Mandatory Question (154 response(s))

Question type: Radio Button Question



Have your say : Survey Report for 21 October 2024 to 11 November 2024

**Q5 | Please tell us why/why not and if not, propose alternative turn-off times.**

Screen Name Redacted  
10/21/2024 07:07 PM

I suspect some clarity would be good in relation to this question.  
When the ground is in use, the latest the active sports lights can be used is 9pm.

Screen Name Redacted  
10/21/2024 07:11 PM

Sporting lights should only be illuminated when required for sports.  
When not required for sport, the turn off time should be earlier.

Screen Name Redacted  
10/21/2024 07:55 PM

Allows sporting teams to train in the evening, especially during the winter months. Allows users to walk in safety (e.g. walking dogs, exercising, playing with the kids...).

Screen Name Redacted  
10/22/2024 01:05 PM

Most times will not be used, but allows for later times occasionally

Screen Name Redacted  
10/22/2024 02:25 PM

I regularly walk my dog after dark and find the lack of lightning after 8pm frustrating and at times unsafe

Screen Name Redacted  
10/22/2024 04:21 PM

Having lived along side Menzies for many years, it would be unusual to have training sessions etc go after 8-8.30.

Screen Name Redacted  
10/22/2024 05:35 PM

It only ever seems to be junior football training at the oval so I can't see the benefit of running the bright lights beyond 8pm.

Screen Name Redacted  
10/23/2024 07:25 AM

We would request 9pm at the latest. Am concerned regarding the birds and so would be keen to keep them away from the trees.

Screen Name Redacted  
10/24/2024 08:12 AM

I think this is a great idea and will activate the park for longer

Screen Name Redacted  
10/24/2024 03:40 PM

Whatever works for the sporting clubs (who are all juniors in any event)

Screen Name Redacted  
10/24/2024 03:45 PM

Longer the lights are on the better and will encourage more activity on the Park for both clubs and community use.

---

Have your say : Survey Report for 21 October 2024 to 11 November 2024

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Screen Name Redacted 10/25/2024 03:51 PM	Great for sports training, safer for dog walking and jogging
Screen Name Redacted 10/25/2024 03:56 PM	The light spill is fine and I really support community sports. In the winter months, good lighting is critical.
Screen Name Redacted 10/25/2024 03:57 PM	The aforementioned times are suitable assuming they are compatible with the training demands of the Mount Hawthorn Cardinals.
Screen Name Redacted 10/25/2024 04:02 PM	Reasonable hours - agree
Screen Name Redacted 10/25/2024 04:13 PM	Good finish time for junior sports
Screen Name Redacted 10/25/2024 04:22 PM	Times should be sufficient to allow all training sessions to train safely in the evenings. The proposed times seem fine.
Screen Name Redacted 10/25/2024 04:23 PM	Suggest 8.30pm midweek as turn off time, unless sporting activities pre-booked. Community lighting to be on until later
Screen Name Redacted 10/25/2024 04:30 PM	Though suggest residents may complain so suggest to be open to earlier eg 8pm
Screen Name Redacted 10/25/2024 05:02 PM	We agree with the times and more lighting for kids/adults sporting events to go ahead at night. Great idea.
Screen Name Redacted 10/25/2024 05:25 PM	I feel during the week 8.30pm is late enough, including on a Friday night.
Screen Name Redacted 10/25/2024 06:37 PM	Allows longer use of this lovely community asset. Also, frequently I cut across Menzies to get home after getting off a bus on Scarborough Beach Road in the evening. I'd appreciate the times when the lights are on to avoid walking home in the dark.
Screen Name Redacted 10/25/2024 08:12 PM	9pm is much better than 8pm for safety

## Have your say : Survey Report for 21 October 2024 to 11 November 2024

Screen Name Redacted 10/25/2024 10:35 PM	Kids' sport! Dog walking!! Exercising!0
Screen Name Redacted 10/26/2024 01:21 AM	It gives enough time for the sporting activities under lights
Screen Name Redacted 10/26/2024 02:45 AM	In summer later unless nearby residents object
Screen Name Redacted 10/26/2024 05:23 AM	The football games would usually be finished by then I think. Again, please defer to the Cardies. :)
Screen Name Redacted 10/26/2024 09:04 AM	Safer to walk dog later as, can't always get there before it gets dark. Being able to walk dog after dinner would be great.
Screen Name Redacted 10/26/2024 09:37 AM	Our footy club (Cardinals) train there currently and the light is abysma. We have to finish training early or train very close to the existing lights. With later access to lights it would enable us to train up to 8pm.
Screen Name Redacted 10/26/2024 11:58 AM	9.30pm on a Friday is too late for neighbours
Screen Name Redacted 10/26/2024 08:00 PM	8pm should be the time they turn off during the week.
Screen Name Redacted 10/27/2024 11:30 AM	A. 8.30pm seems sufficient for most activities being sport, dog walk, etc. This time should hopefully appease residents with concerns on this proposal (ie times too late for bright lights) B. Out of interest why are proposed hours on a Friday night longer? A suggestion for CoV to explain this.
Screen Name Redacted 10/28/2024 09:32 AM	Would be good to work with sporting clubs to make sure times are suitable for trainings and proposed game times.
Screen Name Redacted 10/28/2024 10:45 AM	it is very poor lighting to train under for my kids. They could be hurt, but it also puts them at a disadvantage to other council areas that do have adequate lighting to train and play under
Screen Name Redacted	Hard limits on full lighting should be 10pm as long as they are usually

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**Have your say : Survey Report for 21 October 2024 to 11 November 2024**

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10/28/2024 05:06 PM

turned off when not needed

Screen Name Redacted

10/28/2024 08:12 PM

Lights should be set according to who is using the park, if no group is booked then there should be no lights. Groups should advise when they finish their sporting session and the lights should be programmed to go off shortly after this.

Screen Name Redacted

10/28/2024 08:59 PM

Allows for more community activities

Screen Name Redacted

10/29/2024 12:56 PM

The area is full of young families. Evening training and games bring noise. Menzies is not a big park/oval so the noise will travel to the surrounding homes. For this reason I believe 9pm is too late. 8pm or at the latest 8.30pm.

Screen Name Redacted

10/29/2024 04:01 PM

Safer for our community to have the area lit up. Allows our sporting community to utilise the field for more activities.

Screen Name Redacted

10/30/2024 03:52 PM

Probably need a Saturday cut off of 9.30 pm for cricket. Note as a hard deadline 9.30 is a touch early. I don't really see the difference between 9:30 and 10 from a practical point of view. Someone who is annoyed by people still playing sport at 9:45 are going to be just annoyed at 9:15.

Screen Name Redacted

10/30/2024 04:13 PM

Allows for night games, training, but not too late.

Screen Name Redacted

10/30/2024 07:12 PM

In winter it should be earlier say 8pm

Screen Name Redacted

10/30/2024 07:19 PM

Menzies is a community hub and well used park, let's maximise its useability for all groups by having it lit up till 9pm or 9:30pm every night

Screen Name Redacted

10/30/2024 08:54 PM

Seems reasonable and would allow T20 cricket matches to be played at 5pm on Friday nights in summer. Would be good to have 9.30 turn-off on Saturday too which may allow senior cricket is the light intensity is sufficient.

Screen Name Redacted

Sport generally finishes up by 830.

---

**Have your say : Survey Report for 21 October 2024 to 11 November 2024**

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10/31/2024 07:27 PM

Screen Name Redacted

11/01/2024 09:29 AM

Great for community and the area to be able to continue to use the facilities in the evening.

Screen Name Redacted

11/01/2024 02:35 PM

Lights should be on till 8:00pm unless there's a sporting event

Screen Name Redacted

11/01/2024 05:30 PM

The lights are needed in winter more so than summer. 8 to 9 would not have anyone there based on current usage. In summer, you could run them a little longer up to 9PM but the spill light will affect adjacent homes. This needs to be considered.

Screen Name Redacted

11/01/2024 05:38 PM

At the moment the lights, light up the back of our house and our young son's bedroom like it's day light. Difficult to get him to sleep with the light. If the new lights to point down and not out then, it shouldn't be a problem.

Screen Name Redacted

11/02/2024 04:34 PM

The provision of longer/later lighting periods increases use by noisy organised sport, which already deters/constrains passive use of the park. Plus the MH junior footy club has outgrown Menzies park and local residents should not have to endure whistles and airhorns long after dark when locals are putting kids to bed at home, let alone to 9pm, or 9.30 on Fridays. Lights should be switched off no later than 8pm.

Screen Name Redacted

11/03/2024 05:12 PM

I strongly agree with upgrades to the lighting, as when my son trains there, the lighting is very dull, dangerous. Both our sons have trained there for years, & when we go to pick them up, it's always so disappointing to see the lighting conditions so poorly lit for the kids. He has also often come home with dog poo on his boot from not being able to see the ground well.

Screen Name Redacted

11/04/2024 11:45 AM

8:30pm turn off time including Friday nights

Screen Name Redacted

11/05/2024 08:20 PM

Generally with the increase in female sports, expect more weeknight training/ games so 8pm most are finished. Especially AFL

Screen Name Redacted

11/06/2024 07:52 AM

-

Have your say : Survey Report for 21 October 2024 to 11 November 2024

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Screen Name Redacted

11/06/2024 04:40 PM

Wouldnt the artificial lighting requirements change over the seasons?

Screen Name Redacted

11/07/2024 08:12 PM

Perfect for people who want to use the park after work or dinner, especially when sports are on people can still use the park after conclusion. It's gets dark there very early in winter.

Screen Name Redacted

11/07/2024 08:28 PM

Will rates be affected by this change?

Screen Name Redacted

11/07/2024 08:43 PM

This time seems appropriate for activities

Screen Name Redacted

11/07/2024 08:46 PM

No real concern

Screen Name Redacted

11/10/2024 04:01 PM

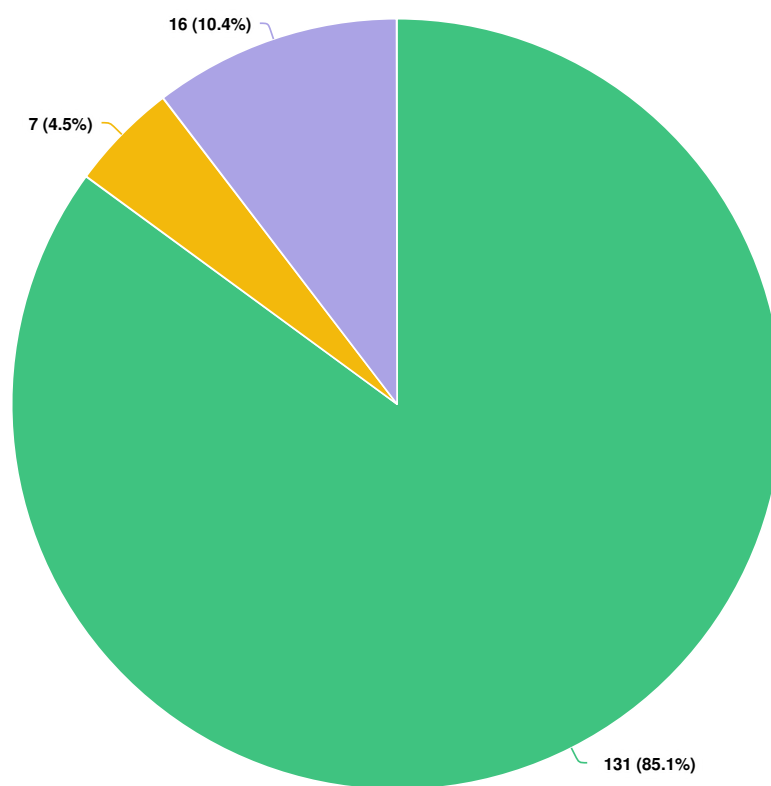
This is a complex question, and overuse of the reserve impacting safety and ground conditions (which we touch on later in this survey) needs to be considered. If you assume overuse isn't an issue, we have several thoughts on the proposal: - currently there are not "auto turn off times" and this means that lighting isn't regularly on outside of the hours when its being booked by sporting clubs. From a cost, environmental and light pollution perspective, this has to be the preference for the community and certainly is our preference not to have lights on permanently every night to a pre-set time. - Menzies Park is surrounded by homes on all sides and not only the lighting but the noise of park users coming and going will negatively impact the resident's amenity. We already have to deal with rubbish on the oval after users leave, plus people renting the pavilion consistently playing music and being loud well beyond reasonable hours (and beyond their conditions of rental).

**Optional question** (60 response(s), 94 skipped)

**Question type:** Essay Question

Have your say : Survey Report for 21 October 2024 to 11 November 2024

**Q6** We have an opportunity to install community/passive lighting on the same poles which could extend the informal usability of the reserve and contribute to safety/security. Community lighting would be installed at a lower height on the pole than the ...



**Question options**

Yes No Unsure

Mandatory Question (154 response(s))

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Have your say : Survey Report for 21 October 2024 to 11 November 2024

mandatory question (no response)  
Question type: Radio Button Question

**Q7 | What time do you think community lighting should be turned off at night?**

Screen Name Redacted 9pm  
10/21/2024 03:17 PM

Screen Name Redacted 9:30  
10/21/2024 07:07 PM

Screen Name Redacted 9:30  
10/21/2024 07:11 PM

Screen Name Redacted 10pm  
10/21/2024 07:55 PM

Screen Name Redacted 9pm  
10/22/2024 06:12 AM

Screen Name Redacted The community lighting should be left on all night until dawn. This  
10/22/2024 07:23 AM deters anti social behaviour as well as vandals.

Screen Name Redacted 9pm  
10/22/2024 08:53 AM

Screen Name Redacted 9pm  
10/22/2024 09:21 AM

Screen Name Redacted around 8 or 9pm  
10/22/2024 09:54 AM

Screen Name Redacted 9pm  
10/22/2024 11:56 AM

Screen Name Redacted 10pm  
10/22/2024 12:06 PM

Screen Name Redacted same time as above  
10/22/2024 01:05 PM

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Have your say : Survey Report for 21 October 2024 to 11 November 2024

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Screen Name Redacted  
10/22/2024 02:25 PM

9pm

Screen Name Redacted  
10/22/2024 04:21 PM

As late as convenient

Screen Name Redacted  
10/22/2024 05:35 PM

Between 9 and10pm.

Screen Name Redacted  
10/24/2024 08:12 AM

Not sure - maybe 10 pm

Screen Name Redacted  
10/24/2024 03:40 PM

all night? make ppl feel safe walking at nite

Screen Name Redacted  
10/24/2024 03:45 PM

Should stay on all night as security measure, the street lights around menzies park dont work effectivley and the area is extremely dark at night time

Screen Name Redacted  
10/24/2024 04:12 PM

8/9 pm

Screen Name Redacted  
10/25/2024 09:00 AM

No Opinion

Screen Name Redacted  
10/25/2024 03:30 PM

10pm

Screen Name Redacted  
10/25/2024 03:42 PM

9-10pm

Screen Name Redacted  
10/25/2024 03:43 PM

10pm

Screen Name Redacted  
10/25/2024 03:43 PM

9pm

Screen Name Redacted  
10/25/2024 03:51 PM

10:00pm

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**Have your say : Survey Report for 21 October 2024 to 11 November 2024**

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Screen Name Redacted 10/25/2024 03:53 PM	9pm
Screen Name Redacted 10/25/2024 03:54 PM	More interested in better general lighting for kids sports training
Screen Name Redacted 10/25/2024 03:56 PM	Oh my gosh - Yes! I would be happy for these to be off at midnight.
Screen Name Redacted 10/25/2024 03:57 PM	Should be sensor driven in the best interests of safety and crime prevention.
Screen Name Redacted 10/25/2024 03:57 PM	9.30
Screen Name Redacted 10/25/2024 03:58 PM	9.30
Screen Name Redacted 10/25/2024 04:02 PM	As proposed - I am fine with that.
Screen Name Redacted 10/25/2024 04:07 PM	22:00
Screen Name Redacted 10/25/2024 04:13 PM	10pm
Screen Name Redacted 10/25/2024 04:22 PM	9pm
Screen Name Redacted 10/25/2024 04:23 PM	10pm
Screen Name Redacted 10/25/2024 04:29 PM	10pm
Screen Name Redacted 10/25/2024 04:30 PM	9pm
Screen Name Redacted 10/25/2024 04:44 PM	11pm

Have your say : Survey Report for 21 October 2024 to 11 November 2024

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Screen Name Redacted 10/25/2024 04:53 PM	10pm
Screen Name Redacted 10/25/2024 04:54 PM	8pm
Screen Name Redacted 10/25/2024 04:59 PM	Proposed times
Screen Name Redacted 10/25/2024 05:02 PM	9.30pm
Screen Name Redacted 10/25/2024 05:21 PM	9pm
Screen Name Redacted 10/25/2024 05:25 PM	11pm
Screen Name Redacted 10/25/2024 06:04 PM	8:00
Screen Name Redacted 10/25/2024 06:08 PM	I would take guidance from security experts
Screen Name Redacted 10/25/2024 06:37 PM	11pm
Screen Name Redacted 10/25/2024 06:54 PM	2200
Screen Name Redacted 10/25/2024 07:10 PM	9.30
Screen Name Redacted 10/25/2024 08:01 PM	8pm
Screen Name Redacted 10/25/2024 08:09 PM	2100
Screen Name Redacted	9:00 pm

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**Have your say : Survey Report for 21 October 2024 to 11 November 2024**

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10/25/2024 08:59 PM

Screen Name Redacted 12pm

10/25/2024 10:05 PM

Screen Name Redacted 10pm

10/25/2024 10:35 PM

Screen Name Redacted 10.30

10/25/2024 11:08 PM

Screen Name Redacted 10pm

10/26/2024 01:21 AM

Screen Name Redacted 12 am

10/26/2024 02:45 AM

Screen Name Redacted I'll leave that up to people living adjacent to the park because it will affect them more.

10/26/2024 05:23 AM

Screen Name Redacted 8:30

10/26/2024 05:46 AM

Screen Name Redacted 11pm

10/26/2024 06:35 AM

Screen Name Redacted 9pm

10/26/2024 07:00 AM

Screen Name Redacted 10pm

10/26/2024 07:01 AM

Screen Name Redacted 9pm

10/26/2024 09:04 AM

Screen Name Redacted Midnight

10/26/2024 09:10 AM

Screen Name Redacted 10pm

10/26/2024 09:37 AM

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Have your say : Survey Report for 21 October 2024 to 11 November 2024

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Screen Name Redacted 10/26/2024 11:58 AM	An hour after dusk
Screen Name Redacted 10/26/2024 01:07 PM	10pm
Screen Name Redacted 10/26/2024 01:58 PM	I'll leave it to the city to decide
Screen Name Redacted 10/26/2024 04:48 PM	21:00
Screen Name Redacted 10/26/2024 07:12 PM	9pm
Screen Name Redacted 10/26/2024 08:00 PM	8:30pm.
Screen Name Redacted 10/28/2024 06:19 AM	11 pm
Screen Name Redacted 10/28/2024 08:23 AM	9.00pm
Screen Name Redacted 10/28/2024 09:32 AM	11pm-12 midnight.
Screen Name Redacted 10/28/2024 10:45 AM	9.30pm to allow a safer area to walk dogs and exercise
Screen Name Redacted 10/28/2024 02:21 PM	10pm
Screen Name Redacted 10/28/2024 05:06 PM	midnight
Screen Name Redacted 10/28/2024 07:19 PM	9pm
Screen Name Redacted 10/28/2024 08:16 PM	11pm

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**Have your say : Survey Report for 21 October 2024 to 11 November 2024**

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Screen Name Redacted 10/28/2024 08:59 PM	10
Screen Name Redacted 10/29/2024 07:16 AM	10pm
Screen Name Redacted 10/29/2024 08:47 AM	8pm
Screen Name Redacted 10/29/2024 09:40 AM	11pm
Screen Name Redacted 10/29/2024 11:03 AM	9pm
Screen Name Redacted 10/29/2024 11:09 AM	10:30pm
Screen Name Redacted 10/29/2024 12:59 PM	8pm, at the latest 8.30pm for the same reasons as above. It's not a large area, the noise travels whether it's sports groups training or playing a game, groups of people talking and their dogs barking.
Screen Name Redacted 10/29/2024 04:01 PM	7pm
Screen Name Redacted 10/29/2024 06:49 PM	9pm
Screen Name Redacted 10/30/2024 03:23 PM	9pm
Screen Name Redacted 10/30/2024 03:29 PM	9:30
Screen Name Redacted 10/30/2024 03:35 PM	9
Screen Name Redacted 10/30/2024 03:44 PM	As per the times in question four.

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Have your say : Survey Report for 21 October 2024 to 11 November 2024

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Screen Name Redacted	Same as above
10/30/2024 04:01 PM	

Screen Name Redacted	Midnight
10/30/2024 04:13 PM	

Screen Name Redacted	11pm
10/30/2024 05:02 PM	

Screen Name Redacted	10pm
10/30/2024 05:07 PM	

Screen Name Redacted	12pm
10/30/2024 05:27 PM	

Screen Name Redacted	No preference
10/30/2024 06:38 PM	

Screen Name Redacted	8pm
10/30/2024 06:39 PM	

Screen Name Redacted	11pm
10/30/2024 07:12 PM	

Screen Name Redacted	Not sure- 11pm or midnight
10/30/2024 07:19 PM	

Screen Name Redacted	11pm
10/30/2024 07:29 PM	

Screen Name Redacted	2300
10/30/2024 07:31 PM	

Screen Name Redacted	10pm
10/30/2024 08:52 PM	

Screen Name Redacted	9pm
10/30/2024 08:54 PM	

Screen Name Redacted	12am
10/30/2024 10:38 PM	

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Have your say : Survey Report for 21 October 2024 to 11 November 2024

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Screen Name Redacted 10/31/2024 08:52 AM	9 pm
Screen Name Redacted 10/31/2024 10:39 AM	9pm
Screen Name Redacted 10/31/2024 12:27 PM	9.30 pm
Screen Name Redacted 10/31/2024 04:00 PM	9pm
Screen Name Redacted 10/31/2024 05:01 PM	8-9pm
Screen Name Redacted 10/31/2024 05:07 PM	9pm
Screen Name Redacted 10/31/2024 07:27 PM	10pm
Screen Name Redacted 11/01/2024 06:35 AM	8pm
Screen Name Redacted 11/01/2024 09:29 AM	Unsure
Screen Name Redacted 11/01/2024 02:35 PM	Dimmed at 10pm never off
Screen Name Redacted 11/01/2024 05:38 PM	Subject to how high they are and where the light is projected. If the light is pointing down and not out, then it should be fine.
Screen Name Redacted 11/02/2024 11:51 AM	11pm
Screen Name Redacted 11/02/2024 04:34 PM	8pm
Screen Name Redacted	Perhaps 9.30/10pm.

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**Have your say : Survey Report for 21 October 2024 to 11 November 2024**

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11/03/2024 05:12 PM

Screen Name Redacted 9:30pm

11/04/2024 11:45 AM

Screen Name Redacted 8:30

11/05/2024 08:20 PM

Screen Name Redacted

11/06/2024 06:10 PM

You could trail different times or approach residents in mt hawthorn for feedback more specifically. Have an action planning group made up of residents and town of Vincent staff

Screen Name Redacted

11/07/2024 08:12 PM

10pm

Screen Name Redacted

11/07/2024 08:43 PM

Midnight

Screen Name Redacted

11/07/2024 08:46 PM

Up to 10 or 11 pm it's dog park and can be used in summer for picnics etc

Screen Name Redacted

11/07/2024 11:55 PM

10Pm

Screen Name Redacted

11/08/2024 06:22 AM

10pm

Screen Name Redacted

11/09/2024 09:54 PM

9.

Screen Name Redacted

11/10/2024 08:27 AM

11pm

**Mandatory Question** (131 response(s))**Question type:** Single Line Question

Have your say : Survey Report for 21 October 2024 to 11 November 2024

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#### Q8 Please tell us why not.

Screen Name Redacted

10/21/2024 12:37 PM

I would like to see minimisation of light pollution across the suburb for residents and wildlife. There is a boobook who lives in the trees here who will not appreciate additional nighttime light! This park is not used commonly by community members outside of daylight. I think more light after daytime hours is more likely to increase use of this space at night (people may congregate here if there is more light available) so will not necessarily improve safety. I have had zero safety issues here and often walk across the park in the dark home alone without need for additional artificial light installed (there are already street lights for this reason which are adequate).

Screen Name Redacted

10/23/2024 07:25 AM

Don't want encourage people in park at late hours

Screen Name Redacted

10/25/2024 05:25 PM

Don't feel it's necessary

Screen Name Redacted

10/28/2024 08:12 PM

Too much visual pollution already.

Screen Name Redacted

10/30/2024 03:52 PM

It's a waste of energy, doesn't enhance security and just adds to the additional light pollution problem which has only grown worse since the introduction of LED's. The only exception to this would be immediately over the bbq/children's playground.

Screen Name Redacted

11/07/2024 08:28 PM

I don't want more fees

Screen Name Redacted

11/10/2024 04:01 PM

Potential to increase late night usage and antisocial behaviour.

**Optional question** (7 response(s), 147 skipped)

**Question type:** Essay Question

#### Q9 Do you have any other comments about this proposal?

Screen Name Redacted

10/21/2024 12:37 PM

Please consider what may be a higher up front cost of more poles/  
better LEDs that reduce light pollution as an investment in community

---

**Have your say : Survey Report for 21 October 2024 to 11 November 2024**

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	comfort and environmental (wildlife and star viewing) protection. Better quality at installation will cause less disruption and longevity of use in the longer term.
Screen Name Redacted 10/21/2024 03:17 PM	Please proceed
Screen Name Redacted 10/21/2024 07:07 PM	The need for a lighting upgrade to ensure the safety of sporting club participants (active) and community use (passive) is long overdue.
Screen Name Redacted 10/21/2024 07:11 PM	Football training through the winter months is increasingly dangerous passed 6pm due to the insufficient and unsuitable lighting. This is putting significant pressure on the football club to find training times/venues and limiting opportunities to expand female participation.
Screen Name Redacted 10/21/2024 07:55 PM	No
Screen Name Redacted 10/22/2024 07:23 AM	I walk early mornings, in winter the park is dark and attracts all types of people who use is at a stopping pointing from Glendalough train station. Eg drug use and theft from nearby homes. I am my neighbours often discuss how we we feel unsafe walking near the park when it is unlit.
Screen Name Redacted 10/22/2024 08:53 AM	The community lighting will make me feel safer when walking the dog at night. The park is very dark, and there has been an increase in people camping out at Menzies given the access to showers and hot water in the pavilion.
Screen Name Redacted 10/22/2024 01:05 PM	Very much support it. Was involved in original lighting. Menzies has been an important part of our life with Cardinal playing sons and dog walking
Screen Name Redacted 10/22/2024 04:21 PM	Yes. A good, wide path around the oval to facilitate walkers would be an immense benefit to residents, particularly elderly ones. The passive lighting if it followed the path would encourage more people to walk after work or at other times. The big advantage of a path would be that it is safer for the numerous young families in the area whose children attend Mt Hawthorn School, or walk to Egina St to catch the #15 bus. If they could use a path, they would not have to

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Have your say : Survey Report for 21 October 2024 to 11 November 2024

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	cross intersecting streets, These works could be blended in with the proposed permanent solution to the south side of Menzies Park already approved by the City of Vincent, which we believe, is due by March 2025.
Screen Name Redacted 10/23/2024 07:25 AM	Concerns regarding amount of camping already (hot showers are bringing more and more people in) . Concerns this will only increase
Screen Name Redacted 10/24/2024 08:12 AM	I think this is a great idea and will hopefully generate more activity
Screen Name Redacted 10/24/2024 03:40 PM	Please make the dreams of all young Cardinals come true! Its truly unworkable at present when sun sometimes goes down 5-530 (hail!) and there's only 30 square metres of light to practice (once a week!). Will benefit whole community, including junior night games + junior girls games, start earlier, brings community together - win / win!!
Screen Name Redacted 10/24/2024 03:45 PM	This is a great project that means more of the local community is safe and also allows better facilities for kids and adults trying to participate in their sport.
Screen Name Redacted 10/25/2024 09:00 AM	Great initiative by the City. Menzies Park is central to the Mt Hawthorn Junior Football Club and with growing numbers and the rise of female football participation, combined with the sub-standard (and unsafe) lights which presently exist at the venue, I fully support this initiative. So many families will benefit from this light upgrade.
Screen Name Redacted 10/25/2024 03:43 PM	This is well overdue. The current lighting for football training is sub-standard and needs serious attention
Screen Name Redacted 10/25/2024 03:51 PM	Highly supportive, this is an exceptionally well used and loved park
Screen Name Redacted 10/25/2024 03:53 PM	I think its long overdue for a lighting upgrade at Menzies. The lighting for kids sports training there is a joke. Compared to nearly all other grounds we visit with kids sports, Menzies is subpar re lighting. This should of happened years ago in my opinion.
Screen Name Redacted 10/25/2024 03:56 PM	Please do the right thing and include community lighting and keep the lights on for the community sports and kids. We already had one

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**Have your say : Survey Report for 21 October 2024 to 11 November 2024**

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	resident effectively kill the Cafe at 5 Berryman St by the restrictions posed, so make sure you don't pander to the few and do the best for the community.
Screen Name Redacted 10/25/2024 03:57 PM	This initiative is consistent with the promotion of an active community as well as Crime Prevention through Urban Design principles.
Screen Name Redacted 10/25/2024 03:57 PM	This would be great as the lighting is poor currently. It would hugely improve the park and maximise usage. The upgrade at Britannia park has made a huge difference to all users both from a sporting perspective, but also casual users like dog walkers and at the same time improved safety.
Screen Name Redacted 10/25/2024 04:02 PM	Strongly in favour; great upgrade and the lighting currently does not allow for safe night time activity and sports training at the oval, which is such a big part of our community.
Screen Name Redacted 10/25/2024 04:13 PM	I hope we get better lights
Screen Name Redacted 10/25/2024 04:22 PM	At the moment, children training cannot play safely and the dimly lit environment is quite dangerous when multiple teams are training. The current light needs a serious upgrade.
Screen Name Redacted 10/25/2024 04:23 PM	Great idea, more useable hours for the community.
Screen Name Redacted 10/25/2024 04:44 PM	Use good quality lights that will last and make poles as visually appealing as possible
Screen Name Redacted 10/25/2024 04:53 PM	It's a very valuable investment. Current lighting is not fit for purpose. It's important that children play sport and can play in safe areas. Particularly with the reliance on screens etc. it would also encourage more people to use it and become a community meeting point.
Screen Name Redacted 10/25/2024 04:59 PM	This is much needed.
Screen Name Redacted 10/25/2024 05:12 PM	I have coached junior football at Menzies for 4 years and the current lighting has been grossly inefficient especially on the west side of the

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Have your say : Survey Report for 21 October 2024 to 11 November 2024

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	oval for junior sport training to be conducted safely. Every year we share the oval with multiple year groups, meaning that one year group always trains in near darkness at the end of each session in Winter. I welcome this proposed update to lighting, even as our year group prepares to transition to training at Charles Veryard.
Screen Name Redacted 10/25/2024 05:21 PM	Lighting at Menzies Park is a great idea and very necessary.
Screen Name Redacted 10/25/2024 06:08 PM	It is long overdue to make Menzies usable as a sporting oval after 5.30
Screen Name Redacted 10/25/2024 06:37 PM	Generally, Mount Hawthorn is a poorly lit suburb at night. Any additional lighting will be greatly appreciated to improve perceptions of safety at night.
Screen Name Redacted 10/26/2024 02:45 AM	Such a popular space and desperately needs upgrading
Screen Name Redacted 10/26/2024 05:23 AM	This is a great idea because the lighting has really not been enough for footy training, specifically affecting the girls teams in my own experience, seeing as they always have to fit into the times and spaces the boys aren't using, being the 'last one's in'. (as in the boys have been there longer). Anything that can help the footy would be great. :) Thank you.
Screen Name Redacted 10/26/2024 06:35 AM	Much needed for Menzies park. Well utilised area especially for kids sport. Would make the area and space much more useable for the community
Screen Name Redacted 10/26/2024 07:00 AM	Great idea. Will help kids sport & make it safer space to use.
Screen Name Redacted 10/26/2024 09:04 AM	No
Screen Name Redacted 10/26/2024 01:58 PM	Seriously needed upgrade.
Screen Name Redacted 10/26/2024 08:00 PM	The solution which is recommended should ensure the spillage of light onto surrounding properties is minimised.

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Have your say : Survey Report for 21 October 2024 to 11 November 2024

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Screen Name Redacted

10/27/2024 11:30 AM

A. The current lights are not suitable and we agree with a lighting upgrade. B. Proposed solution to be hopefully eco friendly (ie better lighting using less electricity). C. A suggestion to CoV to please explain if there is a difference in light spill onto neighbouring properties between 4 towers v 6 towers (or any other option)? This may impact what option we'd choose above. D. A suggestion to CoV to please mention the time the lights would turn on. Previously the lights would be on in summer but it wasn't needed until after sunset as sufficient sunlight existed. But then in winter the lights wouldn't be on when light was actually needed. Maybe staggered turn on times depending on season of the year. E. A suggestion to CoV to mention whether the lights would be on everyday & all year round. At the moment, some days the lights are on & other days not. Also ties in with our comments in D. above. F. What would the turn on & off times be for the community lighting? It seems it would be designed to operate after the main lights turn off? A suggestion to CoV to please explain the community lighting option to residents. It makes sense to explore this option but need more information (eg light spill if any, height of lighting, etc). All the best with this proposal.

Screen Name Redacted

10/28/2024 08:04 AM

Does the community lighting extend the time or just increase the number of days? I think this needs to be clarified. I support community lighting every evening but not beyond 930pm

Screen Name Redacted

10/28/2024 08:23 AM

None

Screen Name Redacted

10/28/2024 10:45 AM

I think it is imperative to get better lighting at Menzies to cater for the huge amount of kids who need to train there during the week from the area. Also better to exercise and walk the dog under better light.

Screen Name Redacted

10/28/2024 05:06 PM

This seems long overdue

Screen Name Redacted

10/28/2024 07:19 PM

The current lighting is so poor it makes it difficult for my sons to do their footy training . It's actually dangerous

Screen Name Redacted

10/28/2024 08:12 PM

I live one street back from the park and the current lights flood my back garden and shine into my house, even though I have blinds.

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Have your say : Survey Report for 21 October 2024 to 11 November 2024

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Screen Name Redacted  
10/28/2024 08:16 PM

Fully support the upgrading of lights at Menzies Reserve, particularly for winter activities that require training under lights.

Screen Name Redacted  
10/29/2024 11:09 AM

Extremely supportive of a lighting upgrade.

Screen Name Redacted  
10/29/2024 12:59 PM

I have considerable concerns as to how the floodlighting options suggested, will impact the aesthetics of the park, and question whether this has been considered. Menzies is a small, attractive, charming park. Four poles at double the current height (40 m) would tower over this small area and nearby homes. Six poles at the current height would cramp the area, look ridiculous, be an overkill, overspend of money and ruin the parks beauty. Photos of the floodlighting at Britannia were used as examples. Britannia used 6 poles in an area double the size of Menzies and only 4 poles in the area about the same size. Britannia is not rimmed on all sides by housing like Menzies and it's much larger size can carry many more poles or taller ones. Menzies can't. I think if council are not careful, improving the floodlighting will be at a detriment to the attractiveness of this much loved park. I would rather light spilling on to the surrounding streets (street lighting is poor so it might actually be beneficial!) than have floodlighting twice the current height or six poles on a small oval. My suggestion would be 4 poles at each corner of the park at the current height of 20 metres, taking into consideration the slopping sides (front to back and side to side) and placing them amongst the trees to minimise their impact on the area.

Screen Name Redacted  
10/30/2024 04:01 PM

I support multiple use and community availability

Screen Name Redacted  
10/30/2024 07:12 PM

No

Screen Name Redacted  
10/30/2024 08:54 PM

It's a great idea

Screen Name Redacted  
10/31/2024 07:27 PM

Finally! Evening winter sport training at Menzies has been dangerous with the current inadequate lights. Great initiative!

Screen Name Redacted  
11/01/2024 09:29 AM

Great proposal. Will allow us more time in the evening after school and work to use the park.



## Have your say : Survey Report for 21 October 2024 to 11 November 2024

Screen Name Redacted 11/01/2024 05:30 PM	In principle, this is a good idea, but there is no way that 40m light poles should go up in an oval of this size. Britannia was fine due to the size but this is a limited facility that
Screen Name Redacted 11/01/2024 05:38 PM	Would love more detail plans on where the poles (4 and 6) would be installed and their lighting spread. Including the 'community lights.
Screen Name Redacted 11/02/2024 04:34 PM	Before money is spent on lighting to increase park use, the City should first install a permeable parking surface and native landscaping along the park's Berryman frontage. The sandy Berryman verge is chewed up every summer and the neglect of this issue and increased park use since 2015 has made THIS a greater priority for local residents.
Screen Name Redacted 11/03/2024 05:12 PM	I just think it's a really good idea for upgrades to the sports lighting & having security & safety lighting is very valid also, especially with the increased crime that I feel has been happening in our area. There are a lot of dark streets & community areas in Mt Hawthorn & I think having the security lighting would be helpful to make it feel safer.
Screen Name Redacted 11/04/2024 11:45 AM	Option with least light spill to adjacent residents
Screen Name Redacted 11/05/2024 08:20 PM	Ensure lights cover dog bag collection and drink stations as dogs run off often
Screen Name Redacted 11/06/2024 04:40 PM	Light up the new skatepark
Screen Name Redacted 11/06/2024 06:10 PM	Early morning lighting for dog walking in winter months
Screen Name Redacted 11/07/2024 08:12 PM	Great initiative
Screen Name Redacted 11/07/2024 08:46 PM	Support community lighting It's unlikely to bring bad elements to the area due to the amount of activity in the park
Screen Name Redacted	- Like many residents, we love Menzies Reserve and have used it

## Have your say : Survey Report for 21 October 2024 to 11 November 2024

11/10/2024 04:01 PM

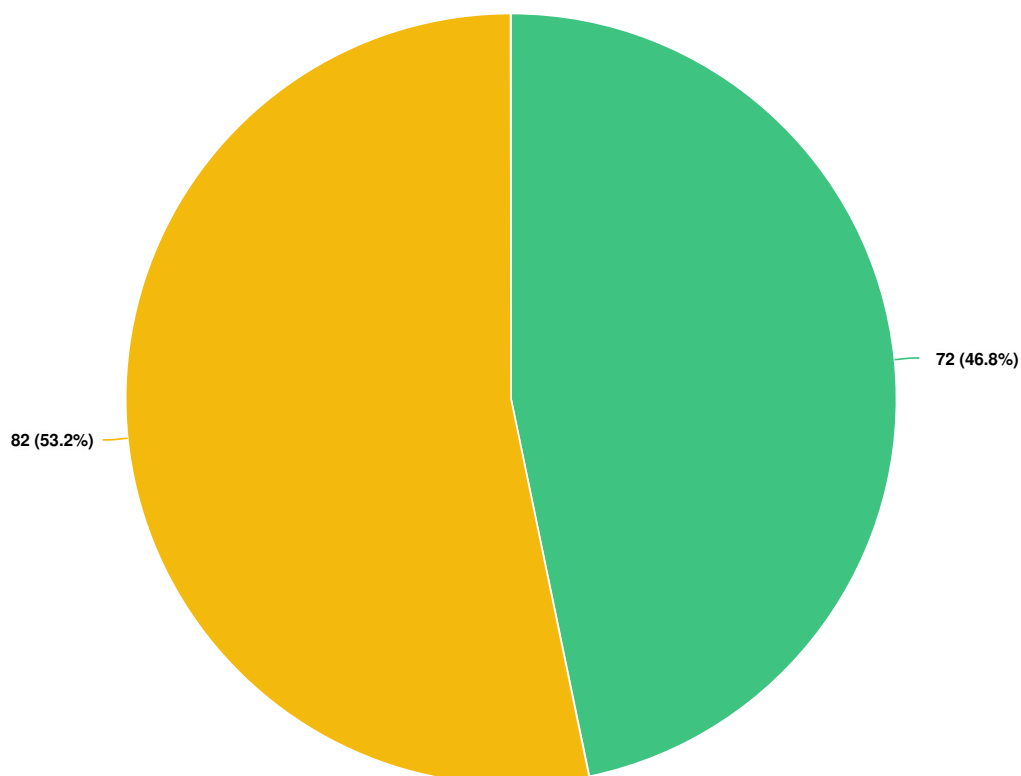
with our children (13 and 15) plus dogs over many years. - Menzies reserve is unique / rare in Mt Hawthorn for several reasons: o Surrounded on all sides by homes o Used for overflow storm water drainage o The only Mt Hawthorn park not on school grounds consistently used for sport by the Mount Hawthorn Primary School - We have lived opposite the reserve since 2005 and were part of the community consultation process circa 16 years ago before lighting was first installed. - For background, you may wish to refer to the COV notes from that community consultation meeting which was held in the pavilion by then Mayor Nick Catania, including the usage agreement which was established. - Also note the original lighting proposal had more towers, higher towers and lighting for small ball use, all of which were not progressed due to reasonable community concerns. - With the lighting came increased use over the years, driven mainly by the requests of the Cardinals Football Club. One issue which users have faced is the condition of the reserve due to overuse. Given storm water drainage which diverts heavy volumes of water on the park, the Cardinals will acknowledge the condition of the ground was negatively impacted by overuse for several years. As a result, the Cardinals were encouraged by COV to use Charles Veryard Reserve, which was very under-utilised at the time and didn't have the same drainage and overuse concerns. This seemed to be a great work around to avoid Menzies Reserve getting "loved to death" by the local sporting clubs. - If you walk around the reserve today, you will see its still in poor condition in several areas despite being well past being used for AFL in 2024. We anticipate one of the reasons the lighting upgrade is being considered by COV is to use the reserve for Friday night junior girls AFL games, plus training. All of this will dramatically increase the load on Menzies Reserve. - As mentioned above, the oval is also used by Mt Hawthorn Primary School during the week, so needs to be safe and viable for them and the community (dog walkers and casual users). - Overall, we are against this proposal as it stands given the amenity will be negatively impacted to residents on all sides of Menzies Reserve from a noise and light perspective, plus we believe additional lighting (and the planned increase in usage) will negatively impact the condition of the reserve. In other words, we do not believe the reserve will be able to absorb increase usage without sacrificing safety for reserve users and the overall usability of the reserve for all locals.

**Optional question** (64 response(s), 90 skipped)

**Question type:** Essay Question

Have your say : Survey Report for 21 October 2024 to 11 November 2024

**Q10** Would you like to be kept updated on this proposal?





**Question options**

☒ Yes ☐ No

*Mandatory Question (154 response(s))*

*Question type: Radio Button Question*

**10.3 REVIEW OF POLICY NO. 4.1.16 - VEHICLE MANAGEMENT**

- Attachments:**
1. **Assessment of Policy No. 4.1.16 - Vehicle Management** [↓](#) 
  2. **Policy No. 4.1.16 - Vehicle Management** [↓](#) 

**RECOMMENDATION:**

**That Council REPEALS Policy No. 4.1.16 – Vehicle Management at Attachment 2.**

**PURPOSE OF REPORT:**

To repeal Policy No. 4.1.16 – Vehicle Management at **Attachment 2**.

**DELEGATION:**

Section 2.7 of the *Local Government Act 1995* sets out the Role of Council as being to ‘determine the local government’s policies.’ There is no delegation to Administration to make, review or repeal policies.

**BACKGROUND:**

Council originally adopted the ‘Council Vehicles’ Policy on 22 September 1997. This policy was most substantially reviewed and amended to reflect its current form 4.1.16 Vehicle Management by Council 10 June 2008 with a very minor amendment 28 September 2010.

It is proposed that the policy be repealed, and Administration prepare an internal procedure to provide guidance for the management of City vehicles.

A review of the current policy provisions and impact of repealing has been provided in **Attachment 1**.

**DETAILS:****Requirement for a documented City position (including community need or legislative requirement):**

The Policy is administrative in nature and therefore is proposed to be replaced with internal guidance documenting the process to be followed by Administration.

The original policy adopted in 1997 included content relating to the provision of a vehicle for the Mayor, subsequent review of this policy removed these references, and the remaining clauses apply to City Administration only. Consequently, there is no longer a requirement for a Council adopted policy.

The functions of the CEO are clearly outlined in section 5.41 of the *Local Government Act* and include to *manage the day-to-day operations of the local government*. The matters contained within the policy are operational in nature and do not require strategic direction from Council to inform management.

**CONSULTATION/ADVERTISING:**

No community consultation is required for the repeal of the policy.

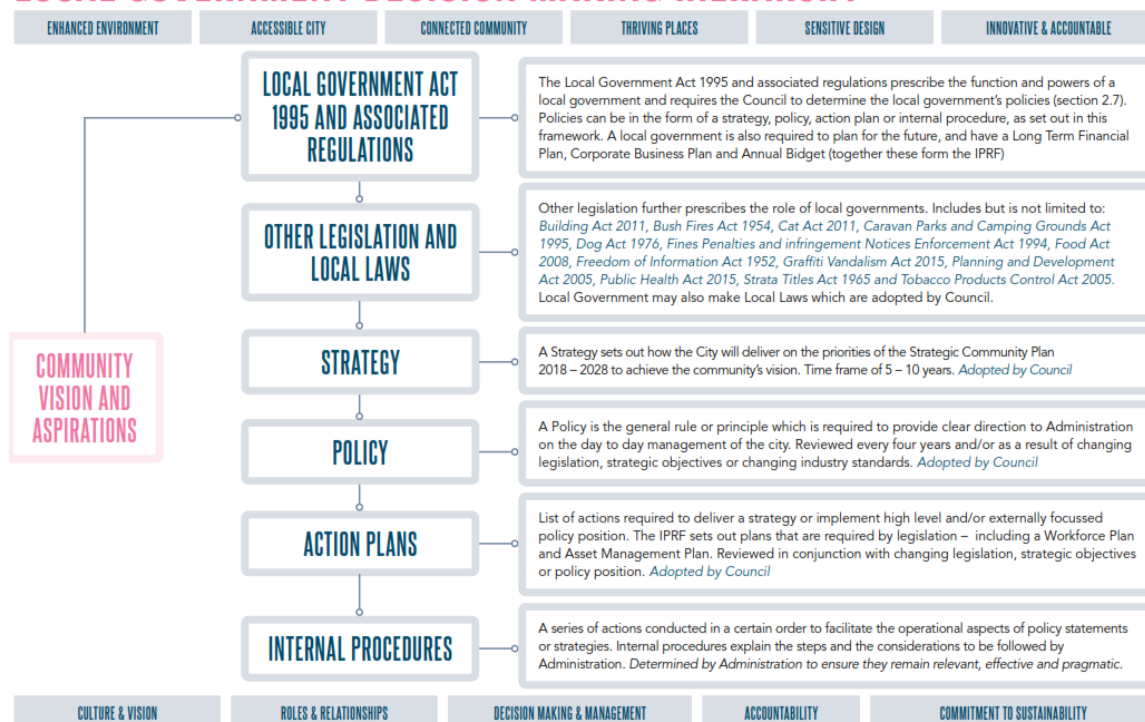
**LEGAL/POLICY:**

There is no legislative or regulatory requirement for this policy.

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

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

## LOCAL GOVERNMENT DECISION MAKING HIERARCHY



### RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to repeal the policy as the policy relates to the management of administration functions and will be replaced with an internal procedure to guide administration.

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.*

### 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:

Nil.

Assessment of **Policy 4.1.16 Vehicle Management**

No.	Current Clause	Impact of Policy revocation
	<p><i>The objectives of this policy are to:</i></p> <ol style="list-style-type: none"> <li><i>1. provide guidance for the management of the City of Vincent's ("City") vehicles;</i></li> <li><i>2. ensure the City's transport requirements associated with the City's business operations are met;</i></li> <li><i>3. provide guidance for the acquisition and disposal of the vehicles to maximise the City's asset;</i></li> <li><i>4. ensure that vehicles are allocated and used by the City's employees, as part of an employee's overall salary package;</i></li> <li><i>5. prescribe requirements and conditions for the driver of a City vehicle;</i></li> <li><i>6. promote an environment which;</i> <ul style="list-style-type: none"> <li><i>• reduces fleet costs; • satisfies operational requirements; • optimises the use of a vehicle through car sharing/pooling; and • gives consideration to the environmental sustainability impact of vehicle use.</i></li> </ul> </li> </ol>	<p>The objectives of the policy are all matters that fall within functions of CEO as outlined at Section 5.41(d) of the <i>Local Government Act 1995</i>.</p> <p><i>(d) manage the day-to-day operations of the local government;</i></p> <p>Consistent with the Council's Policy Development and Review Policy and adopted document hierarchy the objectives of the policy are more appropriate covered by an Internal Procedure</p>
	<p><i>The purpose of the policy is to:</i></p> <ol style="list-style-type: none"> <li><i>(i) minimise vehicle ownership costs to the City in line with industry best</i></li> </ol>	<p>The purpose of the policy are all matters that fall within functions of CEO as outlined at Section 5.41(d) of the <i>Local Government Act 1995</i>.</p> <p><i>(d) manage the day-to-day operations of the local government;</i></p>

	<p><i>practice, whilst ensuring provision of a suitable fleet for use by the City's employees to undertake their duties;</i></p> <p>(ii) <i>provide a vehicle in employment packages in order to attract and retain high quality professional employees; and</i></p> <p>(iii) <i>provide for the management and use of vehicles, in accordance with the Guidelines and Policy Procedures for the Vehicle Management Policy.</i></p>	Consistent with the Council's Policy Development and Review Policy and adopted document hierarchy the objectives of the policy are more appropriate covered by an Internal Procedure.
1.	<p><b>1. PURCHASING METHOD</b></p> <p><i>(a) Light vehicles shall be purchased in accordance with this Policy.</i></p> <p><i>(b) All vehicle prices are determined utilising the Council Purchasing Services of the Western Australian Local Government Association (WALGA) using the State Government Fleet Policy Guidelines. The vehicle must be available to be purchased from the vehicles listed in the State Governments Fleet Sale range.</i></p>	All purchasing within the City is informed by Council's adopted <a href="#">Purchasing Policy</a>
2.	<p><b>2. DISPOSAL METHOD</b></p> <p><i>(a) Light vehicles should normally be disposed of via auction at a public auction house or trade in, where this is expected to give a higher return.</i></p> <p><i>(b) Vehicles may also be sold by the tender process in order to gauge resale values by this method.</i></p>	Disposing of property is governed by S3.58 of the <i>Local government Act 1995</i> and Council has delegated this function to the CEO at 2.2.17 of the <a href="#">Register of delegations, Authorisations and Appointments.</a>
3.	<b>VEHICLE SPECIFICATION/CLASS</b>	New vehicle selection is based upon operational need; vehicle safety with a minimum 4 star ANCAP or equivalent rating; whole of life costs; and sustainability through reduced emissions and alternate fuels.

	<p><i>(a) The selection of vehicle class and specification should be carried out wherever practicable with consideration to minimising "whole of life" cost to the City.</i></p> <p><i>(b) It is noted that analysis of vehicle ownership costs has indicated that purchasing a higher standard type of vehicle, than actually required by the City, may provide in many cases, a greater cost-effective outcome than purchasing the more standard type vehicle.</i></p>	
4.	<p><b>VEHICLE SAFETY</b></p> <p><i>(a) The Australian Government operates the Australian New Car Assessment Program (ANCAP) and allocates each tested vehicle a rating from zero (0) to five (5) stars.</i></p> <p><i>(b) When available, vehicles shall have a rating of four (4) stars or more.</i></p> <p><i>(c) Where ANCAP has not rated a vehicle, the safety rating from the European NCAP or American NCAP can be used for an equivalent make and model.</i></p> <p><i>(d) Preference will be given to vehicles with front, side and head air bags and an electronic stability system.</i></p>	New vehicle selection is based upon operational need; vehicle safety with a minimum 4 star ANCAP or equivalent rating; whole of life costs; and sustainability through reduced emissions and alternate fuels.
5.	<p><b>ENVIRONMENTAL</b></p> <p><i>(a) The Australian Government provides a Green Vehicle Guide which provides information on fuel consumption and the air pollution standard to which vehicles have been certified.</i></p>	New vehicle selection is based upon operational need; vehicle safety with a minimum 4 star ANCAP or equivalent rating; whole of life costs; and sustainability through reduced emissions and alternate fuels.



	<p><i>(b) The Greenhouse Rating takes into account the amount of carbon in various fuel types and is considered the most appropriate measure.</i></p> <p><i>(c) Where possible, a rating of at least 4 stars is specified for fuel efficiency and greenhouse gas emissions and at least 3 stars for air pollution.</i></p>	
6.	<p><b>REPLACEMENT</b></p> <p><i>(a) Vehicles will be replaced at appropriate intervals to minimise whole of life costs.</i></p> <p><i>(b) Replacement intervals will take into account the class of vehicle, operational needs and the second-hand vehicle market and budget allocations.</i></p> <p><i>(c) The Director of Technical Services is authorised to carry out vehicle replacements and will review the replacement intervals on an annual basis.</i></p>	<p>Vehicles replacements are considered as part of the annual budget process and take into account the operational needs and are set at appropriate intervals to minimise whole of life costs.</p>
7.	<p><b>APPLICATION AND MANAGEMENT OF POLICY</b></p> <p><i>(a) The Chief Executive Officer is responsible for the administration of this Policy and for the determination of the use and categories of vehicles together with application of conditions of use.</i></p> <p><i>(b) The Guidelines and Policy procedures for the City's vehicles apply to all persons using a City vehicle.</i></p>	<p>The purpose of the policy are all matters that fall within functions of CEO as outlined at Section 5.41(d) of the <i>Local Government Act 1995</i>.</p> <p><i>(d) manage the day-to-day operations of the local government;</i></p> <p>Consistent with the Council's Policy Development and Review Policy and adopted document hierarchy the objectives of the policy are more appropriate covered by an Internal Procedure.</p>

<p><i>(c) The right to use of a City vehicle may be suspended with immediate effect in relation to any employee, at the absolute discretion of the Chief Executive Officer, if the employee:</i></p> <ul style="list-style-type: none"><li><i>(i) is convicted of a serious driving offence or has their driver's licence cancelled;</i></li><li><i>(ii) is charged by the Police for allegedly driving a City vehicle with a blood alcohol level of more than 0.05 or driving under the influence of alcohol or a mind altering substance;</i></li><li><i>(iii) is deemed to have incurred excessive insurance claims in respect to a City vehicle;</i></li><li><i>(iv) not maintained the City vehicle in a suitable manner;</i></li><li><i>(v) has breached any of the agreed conditions; or</i></li><li><i>(vi) has, in the opinion of the Chief Executive Officer, behaved in a manner which adversely impacts on the professionalism, integrity or public image of the City of Vincent. (</i></li></ul> <p><i>(d) The Chief Executive Officer, as well as the employee concerned, has the right to terminate the use of the vehicle for any reason, by giving one month's notice in writing to the other party. The arrangement will be automatically terminated by the Chief Executive Officer should the vehicle no longer be required to fulfil the business of the City, if the employee leaves or changes duties to a position not entitled to a vehicle covered by this Policy.</i></p>	
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**CITY OF VINCENT**

**POLICY NO. 4.1.16**

## **VEHICLE MANAGEMENT POLICY**

**(Adopted at the Ordinary Meeting of Council held on 10 June 2008)**

CITY OF VINCENT POLICY MANUAL  
CHIEF EXECUTIVE OFFICER  
POLICY NO: 4.1.16 VEHICLE MANAGEMENT

**POLICY NO: 4.1.16****VEHICLE MANAGEMENT****Index**

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CITY OF VINCENT POLICY MANUAL  
CHIEF EXECUTIVE OFFICER  
POLICY NO: 4.1.16  
VEHICLE MANAGEMENT

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**POLICY NO: 4.1.16****VEHICLE MANAGEMENT****OBJECTIVES**

The objectives of this policy are to:

1. provide guidance for the management of the City of Vincent's ("City") vehicles;
2. ensure the City's transport requirements associated with the City's business operations are met;
3. provide guidance for the acquisition and disposal of the vehicles to maximise the City's asset;
4. ensure that vehicles are allocated and used by the City's employees, as part of an employees overall salary package;
5. prescribe requirements and conditions for the driver of a City vehicle;
6. promote an environment which;
  - reduces fleet costs;
  - satisfies operational requirements;
  - optimises the use of a vehicle through car sharing/pooling; and
  - gives consideration to the environmental sustainability impact of vehicle use.

**POLICY STATEMENT**

The purpose of the policy is to:

- (i) minimise vehicle ownership costs to the City in line with industry best practice, whilst ensuring provision of a suitable fleet for use by the City's employees to undertake their duties;
- (ii) provide a vehicle in employment packages in order to attract and retain high quality professional employees; and
- (iii) provide for the management and use of vehicles, in accordance with the Guidelines and Policy Procedures for the Vehicle Management Policy.

**1. PURCHASING METHOD**

- (a) Light vehicles shall be purchased in accordance with this Policy.
- (b) All vehicle prices are determined utilising the Council Purchasing Services of the Western Australian Local Government Association (WALGA) using the State Government Fleet Policy Guidelines. The vehicle must be available to be purchased from the vehicles listed in the State Governments Fleet Sale range.

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## **2. DISPOSAL METHOD**

- (a) Light vehicles should normally be disposed of via auction at a public auction house or trade in, where this is expected to give a higher return.
- (b) Vehicles may also be sold by the tender process in order to gauge resale values by this method.

## **3. VEHICLE SPECIFICATION/CLASS**

- (a) The selection of vehicle class and specification should be carried out where ever practicable with consideration to minimising “whole of life” cost to the City.
- (b) It is noted that analysis of vehicle ownership costs has indicated that purchasing a higher standard type of vehicle, than actually required by the City, may provide in many cases, a greater cost effective outcome than purchasing the more standard type vehicle.

## **4. VEHICLE SAFETY**

- (a) The Australian Government operates the Australian New Car Assessment Program (ANCAP) and allocates each tested vehicle a rating from zero (0) to five (5) stars.
- (b) When available, vehicles shall have a rating of four (4) stars or more.
- (c) Where ANCAP has not rated a vehicle, the safety rating from the European NCAP or American NCAP can be used for an equivalent make and model.
- (d) Preference will be given to vehicles with front, side and head air bags and an electronic stability system.

## **5. ENVIRONMENTAL**

- (a) The Australian Government provides a Green Vehicle Guide which provides information on fuel consumption and the air pollution standard to which vehicles have been certified.
- (b) The Greenhouse Rating takes into account the amount of carbon in various fuel types and is considered the most appropriate measure.
- (c) Where possible, a rating of at least 4 stars is specified for fuel efficiency and greenhouse gas emissions and at least 3 stars for air pollution.

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## 6. REPLACEMENT

- (a) Vehicles will be replaced at appropriate intervals to minimise whole of life costs.
- (b) Replacement intervals will take into account the class of vehicle, operational needs and the second hand vehicle market and budget allocations.
- (c) The Director of Technical Services is authorised to carry out vehicle replacements and will review the replacement intervals on an annual basis.

## 7. APPLICATION AND MANAGEMENT OF POLICY

- (a) The Chief Executive Officer is responsible for the administration of this Policy and for the determination of the use and categories of vehicles together with application of conditions of use.
- (b) The Guidelines and Policy procedures for the City's vehicles apply to all persons using a City vehicle.
- (c) The right to use of a City vehicle may be suspended with immediate effect in relation to any employee, at the absolute discretion of the Chief Executive Officer, if the employee:
  - (i) is convicted of a serious driving offence or has their driver's licence cancelled;
  - (ii) is charged by the Police for allegedly driving a City vehicle with a blood alcohol level of more than 0.05 or driving under the influence of alcohol or a mind altering substance;
  - (iii) is deemed to have incurred excessive insurance claims in respect to a City vehicle;
  - (iv) has not maintained the City vehicle in a suitable manner;
  - (v) has breached any of the agreed conditions; or
  - (vi) has, in the opinion of the Chief Executive Officer, behaved in a manner which adversely impacts on the professionalism, integrity or public image of the City of Vincent.
- (d) The Chief Executive Officer, as well as the employee concerned, has the right to terminate the use of the vehicle for any reason, by giving one month's notice in writing to the other party. The arrangement will be automatically terminated by the Chief Executive Officer should the vehicle no longer be required to fulfil the business of the City, if the employee leaves or changes duties to a position not entitled to a vehicle covered by this Policy.

<b>Date Adopted:</b>	<b>10 June 2008 (This policy replaces the original policy adopted on 22 September 1997 and amended on 29 August 2001)</b>
<b>Date Amended:</b>	<b>28 September 2010</b>
<b>Date Reviewed:</b>	
<b>Date of Next Review:</b>	<b>September 2015</b>

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## **GUIDELINES AND POLICY PROCEDURES FOR VEHICLE MANAGEMENT – POLICY NO 4.1.16**

### **1. GENERAL CONDITIONS**

The use of City vehicles is defined by these Guidelines and Policy Procedures and by the General Conditions of employment and more specifically as follows:

#### **1.1 The Chief Executive Officer:**

- (i) will determine the vehicle use status applicable to employees or positions within the City;
- (ii) shall review the applicability of this status regularly for existing users and determine applicability to vacant positions should there be a substantial change to the position;
- (iii) will determine any changes required with respect to vehicle allocation;
- (iv) will determine whether a employee is in breach of this policy, and will subsequently determine whether restriction or withdrawal of the use of the vehicle will be imposed;
- (v) may determine and require rotation of motor vehicles among employees to ensure that all vehicles are used to a similar extent each year and Fringe Benefits Tax is minimised; and
- (vi) will ensure that during working hours the vehicle will be available for use by other employees, when not required by the employee to whom the vehicle is allocated.

### **2. EMPLOYER RESPONSIBILITIES**

#### **2.1 In providing a vehicle to employees, the City has a responsibility to ensure that it:**

- (a) meets vehicle safety and Road Traffic Act/regulation requirements;
- (b) provides a safe "work place" in terms of Occupational Safety and Health requirements;
- (c) meets the organisation's needs;
- (d) is adequately insured and registered;

#### **2.2 Vehicles that fall into the following categories will be fitted with a First Aid Kit and hand held fire extinguisher:**

- (a) all vehicles used to regularly transport fuel powered plant;
- (b) all trucks;
- (c) all Ranger vehicles; and
- (d) all vehicles and plant used to service other vehicles or carry fuels.



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- 2.3 The Director of Technical Services is responsible and accountable for managing the technical aspects of the City's vehicle fleet in accordance with this policy.

Note:

- (i) Advice regarding the interpretation of technical specifications should be directed to the Director Technical Services;
- (ii) Advice regarding the interpretation of conditions of use should be directed to the Manager Human Resources; and

### 3. EMPLOYEE RESPONSIBILITIES

- 3.1
- (a) Only authorised person's holding an appropriate current driver's licence are permitted to drive City vehicles. Probationary drivers are permitted to drive City owned vehicles for business purposes.
  - (b) It is the responsibility of the employee to ensure that he or she has a current Driver's Licence applicable to the class of vehicle which they are driving.
  - (c) If a person becomes aware that their driver's licence has been cancelled, they shall not use/drive a City vehicle until their licence has been renewed.

- 3.2 The driver is responsible for:

- (a) complying with all relevant traffic legislation (Road Traffic Act 1974-1982 and Road Traffic Code 2000); and
- (b) any traffic or parking infringements, whether or not on City business.

In addition, the employee responsible for a City vehicle shall:

- (a) personally issue the keys of the vehicle to another employee who may wish to use the vehicle during the day.
- (b) ensure a Register is to be kept of all persons who use the vehicle including Name, date, time out, time in and signature. If the person wishing to use the vehicle **does not** fill in the register, **the keys of the vehicle are not to be handed over.**
- (c) be aware of the times they are using the vehicle and should also complete the register.
- (d) keep/file the completed Register for a minimum of 12 months and make this Register available to the Director Technical Services, or nominated officer, as and when required.

If a traffic infringement is received by the City, the infringement notice will be provided to the person responsible for the vehicle. It is the responsibility of the employee to provide details of who was driving the vehicle at the particular time and fill in the relevant details on the infringement notice.

(Note: The City will not be responsible for any infringement notices received.)

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- 3.3 City vehicles are considered to form part of the workplace. As such, all vehicles owned by the City, regardless of allocated use, are designated smoke free environments. Persons shall not smoke in a City vehicle.
- 3.4 All employees are required to abide by the Road Traffic Act requirements in relation to drugs and alcohol consumption and driving. It is the responsibility of each employee to ensure that no nominated driver has control of a City vehicle while exceeding the alcohol blood level readings as prescribed by legislation.
- 3.5 Employees driving vehicles whilst acting on behalf of the City is classified as "City Business Use".
- 3.6 It is the responsibility of each employee, to whom the vehicle is assigned, to ensure that the vehicle is maintained in a safe, clean and roadworthy condition consistent with manufacturers' warranty requirements and that:
- (a) the vehicle is to be made available for maintenance and repairs and when directed by the Director Technical Services;
  - (b) the vehicle is delivered to and picked up from the place where mechanical servicing and repairs are effected; and
  - (c) mechanical defects are to be reported to the Director Technical Services; as soon as practicable.
- 3.7 (i) The employee is responsible for ensuring the correct operation of the vehicles in accordance with the vehicle operating manual, at all times, including ensuring all of the following are maintained at all times:
- (a) petrol, diesel, LPG
  - (b) coolant (radiator water)
  - (c) oil
  - (d) battery water (where required)
  - (e) hydraulic fluid and/or other
- (ii) The vehicle air conditioning is used for a minimum of ten (10) minutes per week.
- 3.8 Non-City Employee Use of a City Vehicle
- In addition to the above responsibilities, when the vehicle is being driven by a non-City employee (e.g. City contractor), as authorised by this Policy, the City employee to whom the vehicle has been allocated to, is to ensure that the driver;
- (a) is the holder of a current Western Australian driver's licence for the class of vehicle;
  - (b) understands their responsibilities as a driver;
  - (c) is authorised by the City employee to drive the vehicle; and
  - (d) provide receipts for fuel used during periods where that person has been required to purchase fuel.

### 3.9 Availability of Vehicles and Keys

- (a) Each Section is to maintain a pre-booking system for the vehicle usage, in order to optimise the usage (pooling) of the fleet.
- (b) Each Section is to maintain access to vehicle keys in such a manner as to facilitate ease of use of vehicles by other employees for business purposes.
- (c) A spare set of keys for all vehicles will be held by the City's Technical Services Directorate.

### 3.10 Recording of all Vehicle Use

It is the responsibility of all vehicle users to accurately maintain a record of the use of the vehicles allocated to them. This record is to detail (as a minimum requirement), the date, time and driver information related to use of the vehicle.

### 3.11 The interior and exterior of the vehicles shall be kept clean at all times. All employees are responsible for the regular cleaning of their assigned vehicles in their own time and at their own expense. Vehicles shall be washed at least once a month (or more often if required) and the interior regularly cleaned/vacuumed.

### 3.12 Accidents and General Damage

It is the responsibility of the employee to whom the vehicle is assigned or other persons who uses a City vehicle to:

- (a) Report as soon as practicable any involvement in a motor vehicle accident, to the Director Technical Services.
- (b) Drivers shall:
  - (i) Complete all claim forms appropriate within forty-eight (48) hours of the damage occurring, or as soon as practicable, should the driver of the vehicle sustain injury.
  - (ii) Attend a Police Station and file a Police Accident Report.
  - (iii) Complete an Accident/Incident Report.
- (c) Report "general damage" (where an insurance claim for damages form is not appropriate for the vehicle) as soon as practicable to the Director Technical Services.

### 3.13 Security

All employees allocated with a City vehicle are responsible for the security of the vehicle at all times whilst the vehicle is being used by them. This includes;

- (a) Ensuring that the vehicle is under the employee's control whilst not being used on City business and not allow it to be driven by an unlicensed person or any other person not authorised by the Chief Executive Officer.

- (b) The security of the vehicle at all times, including:
  - (i) Always locking the vehicle and ensure windows are closed when the vehicle is not in use or occupied.
  - (ii) Not leaving keys in an unoccupied vehicle.
- (c) Properly housing and securing the vehicle. Preferably park in a residential driveway and if no driveway is available on the verge immediately outside the employee's residence.
- (d) Ensuring the security of City equipment contained in the vehicle. Should it be necessary to leave equipment in an unoccupied vehicle, it should be stored in the glove box or boot. Employees should never leave valuables (including; laptop computers, cameras, mobile phones or fuel cards), confidential or sensitive documents in an unoccupied vehicle.

#### **4. VEHICLE TYPE AND REPLACEMENT**

- 4.1 Operational vehicles must be "fit-for-purpose" to be able to do the task required of them. However, a like-for-like replacement is not always necessarily appropriate. Both vehicle capabilities and operational needs change over time, making it necessary to carefully assess new vehicle selections. Vehicle selection is to be guided by this policy and should provide overall "best value for money" – taking account of whole of life costs and relevant operational, financial, environmental and safety considerations:

##### **4.1.1 Four Cylinder Vehicles**

Four-cylinder vehicles generally produce lower greenhouse emissions than either petrol or LPG-powered 6 cylinder vehicles. They may also have lower operating and FBT costs. In most cases, therefore, a four-cylinder vehicle is likely to be the best choice for both economic and environmental reasons. Vehicles carrying several passengers or bulky/heavy equipment, may still have (but should not automatically be assumed to have) a credible need for a larger engine.

##### **4.1.2 Liquid Petroleum Gas (LPG)**

New or replacement six-cylinder passenger or utility vehicles, that have a dedicated LPG model variant available, are to be replaced by an LPG-powered vehicle, except where there is clear justification to the contrary.

#### 4.1.3 Vehicle Safety

There is a duty of care to provide a safe workplace. Fleet vehicles are considered an extension of the workplace and therefore should be as safe as is reasonable and practical. This policy promotes and supports selecting vehicles with enhanced safety characteristics. The selection of safer vehicles, and the fitting of vehicle accessories that promote occupant safety and the safe operation of fleet vehicles should be considered in conjunction with operational requirements, environmental issues and whole of life costs in the acquisition of vehicles.

#### 4.1.4 Light Commercial Vehicles

Due consideration should be given to smaller engines, where operationally appropriate, and note the continuing requirement for six-cylinder utilities and passenger vehicles to be replaced with LPG-powered vehicles.

### 5. VEHICLE ALLOCATIONS

- 5.1 The City's employees indicated may be assigned a City owned/leased vehicle which complies with the following standards:

#### CATEGORY 1: Senior Employees – according to Contract of Employment

##### “Senior Employees”

- 5.1.1 Chief Executive Officer  
According to Employee Contract of Employment. Ford Falcon LPG “G6E” series/ Holden Calais (LPG) or equivalent standard of vehicle as per WA Government Fleet Policy Contribution **Category Rate C Class Executive 2.**
- 5.1.2 Directors  
According to Employee Contract of Employment. Ford Falcon LPG G6/Subaru 2.5i Premium or equivalent standard of vehicle as per WA Government Fleet Policy Contribution **Category Rate B.** Small/medium passenger vehicle – Class **Executive 2.**

#### CATEGORY 2: Unrestricted Private Use within Western Australia

- 5.2 Managers; in accordance with individual employee Contract of Employment\*\*:

- Ford Falcon XT Basic Sedan/~~Holden Omega (LPG)~~ or equivalent model; or
- Vehicle as per WA Government Fleet Policy Contribution **Category Rate B.** Small passenger vehicle – Class **Executive 1.**

\*\*The vehicle type/Model shall be determined at the sole discretion of the Chief Executive Officer (in liaison with the Director Technical Services) taking cognisance of re-sale value, fuel efficiency, environmental rating and other relevant matters. (Amended 12/11/2008).

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**CATEGORY 3: Restricted Private Use – In accordance with Letter of Offer/Contract of Employment\*\***

**CATEGORY 4: Commuting Use\*\***

**CATEGORY 5: “On Call/Call Out” Use\*\***

\*\*The vehicle type/Model shall be determined at the sole discretion of the Chief Executive Officer (in liaison with the Director Technical Services) taking cognisance of re-sale value, fuel efficiency, environmental rating and other relevant matters. (Amended 12/11/2008).

5.3 Coordinator Parks Services; Co-ordinator Planning (Statutory); Principal Building Surveyor; Supervisors; Assistant Supervisors; or an employee who is allocated a vehicle in accordance with their Letter of Offer\*\*:

- Four (4) cylinder vehicle as per WA Government Fleet Policy Contribution **Category Rate A**. Small passenger vehicle – Class **Operational (GSV Level 8)**; or
- Dual or single cab utility. (As approved by the Director Technical Services).

Note: Station wagons may be supplied where their use to carry out certain functions in the course of their duties can be justified and as approved by the Chief Executive Officer.

## 6. VEHICLE ACQUISITION/REPLACEMENT

### 6.1 Vehicle Selection

- (a) Operational requirements shall be the primary consideration in the acquisition of a vehicle or its replacement.
- (b) Environmental, operational, financial and safety considerations, ease of servicing shall also be considered when selecting the most appropriate vehicle for the intended use.

### 6.2 Vehicle Replacement

- (a) The Director Technical Services is responsible for determining when a vehicle is to be replaced. This will be reviewed on an annual basis, as part of the City's Budget process – Light Vehicle Replacement Programme.
- (b) Category 1 vehicles may be replaced at an interval of approximately 40,000 kilometres or 24 months whichever may occur first, at the discretion of the Chief Executive Officer.
- (c) All other vehicles shall be replaced at approximately 60,000 kilometres or approximately three (3) years whichever may occur first.

\* Clause 6.2(b) amended 6 September 2011.

### 6.3 Vehicle Accessories

#### (a) Standard Accessories

The following features are to be included as appropriate accessories on all vehicles purchased for the City;

- (i) power steering;
- (ii) automatic transition – (wherever possible);
- (iii) air conditioning;
- (iv) air bags – as provided by the vehicle manufacturer;
- (v) tinted window film – as approved by the vehicle manufacturer;
- (vi) “hands free” mobile telephone car kits; and
- (vii) mud flaps.

#### (b) Extra Accessories

The Director of Technical Services may approve the following accessories:

- (i) leather seats (for Chief Executive Officer/Directors only)  
Amended 12/11/2008; and
- (ii) tow bar – as approved by vehicle manufacturer.

Note: Sunroofs will not normally be approved.

#### (c) Accessories – Employee Purchase

Any employee who has Unrestricted Private Use of a vehicle as part of an agreement may purchase additional accessories at their own expense on the understanding that the accessory will be installed and, if necessary, removed, at the employee's own expense. The City will accept no cost or other responsibility for the transferability to a replacement vehicle of any accessory purchased in this manner. Upon leaving the employment of the City or change to an employee's vehicle entitlements, the employee will make good the vehicle to the original specifications and standard of the vehicle at the time of the initial purchase of the vehicle. This agreement is subject to approval by the Chief Executive Officer.

### 6.4 Colour

All operational vehicles are to be supplied in white. Vehicles allocated for “Private use” may be chosen from the colour range as approved by the Director Technical Services and consideration may also be given by the Chief Executive Officer to the supply of coloured vehicles for employees who have limited private use.

## 7. CATEGORIES OF VEHICLE USE

The use of City vehicles either private or otherwise is at the complete discretion of the Chief Executive Officer and will have regard for but not restricted to the position or nature of work of the employee.

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**7.1 Category 1 – Senior Employees - according to Contract of Employment.**

“Senior Employee” use is currently granted to the following “senior” employees:

- Chief Executive Officer;
  - Directors.
- (a) “*Senior Employee*” use is defined as a vehicle that is provided to the Chief Executive Officer or a Director for 52 weeks per annum, with the City covering all costs associated with the running of the vehicle.
- (b) A spouse/partner or nominated driver may use the vehicle.
- (c) Other persons with a valid driver’s licence may drive the City vehicle provided the employee is present as a passenger in the vehicle at all times or in an emergency only.
- (d) Off-road use is not permitted, except where the vehicle is designed for such use.
- (e) A fleet fuel card is provided with the vehicle and details must be recorded at the time of purchase of fuel.
- (f) The value placed on the vehicle component incorporated as part of a remuneration package (as specified by WALGA and as approved by the CEO) shall be able to be converted to cash or salary sacrificed, if the employee chooses not to be provided with a City vehicle.
- (g) If a lesser vehicle than those specified in clause 5 is chosen, the lesser vehicle benefit value, as specified in clause 7.1(f), may be salary sacrificed as part of the total remuneration package.
- (h) Novated Lease Option – “Senior Employees” may elect to take a cash component and convert that to a novated lease option. Novated lease options must comply with this policy, which effectively limits the range of vehicle types to the standard prescribed.

The City will not salary sacrifice novated lease options associated with “luxury vehicles”. This includes for example; Mercedes, BMW, Audi, Volvo, Porche. Senior Employees wishing to pursue novated lease options will assume full responsibility for making all enquiries and negotiations on vehicle choice and finance arrangements and assume full responsibility for Fringe Benefit Tax (FBT) liability. The City will facilitate the appropriate salary sacrifice arrangements to satisfy legislative requirements in this regard.



## 7.2 Category 2 – Unrestricted Private Use within Western Australia

In accordance with individual employee Contract of Employment and/or Letter of Offer.

- (a) Unrestricted private use is granted to the following employees:
- Managers;
- (b) “*Unrestricted private use*” is defined as a vehicle provided with the City covering all costs associated with the running of the vehicle, subject to the following;
- (i) Private use in Western Australia, south of the Tropic of Capricorn and west of Kalgoorlie is permitted.
  - (ii) Private use whilst on annual leave, approved leave without pay, personal leave (where it does not exceed two (2) weeks [10 working days]), worker’s compensation (not exceeding one (1) week) and Long Service Leave, shall be subject to the approval of the CEO. **Amended 23.8.13**
  - (iii) If the vehicle is driven beyond that specified in this clause (where approved), the cost of fuel will be the responsibility of the employee.
  - (iv) The employee shall pay a contributing amount per annum, which will be calculated as a fortnightly rate and will be deducted from the employee’s salary each fortnight except during periods of leave when the vehicle may not be available to the employee. This fee will be subject to a review and any increases shall be in line with the Consumer Price Index (Perth) at the beginning of each financial year. **(Fee can be made available by contacting the Director Corporate Services).**
- If the vehicle is not being used by the employee during a period of leave as mentioned in clause (ii) above, the employee’s contributions for that vehicle will be suspended during that period.
- (c) When the vehicle is used for private purpose, outside the employee’s normal work hours, their spouse (or approved partner) is permitted to drive the vehicle. It is the responsibility of the employee to ensure that his/her spouse/partner has a current driver’s licence for the class of vehicle driven, and that where the Terms and Conditions of this Policy apply to the employee, they are equally adhered to by the spouse/partner.

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- (d) Where an employee does not have a spouse, the employee's accompanying partner will be permitted to drive the City vehicle provided the employee is also in that vehicle at that time. A "once off" prior approval of the relevant Director is to be obtained.
- (e) The vehicle shall have affixed a permanent adhesive "Council Logo" on the front doors near the side vision mirrors. The size of the logo shall be determined by the Chief Executive Officer.
- (f) Off-road use is not permitted except where the vehicle is designed for such use.
- (g) A fleet fuel card is provided with the vehicle and details must be recorded at the time of purchase of fuel.
- (h) The value placed on the vehicle component incorporated as part of a remuneration package (as specified by WALGA and as approved by the CEO) shall be able to be converted to cash or salary sacrificed, if the employee chooses not to be provided with a City vehicle. The employee may only exercise this option prior to when a vehicle is to be replaced or entering into a Deed of Contract of Employment or a Letter of Offer (which includes the use of a Council Vehicle) is made. If approved the Chief Executive Officer reserves the right to impose any conditions which may have a financial impact on the City and the employee cannot change the agreed terms and conditions for the remainder of the duration of the Contract of Employment or unless approved by the Chief Executive Officer. (\* Amended 5 December 2008).
- (i) If a lesser vehicle than those specified in clause 5 is chosen, the lesser vehicle benefit value, as specified in clause 7.2(h), may be salary sacrificed as part of the total remuneration package.

### **7.3 Category 3 – Restricted Private Use – In accordance with Letter of Offer/Contract of Employment**

Restricted private use of a vehicle shall be allocated to an employee at the recommendation of the Director and shall be approved at the sole discretion of the Chief Executive Officer.

- (a) *"Restricted Private use"* is defined as a vehicle provided, with the City covering all costs associated with the running of the vehicle subject to the following;
  - (i) Use is limited to radius of 250 kilometres from the Perth GPO. Approval to drive beyond the 250 kilometre distance shall be subject to the prior approval of the relevant Director.
  - (ii) Restricted Private use whilst on annual leave, approved leave without pay, personal leave (where it does not exceed one (1) week [5 working days]), worker's compensation (not exceeding one (1) week) and Long Service Leave, shall be subject to the approval of the Director.

The prior approval of the CEO is required where the leave specified in clause (ii) exceeds five (5) working days.

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- (iii) If the vehicle is driven beyond that specified in this clause (where approved), cost of the fuel will be the responsibility of the employee.
- (iv) the employee shall pay a contributing amount per annum, which will be calculated as a fortnightly rate and will be deducted from the employee's salary each fortnight except during periods of leave when the vehicle may not be available to the employee. This fee will be subject to a review and any increases shall be in line with the Consumer Price Index (Perth) at the beginning of each financial year.

If the vehicle is not being used by the employee during a period of leave as mentioned in clause (ii) above, the employee's contributions for that vehicle will be suspended during that period. **(Fee can be made available by contacting the Director Corporate Services).**

- (b) When the vehicle is used for private purpose, outside the employee's normal work hours, his/her spouse/partner is permitted to drive the vehicle. It is the responsibility of the employee to ensure that his/her spouse/partner has a current driver's licence for the class of vehicle driven, and that where the Terms and Conditions of his Policy apply to the employee, they are equally adhered to by the spouse/partner.
- (c) Where an officer does not have a spouse, the employee's accompanying partner will be permitted to drive the Council vehicle provided the employee is also in that vehicle at that time. A "once off" prior approval of the relevant Director is to be obtained.
- (d) The vehicle shall have affixed a permanent adhesive "Council Logo" on the front doors near the side vision mirrors. The size of the logo shall be determined by the Chief Executive Officer.
- (e) Off-road use is not permitted except where the vehicle is designed for such use.
- (f) A fleet fuel card is provided with the vehicle and details must be recorded at the time of purchase of fuel.
- (g) Employees will be provided with a vehicle as approved by the Chief Executive Officer.
- (h) The value placed on the vehicle component incorporated as part of a remuneration package shall **not** be able to be converted to cash.

#### 7.4 Category 4 – Commuting Use

Commuting use of a vehicle shall be approved by the relevant Director, subject to a vehicle being available.

- (a) “*Commuting use*” is defined as a vehicle available for commuting purposes to and from the employee’s place of work and home only, subject to the following;
  - (i) use of the vehicle entitles the employee to travel directly to work and from work to their private residence and enables an employee to go direct from work to an educational, sporting, social or other events and then drive home. Arrangements to be approved by the relevant Director; in these circumstances, prior to the actual event;
- (b) Only City employees will be permitted to drive a City vehicle, except under the following circumstances;
  - (i) where an employee is representing the City at an official function that employee’s accompanying partner will be permitted to drive the City vehicle to and from the function, providing the City employee is also in the vehicle at the same time.
  - (ii) where permission has been granted by the relevant Director.
- (c) In the event of an emergency, the vehicle may be used beyond this guideline for incidental use, each occurrence of which must be reported, in writing, to the employee’s supervisor no later than the next working day after the event.
- (d) Off road use is not permitted, except where the vehicle is designed for such use.
- (e) A fleet fuel card is provided with the vehicle and details must be recorded at the time of purchase of fuel.
- (f) In the event of a change of duties or change to the nature of the work for which the employee is employed, the Chief Executive Officer reserves the right to withdraw the provision of a vehicle.
- (g) The vehicle will not be available to the employee during annual leave or long service leave, leave without pay or sick leave periods of three (3) days or more.
- (h) The vehicle will be equipped with a medium sized “Council Logo” (eg 120mm x 120mm) located in the top centre of the two front door panels.

CITY OF VINCENT POLICY MANUAL  
CHIEF EXECUTIVE OFFICER  
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VEHICLE MANAGEMENT

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**7.5 Category 5 – “On Call/Call Out” Use**

- (a) “On Call/Call Out” is defined as a vehicle available for commuting use to and from the employee’s place of work and home only whilst the employee is on roster for call outs/on call, in accordance with an employee’s conditions of employment.
- (b) During working hours or when the employee is on call-out, the City’s logo must be displayed on the vehicle.

**8.1 Relieving Duties – Entitlement**

Relieving Employees carrying out relieving duties do not automatically assume the motor vehicle entitlements of an employee on leave.

**8.2 Out of Hours Vehicle Use – Emergencies**

Out of hours use of City vehicles by employees who do not have private or commuter use is not permitted, except in an emergency. Any emergency use is to be reported to the relevant Director as soon as practicable.

**8.3 Miscellaneous**

All changes of conditions of use as stated in this policy, whether permanent, temporary or “one-off”, are to be approved by the Chief Executive Officer prior to the variation being implemented.

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VEHICLE MANAGEMENT

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**CITY OF VINCENT**

**VEHICLE AUTHORISATION FORM**

**CONDITIONS OF USE**

1. Other than in exceptional circumstances only employees authorised by the Vehicle Management Policy are permitted to drive a City vehicle. Such exceptional circumstances would normally be limited to those instances when:
  - (a) in the course of the vehicle's normal use it is necessary to entrust it to the custody of another party (e.g. mechanic/service employees)
  - (b) illness or other indisposition of the authorised employee driver whilst actually using the vehicle necessitates that another party takes over.
2. Employees with commuting use of a City vehicle must normally have the vehicle off the road by 8.00pm, unless on authorised business.
3. Vehicles are not to be used by, or loaned to other employees, for private use. Only with the approval of the Director, and/or Section Manager may an employee borrow vehicles for authorised business.
4. Ignition keys are not to be left in parked vehicles at any time.
5. Covering of the City logo on vehicle doors is not permitted and will not be tolerated under any circumstances.
6. In NO circumstances should any person drive or permit another to drive a City vehicle who:
  - (a) does not hold a valid driver's licence for the type of vehicle concerned;
  - (b) has been refused motor vehicle insurance or continuance thereof by any insurer;
  - (c) drive whilst under the influence of alcohol or mind altering drugs.
7. Drivers are personally liable to pay all fines imposed for parking and traffic offences committed whilst the motor vehicle is in their control. All traffic offences, other than parking infringements, are to be reported to the Director Technical Services (refer to Policy/Procedure and Guidelines clause 3.2.)
8. Upon any City vehicle involved in an accident the driver is to:
  - (a) render necessary assistance to any injured person and report details of the accident to the Police if there has been harm caused to any person;
  - (b) report the accident to the nearest Police Station within 24 hours if the damage to the City vehicle and/or other vehicles or property involved is considered to be more than \$1,000;
  - (c) secure the necessary details regarding other person or vehicles involved, complete accident detail form and present it to the City's Director Technical Services;
  - (d) complete any necessary insurance claim forms or other documentation immediately with the City's Insurance Officer;
  - (e) under no circumstances admit liability for causing the accident.

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CITY OF VINCENT POLICY MANUAL  
CHIEF EXECUTIVE OFFICER  
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VEHICLE MANAGEMENT

9. All fuel must be obtained from an approved Service Station outlet.
10. In the event of a breakdown during normal working hours, employee's shall call the Customer Service Officer, Technical Services Division who will arrange for emergency repairs or towing service. After hours, arrange for necessary assistance. Personal costs associated with the repairs will be reimbursed.
11. The City will be responsible for the payment of running costs incurred whilst the vehicle is being used on official business. Any expenses incurred are to be supported by proper invoices.
12. When travelling outside the metropolitan area no expenses for repair in excess of \$100 are to be undertaken without approval from the Director Technical Services or if unavailable their relevant Director.
13. The authorised driver is to ensure that the vehicle is:
  - (a) to be kept clean (internal and external) and be washed on a regular basis;
  - (b) kept adequately maintained in accordance with the vehicle manufacturer's instruction handbook;
  - (c) condition and/or operation of tyres, wheels, steering, brakes driving and signalling lamps, engine, transmission and body is checked at least once a month and report any defects noted during such check or becoming apparent at any other time and have all such defects rectified before further use of the vehicle; and
  - (d) stored in a secure place, in accordance with clause 3.13.
14. Use of a vehicle whilst in an unsafe condition can void indemnity otherwise granted by insurers and render the driver personally liable for any damage sustained.
15. The allocation and distribution of vehicles is at the absolute discretion and approval of the Chief Executive Officer.

**EMPLOYEE DECLARATION:**

I, \_\_\_\_\_ hereby  
declare:

1. I am the holder of a current motor vehicle driver's licence and have no knowledge of any circumstances which could cause its cancellation or suspension.
2. I have not been refused motor vehicle insurance or continuance thereof by an insurer.
3. I acknowledge and understand the Conditions of Use of City Vehicles set out above.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**EMPLOYEE DRIVER LICENCE DETAILS**

State issued \_\_\_\_\_ No. \_\_\_\_\_ Class \_\_\_\_\_ Expiry Date \_\_\_\_\_

Conditions or Endorsements (if any) \_\_\_\_\_

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CITY OF VINCENT POLICY MANUAL  
CHIEF EXECUTIVE OFFICER  
POLICY NO: 4.1.16  
VEHICLE MANAGEMENT

**RESTRICTED PRIVATE USE OF A VEHICLE  
AUTHORISATION FORM**

<b>TO: CHIEF EXECUTIVE OFFICER</b>		
<p>I _____, have been offered and wish to accept the use of a City supplied motor vehicle in accordance with Clause 7.0 – Categories of Vehicle Use of the Vehicle Management Policy.</p> <p>I have read, understand and agree to the conditions of Clause 7.0 of the Private Use of the Vehicle Management Policy. Should my application be approved, I authorise the stated contribution to be deducted from my salary.</p>		
EMPLOYEE'S SIGNATURE		DATE: ____/____/____
POSITION TITLE		
<b>The offer of *Unrestricted/Restricted Private Use is recommended</b> <b>* delete which is not required</b>		
RECOMMENDED BY MANAGER		DATE: ____/____/____
<b>I endorse the recommendation</b>		
ENDORSED BY DIRECTOR		DATE: ____/____/____
<b>The recommendation for Private Use (as above) is -</b> <input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>NOT APPROVED</b>		
CHIEF EXECUTIVE OFFICER		DATE: ____/____/____
<b>Please forward this request to Corporate Services</b> <b>Payroll Office Use Only</b>		
ADJUSTMENT MADE TO EMPLOYEE'S SALARY		DATE: ____/____/____



## 11 COMMUNITY & BUSINESS SERVICES

### 11.1 FINANCIAL STATEMENTS AS AT 31 OCTOBER 2024

**Attachments:** 1. Financial Statements as at 31 October 2024  

#### RECOMMENDATION:

That Council **RECEIVES** the Financial Statements for the month ended 31 October 2024 as shown in Attachment 1.

#### PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 31 October 2024.

#### DELEGATION:

*Regulation 34 (4) of the Local Government (Financial Management) Regulations 1996* requires the local government to prepare a statement of financial activity each month, which is to be presented to Council within 2 months after the end of the relevant month.

#### 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 ended **31 October 2024**:

Note	Description	Page
1.	Statement of Financial Activity by Nature or Type Report	1
2.	Net Current Funding Position	2
3.	Statement of Financial Position	3
4.	Summary of Income and Expenditure by Service Areas	4-6
5.	Capital Expenditure including Funding graph and Capital Works Schedule	7-12
6.	Cash Backed Reserves	13
7.	Receivables: Rates and Other Debtors	14
8.	Beatty Park Leisure Centre Financial Position	15-16

#### Explanation of Material Variances

The materiality thresholds used for reporting variances are 10% and \$20,000, respectively. This means that variances will be analysed and separately reported when they are more than 10% (+/-) of the year-to-date budget and where that variance exceeds \$20,000 (+/-). This threshold was adopted by Council as part of the budget adoption for 2024/2025 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 October 2024 have been detailed in the variance comments report in **Attachment 1**.

**Revenue by Nature or Type** (on page 1) is tracking higher than the YTD budgeted revenue by \$432,752 (0.8%). The following items materially contributed to this position:

- A favourable variance of \$383,857 in Fees and Charges mostly due to timing variances in:
  - \$163,383 favourable parking revenue,
  - \$78,273 favourable waste management fees,
  - \$48,000 favourable building leases and rentals
  - \$47,704 favourable building licence permit, and:
  - \$21,378 favourable development application fees.
- A favourable variance in Interest earnings of \$112,719 mostly due to higher cash balances.
- A favourable variance of \$236,675 in other revenue mostly due to timing of Perth Inner City Group reimbursements and variable outgoing recoups.
- An unfavourable timing variance in Operating grants, subsidies, and contributions of \$260,545.

**Expenditure by Nature or Type** (on page 1) is favourable, attributed by an under-spend of \$5,386,235 (22.6%). The following items materially contributed to this position:

- \$4,374,216 favourable Depreciation expense due to timing variances.
- \$792,474 favourable Materials and Contracts mainly due to timing variances.
- \$228,319 favourable Employee related costs mostly due to timing variances.
- \$52,438 favourable interest expense due to timing variances.
- \$39,643 unfavourable utility expense due to timing variances.

### Surplus Position

The surplus position brought forward to 2024/25 is \$7,927,084 compared to the adopted budget amount of \$4,689,661. The actual opening surplus figure will be adjusted after the year audit has been finalised in November 2024.

The favourable opening surplus position also includes a higher brought forward payment of \$1,294,204 in Federal Grant Funding. An adjustment will be required to reduce the 2024/25 budgeted grant revenue in lieu of the higher brought forward payment and account for capital carry forward amounts.

### 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. Statement of Financial Position (Note 3 Page 3)  
This statement of financial position shows the new current position and the total equity of the City.
4. Summary of Income and Expenditure by Service Areas (Note 4 Page 4-6)  
This statement shows a summary of operating revenue and expenditure by service unit including variance commentary.
5. Capital Expenditure and Funding Summary (Note 5 Page 7-12)  
The full capital works program is listed in detail in Note 5 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.
6. Cash Backed Reserves (Note 6 Page 13)  
The cash backed reserves schedule provides a detailed summary of the movements in the reserve portfolio, including transfers to and from the reserve. The balance as at 31 October 2024 is \$24,340,689.

7. Receivables: Rating Information (Note 7 Page 14)

The notices for rates and charges levied for 2024/25 were issued on 25 August 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	30 August 2024
Second Instalment	1 November 2024
Third Instalment	3 January 2025
Fourth Instalment	7 March 2025

The outstanding rates debtors balance at 31 October 2024 was \$15,941,022, excluding deferred rates of \$153,457. The outstanding rates percentage at 31 October 2024 was 31.67% compared to 33.58% for the same period last year.

8. Receivables: Other Debtors (Note 7 Page 14)

Total trade and other receivables at 31 October 2024 were \$3,916,546. Below is a summary of the significant items with an outstanding balance over 90 days:

- \$904,411 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.
- \$164,573 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.

9. Beatty Park Leisure Centre – Financial Position report (Note 8 Page 15-16)

As at 31 October 2024, the Centre's surplus position was \$720,331 compared to the year to date budget of \$651,352.

**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 OCTOBER 2024**



CITY OF VINCENT

	Note	Revised Budget 2024/25 \$	YTD Budget 31/10/2024 \$	YTD Actual 31/10/2024 \$	YTD Variance \$	YTD Variance %
<b>Opening Funding Surplus(Deficit)</b>		<b>4,689,661</b>	<b>4,689,661</b>	<b>7,927,084</b>	<b>3,237,423</b>	<b>69.0%</b>
<b>Revenue from operating activities</b>						
Rates		44,452,032	44,222,032	44,182,078	(39,954)	-0.1%
Operating Grants, Subsidies and Contributions		1,693,715	359,581	99,036	(260,545)	-72.5%
Fees and Charges		24,628,387	8,772,912	9,156,769	383,857	4.4%
Interest Earnings		2,080,000	1,038,328	1,151,047	112,719	10.9%
Other Revenue		1,332,125	527,196	763,871	236,675	44.9%
Profit on Disposal of Assets		4,201,752	1,250,000	1,250,000	0	0.0%
		<b>78,388,011</b>	<b>56,170,049</b>	<b>56,602,801</b>	<b>432,752</b>	<b>0.8%</b>
<b>Expenditure from operating activities</b>						
Employee Costs		(33,656,433)	(10,367,644)	(10,139,325)	228,319	-2.2%
Materials and Contracts		(24,802,697)	(7,954,599)	(7,162,125)	792,474	-10.0%
Utility Charges		(1,968,786)	(503,296)	(542,939)	(39,643)	7.9%
Depreciation on Non-Current Assets		(13,122,588)	(4,374,216)	0	4,374,216	-100.0%
Interest Expenses		(378,943)	(122,215)	(69,777)	52,438	-42.9%
Insurance Expenses		(801,318)	(267,108)	(267,108)	0	0.0%
Other Expenditure		(881,243)	(280,106)	(301,675)	(21,569)	7.7%
Loss on Disposal of Assets		(13,043)	0	0	0	0.0%
		<b>(75,625,051)</b>	<b>(23,869,184)</b>	<b>(18,482,949)</b>	<b>5,386,235</b>	<b>-22.6%</b>
<b>Operating activities excluded from budget</b>						
Add Deferred Rates Adjustment		0	0	245,927	245,927	0.0%
Add Back Depreciation		13,122,588	4,374,216	0	(4,374,216)	-100.0%
Adjust (Profit) Loss on Asset Disposal		(4,188,709)	(1,250,000)	(1,250,000)	0	0.0%
		<b>8,933,879</b>	<b>3,124,216</b>	<b>(1,004,073)</b>	<b>(4,128,289)</b>	<b>-132.1%</b>
<b>Amount attributable to operating activities</b>		<b>11,696,839</b>	<b>35,425,081</b>	<b>37,115,779</b>	<b>1,690,698</b>	<b>4.8%</b>
<b>Investing Activities</b>						
Non-operating Grants, Subsidies and Contributions		9,428,344	0	83,810	83,810	0.0%
Purchase Property, Plant and Equipment	5	(9,197,061)	(2,809,788)	(2,970,705)	(160,917)	5.7%
Purchase Infrastructure Assets	5	(16,061,433)	(2,356,132)	(2,469,829)	(113,697)	4.8%
Proceeds from Joint Venture Operations		3,750,000	1,250,000	1,250,000	0	0.0%
Proceeds from Disposal of Assets		552,350	0	184,625	184,625	0.0%
<b>Amount attributable to investing activities</b>		<b>(11,527,800)</b>	<b>(3,915,920)</b>	<b>(3,922,099)</b>	<b>(6,179)</b>	<b>0.2%</b>
<b>Financing Activities</b>						
Principal elements of finance lease payments		(264,318)	(98,352)	(81,450)	16,902	(17.2%)
Repayment of Loans		(1,498,010)	(603,629)	(603,631)	(2)	0.0%
Transfer to Reserves	6	(6,179,099)	(2,246,364)	(2,337,418)	(91,054)	4.1%
Transfer from Reserves	6	3,232,201	800,137	861,167	61,030	7.6%
<b>Amount attributable to financing activities</b>		<b>(4,709,226)</b>	<b>(2,148,208)</b>	<b>(2,161,332)</b>	<b>(13,124)</b>	<b>0.6%</b>
<b>Closing Funding Surplus(Deficit)</b>		<b>149,474</b>	<b>34,050,614</b>	<b>38,959,433</b>	<b>4,908,819</b>	<b>14.4%</b>



CITY OF VINCENT

**CITY OF VINCENT**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**NOTE 2 - NET CURRENT FUNDING POSITION**  
**FOR THE PERIOD ENDED 31 OCTOBER 2024**

	Note	YTD Actual	PY Actual
		31/10/2024	31/10/2023
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted		35,107,182	35,125,179
Cash Restricted		24,340,689	18,918,273
Receivables - Rates	7	15,941,022	15,913,201
Receivables - Other	7	3,916,546	4,817,536
Inventories		1,420,224	1,459,527
		<u>80,725,663</u>	<u>76,233,717</u>
<b>Less: Current Liabilities</b>			
Payables		(14,190,430)	(12,897,029)
Provisions - employee		(5,501,620)	(5,766,564)
		<u>(19,692,050)</u>	<u>(18,663,594)</u>
<b>Unadjusted Net Current Assets</b>		<b>61,033,613</b>	<b>57,570,123</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>			
Less: Reserves - restricted cash	6	(24,340,689)	(18,918,273)
Less: Land held for sale		(1,101,531)	(1,251,293)
Add: Current portion of long term borrowings		1,516,415	1,528,143
Add: Infringement Debtors transferred to non current asset		1,625,260	1,293,417
Add: Current portion of long term finance lease liabilities		268,351	0
		<u>(22,074,180)</u>	<u>(17,288,800)</u>
<b>Adjusted Net Current Assets</b>		<b>38,959,433</b>	<b>40,281,323</b>

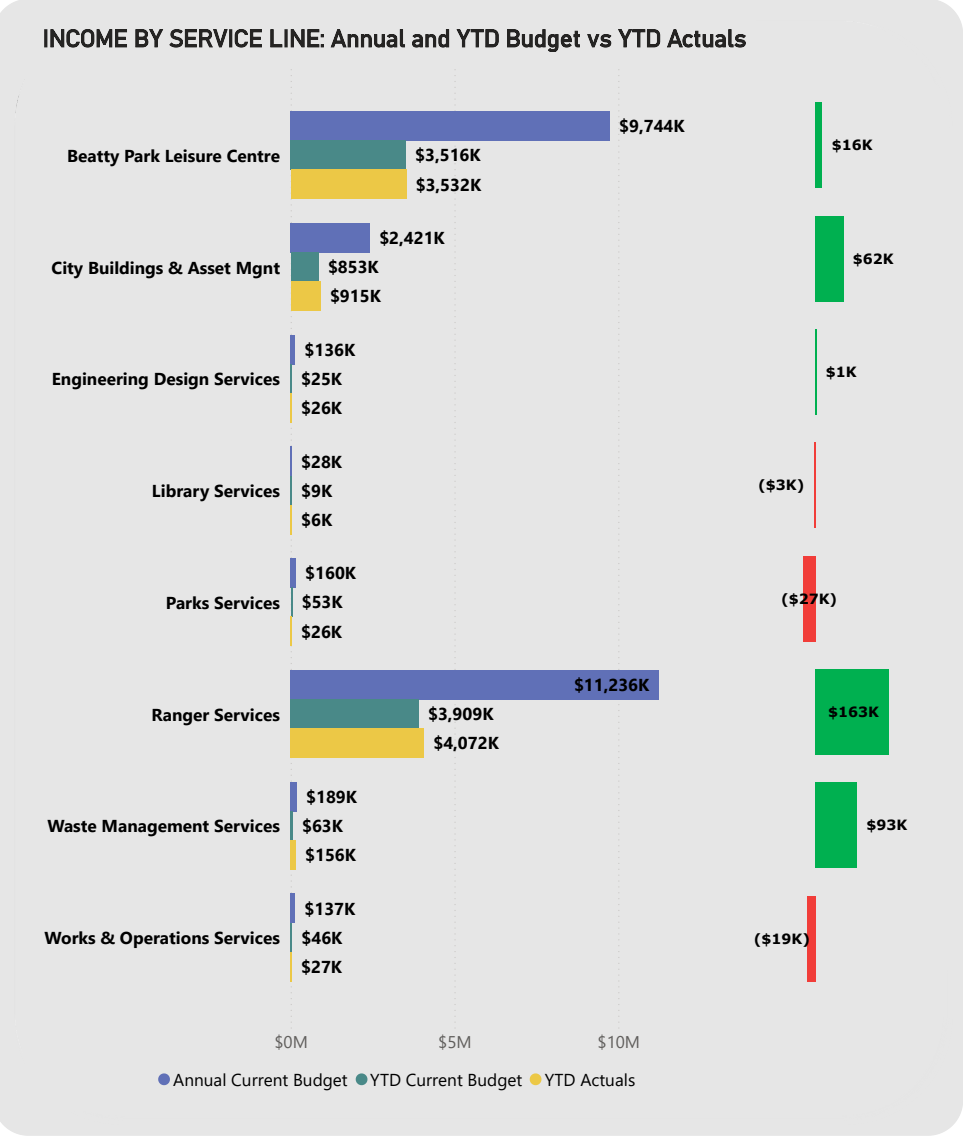
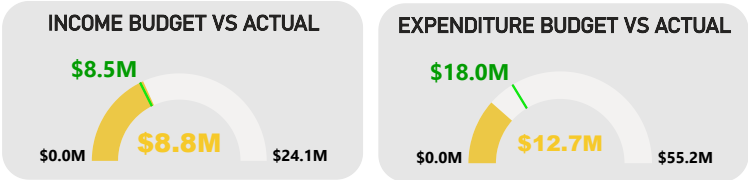


CITY OF VINCENT

**CITY OF VINCENT  
NOTE 3 - STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 31 OCTOBER 2024**

	Note	YTD Actual 31/10/2024 \$	PY Actual 30/06/2024 \$
<b>Current Assets</b>			
Cash Unrestricted		35,107,182	15,812,924
Cash Restricted		24,340,689	22,864,438
Receivables - Rates	7	15,941,022	1,345,454
Receivables - Other	7	3,916,546	3,999,440
Inventories		1,420,224	1,402,537
<b>Total Current Assets</b>		<b>80,725,663</b>	<b>45,424,793</b>
<b>Non-Current Assets</b>			
Receivables - Rates		171,381	208,654
Receivables - Other		1,364,454	1,364,454
Inventories		83,972	41,986
Investment in associate		14,962,895	14,962,895
Property, plant and equipment		253,418,880	250,657,162
Infrastructure		151,487,924	149,308,446
Right of use assets		644,136	644,136
Intangible assets		145	145
<b>Total Non-Current Assets</b>		<b>422,133,787</b>	<b>417,187,878</b>
<b>Total Assets</b>		<b>502,859,450</b>	<b>462,612,671</b>
<b>Current Liabilities</b>			
Payables		(14,190,430)	(11,489,328)
Provisions - employee		(5,501,620)	(5,388,014)
<b>Total Current Liabilities</b>		<b>(19,692,050)</b>	<b>(16,877,342)</b>
<b>Non-Current Liabilities</b>			
Borrowings		(8,393,278)	(9,100,796)
Employee related provisions		(541,428)	(541,428)
<b>Total Non-Current Liabilities</b>		<b>(8,934,706)</b>	<b>(9,642,224)</b>
<b>Total Liabilities</b>		<b>(28,626,756)</b>	<b>(26,519,566)</b>
<b>Net Assets</b>		<b>474,232,695</b>	<b>436,093,105</b>
<b>Equity</b>			
Retained Surplus		(149,133,801)	(112,470,462)
Reserve Accounts		(24,340,689)	(22,864,438)
Revaluation Surplus		(300,758,205)	(300,758,205)
<b>Total Equity</b>		<b>(474,232,695)</b>	<b>(436,093,105)</b>

CITY OF VINCENT  
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
INFRASTRUCTURE AND ENVIRONMENT DIRECTORATE  
AS AT 31 OCTOBER 2024



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

**Beatty Park Leisure Centre**  
\$16K favourable income mostly due to income from fees and charges and enrolment fees.  
\$574k favourable expenditure mostly due to timing variances for depreciation \$565k, other expenditure \$77k, interest expense \$24k. This is partially offset by unfavourable employee costs of \$94k.

**City Buildings & Asset Management**  
\$62k favourable income mostly due to higher fees and charges.  
\$1.4m favourable expenditure mostly due to timing variances for depreciation \$1.5m partially offset by unfavourable variance in materials and contracts \$67k.

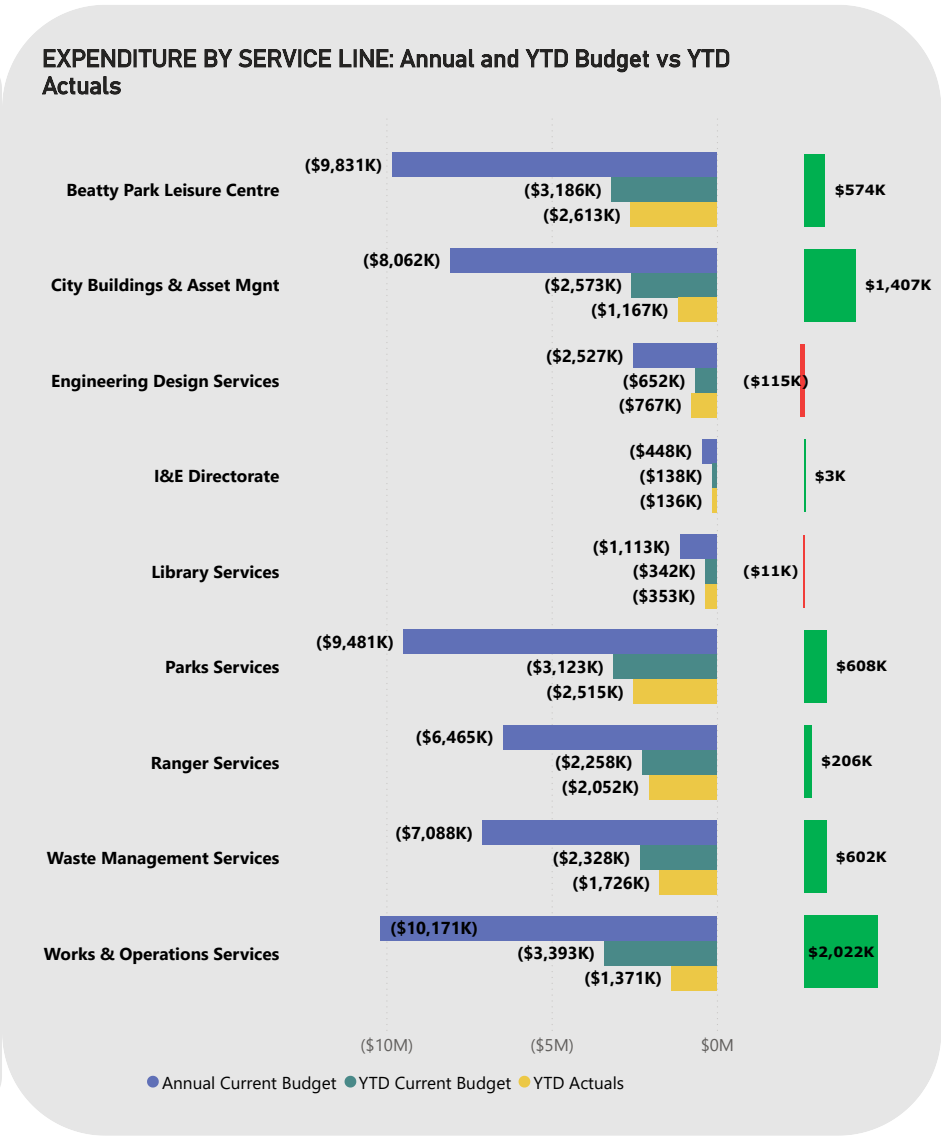
**Engineering Design Services**  
\$115k unfavourable expenditure due to timing variances in employee costs \$82k, utilities \$57k and materials and contracts \$29k which is partially offset by a favourable timing variance in depreciation \$66k.

**Parks Services**  
\$27k unfavourable income mainly due to timing variance in hire fees \$16k.  
\$608k favourable expenditure mostly due to timing variances for depreciation \$415k, employee costs \$98k and materials and contracts \$89k.

**Ranger Services**  
\$163k favourable income mainly due to parking revenue \$160k.  
\$206k favourable expenditure mainly due to timing variances in depreciation \$125k and employee costs \$52k.

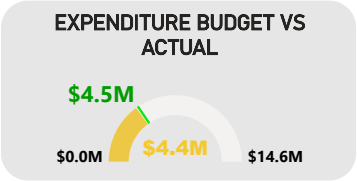
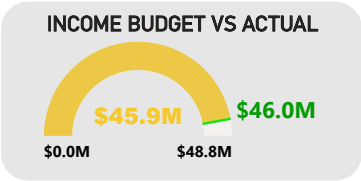
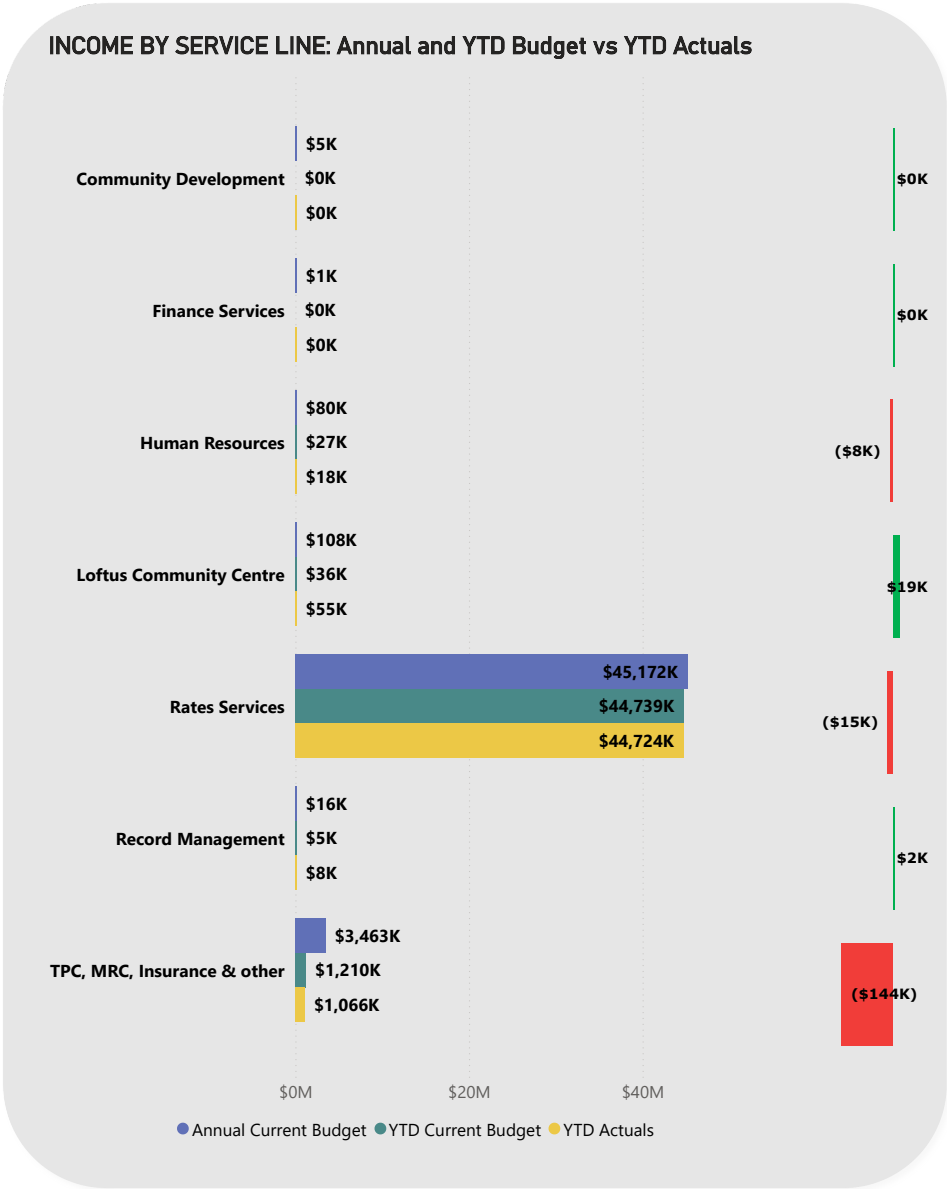
**Waste Management Services**  
\$93k favourable income variance due to timing variances in fees and charges \$78k.  
\$602k favourable expenditure mostly due to timing variance in materials and contracts \$522k and employee costs \$54k.

**Works & Operations Services**  
\$2m favourable expenditure mostly due to timing variance in depreciation of \$1.7m, materials and contracts \$160k and employee costs \$121k.





CITY OF VINCENT  
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE  
COMMUNITY & BUSINESS SERVICES DIRECTORATE  
OFFICE OF THE CEO  
AS AT 31 OCTOBER 2024



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

**Community Development**  
\$44k unfavourable expenditure due to timing variance in materials and contracts of \$40k.

**Customer Relations**  
\$20k unfavourable expenditure mainly due to timing variance in employee cost of \$12k.

**Finance Services**  
\$20k favourable expenditure due to lower employee costs of \$39k which is partially offset by unfavourable variance in consultants \$19k.

**Human Resources**  
\$84k favourable expenditure due to timing variance in employee costs of \$67k and materials and contracts \$18k.

**Information Communication and Technology**  
\$166k favourable expenditure due to timing variances in materials and contracts of \$165k mainly in software licence fees \$114k.

**Marketing and Communications**  
\$24k unfavourable expenditure mainly due to timing variance in materials and contracts of \$26k and employee cost \$17k. This is partially offset by a favourable variance in other expenditure of \$20k.

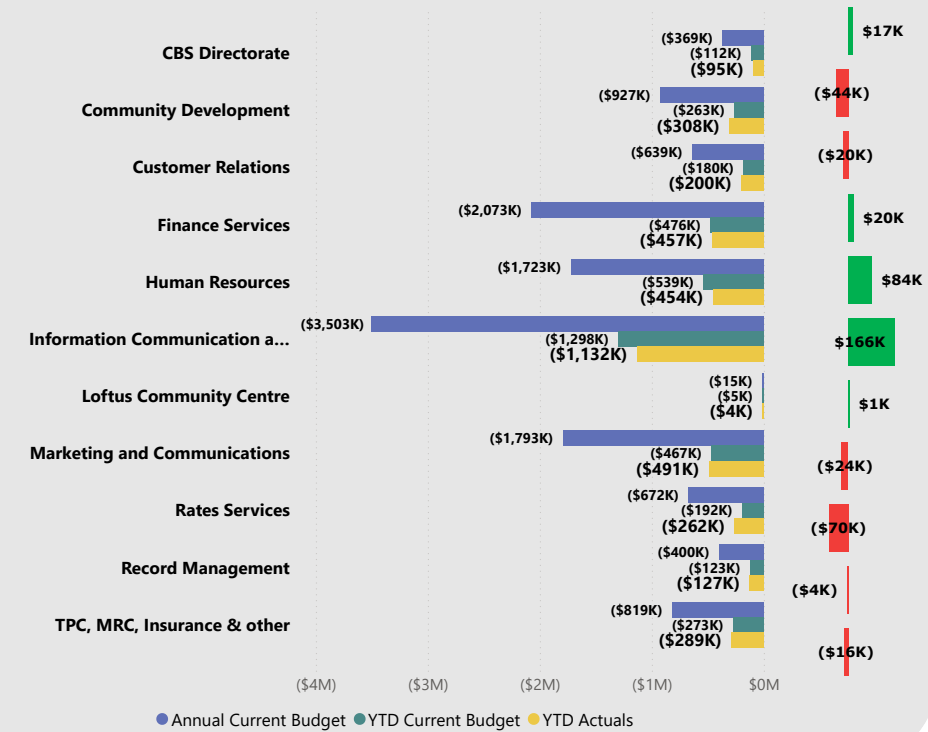
**Rates Services**  
\$70k unfavourable expenditure mainly due to timing variance in materials and contracts of \$45k and employee costs \$25k.

**TPC, MRC, Insurance and Other**  
\$144k unfavourable income mostly due to timing variances in financial assistance grants \$213k partially offset by higher interest earnings \$102k.

**Major Projects**  
\$56k favourable expenditure mainly due to timing variance in materials and contracts \$38k and employee costs \$17k.

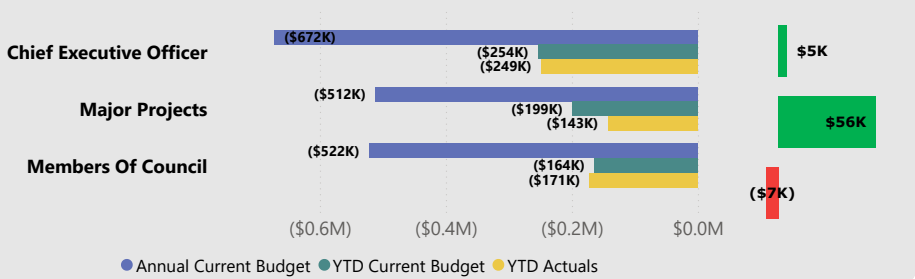
COMMUNITY AND BUSINESS SERVICES DIRECTORATE

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



OFFICE OF THE CEO

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

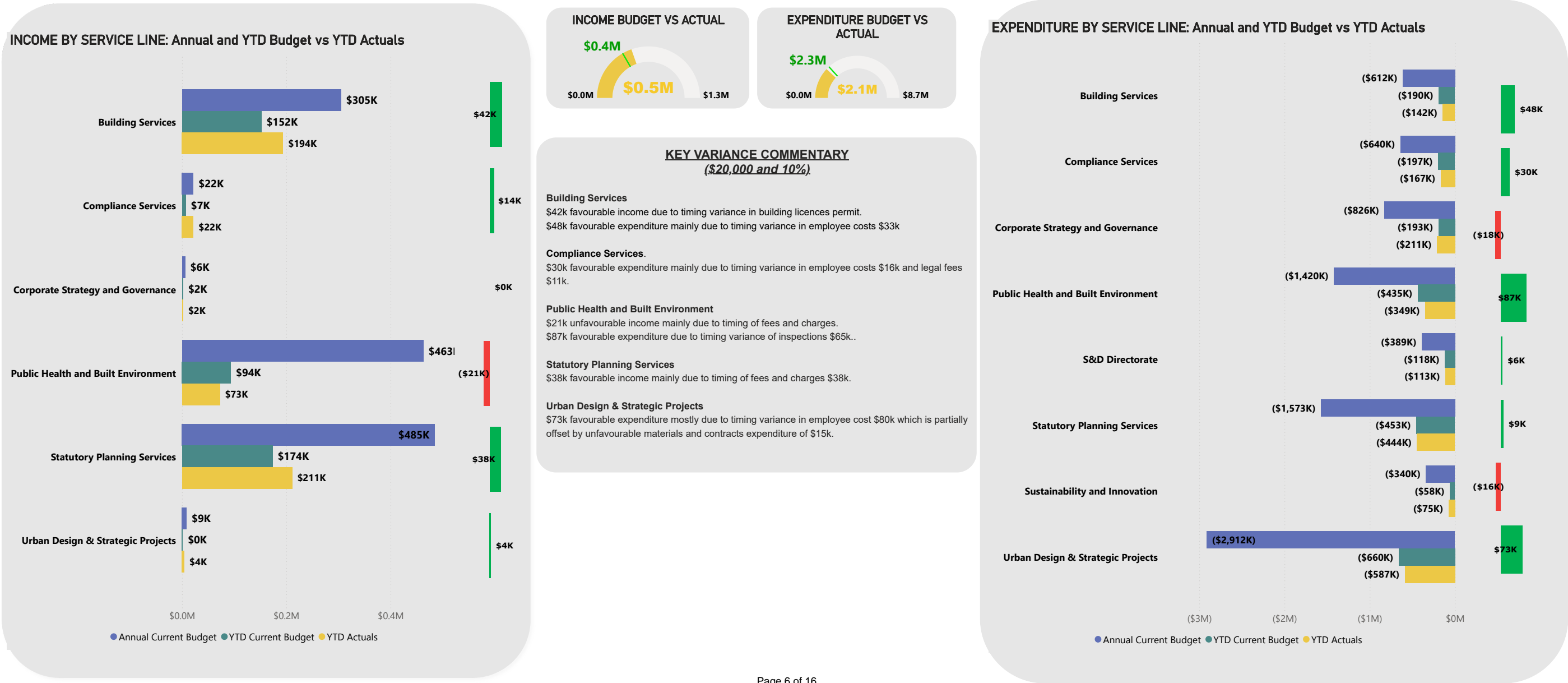


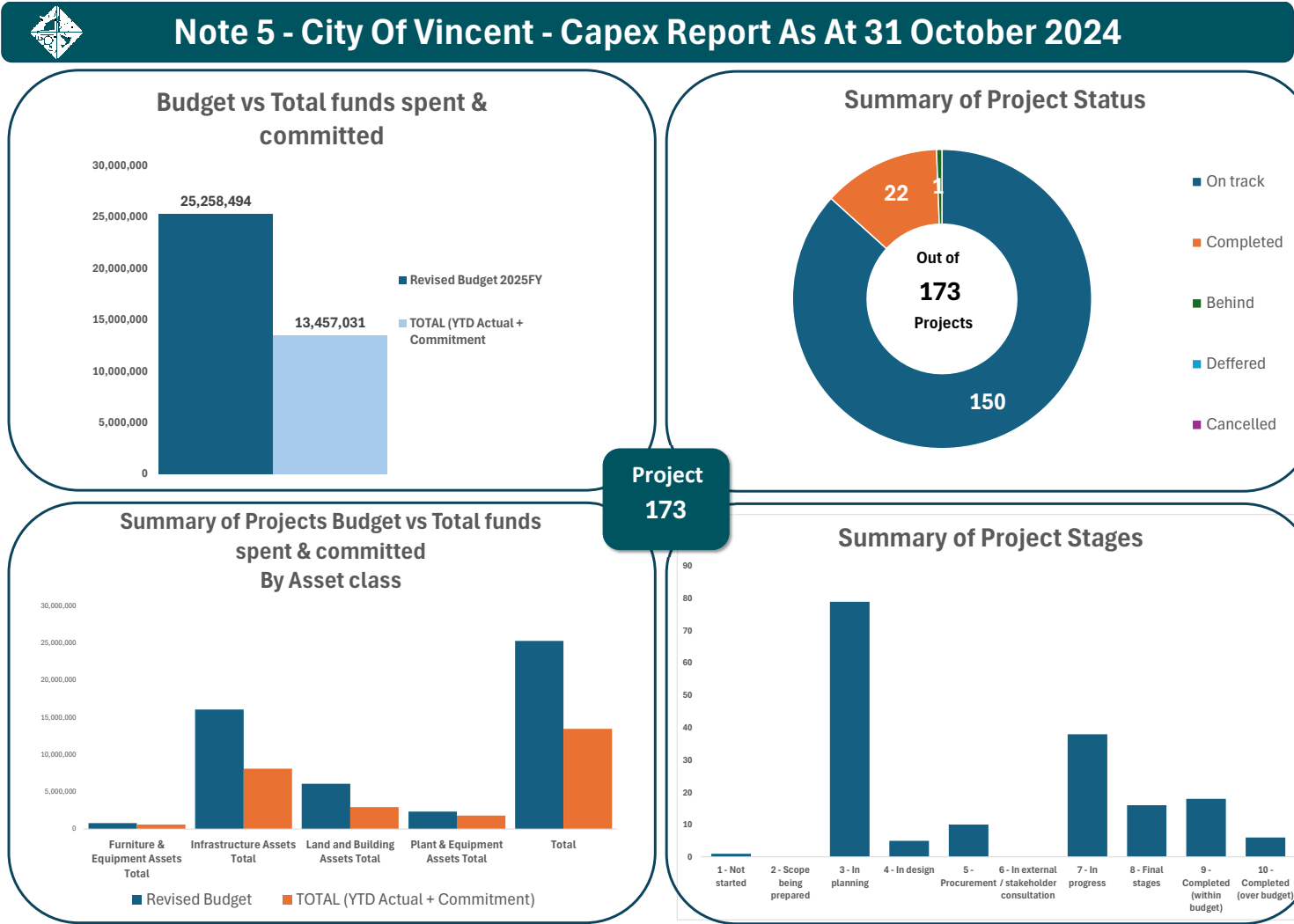
CITY OF VINCENT

NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE

STRATEGY AND DEVELOPMENT DIRECTORATE

AS AT 31 OCTOBER 2024





CITY OF VINCENT  
NOTE 5 - CAPITAL WORKS SCHEDULE 2024/25  
AS AT 31 OCTOBER 2024

WO Name	Revised Budget 2025FY	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
<b>Land and Building Assets</b>									
<b>Air Conditioning &amp; HVAC Renewal</b>									
Air Conditioning & HVAC Renewal - Admin	484,000	-	-	-	-	-	On track	3 - In planning	In procurement
Air Con & HVAC Renew - Miscellaneous	91,570	50,000	50,900	(900)	34,387	85,287	On track	7 - In progress	Works ongoing
Air Con/HVAC Renew - Mt Hawthorn Comm Centre (Leased)	100,000	-	-	-	-	-	On track	4 - In design	In design phase
Leederville Oval - HVAC Renewal - East Perth Function Room	120,000	10,000	8,200	1,800	3,000	11,200	On track	4 - In design	In procurement
Air Con & HVAC Renew - Library & Local History Centre	-	-	104	(104)	-	104	Completed	9 - Completed (within budget)	2024FY project
<b>Public Toilet Renewal Program</b>									
Britannia Road Pavilion Toilets - Roof Resheeting	70,000	-	-	-	-	-	On track	5 - Procurement	In procurement
<b>BPLC - Construction of Indoor Changerooms</b>									
BPLC - Construc & Fit Out Indoor Pool Changerooms	742,352	600,000	582,661	17,339	194,076	776,738	On track	8 - Final stages	On track for completion
<b>Litis Stadium changeroom redevelopment</b>									
Infrastructure Works - Litis Stadium	1,900,000	750,000	761,285	(11,285)	166,954	928,239	On track	7 - In progress	On track to claim the next milestone payment
Floreat Athena Clubroom Refurbishment - Litis Stadium	221,653	200,000	246,355	(46,355)	21,880	268,235	On track	7 - In progress	Toilet refurbishment works ongoing
<b>Beatty Park Leisure Centre - Facilities Infrastruc</b>									
BPLC - Facilities Infrastructure Renewal	250,000	175,000	173,851	1,149	36,532	210,383	On track	7 - In progress	Works ongoing
BPLC - Pool Tiling Works	6,848	-	-	-	29,409	29,409	Completed	9 - Completed (within budget)	Project completed
BPLC - Eastern Side Grandstand - Water Ingress	350,000	-	-	-	-	-	On track	3 - In planning	On hold due to asbestos remediation
<b>Miscellaneous Asset Renewal (City Buildings)</b>									
Misc Asset Renewal - City buildings	100,000	-	-	-	82,155	82,155	On track	5 - Procurement	In procurement
Loftus - Gymnastics WA - Renew Fans and Ventilation	100,000	-	-	-	-	-	On track	5 - Procurement	In procurement
Forrest Park Croquet - Kitchen Renewal	15,000	-	-	-	-	-	On track	5 - Procurement	In procurement
City Buildings Painting Renewal	30,000	-	-	-	-	-	On track	5 - Procurement	In procurement
<b>Land and Building Asset Renewal Projects</b>									
DLGSC - Lighting Renewal	243,302	-	-	-	948	948	On track	4 - In design	Finalising scope
Lease Property Non Scheduled Renewal	101,500	-	-	-	34,471	34,471	On track	7 - In progress	
Library Renewals - Upgrades to Accessibility	85,000	5,000	4,980	20	-	4,980	On track	7 - In progress	Engaged contractors
Gym roof repairs (Leased Belgravia)	60,000	-	-	-	-	-	On track	5 - Procurement	In procurement
Lift Renewal - Administration & Civic Centre	240,000	120,000	114,487	5,513	131,210	245,697	On track	7 - In progress	Lift fabrication commenced
Leederville Oval - Misc Buildings Renewal	12,436	-	-	-	12,436	12,436	On track	3 - In planning	
Administration Centre Stage 1 - Accessibility (2024)									
Stage 2 - Customer Service and Foyer Renewal (2025)	300,000	25,000	17,049	7,951	243,411	260,460	On track	7 - In progress	Works started
Loftus - Gymnastics WA - Roof Renewal	100,000	-	-	-	-	-	On track	3 - In planning	Preparing scope
Mt Hawthorn Com Centre - Roof Renewal	200,000	-	-	-	-	-	On track	3 - In planning	Finalising scope
DLGSC - Renew balcony tiling and waterproofing	35,000	-	-	-	-	-	On track	3 - In planning	Preparing schedule
North Perth Bowling Club - conversion of bowling green	66,000	-	-	-	-	-	On track	3 - In planning	
<b>Water and Energy Efficiency Initiatives</b>									
Water and Energy Efficiency Initiatives	50,000	-	-	-	8,640	8,640	On track	3 - In planning	
<b>Land &amp; Building Assets Total</b>	<b>6,074,661</b>	<b>1,935,000</b>	<b>1,959,871</b>	<b>(24,871)</b>	<b>999,509</b>	<b>2,959,380</b>			
<b>Furniture &amp; Equipment Assets</b>									
<b>Beatty Park Leisure Centre - Furniture &amp; Equipment</b>									
BPLC - Non Fixed Assets Renewal	195,000	50,000	35,355	14,645	4,695	40,050	On track	3 - In planning	
BPLC Non-Infrastructure Fixed Asset Renewal	100,000	20,000	14,776	5,224	54,502	69,278	On track	3 - In planning	
<b>ICT Renewal Program</b>									
ICT Infrastructure Renewal	120,000	25,000	23,772	1,228	788	24,560	On track	7 - In progress	Works ongoing
<b>Public Arts Projects</b>									
COVID-19 Artwork relief project	107,500	-	-	-	139,750	139,750	On track	7 - In progress	Options for progressing artwork to be discussed
<b>Miscellaneous Asset Renewal (City Buildings)</b>									
Furniture and Equipment Renewal - (Admin, Library and Depot)	40,000	20,000	11,410	8,590	3,960	15,370	On track	7 - In progress	Works ongoing
<b>Parking Machines Asset Replacement Program</b>									
Parking Infrastructure Renewal Program	226,012	200,000	179,385	20,615	-	179,385	Completed	9 - Completed (within budget)	Completed

<b>Accessible City Strategy Implementation Program</b>									
Accessible City Strategy Implementation - Capex for future years subject to Cash-in Lieu Reserve Funds received	-	-	32,690	(32,690)	101,358	134,048	On track	8 - Final stages	2024FY project
<b>Furniture &amp; Equipment Assets Total</b>	<b>788,512</b>	<b>315,000</b>	<b>297,389</b>	<b>17,611</b>	<b>305,053</b>	<b>602,442</b>			
<b>Plant &amp; Equipment Assets</b>									
<b>Major Plant Replacement Program</b>									
Heavy Fleet Replacement Program	1,320,000	420,000	415,530	4,470	1,086,130	1,501,661	On track	7 - In progress	
<b>Fleet Management Program</b>									
Light Fleet Replacement - Annual Allocation	-	-	-	-	-	-			
P1267 - Toyota Camry Hybrid 2.5L Rego 1GUX039	50,000	-	-	-	-	-	On track	3 - In planning	
P1268 - Toyota Corolla Hybrid, 1GVG554	50,000	-	-	-	-	-	On track	3 - In planning	
P1270 - Toyota Corolla Hybrid 1GWG751, Ascent Hatch	50,000	-	-	-	-	-	On track	3 - In planning	
P1271 - Toyota Corolla Hybrid 1GWG752, Ascent Hatch	50,000	-	-	-	-	-	On track	3 - In planning	
P1272 - 1GWH072, Nissan LEAF EV 18MY, Artic White/Black	50,000	-	-	-	-	-	On track	3 - In planning	
P1273 - 1GWH073, Nissan LEAF EV 18MY	50,000	-	-	-	-	-	On track	3 - In planning	
P1281 - HYUNDI - Ioniq EV Hatch - 1HCJ354 - Rangers	50,000	-	-	-	-	-	On track	3 - In planning	
P1282 - Toyota Corolla Sedan Hybrid - 1HCR934	50,000	-	-	-	-	-	On track	3 - In planning	
P1289 - Kluger Hybrid Wagon 1HNG494	65,000	-	-	-	-	-	On track	3 - In planning	
P2186 - Fiat Doblo 1.6L MTA SWBLR VAN Diesel - 1GEA133	50,000	-	-	-	-	-	On track	3 - In planning	
P2193 - Nissan Navara 4x2 - 1GQG990	50,000	-	-	-	-	-	On track	3 - In planning	
P2212 - Nissan Navara 4x DSL Auto DC RX - 1HCO126	50,000	-	-	-	-	-	On track	3 - In planning	
P2213 - Renault Kangaroo 1HY67	50,000	-	-	-	-	-	On track	3 - In planning	
P2215 - NAVARA 4x2 1HKO697	50,000	-	-	-	-	-	On track	3 - In planning	
P4006 - Trailer - Signage (Rangers)	8,000	-	-	-	-	-	On track	3 - In planning	
P4009 - Box Trailer - BWL891	3,000	-	-	-	-	-	On track	3 - In planning	
P4020 - Trailer - Polmac 7x4 - 1TH1414	5,000	-	-	-	-	-	On track	3 - In planning	
P4026 - Trailer - 6 X 4 Tradesman - 1TIX236	7,500	-	-	-	-	-	On track	3 - In planning	
P4029 - Trailer 6X4 14inch One Door 1TNN265	5,000	-	-	-	-	-	On track	3 - In planning	
P4030 - Trailer 8X6 2 tonner Flat Top	5,000	-	-	-	-	-	On track	3 - In planning	
P4032 - Trailer 6x4 Galvanized Import - 1TQH625	5,000	-	-	-	-	-	On track	3 - In planning	
P4035 - 7x4 Cage Trailer with ramp 1TSS280	5,000	-	-	-	-	-	On track	3 - In planning	
P2171 - Toyota Corolla Hybrid Hatch	25,000	-	-	-	-	-	On track	3 - In planning	
P2209 - VW Caddy Maxi TDI250	69,894	69,894	70,049	(155)	-	70,049	Completed	10 - Completed (over budget)	Completed
P2200 - VOLKSWAGEN Caddy Maxi TDI250	69,894	69,894	70,340	(446)	-	70,340	Completed	10 - Completed (over budget)	Completed
P1279 - Toyota Camry Hybrid SL	28,000	-	-	-	-	-	On track	3 - In planning	
P2212 - Nissan Navara 4x DSL	45,000	-	-	-	-	-	On track	3 - In planning	
P1286 - Corolla Sedan Hybrid 1HKS151	-	-	712	(712)	-	712	Completed	9 - Completed (within budget)	Completed
<b>Artlets</b>									
Artlets - Public Art - Sculpture	17,600	-	-	-	2,400	2,400	On track	3 - In planning	
<b>Miscellaneous</b>									
Belgravia / Loftus Rec Centre - Purchase of Gym Equipments	-	-	146,665	(146,665)	-	146,665	Completed	9 - Completed (within budget)	2024FY project
<b>Parks Irrigation Upgrade &amp; Renewal Program</b>									
Weather Stations and Soil Moisture Probes	-	-	10,150	(10,150)	-	10,150	On track	9 - Completed (within budget)	2024FY project
<b>Plant &amp; Equipment Total</b>	<b>2,333,888</b>	<b>559,788</b>	<b>713,445</b>	<b>(153,657)</b>	<b>1,088,530</b>	<b>1,801,976</b>			
<b>Infrastructure Assets</b>									
<b>Robertson Park Development Plan - Stage 1</b>									
Robertson Park Stage 1A - Tennis Centre	350,000	350,000	387,652	(37,652)	-	387,652	Completed	8 - Final stages	Project completed
Greening program - Robertson Park	-	-	20,754	(20,754)	-	20,754	Completed	8 - Final stages	Project completed
Robertson Park Stage 1B/1C - Tennis Centre	1,579,000	-	-	-	-	-	On track	5 - Procurement	In procurement
Robertson Park Stage 1B - Contingency	-	-	-	-	-	-	On track	5 - Procurement	In procurement
Robertson Park Stage 1A - Contingency	50,000	50,000	11,409	38,591	4,000	15,409	Completed	8 - Final stages	Project completed
<b>MISCELLANEOUS</b>									
Temporary at-grade car park	450,000	-	2,062	(2,062)	3,000	5,062	On track	3 - In planning	
<b>Parks Fencing Renewal Program</b>									
Shakespeare St Res - renew perimeter fencing	30,000	-	-	-	11,977	11,977	On track	7 - In progress	Awaiting installation timeframes
Jack Marks Reserve - renew perimeter fencing	50,000	-	-	-	-	-	On track	3 - In planning	Consultation underway
<b>Footpath Upgrade and Renewal Program</b>									
Footpath Upgrade and Renewal Program	185,500	150,000	131,188	18,812	74,814	206,003	On track	7 - In progress	Works ongoing

<b>Parks Irrigation Upgrade &amp; Renewal Program</b>							
Britannia Reserve - renew groundwater bore (south) No 40	45,000	-	-	-	-	-	On track
Keith Frame Res - renew ground irrigation system and electrical cubicle and bore renewal	120,826	25,000	21,558	3,443	65,663	87,221	On track
Hyde Park - renew groundwater bores No 24 and 29	90,000	-	-	-	-	-	On track
Robertson Park - renew groundwater bore No 31	50,000	-	-	-	-	-	On track
Gladstone St Res - renew irrigation, elec cabinet and ground water bore	120,000	10,000	9,207	793	18,929	28,136	On track
Ellesmere St Res - renew groundwater bore & electrical cabinet	75,000	-	-	-	28,062	28,062	On track
Brentham St Res - renew groundwater bore and electrical cabinet	75,000	-	-	-	28,444	28,444	On track
Iron filter	170,000	-	-	-	-	-	On track
Forrest Park - upgrade irrigation system and electrical cabinet	250,000	-	1,000	(1,000)	28,140	29,140	On track
Litis Stadium - Inground Irrigation Renewal	90,000	-	-	-	91,690	91,690	On track
<b>Road Maintenance Programs – MRRG</b>							
Annual MRRG Program - bgt to be split	95,285	-	-	-	-	-	On track
MRRG - Brady Street South Bound	185,689	-	1,992	(1,992)	183,189	185,180	On track
MRRG - Powis Street EB	-	-	-	-	-	-	On track
MRRG - Bulwer Street EB	231,132	231,132	270,030	(38,898)	5,182	275,213	On track
MRRG - Angove Street EB	221,892	-	-	-	-	-	On track
MRRG - Leederville Pde	376,002	-	-	-	-	-	On track
MRRG - Guildford Rd EB	-	-	-	-	-	-	On track
<b>Road Maintenance Programs – Local Road Program</b>							
Annual Local Roads Program - bgt to be split	-	-	-	-	-	-	On track
LRP - Melrose St - Oxford St to Leicester St	159,830	50,000	40,789	9,211	136,222	177,011	On track
LRP - Stamford St - Melrose Street to Freeway Off Ramp	86,845	75,000	75,945	(945)	4,047	79,992	On track
LRP - Barnet St - Bourke Street to Barnet place	182,820	-	1,680	(1,680)	10,766	12,446	On track
LRP - Vine St - View Street to Alma Road	66,000	20,000	17,631	2,369	22,640	40,271	On track
LRP - Amy St - Lake St to Cul-De-Sac	89,870	10,000	9,819	181	22,470	32,289	On track
LRP - Halvey Ave - Bruce St to Richmond St	36,795	5,000	3,976	1,024	2,097	6,073	On track
LRP - Eton St - Ellesmere St to Green St	191,785	5,000	83	4,917	37,277	37,360	On track
LRP - Old Aberdeen Place - Golding St to Cul De Sac	92,840	20,000	18,061	1,939	20,000	38,061	On track
LRP - Broome Street - Beaufort St to Smith St	181,555	-	-	-	26,321	26,321	On track
LRP - Glebe Street - View St to Alma Rd	88,165	-	-	-	11,356	11,356	On track
LRP - Raglan Rd - Fitzgerald St to Norfolk St	145,695	-	-	-	18,769	18,769	On track
LRP - Forrest Street - Norfolk St to William St	164,890	5,000	26	4,974	15,550	15,576	On track
LRP - Forrest Street - William St to Walcott St	112,910	-	-	-	-	-	On track
LRP - Glendower Street - William St to Fitzgerald St	-	-	-	-	-	-	On track
LRP - Monmouth Street - William St to York St	-	-	-	-	-	-	On track
LRP - Chamberlain Street - Loftus Street to Pennant Street	-	-	905	(905)	2,565	3,471	Completed
LRP - Hardy Street - Howlett Street to Scarborough Beach Road	-	-	180	(180)	-	180	Completed
LRP - Richmond Street - Oxford Street to Leicester Street	-	-	289	(289)	5,566	5,835	Completed
LRP - Albert Street - Barnet Street to C	-	-	29,449	(29,449)	13,737	43,186	On track
LRP - Dunedin Street - Woodstock Street	-	-	1,659	(1,659)	2,000	3,659	On track
LRP - Pennant Street - Kadina Street to	-	-	655	(655)	-	655	On track
LRP - Stuart Street - Fitzgerald Street	-	-	-	-	12,918	12,918	On track
<b>Parks Greening Plan Program</b>							
Greening plan	150,000	5,000	3,590	1,410	46,397	49,987	On track
Post PSHB Restoration Works	125,000	5,000	1,391	3,609	1,800	3,191	On track
<b>Traffic Management Improvements</b>							
Minor Traffic Management Improvements	337,850	100,000	89,229	10,771	33,590	122,820	On track
<b>Parks Infrastructure Upgrade &amp; Renewal Program</b>							
Parks Infrastructure Upgrade & Renewal - BBQ provision	45,000	45,000	44,040	960	-	44,040	Completed
Axford Park - replace flag poles	10,000	10,000	8,242	1,758	-	8,242	Completed
<b>Accessible City Strategy Implementation Program</b>							
Wayfinding Implementation Plan - Stage 1	126,800	-	1,000	(1,000)	4,913	5,913	On track
<b>Road Maintenance Programs – State Black Spot</b>							
Blackspot - Broome/Wright, Highgate	150,000	125,000	127,062	(2,062)	38,003	165,065	On track
Blackspot - Brady Street & Tasman Street	-	-	1,629	(1,629)	7,123	8,752	On track

<b>Road Maintenance Programs – Roads to Recovery</b>									
Annual Roads to Recovery Program - bgt to be split	-	-	-	-	-	-	On track	3 - In planning	
R2R - Albert Street - Tay St to Barnett St	123,769	-	-	-	-	-	On track	3 - In planning	
R2R - Brentham Street - Egina and Raglan	-	-	2,577	(2,577)	-	2,577	Completed	10 - Completed (over budget)	Project completed
R2R - Raglan Road - Hutt to Hyde Street	109,971	90,000	85,625	4,375	5,064	90,689	On track	9 - Completed (within budget)	
R2R - Egina Street - Scarborough Beach Road to Ber	-	-	2,210	(2,210)	17,561	19,771	Completed	10 - Completed (over budget)	Project completed
R2R - Halsey Ave - Bruce St to Richmond St	-	-	870	(870)	-	870	On track	3 - In planning	
R2R - Bramall Street - E Parade to Joel Toe	-	-	-	-	-	-	On track	3 - In planning	
<b>Public Open Space Strategy Implementation Plan</b>									
Public Open Space Strategy Implementation	30,600	15,000	14,491	509	4,385	18,876	On track	5 - Procurement	In procurement
Birdwood Square - Public Toilets	44,306	30,000	27,122	2,879	-	27,122	On track	9 - Completed (within budget)	Project completed
Birdwood Square upgrades - POS elements	59,530	45,000	40,868	4,132	4,421	45,289	On track	7 - In progress	Items ordered
<b>Parks Lighting Renewal Program</b>									
Lighting Renewal Program - General Provision	50,000	20,000	16,844	3,156	73,483	90,327	On track	7 - In progress	
<b>Community Safety Initiatives</b>									
Laneway Lighting Program	83,200	40,000	36,358	3,642	32,583	68,941	On track	3 - In planning	Out for consultation
<b>Banks Reserve Master Plan Implementation</b>									
Walter's Brook Crossing	247,000	15,000	12,018	2,982	170,372	182,389	On track	3 - In planning	
General landscaping and park furniture/amenities	100,000	-	-	-	9,955	9,955	On track	3 - In planning	
Boardwalk - Interpretation Node	15,000	-	335	(335)	295	630	On track	8 - Final stages	Practical completion
<b>Gully Soak-well and Minor Drainage Improvement Pro</b>									
Minor Drainage Improvement Program	92,128	40,000	37,878	2,122	5,908	43,786	On track	7 - In progress	Works ongoing
Catchment Drainage Improvements	500,000	5,000	3,013	1,987	18,095	21,108	On track	3 - In planning	
Gully Soak Well Program	-	-	6,891	(6,891)	13,161	20,052	On track	7 - In progress	2024FY project
Mt Hawthorn West Drain Improv – Stage 1	-	-	-	-	-	-	-	-	-
<b>Parks Eco-Zoning Program</b>									
Monmouth Street	8,136	-	-	-	-	-	Behind	1 - Not started	On hold - Governance to report to Council on sale
Jack Marks Reserve - Eco-zoning	10,000	-	80	(80)	-	80	On track	3 - In planning	Consultation underway
Road Reserves - Eco-zoning	13,000	-	-	-	-	-	On track	3 - In planning	Locations being determined - implementation 2025
Bourke Street Reserve - Eco-zoning	20,000	-	-	-	-	-	On track	3 - In planning	Plans to be developed - drainage incorporated
Leake/Alma Street Reserve - Eco-zoning	7,000	-	-	-	-	-	On track	3 - In planning	Plans to be developed for consultation
Blackford Street Reserve - Eco-zoning	-	-	151	(151)	133	284	Completed	9 - Completed (within budget)	Project completed
<b>Parks Pathways Renewal Program</b>									
Venables Park - re-asphalt existing bitumen pathways	50,000	-	-	-	-	-	On track	3 - In planning	Works to be programmed with Engineering
Banks Reserve - re-asphalt existing bitumen pathways	50,000	-	-	-	-	-	On track	3 - In planning	Works to be programmed with Engineering
<b>Car Parking Upgrade/Renewal Program</b>									
Minor Capital Improv of City Car Parks (General Provision)	22,000	-	-	-	2,516	2,516	On track	3 - In planning	
Access and Inclusion (DAIP) – ACROD Parking Improve Program	30,000	20,000	16,498	3,502	37,718	54,216	Completed	9 - Completed (within budget)	Project completed
Accessibility audits and proposed project implementation	50,000	-	-	-	-	-	On track	7 - In progress	
<b>Bus Shelter Replacement and Renewal Program</b>									
Bus Shelters - Replace & Upgrade	40,000	5,000	3,500	1,500	-	3,500	On track	3 - In planning	
<b>Parks Playground / Exercise Equipment Upgrade</b>									
Britannia Reserve - replace exercise equipment	80,000	-	126	(126)	74,998	75,124	On track	3 - In planning	Installation Feb/March 2025
Edinboro St Res - repl playground equipment and soft fall	160,000	-	240	(240)	-	240	On track	5 - Procurement	In procurement
Hyde Park - renew playground and softfall (east)	150,000	-	-	-	-	-	On track	3 - In planning	Consultation underway
Auckland & Hobart St Reserve - replace shade sails	25,000	10,000	10,845	(845)	-	10,845	On track	9 - Completed (within budget)	Project completed
Beatty Park Reserve - Renew Playground Equipment and Softfall	170,000	-	-	-	-	-	On track	3 - In planning	Consultation underway
Birdwood Square - Renew Playground Equipment and Softfall	170,000	-	-	-	170,630	170,630	On track	7 - In progress	Design finalised, installation December 2025
Leased Properties Margaret Kindy - Playground Equipment and Softfall	-	-	-	-	-	-	-	-	-
Renewal	100,000	-	-	-	94,230	94,230	On track	7 - In progress	Designs finalised, installation during Christmas Holidays
Braithwaite Park - playground and soft fall replac (south)	-	-	94,200	(94,200)	-	94,200	Completed	10 - Completed (over budget)	Project completed
Lynton St Res - Renew/repl playground equipment	-	-	650	(650)	-	650	Completed	10 - Completed (over budget)	Project completed
Hyde Park - water playground	-	-	-	-	-	-	On track	7 - In progress	Works underway

<b>Bicycle Network</b>									
Bicycle Network	520,430	-	36	(36)	30,010	30,046	On track	3 - In planning	
Bicycle Network - Travel Smart Actions	25,500	-	-	-	-	-	On track	3 - In planning	
<b>Rights of Way Rehabilitation Program</b>									
Rights of Way Rehab Program	126,000	-	-	-	1,116	1,116	On track	3 - In planning	
<b>Street Lighting Renewal Program</b>									
Street Lighting Upgrade Program	30,000	-	-	-	-	-	On track	3 - In planning	
<b>Skate Space at Britannia Reserve</b>									
Mt Hawt Skate Park - Youth Skate Facility (Election Commitment)	188,000	125,000	107,175	17,825	-	107,175	Completed	9 - Completed (within budget)	Project completed, grant acquittal being processed
<b>Car Parking Upgrade/Renewal Program</b>									
HBF Stadium Car Park	-	-	45,480	(45,480)	9,078	54,558	On track	8 - Final stages	2024FY project
<b>Sullivan Logistics Stadium Turf &amp; Lighting Upgrade</b>									
Sullivan Logistics Stadium Turf Upgrade	2,506,175	600,000	569,585	30,415	1,726,256	2,295,841	On track	7 - In progress	Works commenced
Sullivan Logistics Stadium Lighting Upgrade	2,619,712	-	-	-	-	2,082,218	On track	7 - In progress	
<b>Infrastructure Assets Total</b>	<b>16,061,433</b>	<b>2,356,132</b>	<b>2,469,829</b>	<b>(113,697)</b>	<b>5,623,404</b>	<b>8,093,233</b>			
<b>Total</b>	<b>25,258,494</b>	<b>5,165,920</b>	<b>5,440,534</b>	<b>(274,614)</b>	<b>8,016,497</b>	<b>13,457,031</b>			

**Summary**

	Revised Budget 2025FY	YTD Budget	YTD Actual	Remaining Budget
	\$	\$	\$	\$
Land and Buildings	6,074,661	1,935,000	1,959,871	67.74%
Furniture and Equipment	788,512	315,000	297,389	62.28%
Plant and Equipment	2,333,888	559,788	713,445	69.43%
Infrastructure Assets	16,061,433	2,356,132	2,469,829	84.62%
<b>Total</b>	<b>25,258,494</b>	<b>5,165,920</b>	<b>5,440,534</b>	<b>78.46%</b>

**Funding**

	Revised Budget 2025FY	YTD Budget	YTD Actual	Remaining Budget
	\$	\$	\$	\$
Own Source Funding - Municipal	12,045,599	4,365,783	4,310,932	64.2%
Cash Backed Reserves	3,232,201	800,137	861,167	73.4%
Capital Grants, Contributions and Loans	9,428,344	-	83,810	99.1%
Other (Disposals/Trade In)	552,350	-	184,625	66.6%
<b>Total</b>	<b>25,258,494</b>	<b>5,165,920</b>	<b>5,440,534</b>	<b>78.46%</b>



**CITY OF VINCENT  
NOTE 6 - CASH BACKED RESERVES  
AS AT 31 OCTOBER 2024**

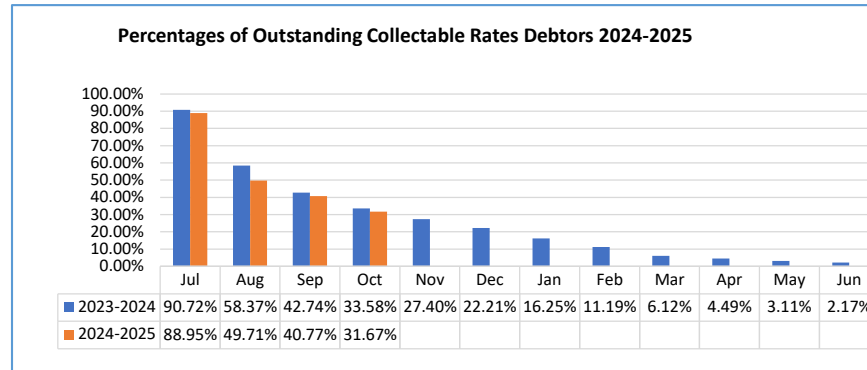
Reserve Particulars	Budget Opening Balance 1/07/2024 \$	Actual Opening Balance 1/07/2024 \$	Budget Transfers to Reserve 31/10/2024 \$	YTD Actual Transfers to Reserve 31/10/2024 \$	Budget Interest Earned 31/10/2024 \$	YTD Actual Interest Earned 31/10/2024 \$	Budget Transfers from Reserve 31/10/2024 \$	YTD Actual Transfers from Reserve 31/10/2024 \$	Budget Closing Balance 31/10/2024 \$	Actual Closing Balance 31/10/2024 \$
Asset Sustainability Reserve	9,171,284	9,406,909	586,712	573,471	106,588	148,650	(800,000)	(822,612)	9,064,584	9,306,419
Beatty Park Leisure Centre Reserve	241,529	273,462	0	0	2,924	4,078	0	(35,355)	244,453	242,185
Cash in Lieu Parking Reserve	884,575	1,023,150	0	0	10,676	14,889	0	(3,062)	895,251	1,034,977
Hyde Park Lake Reserve	177,411	175,492	0	0	2,160	3,012	0	0	179,571	178,504
Land and Building Acquisition Reserve	326,965	323,439	0	0	3,980	5,551	0	0	330,945	328,989
Leederville Oval Reserve	76,166	75,344	0	0	928	1,294	0	0	77,094	76,639
Loftus Community Centre Reserve	151,353	149,712	0	0	1,844	2,572	0	0	153,197	152,284
Loftus Recreation Centre Reserve	127,553	285,115	24,300	23,341	1,520	2,120	0	0	153,373	310,576
Office Building Reserve - 246 Vincent Street	218,963	216,638	0	0	2,668	3,721	0	0	221,631	220,359
Parking Facility Reserve	116,179	114,926	0	0	1,416	1,975	0	0	117,595	116,901
Percentage For Public Art Reserve	264,395	312,870	0	0	2,752	3,838	0	0	267,147	316,708
Plant and Equipment Reserve	137	138	0	0	0	0	(137)	(138)	0	(0)
POS reserve - General	1,412,485	1,409,951	0	0	17,352	24,199	0	0	1,429,837	1,434,151
POS reserve - Haynes Street	85,590	100,340	14,180	14,181	1,040	1,450	0	0	100,810	115,971
State Gymnastics Centre Reserve	153,448	152,078	4,508	4,530	1,872	2,611	0	0	159,828	159,219
Strategic Waste Management Reserve	272,617	271,472	100,000	100,000	3,364	4,692	0	0	375,981	376,164
Catalina Land Sales Reserve	6,051,245	6,022,134	1,250,000	1,250,000	74,176	103,447	0	0	7,375,421	7,375,581
Underground Power Reserve	2,578,960	2,551,268	0	0	31,404	43,797	0	0	2,610,364	2,595,064
	<b>22,310,855</b>	<b>22,864,438</b>	<b>1,979,700</b>	<b>1,965,523</b>	<b>266,664</b>	<b>371,895</b>	<b>(800,137)</b>	<b>(861,167)</b>	<b>23,757,082</b>	<b>24,340,689</b>

**CITY OF VINCENT**  
**NOTE 7 - RECEIVABLES (RATING & OTHER DEBTORS)**  
**FOR THE MONTH ENDED 31 OCTOBER 2024**

\$G\$64

**Rates Outstanding**

	<b>Total</b>
Balance from Previous Year	1,345,454
Rates Levied - Initial	44,225,965
Rates Levied - Interims	76,383
Rates Waived	(120,270)
Non Payment Penalties	471,818
Other Rates Revenue	187,145
<b>Total Rates Collectable</b>	<b>46,186,495</b>
Outstanding Rates	14,627,716
ESL Debtors	507,806
Pensioner Rebates Not Yet Claimed	924,225
ESL Rebates Not Yet Claimed	34,731
Deferred Rates Debtors	(153,457)
<b>Current Rates Outstanding</b>	<b>15,941,022</b>

**Receivable - Other Debtors**

DESCRIPTION	30 Days	60 Days	90 Days	OVER 90 DAYS	BALANCE
	\$	\$	\$	\$	\$
DEBTOR CONTROL - HEALTH LICENCES	1,210	1,112	751	121,314	124,387
DEBTOR CONTROL - CASH IN LIEU CAR PARKING	6,190	0	0	164,573	170,762
DEBTOR CONTROL - PROPERTY INCOME	57,640	9,510	3,408	(3,816)	66,743
DEBTOR CONTROL - RECOVERABLE WORKS	1,370	0	0	930	2,299
DEBTOR CONTROL - OTHER	107,175	(2,868)	55,292	68,098	227,698
DEBTOR CONTROL - % ART CONTRIBUTIONS	0	0	0	1,151	1,151
DEBTOR CONTROL - PLANNING SERVICES FEES	(1,184)	705	(188)	685	18
DEBTOR CONTROL - GST	(235,308)	235,308	(264,411)	264,411	0
DEBTOR CONTROL - INFRINGEMENT	219,530	78,621	93,610	904,411	1,296,172
PROVISION FOR DOUBTFUL DEBT (CURRENT)	0	0	0	(298,777)	(298,777)
IMPAIRMENT OF RECEIVABLES	0	0	0	(207,793)	(207,793)
<b>TOTAL DEBTORS OUTSTANDING AS AT 31/10/2024</b>	<b>156,623</b>	<b>322,388</b>	<b>(111,538)</b>	<b>1,015,187</b>	<b>1,382,660</b>
	<b>11.3%</b>	<b>23.3%</b>	<b>-8.1%</b>	<b>73.4%</b>	<b>100.0%</b>
ACCRUED INCOME					(39,319)
ACCRUED INTEREST					791,868
PREPAYMENTS					1,781,338
<b>TOTAL TRADE AND OTHER RECEIVABLES</b>					<b>3,916,546</b>

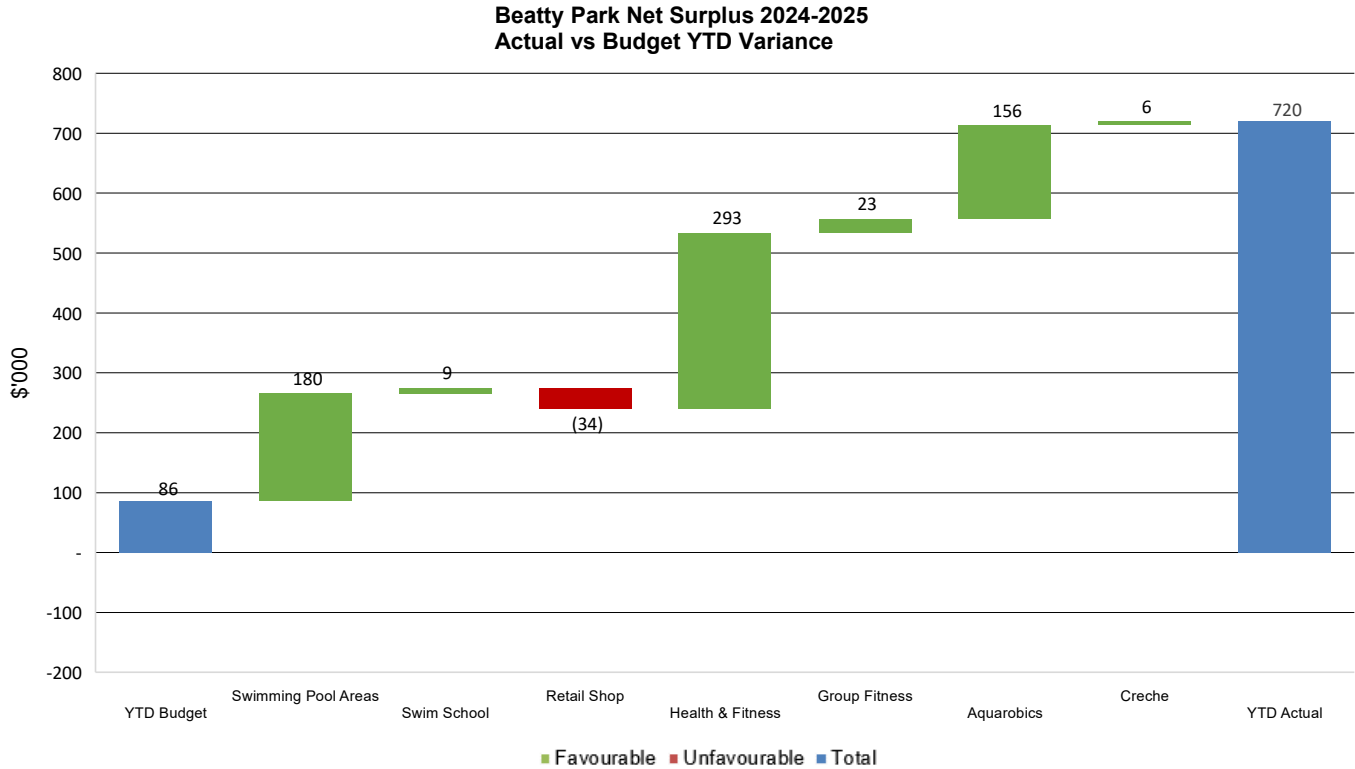


CITY OF VINCENT





**CITY OF VINCENT**  
**NOTE 8 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION**  
**AS AT 31 OCTOBER 2024**

	Original Budget	YTD	YTD	YTD	Month	Month
	2024/25	Budget	Actuals	Actuals	Actuals	Actuals
	\$	Oct-24	Oct-24	Oct-23	Oct-24	Oct-23
	\$	\$	\$	\$	\$	\$
<b><u>ADMINISTRATION</u></b>						
Revenue	0	0	0	(280,811)	(98,342)	(92,808)
Expenditure	0	0	0	280,382	98,342	92,808
Surplus/(Deficit)	0	0	0	(430)	0	0
<b><u>SWIMMING POOLS AREA</u></b>						
Revenue	3,081,921	1,109,867	1,041,346	957,547	289,168	290,806
Expenditure	(5,025,298)	(1,623,359)	(1,375,125)	(1,201,286)	(385,919)	(349,883)
Surplus/(Deficit)	(1,943,377)	(513,492)	(333,779)	(243,739)	(96,751)	(59,076)
<b><u>SWIM SCHOOL</u></b>						
Revenue	2,254,260	857,813	997,571	841,626	269,425	204,451
Expenditure	(1,535,074)	(473,121)	(603,824)	(521,623)	(142,068)	(131,998)
Surplus/(Deficit)	719,186	384,692	393,747	320,002	127,357	72,453
<b><u>RETAIL SHOP</u></b>						
Revenue	741,524	251,220	225,632	213,792	70,806	67,407
Expenditure	(494,856)	(163,949)	(172,372)	(100,580)	(80,036)	(28,084)
Surplus/(Deficit)	246,668	87,271	53,260	113,212	(9,230)	39,323
<b><u>HEALTH &amp; FITNESS</u></b>						
Revenue	2,291,153	785,339	1,022,064	917,977	295,803	256,304
Expenditure	(1,657,326)	(523,241)	(466,843)	(410,094)	(129,086)	(108,659)
Surplus/(Deficit)	633,827	262,098	555,221	507,884	166,717	147,644
<b><u>GROUP FITNESS</u></b>						
Revenue	798,500	272,915	347,223	314,498	100,104	86,872
Expenditure	(662,576)	(226,069)	(277,147)	(219,395)	(73,941)	(66,878)
Surplus/(Deficit)	135,924	46,846	70,076	95,104	26,163	19,994
<b><u>AQUAROBICS</u></b>						
Revenue	324,958	114,067	137,777	125,565	40,689	34,997
Expenditure	(633,296)	(195,823)	(63,078)	(55,224)	(18,476)	(15,312)
Surplus/(Deficit)	(308,338)	(81,756)	74,698	70,341	22,213	19,685
<b><u>CRECHE</u></b>						
Revenue	94,184	35,444	36,898	35,480	10,847	9,855
Expenditure	(433,796)	(134,751)	(129,787)	(108,107)	(30,495)	(29,835)
Surplus/(Deficit)	(339,612)	(99,307)	(92,889)	(72,627)	(19,648)	(19,980)
<b>Net Surplus/(Deficit)</b>	<b>(855,722)</b>	<b>86,352</b>	<b>720,331</b>	<b>789,851</b>	<b>216,822</b>	<b>220,065</b>
Less: Depreciation	(1,695,004)	(565,000)	0	0	0	0
<b>Surplus/(Deficit)</b>	<b>839,282</b>	<b>651,352</b>	<b>720,331</b>	<b>789,851</b>	<b>216,822</b>	<b>220,065</b>

CITY OF VINCENT  
NOTE 8 - STATEMENT OF FINANCIAL ACTIVITY  
BY SERVICE - GRAPH  
AS AT 31 OCTOBER 2024



**11.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 01 OCTOBER 2024 TO 31 OCTOBER 2024**

- Attachments:**
1. October 2024 - Payments by EFT and Payroll [↓](#) 
  2. October 2024 - Payments by Direct Debit [↓](#) 
  3. October 2024 - Payments by Cheques [↓](#) 
  4. October 2024 - Payments by Fuel Cards [↓](#) 

**Recommendation:**

That Council **RECEIVES** the list of accounts paid under delegated authority for the period 01 October 2024 to 31 October 2024 as detailed in Attachments 1, 2 and 3 as summarised below:

EFT payments, including payroll		<b>\$7,977,776.6</b>
Cheques	<b>82781-82782</b>	<b>\$1,204.1</b>
Direct debits, including credit cards		<b>\$127,334.1</b>
 <b>Total payments for October 2024</b>		 <b>\$8,106,314.9</b>

**PURPOSE OF REPORT:**

To present to Council the list of expenditure and accounts paid for the period 1 October 2024 to 31 October 2024.

**DELEGATION:**

Regulation 13(1) and (3) of the *Local Government (Financial Management) Regulations 1996* requires that a list of accounts 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.

**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 October 2024 to 31 October 2024, covers the following:

<b>FUND</b>	<b>CHEQUE NUMBERS/ BATCH NUMBER</b>	<b>AMOUNT</b>
<b>Municipal Account (Attachment 1, 2 and 3)</b>		
EFT Payments	3117-3130	\$6,277,140.83
Payroll by Direct Credit	October 2024	\$1,700,635.81
<b>Sub Total</b>		<b>\$7,977,776.64</b>

**Cheques**

Cheques	82781-82782	\$1,204.19
<b>Sub Total</b>		<b>\$1,204.19</b>

**Direct Debits (including Credit Cards)**

Lease Fees	\$21,017.53
Loan Repayments	\$60,916.88
Bank Charges – CBA	\$30,459.34
Credit Cards	\$14,915.38
AMP Audit fee	\$25.00
<b>Sub Total</b>	<b>\$127,334.13</b>

<b>Total Payments</b>	<b>\$8,106,314.96</b>
-----------------------	-----------------------

**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.

<b>Authorisation of Expenditure for the Period October 2024</b> <b>Payment by EFT and Payroll</b> <b>(Payee A-Z)</b>			
<b>Payment Date</b>	<b>Payee</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
4/10/2024	4Branding Pty Ltd	Purchase of event and workshop materials	\$ 1,541.10
18/10/2024	A. Richards Pty Ltd	Supply of fertiliser- Charles Veryard Reserve & Les Lilleyman Reserve	\$ 658.00
18/10/2024	AAAC Towing Pty Ltd	Impound White BMW 1EVX070	\$ 221.10
18/10/2024	ABC Distributors (WA) Pty Ltd	Toilet Rolls Carton (48)	\$ 2,340.80
4/10/2024	ABC Distributors (WA) Pty Ltd	Interleaved Hand Towel	\$ 2,065.14
18/10/2024	ABN Residential WA Pty Ltd ta	Refund of infrastructure bond	\$ 3,900.00
18/10/2024	Acurix Networks Pty Ltd	Leederville wifi services - October 2024	\$ 1,503.70
4/10/2024	Adam Cruickshank	Arts rebound CDP Leederville	\$ 8,800.00
18/10/2024	Adam Cruickshank	Artwork storage 12.10.24 to 19.11.24	\$ 1,540.00
4/10/2024	Advanced Roof Restoration	Refund of infrastructure bond	\$ 1,000.00
18/10/2024	Aerometrex Ltd	Prepaid - 2D enterprise plan 02.10.24 to 02.10.25	\$ 13,200.00
18/10/2024	Alchemy Saunas Pty Ltd	Monthly rental fee for 2 saunas - September 2024	\$ 2,860.00
4/10/2024	Alexander Naumoski	Rates Refund	\$ 412.66
15/10/2024	Alexandra Castle	Meeting and ICT allowance - October 2024	\$ 3,344.75
15/10/2024	Alexandra Castle	Deputy Mayoral fee - October 2024	\$ 1,428.17
4/10/2024	Alinta Sales Pty Ltd	Gas charges : Royal Park Hall 11.06.24 to 06.09.24	\$ 43.70
18/10/2024	Alison Austin	Fitness instructor fee	\$ 420.00
4/10/2024	Alison Austin	Fitness instructor fee	\$ 325.00
15/10/2024	Alison Xamon	Mayor allowance - October 2024	\$ 5,712.67
15/10/2024	Alison Xamon	Meeting and ICT allowance - October 2024	\$ 4,058.83
4/10/2024	Allstate Kerbing	Kerbing services - various locations	\$ 23,466.87
18/10/2024	Allstate Kerbing	Kerbing services Albert St	\$ 6,430.73
4/10/2024	Alisco Pty Ltd	Monthly mat changeover at BPLC	\$ 813.65
4/10/2024	Amin Aghsami	Infrastructure bond	\$ 3,000.00
18/10/2024	Ampol Australia Petroleum Pty	Fuel and Oil - September 2024	\$ 24,704.22
4/10/2024	Angela & Michael David	Rates Refund	\$ 499.58
4/10/2024	Anja Cherian	Refund of part membership fee BPLC	\$ 71.40
4/10/2024	Anna Cappelletta	Fitness instructor fee	\$ 1,440.00
18/10/2024	APARC Pty Ltd	Sensors LHC Sepetember 2024 & comprehensive meter maintenance - August 2024 & September 2024	\$ 96,711.23
4/10/2024	APARC Pty Ltd	Credit card testing, Licence maintenance and hosting	\$ 57,565.70
4/10/2024	APOD Pty Ltd	BPLC- Architectural Consultation	\$ 3,877.50
4/10/2024	Aqua Lung Australia Pty Ltd	Purchase Aqualung items for resale in retail store BPLC	\$ 3,904.21
18/10/2024	Aqueo Import & Distribution Pt	Stock for resale in Retail Store	\$ 1,876.22
4/10/2024	Aranmore Catholic College	Student Citizenship award	\$ 250.00
4/10/2024	Arbor Consulting	Arboricultural services -Mary St and Elizabeth St	\$ 1,122.00
18/10/2024	Arbor Consulting	Arboricultural services - various locations	\$ 803.00
18/10/2024	Arbor West Pty Ltd	Zone 2 powerline pruning	\$ 34,004.30
18/10/2024	Arthur D Riley & Co Pty Ltd	ADR Monthly support TicketOr2 Licensing October 2024	\$ 4,729.16
18/10/2024	Arts Hub Australia Pty Ltd	Prepaid Membership 28.09.24 to 28.09.25	\$ 385.00
18/10/2024	Arup Australia Services Pty Lt	Consultancy services for the North Perth	\$ 34,364.00
15/10/2024	Ashlee La Fontaine	Meeting and ICT allowance - October 2024	\$ 3,344.75
15/10/2024	Ashley Wallace	Meeting and ICT allowance - October 2024	\$ 3,344.75
18/10/2024	Asphaltech Pty Ltd	Asphalt supplies	\$ 1,053.34
18/10/2024	ATI-Mirage Training and Busine	Microsoft Intro Excel Training - Staff	\$ 3,366.00
4/10/2024	ATI-Mirage Training and Busine	Microsoft Intro Excel Training - Staff	\$ 387.00
18/10/2024	Australia Post	Commission charges , Postage charge - September 2024	\$ 1,855.89
4/10/2024	Australian HVAC Services	Air-conditioning maintenance - various location	\$ 3,937.09
4/10/2024	Australian HVAC Services	Air-conditioning maintenance - Depot	\$ 790.42
10/10/2024	Australian Services Union	PP 8 - Payroll deductions	\$ 159.00
23/10/2024	Australian Services Union	PP 9 - Payroll deductions	\$ 159.00
10/10/2024	Australian Taxation Department	PP 8 - Payroll deductions	\$ 261,609.00
23/10/2024	Australian Taxation Department	PP 9 - Payroll deductions	\$ 250,921.00
18/10/2024	Award Irrigation Pty Ltd	Locating services various locations	\$ 3,135.00
4/10/2024	Award Irrigation Pty Ltd	Monitor Stump grinding at 20 Mary St	\$ 313.50
18/10/2024	B Ripani	Refund of part dog registration : 104826	\$ 30.00
18/10/2024	BCA Consultants	East Perth football club function room aircondition	\$ 9,020.00
4/10/2024	Beacon Equipment	Service of machine	\$ 745.85
4/10/2024	Belgravia Health & Leisure Gro	Replacement gym Equipment at Loftus Rec Centre	\$ 151,136.20
4/10/2024	Belgravia Health & Leisure Gro	Electrical work in Pilates room at Loftus Rec Centre	\$ 6,922.58
4/10/2024	Belgravia Health & Leisure Gro	Signs for Pilates room at Loftus Recreation Centre	\$ 3,272.50
4/10/2024	Benara Nurseries	Plant supplies	\$ 368.50
18/10/2024	Benedict Alfred Taylor	Welcome to Country - Mt Hawthorn Skate Space Opening	\$ 700.00
4/10/2024	Bills Account	Refund for GP appointment and medication	\$ 210.57



18/10/2024	Bing Technologies Pty Ltd	Printing and photocopying	\$ 14,944.13
4/10/2024	bioscience	Bioprime trace 20 litres x15 and delivery	\$ 4,356.00
4/10/2024	Bladerunner Trust	Bobcat Hire	\$ 10,681.00
18/10/2024	Bladerunner Trust	Bobcat Hire	\$ 2,871.00
18/10/2024	Blue Heeler Trading	Polo shirts for the Perth Inner City Group	\$ 1,169.85
4/10/2024	Boc Gases Australia Limited	Supply Co2 beverage	\$ 963.36
18/10/2024	Boc Gases Australia Limited	Supply 1st aid medical oxygen	\$ 113.78
4/10/2024	Boral Construction Materials G	Supply of concrete	\$ 2,073.23
18/10/2024	Boral Construction Materials G	Supply of concrete	\$ 1,262.54
4/10/2024	Boya Equipment Pty Ltd	MPP295 50L Sprayer 12V Spotpak per quote	\$ 1,353.00
18/10/2024	Boyan Electrical Services	Laneway lighting changes to Marocchi Lane	\$ 25,652.00
4/10/2024	Boyan Electrical Services	Electrical services Clarence st and Barlee st	\$ 13,475.00
4/10/2024	BPA Consultants Pty Ltd	Consultancy work for Robertson Park	\$ 21,395.00
18/10/2024	Bridgestone Australia Ltd	Service and repairs P2230	\$ 269.45
4/10/2024	Briskleen Supplies	Supply Toiletty and Cleaning Supplies BPLC	\$ 8,263.22
18/10/2024	Briskleen Supplies	Monthly changeover of sanitary and nappy - BPLC	\$ 1,286.49
4/10/2024	Broomstick Prod & Cold Crankin	Repair Fitness Audio Microphone pack	\$ 108.00
4/10/2024	Bunnings Group Limited	Hardware supplies	\$ 4,704.19
18/10/2024	Bunnings Group Limited	Hardware supplies	\$ 902.27
18/10/2024	Bursk Bozkurt	Refund of part membership fee BPLC	\$ 164.99
4/10/2024	Byron John O'Neill	Refund of membership fee for BPLC	\$ 3,960.00
18/10/2024	c2pr Group Pty Ltd	Trend to defener migration	\$ 32,246.50
18/10/2024	CA AND PR CHARLESTON	Printing services - various	\$ 836.00
4/10/2024	Carolyn D Aylmore	Refund of part membership fee BPLC	\$ 44.93
18/10/2024	Cathay Building Pty Ltd	Refund of Building application fee	\$ 295.00
18/10/2024	Catherine Kosick	Reimbursement for BPLC expenses	\$ 167.29
4/10/2024	CBRE (C) Pty Ltd REBA Trust AC	Mezz shop short term licence	\$ 2,200.00
4/10/2024	CEI Pty Ltd	Purchase of 3 rectangular tables Library	\$ 1,735.80
4/10/2024	Chadson Engineering Pty Ltd	Supply 4 off 12V water witch solenoids	\$ 270.60
4/10/2024	Charmaine Amanda Magness	Fitness instructor fee	\$ 638.00
18/10/2024	Chindarsi Architects Pty Ltd	DRP meeting advice 19 June 2024	\$ 550.00
4/10/2024	Choiceone Pty Ltd	Hire of agency staff	\$ 42,540.02
18/10/2024	Choiceone Pty Ltd	Hire of agency staff	\$ 19,945.74
18/10/2024	Christou Design Group Pty Ltd	Design Review Panel Meeting	\$ 1,089.00
4/10/2024	City Of Perth	Building Archive Retrievals - August 2024	\$ 217.98
18/10/2024	City Of Perth	Building Archive Retrievals - September 2024	\$ 209.43
18/10/2024	City of Stirling	LSL Liability , Meals on wheels , Green waste disposal Sept 2024	\$ 11,446.69
4/10/2024	City of Stirling	Green waste disposal August 2024	\$ 807.90
29/10/2024	City of Vincent	October 2024 - Superannuation	\$ 336,503.50
1/10/2024	City of Vincent	September 2024 - Superannuation	\$ 324,316.87
17/10/2024	City of Vincent	Prepaid Remote Desktop Subscription	\$ 4,553.81
10/10/2024	City of Vincent	PP 8 - Payroll deductions	\$ 1,025.50
23/10/2024	City of Vincent	PP 9 - Payroll deductions	\$ 308.92
23/10/2024	City of Vincent Social Club	PP 9 - Payroll deductions	\$ 457.00
10/10/2024	City of Vincent Social Club	PP 8 - Payroll deductions	\$ 448.80
4/10/2024	Civica Pty Ltd	Rates On Demand Service September 2024	\$ 198.00
18/10/2024	Clare Hunter	Reimbursement for doctors appointment work injury	\$ 102.00
18/10/2024	Claudia Scalisi	Fitness instructor fee	\$ 140.00
18/10/2024	CMW Geosciences Pty Ltd	Menzies Park Stormwater cells. 65 Egina	\$ 5,995.00
4/10/2024	Coates Hire Operations Pty Ltd	Hire Plant and Machinery	\$ 1,384.65
18/10/2024	Coates Hire Operations Pty Ltd	Hire Plant and Machinery	\$ 400.52
4/10/2024	Cohera-Tech Pty Ltd	People Counting System	\$ 902.88
18/10/2024	Colombian Association of Weste	Prepaid - Night of lights events sponsor	\$ 6,000.00
4/10/2024	Commercial Aquatics Australia	Water Treatment at BPLC	\$ 2,821.50
18/10/2024	Compu-Stor	Off-site Storage and Digitisation	\$ 235.44
4/10/2024	Contra-Flow Pty Ltd	Traffic Management - Various locations	\$ 51,433.48
18/10/2024	Contra-Flow Pty Ltd	Traffic management - various locations	\$ 16,225.36
4/10/2024	Corsign WA	Sign supplies various	\$ 7,045.37
18/10/2024	Corsign WA	Sign supplies various	\$ 1,905.75
4/10/2024	Cromag Pty Ltd t/as Sigma Telf	Supply of pool chemicals for BPLC	\$ 7,263.96
18/10/2024	Cromag Pty Ltd t/as Sigma Telf	Supply of pool chemicals for BPLC	\$ 3,451.80
18/10/2024	CTI Security Services Pty Ltd	Supply of 100 X access cards	\$ 1,964.89
4/10/2024	CTI Security Systems Pty Ltd	100 x access control cards	\$ 1,786.26
4/10/2024	CW & SC Dearman	Fitness instructor fee	\$ 150.00
18/10/2024	CW & SC Dearman	Fitness instructor fee	\$ 130.00
18/10/2024	D J Hurst	Refund of part dog registration fee	\$ 30.00
4/10/2024	D Morrissey	Reimbursement for staff training expense	\$ 112.90
18/10/2024	D&L Studio Pty Ltd	Name badge - staff	\$ 208.89
18/10/2024	Dalfour Pty Ltd ITF Brandconne	250x branded drink bottles BPLC	\$ 1,650.00
4/10/2024	Dalin Electrical Controls	Geothermal checs 24.09.24	\$ 352.00
18/10/2024	DAPTH	Sharepoint discovery workshop	\$ 3,300.00

4/10/2024	David and Jacqueline Hunt	Reimburse for event supplies - Caring for carers	\$ 152.00
4/10/2024	David Suttner	Refund of infrastructure bond	\$ 1,000.00
4/10/2024	Deaf Services Queensland	Interpreter Services for Swim School	\$ 826.77
18/10/2024	Dedicated Property Management	Rates Refund	\$ 576.00
18/10/2024	Deloitte Touche Tohmatsu	Deloitte Consultancy Emissions Inventory	\$ 57,095.50
4/10/2024	Dentique Dental Spa	Rates Refund	\$ 420.29
18/10/2024	Department of Biodiversity, Co	Project funds - HCWA Final Claim	\$ 2,200.00
18/10/2024	Department of Mines, Industry	Levy collection fee (47 forms)September 2024	\$ 57,888.34
18/10/2024	Department of Planning Lands a	DAP Form 1 177 Scarborough Beach Road Mt	\$ 6,168.00
4/10/2024	Department of Planning Lands a	DAP form 2 ammended 367 Fitzgerald St NP	\$ 264.00
23/10/2024	Department of Social Services	PP 9 - Payroll deductions	\$ 1,194.83
4/10/2024	Department of the Premier and	Bush Fire Notice - Fire management notice	\$ 495.69
18/10/2024	Department of Transport	DoT Vehicle Ownership searches September 2024	\$ 5,569.20
4/10/2024	Department of Transport	Disclosure of information fee August 2024	\$ 3,621.15
8/10/2024	Department of Transport	Registration 1EML926 - P3008	\$ 423.70
8/10/2024	Department of Transport	Registration 1DWC949 - P3518	\$ 423.70
8/10/2024	Department of Transport	Registration 1EDT223 - P2171	\$ 83.80
8/10/2024	Department of Transport	Registration MH76527- P4031	\$ 23.75
18/10/2024	Design Right	Prepare a design concept for the Vincent	\$ 3,850.00
4/10/2024	Designer Christmas	Christmas decorations/tree BPLC	\$ 4,081.00
18/10/2024	Devco Builders	Maintenance and repairs - Admin Building vandalised damaged windows	\$ 105,344.80
18/10/2024	Devco Builders	Maintenance and repairs - Various locations	\$ 37,057.71
4/10/2024	Devco Builders	Maintenance and repairs - Various locations	\$ 10,453.04
18/10/2024	Devco Builders	Maintenance and repairs - Mt Hawthorn Hall	\$ 10,275.71
18/10/2024	Devco Builders	Maintenance and repairs - Braithwaite Park	\$ 5,424.39
18/10/2024	Devco Builders	Maintenance and repairs - North Perth Town Hall	\$ 5,276.21
18/10/2024	Devco Builders	Maintenance and repairs - Loftus Rec Centre	\$ 3,227.36
18/10/2024	Devco Builders	Maintenance and repairs - Hyde Park	\$ 3,117.79
4/10/2024	DFES Direct Brigade Alarm Acco	Annual fire alarm monitoring	\$ 5,643.00
4/10/2024	DGL Ausblue Pty Ltd	Drum of Adblue 210L	\$ 1,416.80
18/10/2024	Diabolik Books	Book vouchers for Student Citizenship Award	\$ 160.00
4/10/2024	Diplomatik Pty Ltd	Hire of agency staff	\$ 5,052.26
18/10/2024	Diplomatik Pty Ltd	Hire of agency staff	\$ 3,521.30
4/10/2024	Discus on Demand Pty Ltd	Duplicate membership form in pads of 50	\$ 823.90
4/10/2024	Dismantle Main Account	Cleaning of Main Roads August 2024	\$ 6,468.00
18/10/2024	Diversus	Prepaid Nintex Renewal Sept 2024 to Sept 2025	\$ 50,652.76
4/10/2024	DNX Energy	Annual maintenance of the solar system	\$ 15,675.00
18/10/2024	DNX Energy	Solar inverter replacement 17.09.24 - Britannia Pavillion	\$ 198.00
18/10/2024	Dominic Snellgrove	Design Review Panel Meeting	\$ 400.00
4/10/2024	Donegan Enterprises Pty Ltd	Playground repair and maintenance various	\$ 4,917.00
18/10/2024	Duncan Charles Phillips	GIS Consulting Services	\$ 4,250.00
4/10/2024	E Bentley	Reimbursement for Les Mills Training	\$ 196.00
18/10/2024	Eamco Pty Ltd t/as EOS Electri	Electrical services - various locations	\$ 23,694.34
4/10/2024	Eamco Pty Ltd t/as EOS Electri	Electrical services - Various Locations	\$ 7,263.22
18/10/2024	Eclipse Soils Pty Ltd	Supply of Mulch	\$ 3,168.00
4/10/2024	Edison McGrath	Rates Refund	\$ 1,373.37
4/10/2024	Electricity Networks Corp	Vegetation encroachment various locations	\$ 19,863.34
4/10/2024	Elite Compliance Pty Ltd	Building design and drafting services	\$ 5,478.00
4/10/2024	Elite Pool Cover Holdings Pty	Supply and fit indoor pool thermal blank	\$ 8,800.00
18/10/2024	Emily Norman	Public Author and Book Reading - Lily Long Nose	\$ 375.00
18/10/2024	Enviroblast Cannington	High Pressure tidy bin frames -August 2024	\$ 1,663.50
15/10/2024	ER NG Woolf	Meeting and ICT allowance - October 2024	\$ 3,344.75
10/10/2024	ES Vincent	PP 8 - Payroll deductions	\$ 6,099.25
23/10/2024	ES Vincent	PP 9 - Payroll deductions	\$ 6,099.25
4/10/2024	Evernergi Pty Ltd	EV Transition Plan	\$ 5,151.30
4/10/2024	Exbo Signage and Print Pty Ltd	Ticket machine banner vinyl parking hood	\$ 2,963.95
4/10/2024	Exteria	Skillion Picnic Shelter DDA Vasse Compo	\$ 15,859.80
4/10/2024	FE Technologies Pty Ltd	Prepaid Manitanence & culation assistance	\$ 1,005.40
18/10/2024	FE Technologies Pty Ltd	Credit card sized tags and delivery charges	\$ 244.20
18/10/2024	Finestone Investments Pty Ltd	Plumbing services - various locations	\$ 16,516.43
4/10/2024	Finestone Investments Pty Ltd	Plumbing services Loftus Recreation Cafe	\$ 1,397.43
18/10/2024	Fire And Emergency Services Au	2024-2025- ESL income local government	\$ 96,228.90
4/10/2024	Flexi Staff Group Pty Ltd	Hire of agency staff	\$ 19,556.32
18/10/2024	Flexi Staff Group Pty Ltd	Hire of agency staff	\$ 10,849.51
18/10/2024	Flick Anticimex Pty Ltd	Pest control services - Various Locations	\$ 1,276.00
4/10/2024	Flick Anticimex Pty Ltd	Pest control services - Various Locations	\$ 973.50
18/10/2024	Floreat Athena Football Club	Replacement coolroom system 41 Britannia Res	\$ 19,094.92
18/10/2024	Focus Networks	Software as a Service Oct 2024	\$ 14,295.30
18/10/2024	Focus Networks	Nessus Pro Licenccce	\$ 3,698.97
18/10/2024	Focus Networks	Aruba central cloud for 14 switches	\$ 3,303.22
18/10/2024	Focus Networks	Ad-Hoc - Remote After hours Sept 2024	\$ 247.50

4/10/2024	Focus Networks	Ad-Hoc - Remote After hours	\$ 20.06
4/10/2024	Found Wayfinding	Implementation plans stage 3 - Final	\$ 1,100.00
4/10/2024	G C & Y Beaton	Reimbursement for training course catering	\$ 236.40
18/10/2024	Gary Carlton Surveys	26 Brentham st subdivision survey and ap	\$ 888.80
4/10/2024	Geoff's Tree Service Pty Ltd	Zone 1 powerline pruning - Week 3- Sept	\$ 35,948.00
18/10/2024	Geoff's Tree Service Pty Ltd	Tree services - various locations	\$ 29,364.50
18/10/2024	Giant Autos (1977) Pty Ltd	P2217 - 1HNK939 - Nissan Navara Dual Cab	\$ 562.00
4/10/2024	Go Doors Pty Ltd	Repair to Automatic Exit door - Electric	\$ 3,685.00
18/10/2024	Go Doors Pty Ltd	Auto door maintenance various locations	\$ 1,771.00
4/10/2024	Goldpin Corporation Pty Ltd	Equipment Maintenance Keiser Bikes & Gym	\$ 128.15
18/10/2024	Golly Investments	Catering Workshop pre-launch Perth Inner City Group, and LDAG	\$ 312.95
4/10/2024	Golly Investments	Catering for the Community Development w	\$ 265.00
4/10/2024	Green Options Pty Ltd	Maintenance of Leederville oval August 2	\$ 6,699.00
18/10/2024	Group Maintenance	Supply and deliver: New Washtech Economy	\$ 3,580.50
18/10/2024	Harbour Software Pty Ltd	Prepaid- Annual subscription Nov 2024	\$ 6,133.60
4/10/2024	Hays Personnel Services (Austr	Hire of agency staff	\$ 10,532.60
18/10/2024	Hays Personnel Services (Austr	Hire of agency staff	\$ 7,781.64
10/10/2024	Health Insurance Fund of Austr	PP 8 - Payroll deductions	\$ 201.85
23/10/2024	Health Insurance Fund of Austr	PP 9 - Payroll deductions	\$ 201.85
4/10/2024	Helene Pty Ltd	Hire of agency staff	\$ 6,183.02
18/10/2024	Helene Pty Ltd	Hire of agency staff	\$ 5,763.50
18/10/2024	HFM Asset Management Pty Ltd	Energy audit at BPLC	\$ 17,556.00
18/10/2024	Highland Medical Jmack Group	Medical Report - RD	\$ 132.00
18/10/2024	HLB Mann Judd	R t R annual certification FY-30.06.24	\$ 9,537.00
18/10/2024	Hui Xian McGovern	Refund of part membership fee BPLC	\$ 100.27
18/10/2024	I McCaw	Reimbursement for legal witness attendance	\$ 168.48
18/10/2024	Iconic Property Services Pty L	Monthly cleaning various locations - July 2024 to October 2024	\$ 15,960.50
4/10/2024	Iconic Property Services Pty L	Monthly cleaning Birdwood square , admin building consumables	\$ 6,080.08
18/10/2024	Iconic Property Services Pty L	Cleaning services in July 2024	\$ 154.00
4/10/2024	ID Consulting Pty Ltd	Economic Health Check	\$ 5,500.00
18/10/2024	Inlogik Pty Ltd	Monthly subscription fees - September 24	\$ 243.87
4/10/2024	Insight Enterprises Australia	Insight Enterprises Invoice #100479014 A	\$ 293.21
4/10/2024	Institute of Public Works Engi	Asset management breakfast	\$ 75.00
4/10/2024	iSUBSCRIBE Pty Ltd	Magazine Subscription Renewal Panel Num	\$ 555.92
18/10/2024	iSUBSCRIBE Pty Ltd	Subscriptions for 12 months	\$ 370.00
18/10/2024	J Blackwood & Son Ltd	Hardware supplies	\$ 4,519.51
4/10/2024	J Blackwood & Son Ltd	Hardware supplies	\$ 3,439.76
18/10/2024	Jackson McDonald General Accou	Legal advice Leederville gardens, Hanson concrete relocation & City's trademark	\$ 22,876.80
18/10/2024	Jagpreet Saini	Reimbursement for Beverages for payroll team meeting	\$ 21.73
4/10/2024	Janet Verburg	Fitness instructor fee	\$ 885.00
18/10/2024	JB Commercial Ltd	Purchase of iphone pro and case	\$ 2,776.00
15/10/2024	Jonathan Hallett	Meeting and ICT allowance - October 2024	\$ 3,344.75
4/10/2024	K&L Gates Office Account	Professional services - Leederville CP 1	\$ 7,221.50
4/10/2024	K.S.Black Pty Limited	Bore/pump maintenance -various locations	\$ 32,321.36
18/10/2024	K.S.Black Pty Limited	Bore/pump maintenance - Hyde Park, Britania Reserve	\$ 20,284.22
4/10/2024	Kah Loong Leow, Siao Soong Won	Rates Refund	\$ 476.09
18/10/2024	Karen Nitsche	Seeding grants - Community innovation	\$ 1,749.00
4/10/2024	Kasse M McCummiskey	Fitness instructor fee	\$ 60.00
4/10/2024	Kathryn S Clare	Fitness instructor fee	\$ 360.00
4/10/2024	Kayleigh Peace	Fitness instructor fee	\$ 120.00
18/10/2024	KELYN TRAINING SERVICES	White Card Training	\$ 90.00
18/10/2024	Kennards Hire	Equipment hire - Roller pedestrian	\$ 195.20
18/10/2024	Kingdale Investments Pty Ltd	500x beach towels & 1000x gym towels	\$ 19,195.00
4/10/2024	Kingsway Bay Pty Ltd	Zoggs stock for sale in retail shop BPLC	\$ 7,963.45
18/10/2024	Kleen West Distributors	Marking Dye	\$ 2,054.58
18/10/2024	Konica Minolta Business Soluti	Printing costs - Admin/ Library, BPLC, Depot	\$ 1,618.58
18/10/2024	Leo Heaney Pty Ltd	Street Tree Planting & Watering - various locations	\$ 48,246.00
4/10/2024	Leo Heaney Pty Ltd	Assisting ash laying contractors Brady st	\$ 2,164.80
4/10/2024	Leo Heaney Pty Ltd	Reticulation line cleaning 18.08.24	\$ 528.00
4/10/2024	Leo Heaney Pty Ltd	Reticulation line cleaning 01.09.24	\$ 528.00
18/10/2024	Leonie Helen Thompson t/as The	Poster : COV Film Project 2025 & Rainbow Picnic	\$ 965.25
18/10/2024	Les Mills	Les Mills Music License Fees October 2024	\$ 1,871.77
4/10/2024	LifeTec Pty Ltd	Supply 1 off Pool Rescue-Adult 30kg	\$ 1,865.27
4/10/2024	Line Marking Specialists	Line marking services various locations	\$ 13,944.82
4/10/2024	Lisa Joy Sharp	Fitness instructor fee	\$ 120.00
18/10/2024	Liveable Group Pty Ltd	Tree pruning & removal - various locations	\$ 52,306.10
4/10/2024	Liveable Group Pty Ltd	Tree pruning & removal services various locations	\$ 22,104.51
18/10/2024	Living Stone Foundation Inc t/	Training Course - Mental Health First Ai	\$ 4,526.50
18/10/2024	Living Turf	Supply of fertilizers	\$ 15,635.40
18/10/2024	LIZO Pty Ltd	Hardware supplies	\$ 4,156.75

4/10/2024	LIZO Pty Ltd	Hardware supplies	\$ 3,847.95
18/10/2024	LKS Constructions (WA) Pty Ltd	Beatty Park Leisure Centre - RFT IE254/2	\$ 146,815.19
4/10/2024	LKS Constructions (WA) Pty Ltd	Indoor pool change rooms renewals	\$ 9,618.29
18/10/2024	Local Government Professionals	Evaluation framework workshop - staff attendance	\$ 880.00
4/10/2024	Luke Riley Creative	Mt Hawthorn Town Centre Planning Framework	\$ 297.00
18/10/2024	Lynda Watson	Refund of part dog registration fee	\$ 80.00
4/10/2024	Macdonald Johnston Engineering	Plant repairs and maintenance	\$ 1,257.30
4/10/2024	Main Roads Operating	City of Vincent AREA 40 speed zone	\$ 107,855.82
4/10/2024	Major Motors Pty Ltd	Heavy Fleet Replacement Program 2023/202	\$ 410,641.07
18/10/2024	Margaret Davies	"WHERE DOES IT GO" Workshop	\$ 450.00
18/10/2024	Market Creations Agency Pty Lt	Quicklinks upgrade for Vincent website	\$ 957.00
4/10/2024	Marshall Beattie Pty Ltd	Control panel front entry gates BPLC	\$ 2,979.68
18/10/2024	Mary Slater	Fitness instructor fee	\$ 133.00
4/10/2024	Mary Slater	Fitness instructor fee	\$ 126.00
4/10/2024	Masterprint Pty Limited	Printing services	\$ 49.50
18/10/2024	Max Wax Auto Detailing	P1276 1GWU-139 Detailed Cleaning	\$ 181.50
4/10/2024	Maxima Group Training	Work experience student	\$ 1,227.29
18/10/2024	Maxima Group Training	Work experience student	\$ 118.46
18/10/2024	McLeods Lawyers	Legal advice Interpretation of S23 of building act	\$ 513.92
4/10/2024	Messages on Hold Australia Pty	Provision of 'on hold' equipment and programing	\$ 478.86
18/10/2024	Michelle Lilleyman	Reimbursement for mental health First aid training	\$ 336.00
18/10/2024	Military Pty T/As SAS Locksmit	Key cutting and lock maintenance service	\$ 39.61
4/10/2024	Military Pty T/As SAS Locksmit	Key cutting and lock maintenance service	\$ 21.51
18/10/2024	Milton Green Pty Ltd	Mount Hawthorn Skate Space Opening - Skate prizes	\$ 600.88
4/10/2024	Mindarie Regional Council	Reimbursement of Admin Exp - September 2024	\$ 33,338.81
4/10/2024	Mindarie Regional Council	Processable and Non processable waste September 2024	\$ 27,034.61
18/10/2024	Mindarie Regional Council	Processable waste - September 2024	\$ 24,262.70
18/10/2024	Mindarie Regional Council	Non processable waste - September 2024	\$ 5,817.58
4/10/2024	MM IT Consulting (WA) Pty Ltd	Block hours for modern workplace managem	\$ 11,880.00
18/10/2024	Monique Humich	Fitness instructor fee	\$ 2,160.00
18/10/2024	Montes Hector Manueline Lozano	Fitness instructor fee	\$ 1,190.00
4/10/2024	Mr Matthew George Jajko	Fitness instructor fee	\$ 120.00
18/10/2024	Mr Matthew George Jajko	Fitness instructor fee	\$ 65.00
18/10/2024	Mrs Angela Ramini	Partial refund of food premises applicat	\$ 161.00
18/10/2024	Ms D Zuks	Event Photography - Artfestival and Wear Purple	\$ 1,336.50
4/10/2024	Ms D Zuks	Photography session for 1.15 mins	\$ 371.25
18/10/2024	Nathan Stokes	Reimbursement for online leadership work	\$ 49.01
18/10/2024	National Association for the V	Annual NAVA membership	\$ 96.00
18/10/2024	National Institute of Technolo	Pro Rata Refund - Microbusiness Services	\$ 431.45
4/10/2024	Natural Area Holdings Pty Ltd	Weed control - Banks Reserve	\$ 4,752.00
4/10/2024	Nearmap Pty Ltd	Nearmap Subscription Advantage LGA Tier	\$ 18,700.00
18/10/2024	Newground Water Services Pty L	Irrigation Design Stage 1B Robertson Park, Litis stadium, Birdwood Square	\$ 8,960.05
18/10/2024	Nicholas Jolly & Associates Pt	Fitness instructor fee	\$ 66.00
4/10/2024	Nightlife Music Pty Ltd	Supply Crowd DJ for the gym October 2024	\$ 417.94
18/10/2024	No Problems Just Solutions Pty	Blackspot Broome and Wright Street/Inter	\$ 5,449.95
18/10/2024	No Problems Just Solutions Pty	LRP - Albert Street Survey for drainage	\$ 2,365.00
18/10/2024	Noise & Vibration Measurement	Calibration Services	\$ 1,089.00
18/10/2024	Noma Pty Ltd	DRP advice - various locations	\$ 1,760.00
18/10/2024	Northsands Resources	Construction waste Disposal Sept 2024	\$ 5,227.20
4/10/2024	Novus Homes	Refund of infrastructure bond	\$ 8,525.00
4/10/2024	Officeworks Ltd	Office and stationery supplies	\$ 1,107.11
18/10/2024	Officeworks Ltd	Office & stationery supplies	\$ 467.06
4/10/2024	Omnicom Media Group Australia	Public notices - various	\$ 4,885.41
18/10/2024	OP Centa Pty Ltd	Purchase of Dyson Vac - BPLC	\$ 1,166.00
4/10/2024	OP Centa Pty Ltd	2 x Hisense 205 litre top mount fridge M	\$ 968.00
18/10/2024	Open Systems Technology Pty Lt	CouncilFirst Subscription October 2024	\$ 32,259.12
18/10/2024	Open Systems Technology Pty Lt	Professional Services - General support, Records project, SSS Go live, Payroll	\$ 23,911.25
4/10/2024	Open Systems Technology Pty Lt	Professional services July 2024 SSS Goli, Power automate, STP Transactions	\$ 8,718.25
18/10/2024	Optus Billing Services Pty Ltd	Internet/ Admin mobile phone Sept 2024	\$ 9,548.85
4/10/2024	Oxford Retail Pty Ltd	Printing services - Various	\$ 815.70
18/10/2024	Oxford Retail Pty Ltd	Printing services - Various	\$ 409.00
18/10/2024	Paloma Management Pty Ltd ATF	Supply and install adhesive stickcnet ha	\$ 5,958.00
4/10/2024	Para Mobility	Replace ceiling hoist as per your quote	\$ 5,534.50
4/10/2024	Paul and Triona Diviney	Refund of planning application fee	\$ 295.00
18/10/2024	Paul Druitt Real Estate Pty Lt	Rates Refund	\$ 438.31
8/10/2024	PAYROLL	Pay Period 8	\$ 861,493.60
22/10/2024	PAYROLL	Pay Period 9	\$ 839,142.21
4/10/2024	Pei-Chea Tran	Fitness instructor fee	\$ 300.00
18/10/2024	Pei-Chea Tran	Fitness instructor fee	\$ 250.00

4/10/2024	Penelope A King	Refund of part membership fee BPLC	\$ 170.53
4/10/2024	Perth Auto Alliance P/L AHG Fo	Supply and Deliver Animal Control Vehicles	\$ 154,336.37
18/10/2024	Perth Office Equipment Repairs	Depot - folding machine service and clea	\$ 247.50
4/10/2024	Peter Cicanese	Reimbursement of court parking expense	\$ 96.92
18/10/2024	Phase3 Landscape Construction	Robertson Park Progress claim 8	\$ 122,441.47
18/10/2024	Philip & Kylie Bardon	Reimbursement for Inner City Group pre l	\$ 55.00
18/10/2024	Pioneer Road Services	Asphalt supplies Ezstreet	\$ 330.00
4/10/2024	Pirtek Pty Ltd	P3524.6 - Oil Leak under rear of truck o	\$ 886.70
4/10/2024	PJA Holdings (Australia) Pty L	Projects work - Various locations H	\$ 11,984.50
18/10/2024	Planning Institute Australia	2024 State Awards Planning Excellence Ga	\$ 2,015.00
18/10/2024	PMBA	Fitness instructor fee	\$ 11,814.00
4/10/2024	Pool Robotics Perth	Supply 1 off Madimack GT Freedom i80 rob	\$ 2,530.00
18/10/2024	Practical Products Pty Ltd	Supply and delivery of Deep Fryers	\$ 12,028.50
4/10/2024	Pretone Graphics	Printing services- PSHB collab event sig	\$ 233.20
18/10/2024	Print and Sign Co	Printing services - various	\$ 6,464.59
4/10/2024	Print and Sign Co	Printing services various	\$ 2,674.98
4/10/2024	Pro Turf Services	Plant repairs and maintenance various	\$ 5,331.48
18/10/2024	Profounder Turfmaster Pty Ltd	Litis stadium monthly maintenance Septe	\$ 4,389.45
18/10/2024	Protector Fire Services Pty Lt	Fire equipment maintain - Admin & Loftus	\$ 96.03
18/10/2024	Proteus Enterprises Pty Ltd	Moving from Mate to Manager Training	\$ 1,019.70
4/10/2024	Quickpack Holdings Pty Ltd	Printing and distribution Flyers - Senio	\$ 906.07
4/10/2024	R C & G S Leigh	Refund of part membership fee BPLC	\$ 378.16
18/10/2024	Rachel Freitas	Fitness instructor fee	\$ 480.00
4/10/2024	Rada Mirceta	After hours cleaning September 2024	\$ 14,000.00
18/10/2024	Reba Trust AC Ang, Lim & Cie	Parking distribution for Jul 2024 to Sept 2024	\$ 52,212.07
4/10/2024	Rebecca Coakley	Rates Refund	\$ 378.50
18/10/2024	Redimed Pty Ltd - Receipts WA	Pre - Employment Medical of staff	\$ 552.95
4/10/2024	Redimed Pty Ltd - Receipts WA	Medical Review to check fitness for work	\$ 376.00
4/10/2024	Regents Commercial Trust Accou	Rent - October 2024	\$ 8,926.32
18/10/2024	Regents Commercial Trust Accou	Water service charge for Lots 50	\$ 336.23
4/10/2024	Renata Popis	Fitness instructor fee	\$ 210.00
18/10/2024	Reward Supply Co Pty Ltd	Supply and deliver the following items:	\$ 11,324.50
15/10/2024	RJ & MT Alexander	Meeting and ICT allowance - October 2024	\$ 3,344.75
18/10/2024	Rosemount Hotel	Parking rev distribution qtr ending Jul2	\$ 16,858.98
4/10/2024	Rosevale Electrical	Electrical services BPLC	\$ 7,376.60
18/10/2024	Rosevale Electrical	Electrical services - Floreat Athena Clu	\$ 330.00
18/10/2024	RPG Auto Electrics	Plant repairs and maintenance	\$ 220.00
4/10/2024	Rynat Industries Australia Pty	Baby change station BPLC	\$ 906.40
4/10/2024	S & S Massey	Milk supplies depot 17.08.24 to 13.09.24	\$ 381.60
18/10/2024	Sage Consulting Engineers Pty	Consulting sports flood lighting Leederv	\$ 1,485.00
4/10/2024	Sanderson Engineering	Plant repairs and maintenance	\$ 773.00
18/10/2024	Satoa Homes Pty Ltd	Refund of infrastructure bond	\$ 3,500.00
4/10/2024	Scarboro Motors Pty Ltd	Plant repairs and maintenance	\$ 853.73
18/10/2024	Schlager Group Pty Ltd	Progress Claim 009	\$ 275,982.23
4/10/2024	SEEK Limited	mployment Advertising for 2024/2025	\$ 2,119.39
18/10/2024	SEEK Limited	Additional Employment Advertising	\$ 1,520.73
18/10/2024	Sherina Patchett	Fitness instructor fee	\$ 382.00
4/10/2024	Sherina Patchett	Fitness instructor fee	\$ 276.00
18/10/2024	Shop for Shops	Supplies for retail shop BPLC	\$ 131.56
4/10/2024	Sirsidynix Pty Ltd	Library module product delivery	\$ 48,545.63
18/10/2024	Sirsidynix Pty Ltd	Panel Number: PSP005 Addition of Module	\$ 3,330.80
18/10/2024	Skate Sculpture	Mt Hawthorn Skatepark Construction compl	\$ 116,704.37
4/10/2024	Skye Group Pty Ltd	Purchase Finz bathers for resale in Reta	\$ 2,675.53
4/10/2024	Solo Resource Recovery	Pressure cleaning services - Depot	\$ 19,454.60
15/10/2024	Sophie M Greer	Meeting and ICT allowance - October 2024	\$ 3,344.75
4/10/2024	Souhad Milhem	catering for multicultural sharing sessi	\$ 400.00
18/10/2024	Sports Turf Technology Pty Ltd	Turf consultation works Leederville Oval	\$ 3,465.00
18/10/2024	St John Ambulance Australia	Firs aid kit for various locations	\$ 1,564.86
4/10/2024	St John Ambulance Australia	First aid kits	\$ 870.37
4/10/2024	Stompcoffee House	Mount Hawthorn Skate Space - 148 Additio	\$ 444.00
4/10/2024	Stott Hoare	Hardware supplies	\$ 13,420.00
18/10/2024	Stott Hoare	Hardware supplies	\$ 9,737.20
18/10/2024	Suez Recycling & Recovery (Per	Waste collection- 244 Vincent & 99 Loftus St Sept 2024	\$ 323.12
4/10/2024	Suzanne Smart	Fitness instructor fee	\$ 300.00
15/10/2024	Suzanne Womer	Meeting and ICT allowance - October 2024	\$ 3,344.75
18/10/2024	SWA Moneysaver Internet Accoun	Prepaid - Annual membership - FY 2024-2025	\$ 401.50
4/10/2024	Synergy	Electricity Charges : Various Locations	\$ 58,696.10
18/10/2024	Synergy	Electricity Charges : various locations	\$ 23,887.03
18/10/2024	T J Depiazzi & Sons	Supply of Mulch	\$ 1,271.33
18/10/2024	T Waigana	Robertson Park Mural Installation	\$ 7,656.00
18/10/2024	T&H Wilkes Pty Ltd	Gravel supplies and waste disposals	\$ 4,001.80

4/10/2024	Tamala Park Regional Council	Account for GST payable & receiveable August 2024	\$ 15,656.74
4/10/2024	Telstra Limited	4268061300 -Service and Equipment rental	\$ 188.99
18/10/2024	Temptations Catering	Catering for various events - Council meeting , poppy making workshop, demistifying aged care event	\$ 1,064.98
4/10/2024	Temptations Catering	Catering WA Access and Inclusion Office & council meeting	\$ 644.89
4/10/2024	The BBQ Man	Pressure Cleaning at Hyde Park & BBQ cleaning Sept 2024	\$ 5,174.12
4/10/2024	The de Mol Group of Companies	602-610 Beaufort Street CCTV Equipment A	\$ 33.00
18/10/2024	The de Mol Group of Companies	602-610 Beaufort Street CCTV Equipment A	\$ 33.00
18/10/2024	The Event Mill	Rainbow Picnic event	\$ 385.00
4/10/2024	THE FACTORY	Pine Tree Christmas Lights - 2024	\$ 5,703.50
4/10/2024	The Fruit Box Group Pty Ltd	Milk supplies July 2024	\$ 168.68
18/10/2024	The Royal Life Saving Society	Hyde Park Water Playground - September 24	\$ 3,340.70
4/10/2024	The Royal Life Saving Society	Monthly service charges	\$ 2,821.90
4/10/2024	The Trustee for Pam Family Tru	Maintenance to public artwork at Weld Square	\$ 1,295.91
23/10/2024	The Wilson Family Trust	Admin Building - Furniture supply	\$ 14,138.86
4/10/2024	Thomson Geer Perth General Off	Led'vlee precinct structure plan scheme	\$ 5,500.00
18/10/2024	Thomson Geer Perth General Off	Request for legal advice 900725777-5774	\$ 624.25
18/10/2024	Tiger's Milk Cantina Pty Ltd	Refund of infrastructure bond	\$ 500.00
18/10/2024	Tony Aveling & Associates	White Card Training - staff	\$ 90.00
18/10/2024	Toolmart	Hardware supply	\$ 2,749.00
4/10/2024	Total Packaging WA Pty Ltd	240l Plastic Bin Liner 75um	\$ 2,129.60
4/10/2024	Totally Workwear Mt Hawthorn	Uniform supplies	\$ 2,339.87
18/10/2024	Totally Workwear Mt Hawthorn	Uniform supplies	\$ 616.60
4/10/2024	T-Quip	Anti Skid rollers & Grinding Paste	\$ 925.54
4/10/2024	Tracklink WA Pty Ltd	LRP- Vine Street 3.5t Excavator and Trailer	\$ 4,950.00
18/10/2024	Tracklink WA Pty Ltd	LRP- Vine Street 3.5t Excavator and Trailer	\$ 1,650.00
4/10/2024	Travis Hayto	PSHB Hyde Park Collaborative Event	\$ 1,210.00
18/10/2024	Travis Hayto	Videography session	\$ 577.50
18/10/2024	Truck Centre (WA) Pty Ltd	P3524 Brake fault booked	\$ 7,217.12
4/10/2024	Truck Centre (WA) Pty Ltd	P3526 - Basic service booked in 13.09.20	\$ 4,164.02
18/10/2024	Trustees for The Folan Family	Coaching session 17.06.24	\$ 440.00
4/10/2024	Universal Diggers	Bobcat Hire	\$ 1,339.80
18/10/2024	Urbis Pty Ltd	DRP meeting and advices	\$ 8,767.00
4/10/2024	Vanessa Clarke	Refund of infrastructure bond	\$ 3,000.00
4/10/2024	Vanessa Forbes	Fitness instructor fee	\$ 462.00
18/10/2024	Veolia Recycling & Recovery Pt	General Waste Collection August 2024	\$ 7,867.92
4/10/2024	Vincent Men's Shed	Vincent men shed supplying 300 wooden po	\$ 884.00
18/10/2024	W.A. Limestone Co	19mm Limestone	\$ 1,721.50
4/10/2024	WA Genealogical Society Inc.	Institutional Membership Renewal 2024/20	\$ 100.00
18/10/2024	WA Land Information Authority	SLIP subcription	\$ 6,431.50
18/10/2024	WA Land Information Authority	Gross rental valuation	\$ 227.76
4/10/2024	WA Land Information Authority	Gross rental valuation 17.08.24 to 30.08	\$ 166.58
18/10/2024	WA Library Supplies	Library supplies	\$ 172.25
4/10/2024	WA Local Government Associatio	Emergency Management for Local Government	\$ 759.00
18/10/2024	Walcott Industries Pty Ltd	Floreat Athena Clubhouse Toilets Renovation	\$ 72,204.00
4/10/2024	Walcott Industries Pty Ltd	Electrical repairs Various locations & BPLC 50 mts pool tile seating	\$ 30,701.00
18/10/2024	Walcott Industries Pty Ltd	Beatty Park Leisure Centre - 50m Pool tile seating	\$ 1,980.00
18/10/2024	Water Corporation	Water supplies - various locations	\$ 8,299.45
4/10/2024	Water Corporation	Water supplies - Various Locations	\$ 3,228.12
4/10/2024	Wattleup Tractors	Fertiliser Spreader - Vicon PS754 - Park	\$ 11,440.00
18/10/2024	Way Funky Company Pty Limited	Funkita stock for resale in the retail shop	\$ 18,099.95
18/10/2024	WE ARE HERE! Foundation	Community innovation grant	\$ 5,000.00
18/10/2024	Welink Group Pty Ltd	Refund of infrastructure bond	\$ 600.00
4/10/2024	West Coast Shade Pty Ltd	Auckland/Hobart - shade sails replaceme	\$ 11,929.50
4/10/2024	West Coast Turf	10m2 of kikuyu delivered to Charles veryyard reserve	\$ 181.50
18/10/2024	Western Australian Local Gover	LGISWA insurance services 30.06.24 to 30.06.25	\$ 570,877.89
18/10/2024	Western Australian Local Gover	3 x Excess MV claim- MO0074369 - 1 HTQ585, MO0076682 - 1GVG563, MO0075601 -1IAD198	\$ 1,500.00
10/10/2024	Western Australian Municipal R	PP 8 - Payroll deductions	\$ 22.00
23/10/2024	Western Australian Municipal R	PP 9 Payroll deductions	\$ 22.00
4/10/2024	Western Irrigation Pty Ltd	Retic Parts	\$ 5,124.52
18/10/2024	Western Metropolitan Regional	Processing FOGO material 16.09.24 to 30.	\$ 38,756.44
4/10/2024	Western Metropolitan Regional	FOGO Material - 02.09.24 to 13.09.24	\$ 36,288.11
18/10/2024	West-Sure Group Pty Ltd	Cash Collection - BPLC, Depot Admin	\$ 569.57
18/10/2024	Whealers Books Pty Ltd	Library books supplies	\$ 683.82
18/10/2024	Winc Australia Pty Limited	Office and stationery supplies	\$ 1,245.84
4/10/2024	Winc Australia Pty Limited	Office and stationery supplies	\$ 1,134.78
18/10/2024	Woodlands Distributors & Agenc	Dog Bags Compostable	\$ 8,537.76
4/10/2024	Work Health Professionals Pty	Workplace Vaccinations - 16 July 2024	\$ 345.40
18/10/2024	Worldwide Online Printing Cann	Printing services various	\$ 1,794.00
4/10/2024	Worldwide Online Printing Cann	Printing services - Various	\$ 693.00
4/10/2024	Wow Wipes	Supply anti bacterial wipes for use in gym	\$ 2,530.00

18/10/2024	Yaqin and Jun Zhang	Rates Refund	\$ 388.90
18/10/2024	Yolande Gomez	Fitness instructor fee	\$ 733.00
4/10/2024	Yolande Gomez	Fitness instructor fee	\$ 484.00
18/10/2024	Zenien	Hippee to YMCA CCTV link upgrade	\$ 2,950.86
18/10/2024	Zipform	FY 2024-2025 -1st rates reminder notices & 2nd installment notices mailing	\$ 14,285.84
<b>Grand Total</b>			<b>\$ 7,977,776.64</b>

Creditors Report - Payments by Direct Debit				
01 October 2024 to 31 October 2024				
Credit Card Transactions for the Period - 01 October 2024 to 31 October 2024				
Card Holder	Date	Payee	Description	Amount
<b>CEO</b>				
	05/10/2024	WANEWSDTI Osborne ParkWA	West Australian Newspaper Subscription - 5/10/24	\$ 83.60
	09/10/2024	CPP His Majestics Perth	CEO Parking - Architecture and Landscape Symposium	\$ 22.00
	10/10/2024	CPP Convention Centre Perth WA	CEO Parking - Attendance at WALGA AGM 2024	\$ 25.24
	21/10/2024	CPP Citiplace Perth WA	CEO Parking - Meeting at DPLH - 21 October 2024	\$ 12.12
	24/10/2024	Hotel at Booking.com Sydney AUS	CEO Accommodation - ALGA National Congress	\$ 412.00
	25/10/2024	Woolstores Shopping Fremantle WA	CEO Parking - Fremantle Design Week Presentation	\$ 13.20
				<b>\$ 568.16</b>
<b>Manager Marketing and Partnerships</b>				
	02/10/2024	Facebk *NDU8ZBL7R2 fb.me/ads IRL	Facebook advertising	\$ 544.36
	02/10/2024	Winsor Hotel South Perth	Deposit for lunch for Seniors event	\$ 304.50
	02/10/2024	Paypal *Carla* 4029357733 AUS	Photography studio hire	\$ 200.00
	10/10/2024	Ikea Pty Ltd Tempe NSW	Spirit of Christmas competition frames	\$ 504.00
	10/10/2024	Mailchimp * Misc Mailchimp.COGA	Enewsletter platform	\$ 707.49
	12/10/2024	Intnl Transaction Fee	Live chat - int'l transaction fee	\$ 3.69
	12/10/2024	Pure Chat, INC.	Website Live Chat	\$ 147.56
	15/10/2024	Intnl Transaction Fee	Form tool - int'l transaction fee	\$ 1.60
	15/10/2024	Jotform Pty Ltd Mortlake AUS	Form tool	\$ 64.03
	16/10/2024	Wembley Police Station Wembley	Road closure application - Buxton St	\$ 92.00
	22/10/2024	Kmart 1139Kmart 1139 Inaloo AUS	Event decorations	\$ 30.00
	23/10/2024	Intnl Transaction Fee	Scheduling tool - int'l transaction fee	\$ 22.93
	23/10/2024	Asana.com San Francisco	Marketing and Comms scheduling tool	\$ 917.27
	24/10/2024	Temu.com Parramatta NSW	Event decorations	\$ 403.58
	23/10/2024	Shutterstock Ireland L Dublin 2 IRL	Stock photo subscription	\$ 99.00
				<b>\$ 4,042.01</b>
<b>Executive Director Infrastructure &amp; Environment</b>				
	02/10/2024	CPP State Library Perth WA	Parking - Perth Inner City Group Meeting	\$ 10.10
	02/10/2024	Local Government Mana Mt Hawthorn	LGPWA-ESP AI Use	\$ 136.50
	02/10/2024	Local Government Mana Mt Hawthorn	Annual State Conference	\$ 1,080.00
	16/10/2024	Australian Local Gov Deakin	2024 Roads Congress - ALGA Invoice	\$ 925.00
	21/10/2024	Expro*Expro Fitness Su Perth WA	Expro Fitness	\$ 429.72
	22/10/2024	Woolworths Online BELLA VISTA NS	Admin Building Consumables	\$ 219.80
	23/10/2024	Local Government Mana Mt Hawthorn	LGPWA Conference	\$ 1,285.00
	28/10/2024	Good Grocer L0030 Leederville WA	Catering - Team meeting	\$ 45.18
				<b>\$ 4,131.30</b>



Card Holder	Date	Payee	Description	Amount
<b>Council Liaison Officer</b>				
	17/10/2024	Woolworth 4341 Currambine AUS	Drinks for Council	\$ 65.70
	25/10/2024	A1 Quality Laundroma Joondalup WA	Laundry of Council Tablecloths	\$ 47.00
				<b>\$ 112.70</b>
<b>Branch Librarian</b>				
	01/10/2024	Donnybooks and Gifts Donnybrook WA	Local History: Replacement book	\$ 35.00
	01/10/2024	FACEBK *S3PUNBLNF2 fb.me/ads IRL	Displays and Promotions: Ad Campaign Facebook	\$ 18.94
	11/10/2024	Good Grocer L0030 Leederville AUS	Local History: Program catering	\$ 125.00
	11/10/2024	Good Grocer L0030 Leederville AUS	Local History: Program catering	\$ 34.99
	26/10/2024	Modern Teaching Aids Brookvale NSW	Youth Programs: Craft Supplies	\$ 55.33
	26/10/2024	Modern Teaching Aids Brookvale NSW	Materials Purchased: Technology Storage Tub	\$ 438.69
	28/10/2024	SP SOUNDSTORES SYDNEY NSW	Material Purchased: Digital Video Converter	\$ 248.00
	30/10/2024	Spotlight Pty Ltd STH MELBOURNAUS	Displays and Promotions: Halloween decorations	\$ 51.00
				<b>\$ 1,006.95</b>
<b>Manager ICT</b>				
	01/10/2024	Node1 Internet Geraldton	Node1 Wireless Internet	\$ 119.00
	02/10/2024	Intnl Transaction Fee	AssetSonar License	\$ 14.92
	02/10/2024	Assetsonar.com Carson City	AssetSonar License	\$ 596.80
	03/10/2024	Intnl Transaction Fee	Digital Signage License	\$ 9.85
	03/10/2024	Yodeck.com Flipnode San Franciscca	Digital Signage License	\$ 393.93
	03/10/2024	Intnl Transaction Fee	SendGrid Mail License	\$ 3.28
	03/10/2024	Twilio Sendgrid San Fraciscca	SendGrid Mail Payment	\$ 131.24
	03/10/2024	CPP Council House Perth WA	Parking fee	\$ 18.17
	05/10/2024	Intnl Transaction Fee	Landis Contact Centre	\$ 32.43
	05/10/2024	Landis Technologies LL Ephrata PA	Landis Contact Centre	\$ 1,297.17
	07/10/2024	Nodeone Geraldton WA	Node1 Wireless Internet	\$ 109.00
	09/10/2024	Microsoft-G062433643 Sydney AUS	Azure Subscription for Security	\$ 197.06
	09/10/2024	Microsoft*store MsBill.Infor AUS	Software Licence Fees - Office Home and Business	\$ 379.00
	10/10/2024	EZI*M2M One Pty Ltd Kensington AUS	Software Licence Fees - Irrigation Payments	\$ 533.37
	22/10/2024	Intnl Transaction Fee	SimplyBookMe by Creche	\$ 2.25
	22/10/2024	SimplyBookME Limassol CYP	SimplyBookME by Creche	\$ 90.03
	29/10/2024	SEC*ACMA Belconnen ACT	Payment for ACMA on CCTV	\$ 247.00
				<b>\$ 4,174.50</b>
<b>Manager Engineering - Infrastructure &amp; Environment</b>				
	10/10/2024	SQ *Perth Coffee Express Melville WA	Perth Coffee Express - Norfolk St SAS	\$ 592.76
				<b>\$ 592.76</b>

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
<b>Procurement and Contracts Officer</b>				
	10/10/2024	SQ *Bunn Mee Leederville WA	Catering for training session	\$ 287.00
				<b>\$ 287.00</b>
<b>Total Corporate Credit Cards</b>				<b>\$ 14,915.38</b>
<b>Direct Debits</b>				
	1/10/2024	HP financials services leasing		\$ 20,621.70
	22/10/2024	PB Leasing		\$ 395.83
			<b>Total Leasing</b>	<b>\$ 21,017.53</b>
<b>Loan Repayments</b>				
	1/10/2024	WA Treasury		\$ 60,916.88
			<b>Total Treasury Corporation</b>	<b>\$ 60,916.88</b>
<b>Bank Fees and Charges</b>				
	31/10/2024	CBA Fees and charges		\$ 30,459.34
			<b>Bank fees</b>	<b>\$ 30,459.34</b>
<b>AMP Audit Fee</b>				
	02/10/2024	AMP Audit fee		\$ 25.00
			<b>AMP Audit fee</b>	<b>\$ 25.00</b>
<b>Total Direct Debits including Credit Cards</b>				<b>\$ 127,334.13</b>

Creditors Report - Payments by Cheque				
01/10/2024 to 31/10/2024				
<b>Creditor</b>	<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
00082781	15/10/2024	Commisioner of State Revenue	Refund ESL Rebate	\$ 842.94
00082782	25/10/2024	Petty Cash Finance	Petty Cash Recoup - Finance 25.10.24	\$ 361.25
Total Net Cheque Payments				\$ 1,204.19

**CITY OF VINCENT  
FUEL CARDS REPORT  
FOR THE MONTH OF 31 OCTOBER 2024**

Payee	Date	Type	Total Cost
AMPOL FOODARY CARINE	8/10/2024	Fuel	39.10
AMPOL FOODARY CARINE	18/10/2024	Fuel	59.29
AMPOL FOODARY DOUBLEVIEW	26/10/2024	Fuel	85.87
AMPOL FOODARY DOUBLEVIEW	13/10/2024	Fuel	84.28
AMPOL FOODARY DOUBLEVIEW	22/10/2024	Fuel	125.73
AMPOL FOODARY EAST PERTH	01/10/2024	Fuel	67.77
AMPOL FOODARY EAST PERTH	8/10/2024	Fuel	237.06
AMPOL FOODARY EAST PERTH	18/10/2024	Fuel	89.42
AMPOL FOODARY EAST PERTH	25/10/2024	Fuel	119.72
AMPOL FOODARY EAST PERTH	2/10/2024	Fuel	434.52
AMPOL FOODARY EAST PERTH	11/10/2024	Fuel	237.08
AMPOL FOODARY EAST PERTH	16/10/2024	Fuel	163.03
AMPOL FOODARY EAST PERTH	22/10/2024	Fuel	457.55
AMPOL FOODARY EAST PERTH	30/10/2024	Fuel	97.21
AMPOL FOODARY EAST PERTH	3/10/2024	Fuel	40.00
AMPOL FOODARY EAST PERTH	24/10/2024	Fuel	340.76
AMPOL FOODARY EAST PERTH	4/10/2024	Fuel	583.20
AMPOL FOODARY EAST PERTH	17/10/2024	Fuel	248.55
AMPOL FOODARY EAST PERTH	21/10/2024	Fuel	52.52
AMPOL FOODARY EAST PERTH	1/10/2024	Fuel	101.39
AMPOL FOODARY EAST PERTH	7/10/2024	Fuel	305.24
AMPOL FOODARY EAST PERTH	10/10/2024	Fuel	396.84
AMPOL FOODARY EAST PERTH	23/10/2024	Fuel	413.16
AMPOL FOODARY EAST PERTH	28/10/2024	Fuel	76.20
AMPOL FOODARY EAST PERTH	19/10/2024	Fuel	41.81
AMPOL FOODARY EAST PERTH	5/10/2024	Fuel	128.09
AMPOL FOODARY EAST PERTH	31/10/2024	Fuel	232.47
AMPOL FOODARY ERSKINE	14/10/2024	Fuel	45.21
AMPOL FOODARY GLENDALOUGH	01/10/2024	Fuel	289.91
AMPOL FOODARY GLENDALOUGH	14/10/2024	Fuel	172.84
AMPOL FOODARY GLENDALOUGH	26/10/2024	Fuel	304.30
AMPOL FOODARY GLENDALOUGH	8/10/2024	Fuel	160.67
AMPOL FOODARY GLENDALOUGH	18/10/2024	Fuel	505.02
AMPOL FOODARY GLENDALOUGH	25/10/2024	Fuel	670.10
AMPOL FOODARY GLENDALOUGH	2/10/2024	Fuel	116.59
AMPOL FOODARY GLENDALOUGH	11/10/2024	Fuel	588.28
AMPOL FOODARY GLENDALOUGH	16/10/2024	Fuel	682.49
AMPOL FOODARY GLENDALOUGH	22/10/2024	Fuel	425.32
AMPOL FOODARY GLENDALOUGH	30/10/2024	Fuel	401.78
AMPOL FOODARY GLENDALOUGH	3/10/2024	Fuel	282.06
AMPOL FOODARY GLENDALOUGH	9/10/2024	Fuel	175.74
AMPOL FOODARY GLENDALOUGH	24/10/2024	Fuel	239.92
AMPOL FOODARY GLENDALOUGH	4/10/2024	Fuel	176.20
AMPOL FOODARY GLENDALOUGH	17/10/2024	Fuel	250.65
AMPOL FOODARY GLENDALOUGH	15/10/2024	Fuel	316.83
AMPOL FOODARY GLENDALOUGH	1/10/2024	Fuel	512.72
AMPOL FOODARY GLENDALOUGH	10/10/2024	Fuel	699.00
AMPOL FOODARY GLENDALOUGH	23/10/2024	Fuel	530.48
AMPOL FOODARY GLENDALOUGH	29/10/2024	Fuel	642.54
AMPOL FOODARY GLENDALOUGH	28/10/2024	Fuel	202.98
AMPOL FOODARY GLENDALOUGH	19/10/2024	Fuel	58.16
AMPOL FOODARY GLENDALOUGH	12/10/2024	Fuel	136.17
AMPOL FOODARY GLENDALOUGH	20/10/2024	Fuel	157.36
AMPOL FOODARY GLENDALOUGH	6/10/2024	Fuel	64.73
AMPOL FOODARY GREENFIELDS	01/10/2024	Fuel	46.90
AMPOL FOODARY GREENFIELDS	9/10/2024	Fuel	78.22
AMPOL FOODARY GREENFIELDS	17/10/2024	Fuel	67.81
AMPOL FOODARY GREENFIELDS	21/10/2024	Fuel	51.89
AMPOL FOODARY JOONDALUP	25/10/2024	Fuel	181.23
AMPOL FOODARY LEEDERVILLE	01/10/2024	Fuel	110.88
AMPOL FOODARY LEEDERVILLE	14/10/2024	Fuel	539.95
AMPOL FOODARY LEEDERVILLE	13/10/2024	Fuel	135.29
AMPOL FOODARY LEEDERVILLE	8/10/2024	Fuel	503.88
AMPOL FOODARY LEEDERVILLE	18/10/2024	Fuel	165.02

AMPOL FOODARY LEEDERVILLE	25/10/2024	Fuel	449.41
AMPOL FOODARY LEEDERVILLE	2/10/2024	Fuel	429.92
AMPOL FOODARY LEEDERVILLE	11/10/2024	Fuel	341.13
AMPOL FOODARY LEEDERVILLE	16/10/2024	Fuel	305.63
AMPOL FOODARY LEEDERVILLE	22/10/2024	Fuel	654.46
AMPOL FOODARY LEEDERVILLE	30/10/2024	Fuel	936.04
AMPOL FOODARY LEEDERVILLE	3/10/2024	Fuel	518.03
AMPOL FOODARY LEEDERVILLE	9/10/2024	Fuel	588.68
AMPOL FOODARY LEEDERVILLE	24/10/2024	Fuel	227.74
AMPOL FOODARY LEEDERVILLE	4/10/2024	Fuel	266.12
AMPOL FOODARY LEEDERVILLE	17/10/2024	Fuel	528.06
AMPOL FOODARY LEEDERVILLE	21/10/2024	Fuel	665.05
AMPOL FOODARY LEEDERVILLE	15/10/2024	Fuel	524.91
AMPOL FOODARY LEEDERVILLE	1/10/2024	Fuel	255.95
AMPOL FOODARY LEEDERVILLE	7/10/2024	Fuel	255.53
AMPOL FOODARY LEEDERVILLE	10/10/2024	Fuel	559.75
AMPOL FOODARY LEEDERVILLE	23/10/2024	Fuel	485.07
AMPOL FOODARY LEEDERVILLE	29/10/2024	Fuel	647.48
AMPOL FOODARY LEEDERVILLE	28/10/2024	Fuel	307.68
AMPOL FOODARY LEEDERVILLE	19/10/2024	Fuel	51.74
AMPOL FOODARY MALAGA DRIVE S/STN	01/10/2024	Fuel	65.56
AMPOL FOODARY MALAGA DRIVE S/STN	11/10/2024	Fuel	67.22
AMPOL FOODARY SUBIACO	2/10/2024	Fuel	74.70
AMPOL FOODARY SUBIACO	11/10/2024	Fuel	98.81
AMPOL FOODARY WESTMINSTER	3/10/2024	Fuel	45.24
EG AMPOL 94240 OSBORNE PARK	14/10/2024	Fuel	58.72
EG AMPOL 94240 OSBORNE PARK	16/10/2024	Fuel	97.21
EG AMPOL 94240 OSBORNE PARK	30/10/2024	Fuel	68.52
EG AMPOL 94240 OSBORNE PARK	9/10/2024	Fuel	96.99
EG AMPOL 94240 OSBORNE PARK	1/10/2024	Fuel	98.51
EG AMPOL 94240 OSBORNE PARK	7/10/2024	Fuel	118.23
EG AMPOL 94240 OSBORNE PARK	23/10/2024	Fuel	99.71
EG AMPOL 94243 GREENWOOD	2/10/2024	Fuel	76.24
EG AMPOL 94243 GREENWOOD	21/10/2024	Fuel	72.80
EG AMPOL 94243 GREENWOOD	1/10/2024	Fuel	59.46
EG AMPOL 94243 GREENWOOD	29/10/2024	Fuel	57.68
AMPOL FOODARY NORTHLANDS - BALCATT	01/10/2024	Fuel	68.92
AMPOL FOODARY NORTHLANDS - BALCATT	24/10/2024	Fuel	85.07
AMPOL FOODARY NEDLANDS	21/10/2024	Fuel	63.05
AMPOL FOODARY NEDLANDS	5/10/2024	Fuel	64.85
AMPOL FOODARY STRATTON	11/10/2024	Fuel	85.59
EG FUELCO 94275 MANDURAH FRM	26/10/2024	Fuel	86.97
AMPOL FOODARY KARRINYUP	11/10/2024	Fuel	74.54
AMPOL FOODARY COCKBURN CENTRAL JANDAKOT	8/10/2024	Fuel	103.11
AMPOL FOODARY MURDOCH	6/10/2024	Fuel	61.66
EG AMPOL 94203 BALLAJURA	2/10/2024	Fuel	87.12
EG AMPOL 94203 BALLAJURA	21/10/2024	Fuel	64.19
EG AMPOL 94203 BALLAJURA	31/10/2024	Fuel	66.21
EG AMPOL 94228 MIRRABOOKA	27/10/2024	Fuel	46.11
AMPOL FOODARY MUNDARING S/STN	25/10/2024	Fuel	57.27
AMPOL FOODARY MUNDARING S/STN	4/10/2024	Fuel	112.64
AMPOL FOODARY BUTLER S/STN	1/10/2024	Fuel	55.84
AMPOL FOODARY CLARKSON	25/10/2024	Fuel	64.62
Grand Total			27,448.72

**11.3 INVESTMENT REPORT AS AT 31 OCTOBER 2024**

**Attachments:** 1. Investment Statistics as at 31 October 2024  

**RECOMMENDATION:**

That Council **NOTES** the Investment Statistics for the month ended 31 October 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 October 2024 and the interest amounts earned YTD.

**DELEGATION:**

*Regulation 34 (4) of the Local Government (Financial Management) Regulations 1996* requires the local government to prepare a statement of financial activity each month, which is to be presented to Council within two months after the end of the relevant month.

**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**

No funds were invested in the month of October 2024 with \$6m of funds maturing during the period.

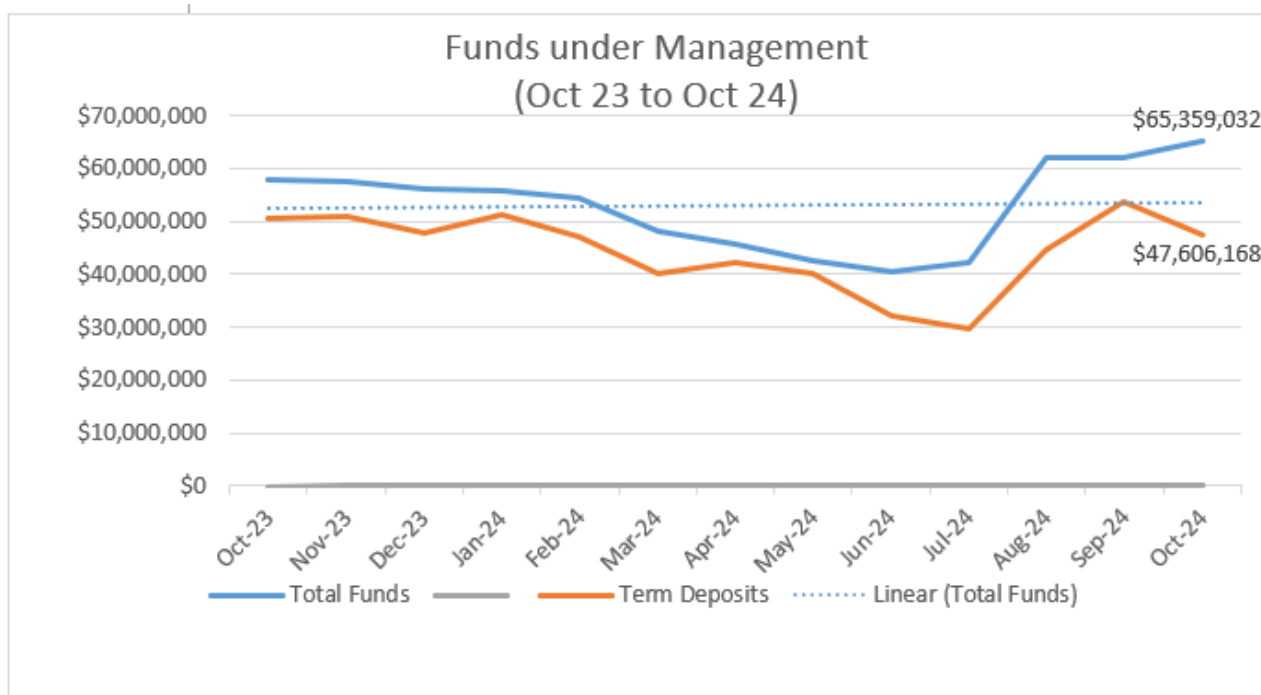
**Investment Status**

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

As at 31 October 2024, the total funds held in the City's operating accounts (including on call) was \$65,359,032 compared to \$57,816,320 for the period ended 31 October 2023. All funds are interest bearing as at 31 October 2024.

The total term deposit investments for the period ended 31 October 2024 were \$47,606,168 compared to \$50,657,329 for the period ended 31 October 2023.

The following chart shows funds under management from October 2023 to October 2024:



### Interest Status

Total accrued interest earned on investments as at 31 October 2024 is:

Total Accrued Interest Earned on Investment	Budget Annual	Budget YTD	Actual YTD	% of YTD Budget	FY23/24 Actual
Municipal	860,000	371,664	438,055	117.86%	1,385,886
Reserve	800,000	336,664	371,895	110.46%	887,673
<b>Subtotal</b>	<b>1,660,000</b>	<b>708,328</b>	<b>809,950</b>	<b>114.35%</b>	<b>2,273,559</b>
Leederville Gardens Inc. Surplus Trust*	0	0	62,645	N/A	193,472
<b>Total</b>	<b>1,660,000</b>	<b>708,328</b>	<b>872,595</b>	<b>123.19%</b>	<b>2,467,031</b>

\*Interest estimates for Leederville Gardens Inc. Surplus Trust were not included in the 2024/25 Budget as actual interest earned is restricted.

The City has a weighted average interest rate of 4.73% for current investments compared to the Reserve Bank 90 day accepted bill rate for October 2024 of 4.41%.

### 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%	51.6%	90%	75.8%
A-1	25%	0%	90%	0%
A-2	20%	13.5%	90%	24.2%

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.

#### CONSULTATION/ADVERTISING:

Nil.

#### LEGAL/POLICY:

Section 19(2)(b) of the *Local Government (Financial Management) Regulations 1996* requires that a local government establish and document procedures to enable the identification of the nature and location of all investments.

#### 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.

#### 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 OCTOBER 2024**

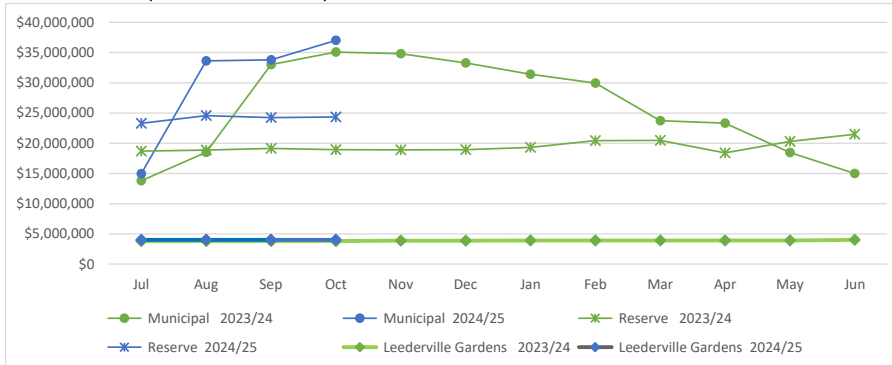
<b>Funds</b>	<b>Institution</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Principal \$</b>
<b><u>OPERATING ACCOUNTS</u></b>					
Municipal	Commonwealth Bank of Australia	Ongoing		4.10%	9,165,722
Municipal	Commonwealth Bank of Australia	Ongoing		4.25%	4,846,453
Reserve	Commonwealth Bank of Australia	Ongoing		4.10%	3,740,689
<b>Total Operating Funds</b>					<b>17,752,864</b>
<b><u>TERM DEPOSITS</u></b>					
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
Leederville Gardens Inc Surplus Trust	National Australia Bank	22/08/2024	22/08/2025	4.95%	2,167,750
Municipal	Bendigo and Adelaide Bank	22/08/2024	2/12/2024	4.68%	4,000,000
Municipal	National Australia Bank	23/01/2024	22/01/2025	5.10%	3,000,000
Municipal	Commonwealth Bank of Australia	30/09/2024	3/02/2025	4.83%	3,000,000
Municipal	Commonwealth Bank of Australia	30/09/2024	3/03/2025	4.80%	4,000,000
Municipal	National Australia Bank	30/09/2024	1/04/2025	5.00%	2,000,000
Municipal	Commonwealth Bank of Australia	9/05/2024	9/05/2025	4.99%	3,000,000
Municipal	AMP Bank	22/08/2024	10/06/2025	5.02%	4,000,000
Reserve	National Australia Bank	23/01/2024	22/01/2025	5.10%	5,000,000
Reserve	AMP Bank	23/08/2024	20/02/2025	5.00%	3,000,000
Reserve	Commonwealth Bank of Australia	22/08/2024	20/02/2025	4.74%	2,000,000
Reserve	Bank of Queensland	30/04/2024	29/04/2025	5.10%	2,000,000
Reserve	National Australia Bank	30/04/2024	29/04/2025	5.20%	2,600,000
Reserve	G&C Mutual	9/05/2024	9/05/2025	5.35%	1,000,000
Reserve	National Australia Bank	22/08/2024	22/08/2025	4.95%	1,000,000
Reserve	Commonwealth Bank of Australia	22/08/2024	22/08/2025	4.75%	4,000,000
<b>Total Term Deposits</b>					<b>47,606,168</b>
<b>Total Funds available</b>					<b>65,359,032</b>

**CITY OF VINCENT  
INVESTMENT PORTFOLIO  
AS AT 31 OCTOBER 2024**

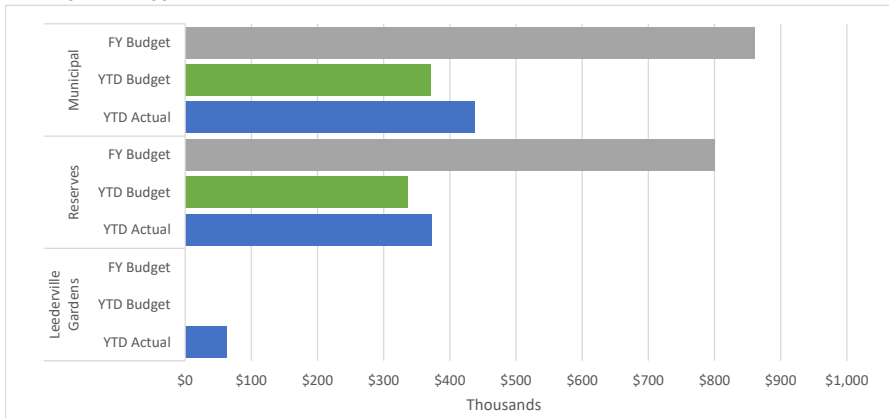
	<b>Municipal</b>	<b>Reserve</b>	<b>Leederville Gardens Inc Surplus Trust</b>	<b>Total</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>
<b>BY INVESTMENT HOLDINGS</b>					
Municipal Account	9,165,722	3,740,689	0	12,906,411	19.7%
Online Saver	4,846,453	0	0	4,846,453	7.4%
Term Deposits	23,000,000	20,600,000	4,006,168	47,606,168	72.9%
	<b>37,012,175</b>	<b>24,340,689</b>	<b>4,006,168</b>	<b>65,359,032</b>	<b>100.0%</b>
<b>BY INSTITUTION</b>					
Bank of Queensland	0	2,000,000	0	2,000,000	3.1%
Bendigo and Adelaide Bank	4,000,000	0	0	4,000,000	6.1%
Commonwealth Bank of Australia	24,012,175	9,740,689	0	33,752,864	51.6%
National Australia Bank	5,000,000	8,600,000	2,167,750	15,767,750	24.1%
AMP Bank	4,000,000	3,000,000	1,838,418	8,838,418	13.5%
G&C Mutual	0	1,000,000	0	1,000,000	1.5%
	<b>37,012,175</b>	<b>24,340,689</b>	<b>4,006,168</b>	<b>65,359,032</b>	<b>100.0%</b>
<b>BY CREDIT RATINGS (SHORT-TERM ISSUE)</b>					
A-1+	29,012,175	18,340,689	2,167,750	49,520,614	75.8%
A-2	8,000,000	6,000,000	1,838,418	15,838,418	24.2%
	<b>37,012,175</b>	<b>24,340,689</b>	<b>4,006,168</b>	<b>65,359,032</b>	<b>100.0%</b>
<b>BY TERMS</b>					
0-30 days	14,012,175	3,740,689	0	17,752,864	27.2%
91-180 days	11,000,000	0	0	11,000,000	16.8%
181-270 days	2,000,000	5,000,000	0	7,000,000	10.7%
271-365 days	10,000,000	15,600,000	4,006,168	29,606,168	45.3%
	<b>37,012,175</b>	<b>24,340,689</b>	<b>4,006,168</b>	<b>65,359,032</b>	<b>100.0%</b>
<b>BY MATURITY</b>					
0-30 days	14,012,175	3,740,689	0	17,752,864	27.2%
31-90 days	7,000,000	5,000,000	1,838,418	13,838,418	21.2%
91-180 days	9,000,000	9,600,000	0	18,600,000	28.5%
181-270 days	7,000,000	1,000,000	0	8,000,000	12.2%
271-365 days	0	5,000,000	2,167,750	7,167,750	11.0%
	<b>37,012,175</b>	<b>24,340,689</b>	<b>4,006,168</b>	<b>65,359,032</b>	<b>100.0%</b>
<b>BY FOSSIL FUEL EXPOSURE</b>					
Fossil Fuel Investments	33,012,175	21,340,689	4,006,168	58,359,032	89.3%
Non Fossil Fuel Investments	4,000,000	3,000,000	0	7,000,000	10.7%
	<b>37,012,175</b>	<b>24,340,689</b>	<b>4,006,168</b>	<b>65,359,032</b>	<b>100.0%</b>

**CITY OF VINCENT  
INVESTMENT PERFORMANCE  
AS AT 31 OCTOBER 2024**

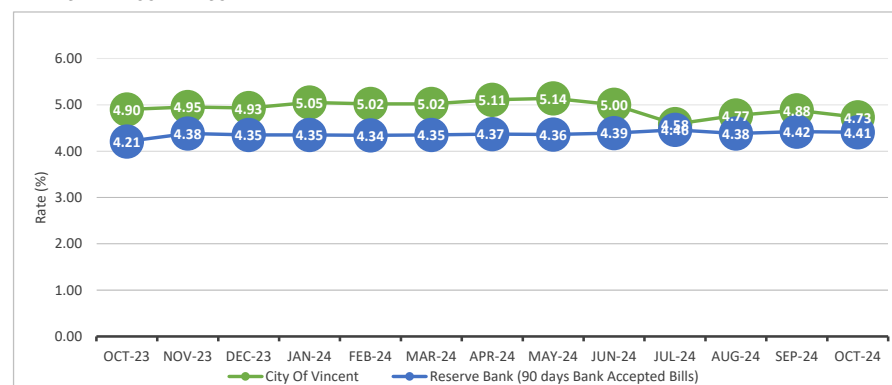
**FUNDS INVESTED (TERM DEPOSITS ONLY)**



**INTEREST EARNINGS**

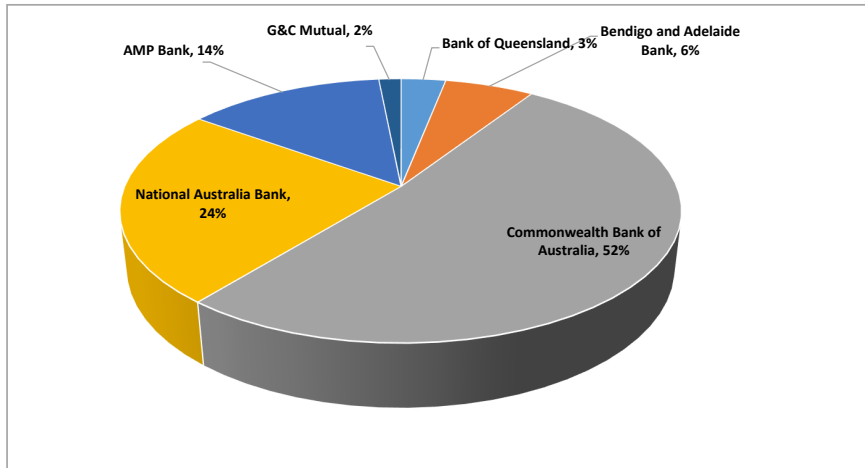


**INTEREST RATE COMPARISON**

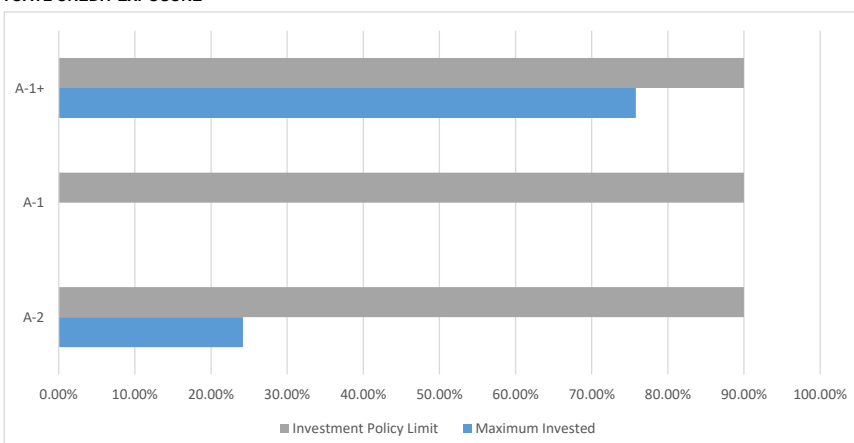


**CITY OF VINCENT  
INVESTMENT POLICY COMPLIANCE  
AS AT 31 OCTOBER 2024**

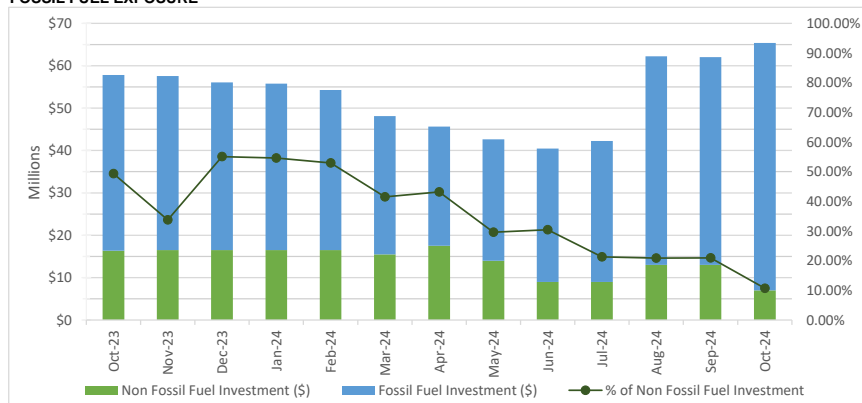
**TOTAL PORTFOLIO EXPOSURE**



**TOATL CREDIT EXPOSURE**



**FOSSIL FUEL EXPOSURE**



**11.4 ADVERTISING OF AMENDED COMMUNITY FUNDING POLICY**

- Attachments:**
1. **Community Funding Policy - Marked Up Version**  
  2. **Community Funding Policy - Clean Version**  

**RECOMMENDATION**

**That Council APPROVES the proposed amendments to the Community Funding Policy, at Attachment 1, for the purpose of community consultation.**

**PURPOSE OF REPORT:**

For Council to approve, for the purpose of community consultation, the proposed amendments to the Community Funding Policy as detailed at **Attachment 1**.

**DELEGATION:**

Section 2.7 of the *Local Government Act 1995* sets out the role of Council as being to 'determine the local government's policies'. There is no delegation to Administration to make, review or repeal policies.

**BACKGROUND:**

The requirement of provisions outlined in clause 1.3 of the [Policy Development and Review Policy](#) were presented to Council members through the monthly Policy Paper on 27 September 2024.

The [Community Funding Policy](#) was adopted in June 2017, with further amendments in September 2018, July 2020, March 2021 and October 2021 to incorporate additional funding streams.

At the Ordinary Meeting of Council on [18 June 2024](#), Administration presented a report recommending that Policy No 7.6.9 - Heritage Assistance Fund be revoked following Community Consultation.

Following discussion, Council amended the recommendation to state that '*Council DOES NOT SUPPORT the REVOCATION of Policy No 7.6.9 Heritage Assistance Fund, included as Attachment 9 and REQUESTS Administration presents a report to Council in December 2024 on the revocation of Policy No 7.6.9 Heritage Assistance Fund, as part of the Community Funding Policy review*'.

**DETAILS:****Community Funding Policy**

The City regularly receives requests from community groups, organisations and individuals for the provision of financial support towards projects, programs, events and other initiatives.

This Policy currently captures 19 different funding streams provided by the City. It is supported by detailed guidelines, criteria and application forms for each funding category. These are updated from time-to-time to ensure community funding reflects Council and community priorities.

The revised Community Funding Policy proposes to reduce the number of categories from 19 to 16.

The Policy has been updated to provide consistency in the assessment and approval process for each grant category.

The proposed changes to the policy:

Name of Grant	Proposed changes
Seeding Grants	Consolidation of the Seeding Grants with Community Support Grants due to minimal uptake in Seeding Grants.
Collaborative Grants	Re-worded to reflect that funding for Collaborative Grants is provided for a three-year period.  Removal of reference to an Assessment Panel as Collaborative Grant focus areas are reported to Council, not an assessment panel.
Festival and Event Sponsorship	Removal of the requirement for Council to endorse individual funding for Festival and Event Sponsorship applications. Applications to be assessed by Administration based on the economic, cultural and social outcomes for each proposal.  In line with all other grant funding, Council will endorse the total event funding budget through the Annual Budget each year with further detail provided at a Budget workshop.
Town Team Grants	Removal of the number and names of Town Teams to provide greater flexibility if additional Town Teams are established and enable discretion where some Teams may not seek funding in a financial year.  Removal of assessment and reference to Town Centre Place Plans and Town Team Action Plans.
Heritage Plaques Program	Reference to the Heritage Management – Interpretive Signage policy removed.
Waiving of Fees	Inclusion of a criteria matrix for the assessment of applications for reduction or waiver of fees.
Student Citizenship Awards	It is recommended that this funding category be revoked as it is an administrative function in liaison with the Office of the Mayor. Procedural content will form part of the suite of programs and initiatives offered annually to all local schools within the City. This program is budgeted as part of the annual budget process.
Business Enhancement Grants	Inclusion of Business Enhancement Grants which were identified in the Thriving Places Strategy 2023 -2028 adopted on 22 August 2023.
Female Sports Participation Grant	Replacement of Female Sports Participation Grant with a new Sports Participation Grant that promotes and encourages participation in sport with a broader focus on juniors, diversity and inclusion as well as females in sport.
Special Assistance Welfare	Renaming the Special Assistance Welfare grant to Property Assistance Fund to better align with the objective of the funding stream.

### Heritage Assistance Fund

[Policy No. 7.6.9 Heritage Assistance Fund](#) (Policy No. 7.6.9) provides financial assistance to persons who wish to undertake approved heritage conservation projects on places listed on the City's Municipal Heritage Inventory and/or the State Register of Heritage Places.

Administration propose to revoke Policy No. 7.6.9 for the following reasons:

- The administrative process for the provision of heritage funding is not required to be included in a local planning policy and can be suitably addressed through the preparation of a new information sheet that would be available on the City's website.
- An information sheet would allow for the grant amount to be modified based on budget allocation in the financial year without the need for a policy to be amended which would require the approval of Council.

Further information can be found in the [18 June 2024](#) report to Council.

Administration will present the proposed revocation of Policy No. 7.6.9 to a future Council Meeting when the amended Community Funding Policy is considered for final approval.

**Miscellaneous changes to the policy:**

- a) Removal of legislation/local law requirements.
- b) Amendment to the Introduction to align with the policy template.
- c) Removal of procedural guidelines and assessment criteria from the Related policies, procedures and supporting documentation section. These are all available on the City's website alongside the funding application forms.
- d) Updated purpose of the policy to provide clarity.
- e) Inclusion of a Conflict of Interest section to recognise statutory responsibility of staff to appropriately declare interests and excuse themselves from decision making where a conflict may exist.
- f) Inclusion of Financial Consideration section to reflect that funding available presented as part of the Annual Budget to be approved by Council each year. Grants subject to this policy are funded by operating budget and expenditure of funding is the responsibility of administration.
- g) Removal of grant funding amounts as grant allocation can fluctuate dependent on the annual budget and this level of detail aligns more to an internal administration procedure.
- h) Formatting and layout changes to align with the current policy template.
- i) Removal of numbering system.
- j) Removal of outdated policy numbers.
- k) Update to terminology to replace 'persons' to 'applicant' for consistency.
- l) Removal of Community Funding Application and Assessment Overview as this relates to the amendment detailed in f) and is more appropriate as part of internal procedures.
- m) Funding information now laid out in a table to provide a high-level overview of each category and eligibility criteria to reduce duplication throughout the document.

1.

A clean version of the draft Community Funding Policy is available at **Attachment 2**.

**CONSULTATION/ADVERTISING:****Organisation Implementation**

Engagement is used to both inform the community about the proposed policy, project or propositions, and to provide some input to the shape or execution of the policy, project or proposition.

**Tension:** People feel forced leading to an unresponsive process.

**Mitigation:** Increasing the level of influence, and implementing a transparent, robust process.

Your organisation has the legitimacy to lead and implement

## Communicate how community and stakeholder input has influenced the decision-making or implementation

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

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

Public notice of this proposed new policy will be provided from 28 January 2025.

## LEGAL/POLICY:

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

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

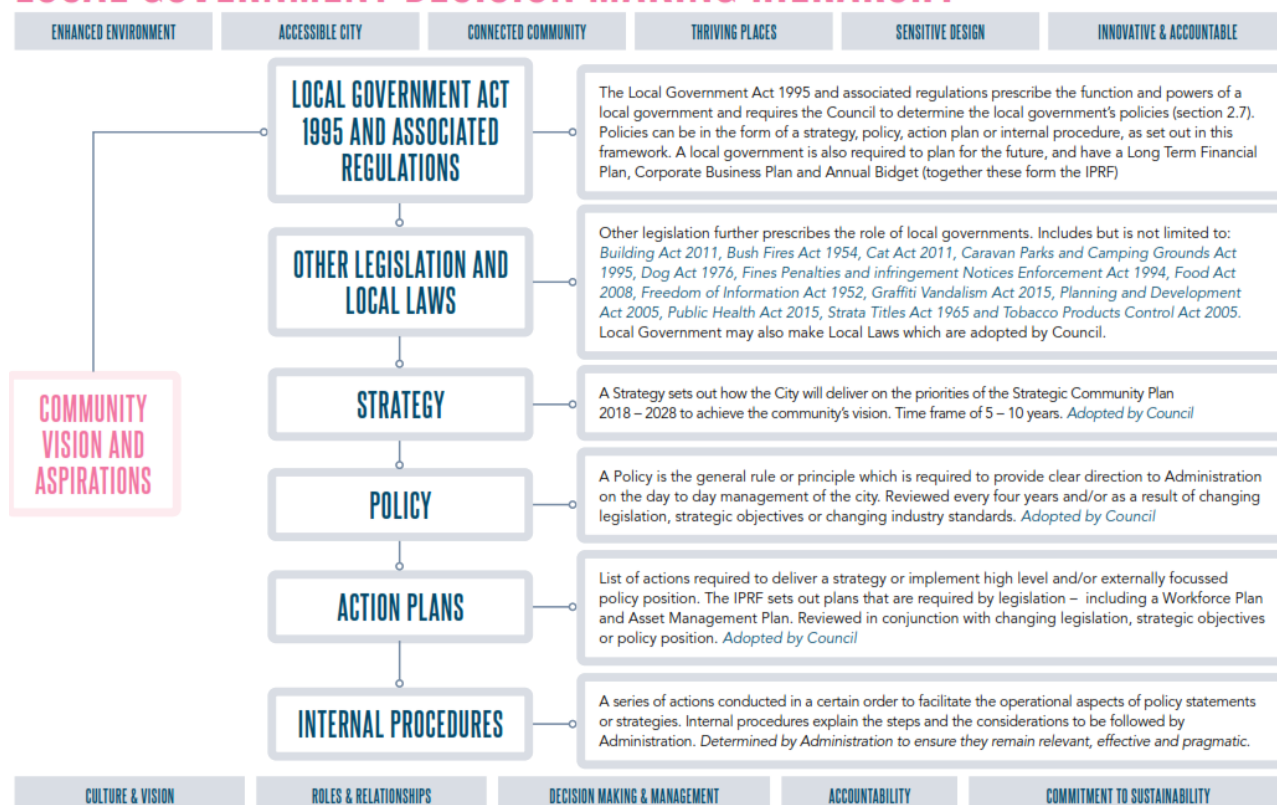
In accordance with section 2.3 of the Policy Development and Review Policy:

*The purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City's decision making and advocacy.*

The purpose of the proposed policy is to outlines the opportunities available and eligibility criteria for each funding category.

There are no legal requirements to have a Community Funding Policy.

# LOCAL GOVERNMENT DECISION MAKING HIERARCHY





**RISK MANAGEMENT IMPLICATIONS**

Risk Category	Risk Appetite/ Tolerance Statement	Descriptor/Clarification
Constructive Community Consultation	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 of sustainability and achievement of objectives.	This point was important in driving the high engagement and participation in delivery of the City's objectives. But this should not be used to hinder progress or unnecessarily delay decision making.

**Low:** It is low risk for Council to provide local public notice of the amendments to the Community Funding Policy as the amendments reflect that this policy represents the funding areas Council has identified and support for inclusion in the Annual Budget process.

**STRATEGIC IMPLICATIONS:**

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

Connected and Healthy Community

*We have enhanced opportunities for our community to build relationships and connections with each other and the City.*

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

Thriving Places

*Art, history and our community's living cultures are evident in the public realm.*

Innovative and Accountable

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

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

**SUSTAINABILITY IMPLICATIONS:**

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

**PUBLIC HEALTH IMPLICATIONS:**

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

*Increased mental health and wellbeing*

**FINANCIAL/BUDGET IMPLICATIONS:**

The availability of financial support remains subject to Community Funding allocations within Council's Annual Budget that may vary from year-to-year based upon Council and community priorities.

# COMMUNITY FUNDING



CITY OF VINCENT

Legislation / local law requirements	<del>Section 135 of the Health Act 1911</del> <del>Schedule 3.1 of the Local Government Act 1995.</del> Nil
Relevant delegations	Delegation 2.2.19 - Defer payment, grant discounts, waive fees or write off debts
Related policies, procedures and supporting documentation	<del>Council Policy No. 3.8.3 — Concerts and Events</del> <del>Council Policy No. 7.6.9 — Heritage Assistance Fund</del> <del>Sustainable Environment Strategy</del> <del>Community Funding Application and Assessment Overview</del> <del>Collaborative Grants Application Form</del> <del>Community Innovation Application Form</del> <del>Community Support Grants Application Form</del> <del>Cultural Kickstart Application Form</del> <del>Donations Application Form</del> <del>Female Sports Participation Grants Form</del> <del>Transport Assistance Application Form</del> <del>Youth Development Grants Application Form</del> <del>Reduction or Waiving of Fees Application Form</del> <del>Council Policy 7.6.4 — Heritage Management — Interpretative Signage</del> <del>Council Policy 7.6.3 — Trees of Significance</del> <del>Execution of Documents Policy</del> <del>Fraud and Corruption Prevention</del>

## PRELIMINARY

### INTRODUCTION

~~The City of Vincent offers a range of grants that are aimed at helping local people to take an active role in shaping our community. Community funding provides an opportunity to contribute towards the City's vibrancy and diversity by working collaboratively with a range of community groups, organisations, businesses and individuals to deliver initiatives that increase social participation, strengthen connections, build capacity and deliver economic and environmental benefits.~~

### PURPOSE

~~The City of Vincent regularly receives requests from a range of community groups, organisations and individuals for the provision of financial support towards projects, programs and other initiatives. The total sum of these requests exceeds the level of financial support availability, and as such, it is not possible to provide support in every instance.~~

This Policy outlines the ~~various~~ Community Funding opportunities available from the City of Vincent, with the ~~specific funding category~~ purpose and eligibility criteria ~~for each funding category~~ then guiding the level of financial support that may or may not be provided.

The Community Funding opportunities outlined in this policy are solely for the purpose of delivering positive outcomes in the City of Vincent for the local community.

# COMMUNITY FUNDING



~~Applicants are not guaranteed funding, and no applicant can be guaranteed full funding. Any initiatives previously supported through Community Funding cannot be guaranteed funding in future years and this should be closely considered when developing an application.~~

~~This Policy is supported by specific funding category guidelines, criteria and application forms that Administration may update from time to time to ensure Community Funding reflects Council and community priorities.~~

~~Applications for funding will not necessarily be approved and any initiatives that have previously been supported through Community Funding cannot be guaranteed in future years.~~ The availability of funding ~~financial support~~ remains subject to Community Funding allocations within Council's Annual Budget that may vary from year-to-year ~~based upon Council and community priorities.~~

~~Council's Advisory Groups may be consulted in the assessment of Community Funding applications based upon their Terms of Reference and specific expertise.~~

## OBJECTIVE

- To provide financial assistance through grants, sponsorship, donations, waivers and in-kind support ~~which to~~ assist groups, organisations and individuals to deliver positive community outcomes.
- To ~~utili~~se community funding as a strategic opportunity to strengthen quality of life within Vincent through improved community engagement, partnerships and participation.
- To complement and support both Council and community priorities through a range of community funding initiatives.

## POLICY SCOPE

~~The City of Vincent recognises that community funding provides a significant opportunity to work collaboratively with the local groups, organisations and individuals to deliver activities which increase social participation, promote social inclusion and strengthen connections within our community. A variety of funding initiatives are offered each year to meet the diverse range of interests, demands and priorities throughout the Vincent community.~~

~~This Policy applies to all requests from community groups, organisations, businesses, schools and individuals for the provision of financial support towards projects, programs, events and other initiatives that service the Vincent community.~~

### Conflict of Interest

~~Officers assessing grants have a responsibility to declare any conflict of interest with an applicant or project.~~

### Financial Considerations

~~The total funding pool of the Community Grants Program will be listed in the City's Corporate Business plan and included in the Annual Budget and approved by Council each year. Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria.~~

## POLICY PROVISIONS

# COMMUNITY FUNDING



## DEFINITIONS

**Applicant** means a group, organisation or individual applying for grant funding.

**“Donation”** is a cash contribution to an organisation or group for the purpose of assisting an activity, event or program with a charitable, welfare or community service orientated purpose.

**“Emergency Relief Donation”** is a charitable contribution of essential goods and/or services made to eligible residents during a declared state of emergency.

**“Fees and Charges”** are stipulated monetary amounts established through Council’s Annual Fees and Charges Schedule and levied where an organisation, group or individual seeks the use of a City of Vincent managed facility or reserve.

**“Grant”** is a cash contribution made to an organisation or group for the sole purpose of delivering a specific project with mutually agreed outcomes and performance measures. Grants must be fully acquitted at the conclusion of the project.

**“In-kind donation”** is a contribution to an organisation or group through the provision of City of Vincent services, resources and facilities although no monies are physically exchanged.

**“Sponsorship”** is a cash and/or in-kind contribution to an organisation or group for a specific purpose or event where the City of Vincent receives public recognition for its contribution in a manner negotiated by both parties. Sponsorship must be fully acquitted at the conclusion of the project or event.

## POLICY

Funding Category	Eligibility	Overview
<u>Seeding Grants</u>	<u>Not for profit organisations, clubs, associations, social enterprises, and registered charities</u>	<p><u>Seeding Grants aim to support City of Vincent based groups, organisations and individuals seeking to implement a new, innovative project that will benefit the local community. ‘Cultural Kickstart’ grants are available for new projects related to cultural development, artistic development, community art projects or events. ‘Community Innovation’ grants are available for new projects related to community development, education or recreation.</u></p> <p><u>Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. A one-off amount up to \$5,000 may be available for each individual project through this funding category.</u></p>
Community Support Grants	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	<p><u>Community Support Grants aim to support City of Vincent based groups, organisations and individuals to deliver programs and services that address key social issues impacting the local community. Funding Grants are available for programs, projects and services that demonstrate outcomes that will build a strong and resilient community as well as initiatives that ensure the ongoing sustainability of community organisations.</u></p> <p><u>Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount</u></p>

# COMMUNITY FUNDING



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		<del>up to \$10,000 may be available for each individual program or service through this funding category.</del>
<b>Youth Development Grants</b>	<del>Not-for-profit organisations, clubs, associations, social enterprises, registered charities and individuals</del> <u>Young people</u>	<del>Youth Development Grants Funding aim</del> to support young people <del>within the City of Vincent</del> who are dedicated to addressing key social, economic and environmental issues within the <del>local</del> <u>Vincent</u> community. Focus areas include community and social entrepreneurship, environment and sustainability, arts and creative expression, and leadership and personal development.  <del>Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to \$1,000 may be available for each individual program or service through this funding category.</del>
<b>Collaborative Grants</b>	Service delivery agencies, not-for-profit organisations, social enterprises and registered charities	<del>Collaborative Grants aim to establish Partnerships between the City of Vincent and</del> with service delivery agencies that reside and/or operate within our local community in order to effectively respond to a recognised community focus area as <del>determined</del> <u>endorsed</u> by Council. <del>Theis</del> focus area will be reviewed <del>on an annual basis every three years</del> to ensure alignment with Council priorities and community demands.  <del>Funding applications are considered and approved by an Assessment Panel comprising Council representatives. An amount up to \$85,000 may be available for each individual project, program or service through this funding category.</del>
<b>Female Sports Participation Grants</b>	Not-for-profit organisations, State sporting associations and sport and recreation clubs.	<del>Female Sports Participation Grants aim</del> To support City of Vincent based sport and recreation clubs and State Sporting Associations to establish activities, programs or projects that promote and encourage <del>equal participation of women and girls in sport, participation and opportunity with a participant focus on females, juniors, diversity and inclusion in sport.</del>  <del>Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to \$2,000 may be available for each individual activity, program or project through this funding category.</del>
<b>Festival and Event Sponsorship</b>	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	<del>Festival and Event Sponsorship aims to support City of Vincent based groups and organisations to</del> Funding for the delivery of festivals, events and other similar activities which contribute to community vibrancy. Sponsorship will be provided through direct funding and/or in-kind services with the level of support determined by the value to the Vincent community in terms of economic, cultural and social outcomes. <del>Through a formal Sponsorship Agreement applicants are required to acknowledge support from the City of Vincent.</del>  <del>Sponsorship applications are assessed annually by Administration based upon sponsorship criteria with recommendations to Council for formal consideration. There is no maximum amount of funding for each festival or event through this funding category with amounts awarded based on alignment with the Guidelines and Criteria as well as Council priorities.</del>

# COMMUNITY FUNDING



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<b>Town Team Grants</b>	<u>Beaufort Street Network, Leederville Connect, Mount Hawthorn Hub, North Perth Local, Northbridge Common and The Pickle District Town Teams</u>	<p><del>Town Team Grants aim to support the six recognised Town Teams within the City of Vincent (Beaufort Street Network, Leederville Connect, Mount Hawthorn Hub, North Perth Local, Northbridge Common and The Pickle District) Funding to deliver initiatives that improve the performance of town centres and districts, events and/or assistance with their ongoing governance and sustainability.</del></p> <p><del>Grant applications are assessed and approved by Administration based upon funding category guidelines, Town Centre Place Plans and Town Team Action Plans. An equal amount of funding will be made available to each Town Team annually, subject to Community Funding allocations within the City's Annual Budget.</del></p> <p><del>An amount up to \$10,000 may be available for each individual Town Team through this funding category. The City encourages Town Teams to apply for Community Funding however, the Town Teams Grant must be fully exhaust prior to applying for any other funding category, with the exception of Festival and Events Sponsorship.</del></p>
<b>Environmental Grants</b>	Schools, not-for-profit organisations, clubs, associations, social enterprises, and registered charities	<p><del>Environmental Grants are designed to assist and encourage schools, community groups and organisations to Funding for the implementation of local projects or initiatives that align with the objectives of the City of Vincent Sustainable Environment Strategy.</del></p> <p><del>Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to \$2,000 may be available for each individual project, program or service through this funding category.</del></p>
<b>Heritage Assistance Fund</b>	Property owners with a place on the City of Vincent <u>Municipal Local Heritage Inventory</u> List and/or State Register of Heritage Places or within a heritage area	<p><del>The Heritage Assistance Funding towards provides financial assistance to persons who wish to undertake approved heritage conservation projects on places listed on the City of Vincent Municipal Heritage Inventory. Funding towards heritage conservation projects on to places of heritage significance listed on the City of Vincent Municipal Heritage Inventory.</del></p> <p>Applicants should also refer to <u>Council Policy No. 7.6.9 – Heritage Assistance Fund</u> the applicable Policy or Guidelines as amended.</p> <p><del>Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to \$5,000 may be available as a matched grant of 50% for each individual project through this funding category.</del></p>
<b>Heritage Plaques Program</b>	Property owners and not-for-profit organisations	<p><del>The Heritage Plaques Program provides financial assistance to persons who wish to Funding towards the installation of a plaque or alternative form of interpretation to recognise and celebrate places of heritage interest in the City of Vincent that are either in situ or have been demolished. Applicants should also refer to</del></p>

# COMMUNITY FUNDING



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		<p><del>Council Policy 7.6.4 the applicable Policy or Guidelines as amended. Heritage Management – Interpretive Signage.</del></p> <p><del>Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to \$1,000 may be available as a matched grant of 50% for each individual project through this funding category.</del></p>
<b>Active Transport Schools Grants</b>	Schools	<p><del>Active Transport Schools Grants provide F</del>financial assistance for schools located within the City of Vincent towards active transport events, bike education and as an additional source of funding for schools participating in the Department of Transport's Your Move Connecting Schools program. The grants <u>should aim to</u> encourage, support and celebrate children, parents and staff in the City to choose active transport options to get to and from school.</p> <p><del>Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to \$1,000 may be available for each individual program or service through this funding category.</del></p>
<b>Active Transport Community Initiatives Grants</b>	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	<p><del>Active Transport Community Initiatives Grants P</del>provide financial assistance to eligible community groups and not-for-profit organisations to help fund community programs that promote or assist the community to engage in active transport. The grant can be applied to the presentation of a one off event or the development of a program which encourages, supports or celebrates initiatives that promote Vincent residents choosing active transport options.</p> <p><del>Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to \$2,500 may be available for each individual program or service through this funding category.</del></p>
<b>Transport Assistance</b>	Residents with demonstrated difficulty accessing transport to attend medical appointments	<p><del>Transport Assistance is provided to for</del> eligible residents who have difficulty accessing transport to and from medical appointments. <del>Such Assistance is provided through direct referral to community based organisations that provide transport services or through prepaid taxi vouchers.</del></p> <p><del>Requests for assistance are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to \$100 may be available to individuals and \$150 may be available to each couple annually, in the form of prepaid taxi vouchers, through this funding category.</del></p>
<b>Special Assistance Welfare</b> <b>Property Assistance Fund</b>	Residents requiring property repairs to prevent serving of a notice under Section 135 of the <i>Health Act 1911</i> or Schedule 3.1 of the <i>Local Government Act 1995</i>	<p><del>Special Assistance Welfare is provided by the City of Vincent to with</del> undertaking repairs on a property and/or remove items to prevent the serving of a notice under Section 135 of the Health Act 1911 "Unfit for Human Habitation" or Schedule 3.1 of the Local Government Act 1995. Such support is provided where an individual requires financial assistance to improve the condition of their premises with any funds paid directly to service providers/businesses engaged to undertake the works. No funds are paid to the individual(s) inhabiting the property.</p>

# COMMUNITY FUNDING



CITY OF VINCENT

		Determinations regarding the provision of Special Welfare Assistance and the amounts required are made by Administration on a case-by-case basis.
<b>Donations</b>	Not-for-profit organisations, <u>clubs, associations, social enterprises</u> , registered charities <u>and individuals</u>	<p><u>General donations Funding support towards not-for-profit organisations and charities located in or servicing the local community will be considered where such assistance supports the delivery of projects, programs or services. The applicant must identify the specific community need or benefit based upon local research or consultation.</u></p> <p><u>Donation requests are assessed and approved by Administration. An amount up to \$500 may be available.</u></p>
<b>Waiving of Fees</b>	Not-for-profit organisations, clubs, associations, social enterprises, registered charities and individuals	<p>The waiving or reduction of fees for community groups, organisations and individuals will be considered where such assistance supports the delivery of projects, programs, services or fundraising initiatives.</p> <p>The applicant must identify the specific community benefits associated with their activity and demonstrate their limited financial capacity to pay relevant fees <u>and are assessed against a criteria matrix.</u></p> <p>This may include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• The hire of community facilities and town halls (bonds excluded);</li> <li>• Banner pole hire;</li> <li>• Road closures/obstructions and special event parking;</li> <li>• The hire of parks, reserves and playing fields;</li> <li>• Street entertainment and busking permits;</li> <li>• Stall Holder / Trader Permits (except food related stalls); <u>and</u></li> <li>• Beatty Park Leisure Centre and facility usage fees.</li> </ul> <p>Waiver requests are assessed and approved by Administration <u>and are based on the outcome of the criteria matrix. An amount up to \$2,000 may be available with any requests above this amount requiring decision making by Council. Applicants may be eligible for a reduction or waiver of fees up to \$2,000 each financial year. Requests for a reduction or waiver over \$2,000 will require Council approval in accordance with the Delegation of Authority.</u></p>
<b>Emergency Relief Donations</b>	Residents	<p><u>Emergency Relief provided to Donations may be available to residents who are considered vulnerable due to experiencing hardship or being at risk of hardship during a declared State of Emergency. The donation shall be in the form of the purchase of essential goods and/or services for the affected resident. No cash donations are permitted under this funding stream.</u></p> <p>Administration will determine the level of need on a case-by-case basis and following investigation of whether appropriate assistance is available through other existing emergency relief programs or services.</p> <p><u>A total amount of up to \$500 over a six month period may be available for each individual through this funding category.</u></p>



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<b><u>Student Citizenship Awards</u></b>	<b><u>Local City of Vincent School</u></b>	<p>Student Citizenship Awards support annual school awards and acknowledge the contributions made by our youth to the City of Vincent. Student Citizenship Awards will be presented annually to up to three (3) students (where there are three classes) in the final years of Primary School, Junior High School (Year 10) and Senior High School (Year 12) attending schools located in the City of Vincent.</p> <p>A total of up to <b>\$550.00</b> is provided to each school participating in the Awards, with <b>\$250</b> being allocated to the school and up to <b>\$100</b> worth of gifts being provided to each student in the form of a book voucher and framed certificate.</p>
<b>Trees of Significance Assistance Fund</b>	Property owners <u>with a place of trees listed on the City of Vincent</u> Trees of Significance Inventory	<p><u>Financial assistance for owners of</u> with trees listed on the Trees of Significance Inventory <u>who</u> may be eligible for financial assistance for work associated with the listed tree through the City's Trees of Significance Incentive Fund. Applicants should also refer to <u>Council Policy 7.6.3 Local Planning Policy: Trees of Significance as amended</u>.</p> <p>Owners of with trees listed on the Trees of Significance Inventory may be eligible for financial assistance for work associated with the listed tree through the City's Trees of Significance Incentive Fund. Applicants should also refer to <u>the applicable Policy or Guidelines as amended, Council Policy 7.6.3 Trees of Significance</u>.</p> <p><u>Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria. An amount up to \$2,000 in any 5 year period may be available as a matched grant of 50% for each individual through this funding category.</u></p>
<b>Business Enhancement Grants</b>	<b><u>Businesses and commercial property owners</u></b>	Financial assistance to businesses and commercial property to <u>make small-scale improvements that enhance the street appeal, presentation and functionality of the City's neighbourhoods and town centres.</u>

OFFICE USE ONLY	
Responsible Officer	<b><u>Manager Marketing and Partnerships Executive Manager Communications and Engagement</u></b>
Initial Council Adoption	Date: 24/07/2018, Ref# D17/67260
	Date: 24/07/2018, Ref#: D19/36552
Reviewed / Amended	Date: 18/09/2018, Ref#: D19/133707
	Date: 14/12/2021, Ref#: D21/20836
Next Review Date	Date: 17/12/2025

# COMMUNITY FUNDING POLICY



## Attachment 1: Community Funding Application and Assessment Overview

<u>Funding Category</u>	<u>Eligibility</u>	<u>Maximum Amount</u>	<u>Application Deadline</u>	<u>Assessment &amp; Approval Process</u>
<u>Seeding Grants</u>	<u>Not for-profit organisations, clubs, associations, social enterprises, and ——— registered charities</u>	<u>\$5,000</u>	<u>Applications accepted throughout the year until funds are exhausted</u>	<u>Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities</u>
<u>Community Support Grants</u>	<u>Not for-profit organisations, clubs, associations, social enterprises, and ——— registered charities</u>	<u>\$10,000</u>	<u>Applications accepted throughout the year until funds are exhausted</u>	<u>Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities</u>
<u>Youth Development Grants</u>	<u>Not for-profit organisations, — clubs, associations, social enterprises, registered — charities and individuals</u>	<u>\$1,000</u>	<u>Applications — accepted — throughout the year</u>	<u>Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities</u>

# COMMUNITY FUNDING POLICY



<u>Funding Category</u>	<u>Eligibility</u>	<u>Maximum Amount</u>	<u>Application Deadline</u>	<u>Assessment &amp; Approval Process</u>
<u>Female Sports Participation Grants</u>	<u>Not for-profit organisations, State sporting associations and sport and recreation clubs.</u>	<u>\$2,000</u>	<u>Applications accepted throughout the year.</u>	<u>Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities</u>
<u>Festival and Event Sponsorship</u>	<u>Not for-profit organisations, clubs, associations, social enterprises, and registered charities</u>	<u>N/A</u>	<u>Annually in March</u>	<u>Administration will assess applications based on category guidelines and criteria, and prepare a report for consideration at an Ordinary Meeting of Council</u>
<u>Town Team Grants</u>	<u>Beaufort Street Network, Leederville Connect, Mount Hawthorn Hub, North Perth Local, Northbridge Common and The Pickle District</u>	<u>Subject to Annual Budget</u>	<u>Applications accepted throughout the year until specific Town Team funds are exhausted</u>	<u>Administration will assess applications based on Town Centre Place Plans, Town Team Action Plans, and category guidelines and criteria</u>
<u>Environmental Grants</u>	<u>Schools, not for-profit organisations, clubs, associations, social enterprises, and registered charities</u>	<u>\$2,000</u>	<u>Annually in March</u>	<u>Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities</u>

# COMMUNITY FUNDING POLICY



<u>Funding Category</u>	<u>Eligibility</u>	<u>Maximum Amount</u>	<u>Application Deadline</u>	<u>Assessment &amp; Approval Process</u>
<u>Heritage Assistance Fund</u>	<u>Property owners with a place on the City of Vincent Municipal Heritage Inventory and/or State Register of Heritage Places or within a heritage area</u>	<u>Up to 50% of the total cost of works up to \$5,000 maximum</u>	<u>Applications accepted throughout the year until funds are exhausted or as specific needs are identified by Policy and Place</u>	<u>Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities</u>
<u>Heritage Plaques Program</u>	<u>Property owners and not-for-profit organisations</u>	<u>50% contribution up to \$1,000 maximum</u>	<u>Applications accepted throughout the year until funds are exhausted</u>	<u>Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities</u>
<u>Active Transport Schools Grants</u>	<u>Schools</u>	<u>\$1,000</u>	<u>Applications accepted throughout the year until funds are exhausted</u>	<u>Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities</u>
<u>Active Transport Community Initiatives Grants</u>	<u>Not for profit organisations, clubs, associations, social enterprises, and registered charities</u>	<u>\$2,500</u>	<u>Applications accepted throughout the year until funds are exhausted</u>	<u>Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities</u>

# COMMUNITY FUNDING POLICY



<u>Funding Category</u>	<u>Eligibility</u>	<u>Maximum Amount</u>	<u>Application Deadline</u>	<u>Assessment &amp; Approval Process</u>
<u>Transport Assistance</u>	<u>Residents with demonstrated difficulty accessing transport to attend medical appointments</u>	<u>\$100 for individuals or \$150 for couples</u>	<u>Applications accepted throughout the year until funds are exhausted</u>	<u>Administration will assess applications based on category guidelines and criteria, and the availability of alternative Home and Community Care (HaCC) services</u>
<u>Special Assistance Welfare</u>	<u>Residents requiring property repairs to prevent serving of a notice under Section 135 of the <i>Health Act 1911</i> or Schedule 3.1 of the <i>Local Government Act 1995</i></u>	<u>N/A</u>	<u>N/A</u>	<u>Administration will assess situations where such assistance is required on a case-by-case basis</u>
<u>Donations</u>	<u>Non-profit organisations and registered charities</u>	<u>\$500</u>	<u>Applications accepted throughout the year until funds are exhausted</u>	<u>Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities</u>
<u>Waiving of Fees</u>	<u>Not-for-profit organisations, clubs, associations, social enterprises, registered charities and individuals</u>	<u>\$2,000</u>	<u>Applications accepted throughout the year</u>	<u>Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities</u>

# COMMUNITY FUNDING POLICY



<u>Funding Category</u>	<u>Eligibility</u>	<u>Maximum Amount</u>	<u>Application Deadline</u>	<u>Assessment &amp; Approval Process</u>
<u>Emergency Relief Donations</u>	<u>Residents</u>	<u>\$500</u>	<u>Applications are accepted during a declared emergency or disaster</u>	<u>Administration will assess applications based on category guidelines and criteria, and the availability of alternative emergency relief services</u>
<u>School Citizenship Awards</u>	<u>Local City of Vincent School</u>	<u>Up to \$550</u>	<u>Applications are accepted annually and are distributed at graduation ceremonies</u>	<u>Administration will assess applicants provided by school Principals and teaching staff based on:</u> <ul style="list-style-type: none"> <li><u>Qualities of citizenship, such as enthusiasm, interest, fairness and participation in school and community affairs;</u></li> <li><u>Personal qualities;</u></li> <li><u>Personal development, academic achievement; and</u></li> <li><u>A good knowledge of Government, Local Government and City of Vincent.</u></li> </ul>
<u>Trees of Significance Assistance Fund</u>	<u>Property owners with a place on the City of Vincent Trees of Significance Inventory.</u>	<u>50% contribution up to a maximum of \$2,000</u>	<u>Applications accepted throughout the year until funds are exhausted or as specific needs are identified by Policy and Place</u>	<u>Administration will assess applications based on category guidelines and criteria, including alignment with Council's strategic priorities</u>

# COMMUNITY FUNDING



CITY OF VINCENT

Legislation / local law requirements	Nil
Relevant delegations	Delegation 2.2.19 - Defer payment, grant discounts, waive fees or write off debts
Related policies, procedures and supporting documentation	Execution of Documents Policy Fraud and Corruption Prevention

## PRELIMINARY

### INTRODUCTION

The City of Vincent offers a range of grants that are aimed at helping local people to take an active role in shaping our community. Community funding provides an opportunity to contribute towards the City's vibrancy and diversity by working collaboratively with a range of community groups, organisations, businesses and individuals to deliver initiatives that increase social participation, strengthen connections, build capacity and deliver economic and environmental benefits.

### PURPOSE

This Policy outlines the Community Funding opportunities available from the City of Vincent, with the purpose and eligibility criteria for each funding category then guiding the level of financial support that may or may not be provided.

The Community Funding opportunities outlined in this policy are solely for the purpose of delivering positive outcomes in the City of Vincent for the local community.

Applications for funding will not necessarily be approved and any initiatives that have previously been supported through Community Funding cannot be guaranteed in future years. The availability of funding remains subject to Community Funding allocations within Council's Annual Budget that may vary from year-to-year.

### OBJECTIVE

- To provide financial assistance through grants, sponsorship, donations, waivers and in-kind support to assist groups, organisations and individuals to deliver positive community outcomes.
- To use community funding as a strategic opportunity to strengthen quality of life within Vincent through improved community engagement, partnerships and participation.
- To complement and support both Council and community priorities through a range of community funding initiatives.

### SCOPE

This Policy applies to all requests from community groups, organisations, businesses, schools and individuals for the provision of financial support towards projects, programs, events and other initiatives that service the Vincent community.

# COMMUNITY FUNDING



## Conflict of Interest

Officers assessing grants have a responsibility to declare any conflict of interest with an applicant or project.

## Financial Considerations

The total funding pool of the Community Grants Program will be listed in the City's Corporate Business plan and included in the Annual Budget and approved by Council each year. Grant applications are assessed and approved by Administration based upon funding category guidelines and criteria.

## POLICY PROVISIONS

### DEFINITIONS

**Applicant** means a group, organisation or individual applying for grant funding.

**Donation** is a cash contribution to an organisation or group for the purpose of assisting an activity, event or program with a charitable, welfare or community service orientated purpose.

**Emergency Relief Donation** is a charitable contribution of essential goods and/or services made to eligible residents during a declared state of emergency.

**Fees and Charges** are stipulated monetary amounts established through Council's Annual Fees and Charges Schedule and levied where an organisation, group or individual seeks the use of a City of Vincent managed facility or reserve.

**Grant** is a cash contribution made to an organisation or group for the sole purpose of delivering a specific project with mutually agreed outcomes and performance measures. Grants must be fully acquitted at the conclusion of the project.

**In-kind donation** is a contribution to an organisation or group through the provision of City of Vincent services, resources and facilities although no monies are physically exchanged.

**Sponsorship** is a cash and/or in-kind contribution to an organisation or group for a specific purpose or event where the City of Vincent receives public recognition for its contribution in a manner negotiated by both parties. Sponsorship must be fully acquitted at the conclusion of the project or event.

### POLICY

Funding Category	Eligibility	Overview
<b>Community Support Grants</b>	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	Funding for programs, projects and services that demonstrate outcomes that will build a strong and resilient community as well as initiatives that ensure the ongoing sustainability of community organisations.



# COMMUNITY FUNDING



CITY OF VINCENT

Funding Category	Eligibility	Overview
<b>Youth Development Grants</b>	Young people	Funding to support young people who are dedicated to addressing key social, economic and environmental issues within the Vincent community. Focus areas include community and social entrepreneurship, environment and sustainability, arts and creative expression, and leadership and personal development.
<b>Collaborative Grants</b>	Service delivery agencies, not-for-profit organisations, social enterprises and registered charities	Partnerships with service delivery agencies that reside and/or operate within our local community in order to effectively respond to a recognised community focus area as endorsed by Council. The focus area will be reviewed every three years to ensure alignment with Council priorities and community demands.
<b>Sports Participation Grants</b>	Not-for-profit organisations, State sporting associations and sport and recreation clubs.	To support City of Vincent based sport and recreation clubs and State Sporting Associations to establish activities, programs or projects that promote and encourage participation and opportunity with a participant focus on females, juniors, diversity and inclusion in sport.
<b>Festival and Event Sponsorship</b>	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	Funding for the delivery of festivals, events and other similar activities which contribute to community vibrancy. Sponsorship will be provided through direct funding and/or in-kind services with the level of support determined by the value to the Vincent community in terms of economic, cultural and social outcomes.
<b>Town Team Grants</b>	Town Teams	Funding to deliver initiatives that improve the performance of town centres and districts, events and/or assistance with their ongoing governance and sustainability.
<b>Environmental Grants</b>	Schools, not-for-profit organisations, clubs, associations, social enterprises, and registered charities	Funding for the implementation of local projects or initiatives that align with the objectives of the City of Vincent <i>Sustainable Environment Strategy</i> .
<b>Heritage Assistance Fund</b>	Property owners with a place on the City of Vincent Local Heritage List and/or State Register of Heritage Places or within a heritage area	Funding towards heritage conservation projects to places of heritage significance.  Applicants should also refer to the applicable Policy or Guidelines as amended.
<b>Heritage Plaques Program</b>	Property owners and not-for-profit organisations	Funding towards the installation of a plaque or alternative form of interpretation to recognise and celebrate places of heritage interest in the City of Vincent that are either in situ or have been demolished. Applicants should also refer to the applicable Policy or Guidelines as amended.

# COMMUNITY FUNDING



CITY OF VINCENT

Funding Category	Eligibility	Overview
<b>Active Transport Schools Grants</b>	Schools	Financial assistance for schools located within the City of Vincent towards active transport events, bike education and as an additional source of funding for schools participating in the Department of Transport's Your Move Connecting Schools program. The grants aim to encourage, support and celebrate children, parents and staff in the City to choose active transport options to get to and from school.
<b>Active Transport Community Initiatives Grants</b>	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	Provide financial assistance to eligible community groups and not-for-profit organisations to help fund community programs that promote or assist the community to engage in active transport. The grant can be applied to the presentation of a one off event or the development of a program which encourages, supports or celebrates initiatives that promote Vincent residents choosing active transport options.
<b>Transport Assistance</b>	Residents with demonstrated difficulty accessing transport to attend medical appointments	Transport Assistance for eligible residents who have difficulty accessing transport to and from medical appointments. Assistance is provided-through prepaid taxi vouchers.
<b>Property Assistance Fund</b>	Residents requiring property repairs to prevent serving of a notice under Section 135 of the <i>Health Act 1911</i> or Schedule 3.1 of the <i>Local Government Act 1995</i>	<p>Assistance with undertaking repairs on a property and/or remove items to prevent the serving of a notice under Section 135 of the Health Act 1911 "Unfit for Human Habitation" or Schedule 3.1 of the Local Government Act 1995. Such support is provided where an individual requires financial assistance to improve the condition of their premises with any funds paid directly to service providers/businesses engaged to undertake the works. No funds are paid to the individual(s) inhabiting the property.</p> <p>Determinations regarding the provision of Special Welfare Assistance and the amounts required are made by Administration on a case-by-case basis.</p>
<b>Donations</b>	Not-for-profit organisations, clubs, associations, social enterprises, registered charities and individuals	Funding support towards the delivery of projects, programs or services. The applicant must identify the specific community need.
<b>Waiving of Fees</b>	Not-for-profit organisations, clubs, associations, social enterprises, registered charities and individuals	<p>The waiving or reduction of fees for community groups, organisations and individuals will be considered where such assistance supports the delivery of projects, programs, services or fundraising initiatives.</p> <p>The applicant must identify the specific community benefits associated with their activity and demonstrate their limited financial capacity to pay relevant fees and are assessed against a criteria matrix.</p> <p>This may include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• The hire of community facilities and town halls (bonds excluded)</li> <li>• Banner pole hire</li> <li>• Road closures/obstructions and special event parking</li> <li>• The hire of parks, reserves and playing fields</li> <li>• Street entertainment and busking permits</li> </ul>

# COMMUNITY FUNDING



CITY OF VINCENT

Funding Category	Eligibility	Overview
		<ul style="list-style-type: none"> <li>• Stall Holder / Trader Permits (except food related stalls)</li> <li>• Beatty Park Leisure Centre and facility usage fees.</li> </ul> <p>Waiver requests are assessed and approved by Administration and are based on the outcome of the criteria matrix. Applicants may be eligible for a reduction or waiver of fees up to \$2,000 each financial year. Requests for a reduction or waiver over \$2,000 will require Council approval in accordance with the Delegation of Authority.</p>
<b>Emergency Relief Donations</b>	Residents	<p>Relief provided to residents who are considered vulnerable due to experiencing hardship or being at risk of hardship during a declared State of Emergency. The donation shall be in the form of the purchase of essential goods and/or services for the affected resident. No cash donations are permitted under this funding stream.</p> <p>Administration will determine the level of need on a case-by-case basis and following investigation of whether appropriate assistance is available through other existing emergency relief programs or services.</p>
<b>Trees of Significance Assistance Fund</b>	Property owners of trees listed on the Trees of Significance Inventory	<p>Financial assistance for owners with trees listed on the Trees of Significance Inventory who may be eligible for financial assistance for work associated with the listed tree through the City's Trees of Significance Incentive Fund. Applicants should also refer to Local Planning Policy: Trees of Significance as amended.</p> <p>Owners of with trees listed on the Trees of Significance Inventory may be eligible for financial assistance for work associated with the listed tree through the City's Trees of Significance Incentive Fund. Applicants should also refer to the applicable Policy or Guidelines as amended.</p>
<b>Business Enhancement Grants</b>	Businesses and commercial property owners	Financial assistance to businesses and commercial property to make small-scale improvements that enhance the street appeal, presentation and functionality of the City's neighbourhoods and town centres.

# COMMUNITY FUNDING



CITY OF VINCENT

OFFICE USE ONLY	
Responsible Officer	Executive Manager Communications and Engagement
Initial Council Adoption	Date: 24/07/2018, Ref# D17/67260
Reviewed / Amended	Date: 24/07/2018, Ref#: D19/36552
	Date: 18/09/2018, Ref#: D19/133707
	Date: 14/12/2021, Ref#: D21/20836
Next Review Date	Date: 17/12/2025

**11.5 OUTCOME OF ADVERTISING AND ADOPTION OF STRETCH RECONCILIATION ACTION PLAN**

- Attachments:**
1. **Stretch Reconciliation Action Plan Deliverables** [↓](#) 
  2. **Draft Stretch Reconciliation Action Plan - Summary of Submissions** [↓](#) 

**RECOMMENDATION:**

**That Council ADOPTS the Stretch Reconciliation Action Plan deliverables at Attachment 1.**

**PURPOSE OF REPORT:**

To present the outcome of community consultation and seek approval of the proposed Stretch Reconciliation Action Plan deliverables at **Attachment 1**.

**DELEGATION:**

Council is responsible for setting the strategic direction of the organisation. The *Stretch Reconciliation Action Plan 2025-2027* deliverables are required to be adopted by Council to embed the Council and Community's expectations.

**BACKGROUND:**

A Reconciliation Action Plan (RAP) provides organisations with a framework to take meaningful action to advance reconciliation.

The four RAP types – Reflect, Innovate, Stretch and Elevate allow organisations to continuously develop their commitment throughout their reconciliation journey.

Reconciliation Australia provide a template with actions that align with the relevant stage of RAP. Organisations are encouraged to expand on these actions to reflect their local community. Reconciliation Australia reviews and endorses the RAP before implementation to ensure the deliverables provide tangible and substantive benefits for Aboriginal and Torres Strait Islander peoples.

There has been a collaborative approach to the development of the Stretch RAP deliverables. The main contributors were the City's Internal Reconciliation Action Plan Working Group and the Boordiya (Boss) Reference Group comprising Aboriginal Elders and Leaders. Reconciliation Australia and Reconciliation WA have also provided advice and guidance.

Reconciliation Australia have provided conditional endorsement of the Stretch RAP and following adoption by Council, it will be resubmitted to Reconciliation Australia for final endorsement.

The Draft Stretch RAP 2025-2027 contains 106 deliverables, of which 59 are prescribed by Reconciliation Australia (in bold throughout **Attachment 1**).

At its 22 October 2024 Meeting, Council approved conducting community consultation of its intention to adopt the Stretch Reconciliation Action Plan deliverables.

**DETAILS:**

In accordance with the City's [Community and Stakeholder Engagement Policy](#), community consultation was undertaken between 29 October – 19 November 2024, which is in excess of the 21 days required.

To provide key stakeholders with ample opportunity to review the document and submit their feedback, direct contact was made in advance of the consultation period. Unfortunately, despite follow up emails, no feedback was received.

Key stakeholders directly consulted:

- Whadjuk Aboriginal Corporation
- Representatives on the Boordiya (Boss) Reference Group.
- RAP Working Group members
- Noongar Radio
- Kambarang Services
- Noongar Chamber of Commerce
- local primary schools
- playgroups
- toy libraries
- community groups

Stakeholders and the broader community were provided with a number of ways to submit their feedback including the online survey on Imagine Vincent, in person, in writing, via email and by phone.

The consultation page on Imagine Vincent attracted 57 views with 26 link clicks and a total of six survey responses. No feedback was received via the alternative channels.

#### Communications Reach

Supporting communications generated a reach of approximately 11,900 and comprised:

- News item on City's website
- E-news sent to over 10,000 subscribers on 31 October and 14 November 2024
- Facebook posts on 31 October and 12 November 2024 with a reach of 998
- Instagram stories on 31 October and 15 November 2024 with a reach of 588
- Postcards and posters on display at the Community Centre, Administration building and Library & Local History Centre
- TV/Digital display at the Library & Local History Centre and Beatty Park Leisure Centre.
- Advert in Perth Now Central on 31 October 2024.

While community and key stakeholder feedback during the consultation period was limited, the development of a RAP, and the continuation on our RAP journey remains an important part of our commitment to reconciliation. The RAP reflects our responsibility as an organisation to foster meaningful relationships, respect, and opportunities with Aboriginal and Torres Strait Islander peoples.

A summary of the submissions and Administration's response is included as **Attachment 2**.

#### **CONSULTATION/ADVERTISING:**

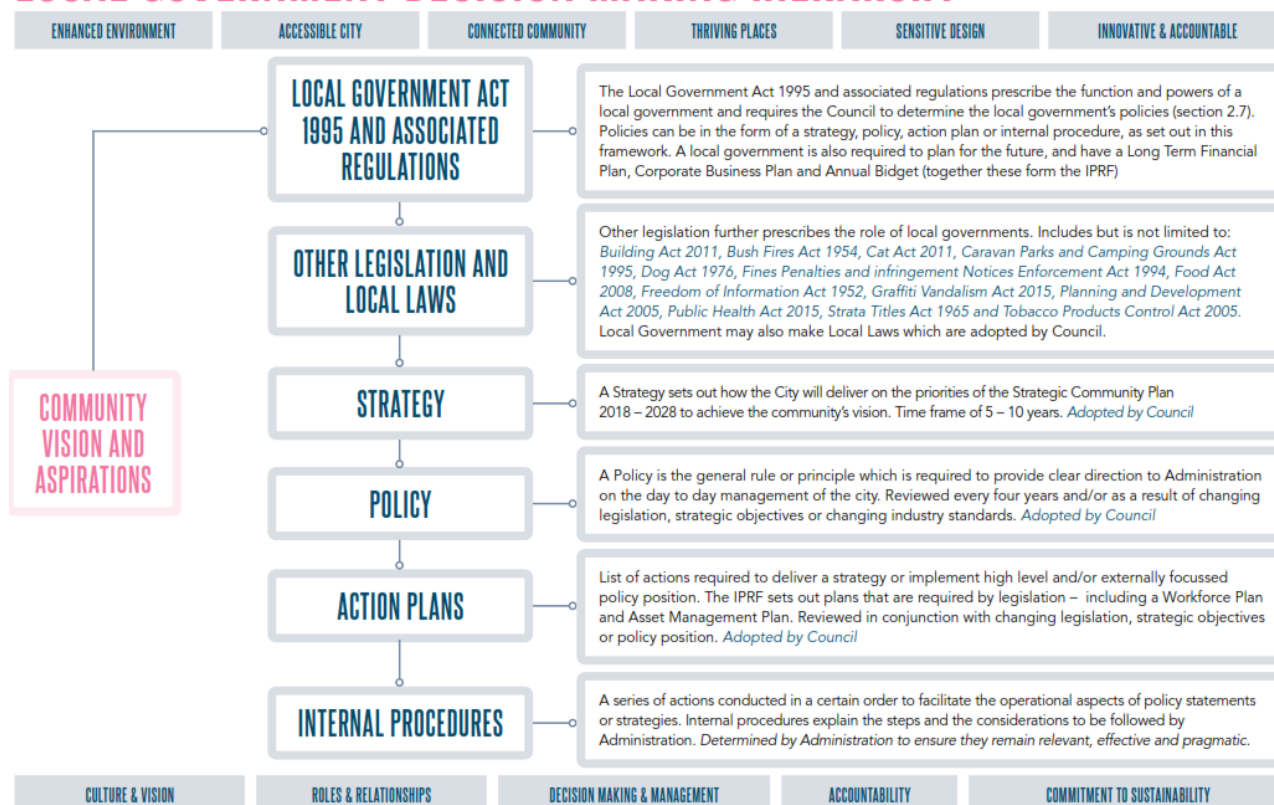
No further consultation is required.

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

There is no legal requirement to have a Reconciliation Action Plan however, recent changes to the *Local Government Act (WA) 1995* impose obligations on Local Government Authorities to recognise Aboriginal peoples and make allowances for their involvement in decision-making processes.

The purpose of the Stretch Reconciliation Action Plan is to provide the City with a framework to contribute to the reconciliation journey by developing long term sustainable strategies that will assist in developing deeper relationships with our Aboriginal and Torres Strait Islander community.

# LOCAL GOVERNMENT DECISION MAKING HIERARCHY



## RISK MANAGEMENT IMPLICATIONS

**Low:** It is low risk for Council to adopt a Reconciliation Action Plan as it assists with establishing a framework and details how we can maintain meaningful relationships with Aboriginal and Torres Strait Islanders peoples.

## STRATEGIC IMPLICATIONS:

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

### Connected and Healthy Community

*We have enhanced opportunities for our community to build relationships and connections with each other and the City.*

*Our many cultures are celebrated.*

*We recognise, engage and partner with the Whadjuk Noongar people and culture.*

### Thriving Places

*Art, history and our community's living cultures are evident in the public realm.*

## SUSTAINABILITY IMPLICATIONS:

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

## PUBLIC HEALTH IMPLICATIONS:

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

**FINANCIAL/BUDGET IMPLICATIONS:**

The actions and deliverables of the Stretch RAP 2025-2027 are included in the 2024/25 operating budget and will need to be considered within subsequent financial year budgets through to FY 2026/27.





## Attachment 1 : Draft Stretch Reconciliation Action Plan Deliverables

<b>Relationships</b>				
Strengthening existing and developing new respectful and mutually beneficial relationships is important to us and to our reconciliation vision and journey. We strive for genuine, respectful relationships built on mutual trust and understanding. We strive to create mutually beneficial long-lasting connections to enable enduring relationships with our Traditional Owners. We acknowledge that in order to create these connections and build on our relationships, we need to invest time in connecting with Traditional Owners and providing opportunities for truth telling by First Nations peoples.				
	<b>Action</b>	<b>Deliverable</b>	<b>Timeline</b>	<b>Responsibility</b>
1	Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	<b>Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to continually improve guiding principles for engagement.</b>	March 2025 March 2026 March 2027	Executive Manager Communications and Engagement
		<b>Review, update, and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders.</b>	February 2025 February 2026 February 2027	Executive Manager Communications and Engagement
		<b>Establish and maintain two formal and three informal two-way partnerships with Aboriginal and Torres Strait Islander communities, businesses, or organisations.</b>	April 2025 April 2026 April 2027	Executive Manager Communications and Engagement
		Offer and promote opportunities for employees to use volunteer leave with Aboriginal and Torres Strait Islander not-for-profit organisations.	August 2025 August 2026 August 2027	Executive Manager Human Resources
2	Build relationships through celebrating National Reconciliation Week (NRW).	<b>Circulate Reconciliation Australia's NRW resources and reconciliation materials to all staff.</b>	27 May - 3 June 2025 27 May - 3 June 2026 27 May - 3 June 2027	Executive Manager Communications and Engagement
		<b>Internal Reconciliation Action Plan Working Group members to participate in two external NRW events.</b>	27 May - 3 June 2025 27 May - 3 June 2026 27 May - 3 June 2027	Executive Manager Communications and Engagement
		<b>Encourage and support staff and senior leaders to participate in two external events to recognise and celebrate NRW.</b>	27 May - 3 June 2025 27 May - 3 June 2026 27 May - 3 June 2027	Executive Manager Communications and Engagement
		<b>Organise two internal NRW events, including at least one organisation-wide NRW event each year.</b>	27 May - 3 June 2025 27 May - 3 June 2026 27 May - 3 June 2027	Executive Manager Communications and Engagement



## Attachment 1 : Draft Stretch Reconciliation Action Plan Deliverables

		<b>Register all City of Vincent NRW events on Reconciliation Australia's <a href="#">NRW website</a>.</b>	<b>April 2025 April 2026 April 2027</b>	<b>Executive Manager Communications and Engagement</b>
		Provide an annual public Mayoral NRW message expanding on the annual theme of National Reconciliation Week and reaffirming the City's commitment to reconciliation.	27 May - 3 June 2025 27 May - 3 June 2026 27 May - 3 June 2027	Executive Manager Communications and Engagement
		Include NRW focus annually during the CEO's weekly address to all staff highlighting current relevant topics.	27 May - 3 June 2025 27 May - 3 June 2026 27 May - 3 June 2027	Chief Executive Officer
		Host annual Yarning Circles during National Reconciliation Week to share learnings, challenges and progress on our reconciliation initiatives and outcomes for staff and the community.	27 May - 3 June 2025 27 May - 3 June 2026 27 May - 3 June 2027	Executive Manager Communications and Engagement
3	Promote reconciliation through our sphere of influence.	<b>Develop and implement a staff engagement strategy to raise awareness of reconciliation across our workforce</b>	<b>December 2025</b>	<b>Executive Manager Communications and Engagement</b>
		<b>Attend at least two quarterly RAP Leadership Gatherings per year</b>	<b>February 2025,2026,2027 August 2025,2026,2027</b>	<b>Executive Manager Communications and Engagement</b>
		<b>Communicate our commitment to reconciliation publicly by publishing our RAP on our website and using social media and bespoke videos to highlight key activities, achievements and reconciliation stories each year.</b>	27 May - 3 June 2025 27 May - 3 June 2026 27 May - 3 June 2027	Executive Manager Communications and Engagement
		<b>Implement strategies to positively influence our external stakeholders to drive reconciliation outcomes by facilitating opportunities for cultural knowledge sharing and Truth-Telling.</b>	<b>January 2025</b>	<b>Executive Manager Communications and Engagement</b>
		<b>Collaborate with three RAP and other like-minded organisations to implement innovative approaches to advance reconciliation.</b>	<b>January 2026</b>	<b>Executive Manager Communications and Engagement</b>
		Promote and share the City's reconciliation successes and learnings within the Local Government Reconciliation Network and actively collaborate on Reconciliation initiatives.	February 2025 February 2026 February 2027	Executive Manager Communications and Engagement
		Include a reconciliation focus on the CEO address to all staff highlighting topical reconciliation initiatives within the RAP and Reconciliation Portfolio.	October 2025 October 2026 October 2027	Executive Manager Communications and Engagement



## Attachment 1 : Draft Stretch Reconciliation Action Plan Deliverables

4		Conduct an annual reconciliation award program to recognise individuals or teams who are dedicated to reconciliation and engagement with Aboriginal and Torres Strait Islander peoples.	October 2025 October 2026 October 2027	Chief Executive Officer
		Review and update Reconciliation Action Plan content in new starter induction to drive reconciliation outcomes.	November 2026	Executive Manager Human Resources
		Promote Indigenous Literacy Day through the City's communication channels both internally and externally to community.	September 2025 September 2026 September 2027	Manager Community Facilities
		Include a 'Reconciliation Stories' section on the City's website.	27 May - 3 June 2025 27 May - 3 June 2026 27 May - 3 June 2027	Executive Manager Communications and Engagement
	Promote positive race relations through anti-discrimination strategies.	Continuously improve and communicate HR management practices and procedures concerned with anti-discrimination in line with the City's management practice review strategy.	July 2025 July 2027	Executive Manager Human Resources
		Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to continuously improve our anti-discrimination management practice in line with the City's management practice review strategy.	February 2025 February 2027	Executive Manager Human Resources
		Provide ongoing education to senior leaders and managers on the effects of racism.	November 2026 November 2027	Executive Manager Human Resources
		Senior leaders to publicly support anti-discrimination campaigns, initiatives or stances against racism and investigate implementing a zero-tolerance policy for discriminatory behaviours.	August 2025 August 2026 August 2027	Chief Executive Officer
		Develop, implement, and communicate an anti-discrimination policy for our organisation.	February 2027	Executive Manager Human Resources
		A minimum of three senior leaders, managers or elected members to attend one external anti-discrimination workshop, lecture or similar event per annum.	September 2025 September 2026 September 2027	Executive Manager Human Resources



## Attachment 1 : Draft Stretch Reconciliation Action Plan Deliverables

<b>Respect</b>				
The City is committed to working alongside Traditional Owners to ensure traditions, protocols and cultures are respected, understood, acknowledged, and appreciated. As we continue learning through Truth-telling we are better able to deepen the incorporation of respect for Aboriginal and Torres Strait Islander peoples and their cultures, which contributes to a more connected, inclusive, and resilient community. We celebrate our rich cultural diversity, and endeavour to be inclusive and welcoming to Aboriginal and Torres Strait Islander communities.				
	<b>Action</b>	<b>Deliverable</b>	<b>Timeline</b>	<b>Responsibility</b>
5	Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	<b>Conduct a review of cultural learning needs within our organisation</b>	<b>September 2026</b>	<b>Executive Manager Human Resources</b>
		<b>Continue to review the Staff Cultural Awareness and Engagement Strategy</b>	<b>April 2025 April 2026 April 2027</b>	<b>Executive Manager Human Resources</b>
		<b>Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors on the review and implementation of the Staff Cultural Learning Strategy and the implementation strategy.</b>	<b>November 2025</b>	<b>Executive Manager Human Resources</b>
		<b>Implement and communicate the Staff Cultural Awareness and Engagement Strategy to staff.</b>	<b>November 2026</b>	<b>Executive Manager Human Resources</b>
		<b>Ensure all staff undertake formal and structured cultural learning within six months of commencement and ensure 50 per cent permanent and fixed term staff undertake formal in person cultural learning and 85 per cent of all staff undertake online cultural e-learning annually.</b>	<b>December 2025 December 2026 December 2027</b>	<b>Executive Manager Human Resources</b>
		<b>Commit all internal RAP Working Group members, HR Managers, senior executive group and all new staff to undertake formal and structured cultural learning.</b>	<b>July 2025 July 2027</b>	<b>Chief Executive Officer</b>
		<b>Provide staff guidance and ongoing support on the importance of, and how to conduct, an Acknowledgement of Country annually.</b>	<b>July 2025 July 2026 July 2027</b>	<b>Executive Manager Communications and Engagement</b>
		<b>Include a section on Aboriginal cultures and its ties to the circular economy and sustainable lifestyle in one of the City's Waste and Recycling workshops annually.</b>	<b>September 2025 September 2026 September 2027</b>	<b>Manager Waste and Recycling</b>
		<b>Review, update, and communicate our Guidelines and protocols for external stakeholders on how to Recognise Noongar Boodjar Culture and Histories through Welcome to Country and Acknowledgement of Country.</b>	<b>July 2025</b>	<b>Executive Manager Communications and Engagement</b>



## Attachment 1 : Draft Stretch Reconciliation Action Plan Deliverables

6.	Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	August 2025 August 2026 August 2027	Executive Manager Communications and Engagement
		Continue to invite a local Elder or Traditional Owner to provide a Welcome to Country or other appropriate cultural performance at a minimum of six significant events each year, including swearing in of new Council, Citizenship Ceremonies, and Truth-telling events.	July, October and November 2025 July, October and November 2026 July, October and November 2027	Executive Manager Communications and Engagement
		Include an Acknowledgement of Country or other appropriate protocols at the commencement of important meetings.	Monthly 2025 Monthly 2026 Monthly 2027	Executive Manager Communications and Engagement
		Staff and senior leaders to provide an Acknowledgement of Country or other appropriate protocols at all public events.	Monthly 2025 Monthly 2026 Monthly 2027	Chief Executive Officer
		Display a minimum of eight Acknowledgment of Country plaques in our office/s or on our buildings.	April 2025	Manager Community Facilities
		Provide the wording for an Acknowledgement of Country to all staff and new starters as part of the new staff induction pack.	November 2025	Executive Manager Communications and Engagement Executive Manager Human Resources
		Update email signatures to include the Acknowledgement of Country translated into Noongar language.	October 2025	Executive Manager Communications and Engagement
		Include Acknowledgement of Country in the on-line process of booking City of Vincent spaces through SpacetoCo.	November 2025	Manager Community Facilities
		Acknowledgement of Country incorporated into the Waste and Recycling online booking systems.	October 2026	Manager of Waste and Recycling
		Include an Acknowledgement of Country statement in strategic documents, public policies and procurement documents.	December 2025	Executive Manager Corporate Strategy & Governance
		Internal Reconciliation Action Plan Working Group members to participate in an external NAIDOC Week event.	First week in July 2025 First week in July 2026 First week in July 2027	Executive Manager Communications and Engagement



## Attachment 1 : Draft Stretch Reconciliation Action Plan Deliverables

7	Engage with Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	Continue to ensure HR policies and procedures do not have barriers to staff participating in NAIDOC Week.	May 2025 May 2026 May 2027	Executive Manager Human Resources
		Support all staff to participate in two hands-on, interactive NAIDOC Week event in our local area and provide details of NAIDOC Week activities across Perth.	First week in July 2025 First week in July 2026 First week in July 2027	Executive Manager Communications and Engagement
		In consultation with Aboriginal and Torres Strait Islander stakeholders, deliver a minimum of three external NAIDOC Week events each year.	First week in July 2025 First week in July 2026 First week in July 2027	Executive Manager Communications and Engagement
		Register all City NAIDOC Week events on the WA Government's NAIDOC Week calendar of events through the NAIDOC Perth Committee, and on NAIDOC.org.au.	June 2025 June 2026 June 2027	Executive Manager Communications and Engagement
		Include NAIDOC Week focus in the CEO's weekly address to all staff highlighting current relevant topics.	First week in July 2025 First week in July 2026 First week in July 2027	Chief Executive Officer
8	Increase publicly available information on Noongar cultures within the City of Vincent.	Locate a suitable site for a dedicated Noongar Six Seasons garden within the City.	December 2026	Manager Parks
		Dedicate a space within the Library and Local Histories Centre that promotes the importance of Noongar cultures.	July 2027	Manager Community Facilities
		Add a minimum of five new educational Aboriginal and Torres Strait Islander cultural items to the Library collection per year, catering to a diverse age range.	January 2025 January 2026 January 2027	Manager Community Facilities
		Increase Noongar language collection in the library and promote it to the community.	July 2025 July 2026 July 2027	Manager Community Facilities
	Increase awareness of Noongar histories and	Develop and implement a formalised procedure to name unnamed places or laneways with Whadjuk Noongar names in consultation with Traditional Owners.	December 2025	Executive Manager Corporate Strategy & Governance
		City wayfinding and interpretive signage upgrades will include Noongar language, where appropriate, including an Acknowledgement of Country in consultation with Traditional Owners.	July 2027	Executive Manager Urban Design and Strategic Projects Executive Manager Communications and Engagement



## Attachment 1 : Draft Stretch Reconciliation Action Plan Deliverables

9	cultures by persevering and protecting stories, language and names in significant Aboriginal sites and locations in the city.	Convert stories relating to the nine Aboriginal significant sites as told by Elders to content for interpretive signage and where appropriate engage Noongar artists to create artwork or sculptures in consultation with Traditional Owners.	September 2027	Executive Manager Communications and Engagement Executive Manager Urban Design and Strategic Projects
		Investigate the installation of Noongar Six Season signage and artwork along with information about Whadjuk Noongar Aboriginal cultures and histories in prominent locations throughout the city.	August 2027	Manager Parks Manager Community Facilities
		Work with Incorporated Aboriginal not-for-profit organisations to apply for grant funding for projects that preserve, promote, and protect Registered Aboriginal sites to manage their cultural heritage throughout the city	August 2025 August 2026 August 2027	Executive Manager Communications and Engagement
10	Increase visibility and awareness of Aboriginal and Torres Strait Islander peoples cultures within the community through Truth-Telling and Storytime opportunities.	Increase the visibility of Aboriginal and Torres Strait Islander cultures and representation through the promotion of aligned library and local histories centre collection material.	December 2026	Manager Community Facilities
		Deliver two Noongar story time sessions annually in the Children's section of the City of Vincent Library.	December 2026	Manager Community Facilities
		Continue to provide opportunities for Elders and Aboriginal and Torres Strait Islander peoples to participate in story and truth telling with the wider community.	First week in July 2025 First week in July 2026 First week in July 2027	Executive Manager Communications and Engagement
		Encourage and promote the use of the Galup Virtual Reality Truth-telling experience to the community and staff that tells the story and impact of colonisation on our local area and the lasting impacts.	First week in July 2025 First week in July 2026 First week in July 2027	Manager Community Facilities



## Attachment 1 : Draft Stretch Reconciliation Action Plan Deliverables

Opportunities				
We are committed to offering activities and opportunities within our sphere of influence that align with closing the employment, social, and economic gap between Aboriginal and Torres Strait Islander peoples and the broader community. We want to ensure that we create a fulfilling, diverse and inclusive workplace where our staff can thrive and openly contribute to ensure that we continue to value the diversity in our community. We are also committed to the professional development of Aboriginal and Torres Strait Islander staff.				
	Action	Deliverable	Timeline	Responsibility
11	Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	Continue to engage with Aboriginal and Torres Strait Islander staff to consult on the effectiveness of our Attraction and Retention strategy.	July 2026	Executive Manager Human Resources
		Review and update an Aboriginal and Torres Strait Islander Attraction and Retention and professional development strategy.	July 2026	Executive Manager Human Resources
		Continue to advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders.	October 2026	Executive Manager Human Resources
		Continue to review HR and recruitment procedures and policies to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace.	December 2026	Executive Manager Human Resources
		Aboriginal and Torres Strait Islander employees to be supported to take on management and senior level positions through the provision of structured professional development opportunities to help Aboriginal and Torres Strait Islander staff understand the organisation, management expectations and build knowledge and skills.	December 2026	Executive Manager Human Resources
		Reach and maintain a two per cent Aboriginal and Torres Strait Islander employment rate for permanent employees.	September 2027	Executive Manager Human Resources
		Investigate cultural leave requirements for Aboriginal and Torres Strait Islander staff members.	July 2026	Executive Manager Human Resources
		Ensure culturally appropriate protocols are conducted before interviews when the candidate identifies as Aboriginal and / or Torres Strait Islander.	January 2025 June 2025 January 2026 June 2026 January 2027 June 2027	Executive Manager Human Resources
		Attend job fairs, as Administration deems necessary, to promote the City as an option for employment for Aboriginal	February/March 2025 February/March 2026 February/March 2027	Executive Manager Human Resources





## Attachment 1 : Draft Stretch Reconciliation Action Plan Deliverables

		and / or Torres Strait Islander peoples and any current vacancies.		
		Continue to offer and support two traineeships to Aboriginal and Torres Strait Islander students annually providing adequate support, resources, and meaningful opportunities to build skills, competencies, and confidence aiming to lead to employment with the City.	February 2025 February 2026	Executive Manager Human Resources
12	Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	<b>Develop and implement an Aboriginal and Torres Strait Islander procurement strategy.</b>	<b>July 2025</b>	<b>Chief Financial Officer</b>
		<b>Investigate Supply Nation membership.</b>	<b>December 2025</b>	<b>Executive Manager Communications and Engagement</b>
		<b>Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff.</b>	<b>July 2025</b>	<b>Chief Financial Officer</b>
		<b>Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses.</b>	<b>July 2025</b>	<b>Chief Financial Officer</b>
		<b>Maintain commercial relationships with a minimum of 50 Aboriginal and/or Torres Strait Islander businesses.</b>	<b>September 2025 September 2026 September 2027</b>	<b>Chief Financial Officer</b>
		<b>Train all relevant staff in contracting Aboriginal and Torres Strait Islander businesses through Supply Nation or an equivalent organisation.</b>	<b>December 2025</b>	<b>Chief Financial Officer</b>
		Ensure event application forms encourage applicants to use Aboriginal businesses and provide resources to procure goods, services, and vendors from a diverse range of businesses.	January 2025	Executive Manager Communications and Engagement
		Feature or profile Aboriginal and Torres Strait Islander local businesses and organisations on the City's communications channels.	June 2025 June 2026 June 2027	Executive Manager Communications and Engagement
		Explore and implement support structures for Aboriginal and Torres Strait Islander businesses and organisations to encourage Aboriginal businesses and organisations to trade in the City of Vincent, including fee-waivers and other initiatives.	June 2027	Executive Manager Urban Design and Strategic Projects
		Host at least one workshop annually targeting Aboriginal and Torres Strait Islander businesses focusing on how to tender for work in the City.	August 2025 August 2026 August 2027	Chief Financial Officer



## Attachment 1 : Draft Stretch Reconciliation Action Plan Deliverables

	Continue to ensure procurement contracts include clauses to strengthen and drive reconciliation outcomes and encourage procurement from Aboriginal and Torres Strait Islander businesses.	July 2025	Chief Financial Officer
	Encourage relevant staff to achieve a five per cent increase in annual procurement from Aboriginal and Torres Strait Islander businesses each year and increase the number of Aboriginal and/or Torres Strait Islander businesses engaged by the City by 20 per cent.	July 2025 July 2026 July 2027	Chief Financial Officer
	Create and update a page on the Vintranet promoting the engagement of Aboriginal and/or Torres Strait Islander businesses with useful information and resources to do so.	January 2025 January 2026 January 2027	Chief Financial Officer

**Governance**

All initiatives contained within this Plan have been endorsed by the relevant senior management team and implementation will be overseen by our CEO and Executive Manager Communications and Engagement. We are committed to reviewing internal and external reporting mechanisms to ensure the business is aligning its priorities and delivering on its commitments.

	Action	Deliverable	Timeline	Responsibility
13	Establish and maintain an effective internal RAP Working Group to drive governance of the RAP and its deliverables.	Maintain Aboriginal and Torres Strait Islander representation on the Internal RAPWG.	November 2025 November 2026	Executive Manager Communications and Engagement
		Review and update the Terms of Reference for our Internal RAPWG.	November 2025 November 2027	Executive Manager Communications and Engagement
		The Internal RAPWG to meet at least four times per year to drive and monitor RAP implementation.	February 2025,2026,2027 May 2025,2026, 2027 August 2025,2026,2027 November 2025, 2026	Executive Manager Communications and Engagement
14.	Provide appropriate support for effective implementation of RAP commitments.	Embed resource needs for RAP implementation as part of our annual budget process.	March 2025, March 2026, March 2027	Chief Executive Officer
		Embed key RAP actions in performance expectations of senior management and all staff.	September 2025, September 2026, September 2027	Executive Manager Communications and Engagement
		Embed appropriate systems and capability to track, measure and report on RAP commitments.	April 2025	Executive Manager Information & Communication Technology



## Attachment 1 : Draft Stretch Reconciliation Action Plan Deliverables

		Maintain an internal RAP Champion from Executive Team	February 2026	Executive Manager Communications and Engagement
		Include our RAP as a standing agenda item at Executive Team meetings.	April 2025	Executive Manager Communications and Engagement
15.	Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally	Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence.	June 2025 June 2026 June 2027	Executive Manager Communications and Engagement
		Contact Reconciliation Australia to request our unique link to access the online RAP Impact Survey.	August 2025 August 2026 August 2027	Executive Manager Communications and Engagement
		Complete and submit the annual RAP Impact Survey to Reconciliation Australia.	30 September 2025, 30 September 2026, 30 September 2027	Executive Manager Communications and Engagement
		Report Reconciliation Action Plan progress to all staff, senior leaders, Council and Elders on relevant Reference Groups quarterly.	January 2025, 2026, 2027 April 2025, 2026, 2027 July 2025, 2026, 2027 October 2025, 2026, 2027	Executive Manager Communications and Engagement
		Publicly report against our RAP commitments annually, outlining achievements, challenges, and learnings.	July 2025, July 2026, July 2027	Executive Manager Communications and Engagement
		Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.	February 2026	Executive Manager Communications and Engagement
		Submit a traffic light report to Reconciliation Australia at the conclusion of this RAP.	September 2027	Executive Manager Communications and Engagement
16.	Continue our reconciliation journey by developing our next RAP.	Register via Reconciliation Australia's <a href="#">website</a> to begin developing our next RAP.	March 2027	Executive Manager Communications and Engagement

## Attachment 2 – Draft Stretch Reconciliation Action Plan - Summary of Submissions

Do you have any comments on the deliverables in the draft Stretch Reconciliation Action Plan?	
Comment	Administration's response
<p>Actions and deliverables are very weak.</p> <p>I'd rather see the council spend its time and funding on real issues in the community. Crime, homelessness, and infrastructure that will make a difference. Pedestrian Bridge over East Parade</p>	<p>The draft Stretch Reconciliation Action Plan has been reviewed and conditionally endorsed by Reconciliation Australia who are the lead body for reconciliation in Australia and provide guidance and direction on the deliverables contained with this document.</p>
<p>The Reconciliation Plan is not required, as its divisive and we are all one nation</p>	<p>This comment has been noted.</p>
<p>Yes, there should be deliverables for Aboriginal and Torres Strait Islander residents in City of Vincent. What about a parking system for Whadjuk people, why are Whadjuk people paying for parking on their own land? Rate discounts for Whadjuk people, why are Whadjuk people paying on their own land?</p>	<p>The purpose of deliverables in a Reconciliation Action Plan are to outline the specific goals and achievable actions that contribute to an organisation's reconciliation goals.</p>
How do you think the City of Vincent can work towards greater reconciliation between Aboriginal and non-Aboriginal people?	
Comment	Administrations response
<p>I think it's a waste of time and funding. We are a multicultural country community. Let's look forward rather than forcing aboriginal culture, dot paintings and festivals on the public. Delete/remove the reconciliation plan.</p> <p>What a waste of time, effort and funding!</p> <p>Whatever funding has been spent on a Banks Reserve bridge to the carpark could have been better spent on real community needs.</p>	<p>Vincent's population is made up of a diverse mix of cultures, nationalities, household, and family structures, all of which contribute to our vibrant community, including Aboriginal and Torres Strait Islander cultures.</p> <p>In line with our Strategic Community Plan priorities, we are a diverse, welcoming and engaged community. We want to celebrate what makes us unique and connect with those around us to enhance our quality of life.</p>

## Attachment 2 – Draft Stretch Reconciliation Action Plan - Summary of Submissions

How do you think the City of Vincent can work towards greater reconciliation between Aboriginal and non-Aboriginal people?	
Comment	Administrations response
There are a lot of homeless Aboriginal people in the City of Vincent, it would be great to help them.	<p>The City provides support to local organisations working with Aboriginal and Torres Strait Islander Peoples who are experiencing homelessness.</p> <p>In addition to the City's direct partnership with Nyoongar Outreach Services who provide support to vulnerable and at-risk Aboriginal people, the City is also part of the <a href="#">Safe Perth City Initiative</a> which works with the Department of Communities (Office of Homelessness), Perth Police and State-funded outreach services including Uniting WA and i24s who can connect and support vulnerable people with services that can assist them in a respectful and culturally safe way.</p>
More community events centred around celebrating Whadjuk Noongar culture and inclusivity.	<p>The City is committed to working alongside Traditional Owners to ensure traditions, protocols and cultures are respected, understood, acknowledged, and appreciated.</p> <p>We celebrate our rich cultural diversity, and endeavour to be inclusive and welcoming to Aboriginal and Torres Strait Islander communities.</p>
<p>Why are there NEVER any clearly recognisable Aboriginal people on the CoV website simply having a coffee, walking, playing – engaging in and generally enjoying the Vincent life. We only ever see photos of Aboriginal people in Vincent promo material when Vincent is promoting itself and its 'inclusivity' eg NAIDOC Week, Reconciliation etc.</p> <p>Also why does the CoV conveniently deny that Britannia Reserve and its surrounding areas are of deep historical and cultural significance to Aboriginal people? Does CoV not know Lake Monger once extended to Bourke and Brentham Streets and was a traditional hunting ground? If not, why not as historical maps are VERY clear about this. COV must learn from the Cambridge how to address this matter if it expects any sort of credibility and recognition of its RAP plans.</p>	<p>This comment has been noted and taken on board.</p> <p>The City of Vincent has nine places of significance to Aboriginal people that are registered through the <a href="#">Aboriginal Heritage Inquiry System</a> at the Department of Planning, Lands and Heritage. Britannia Reserve (Lake Monger Velodrome) is acknowledged as one of these nine sites.</p>

## Attachment 2 – Draft Stretch Reconciliation Action Plan - Summary of Submissions

The Instagram poll conducted on 15 November generated additional responses:

- Is reconciliation important for us to work towards?
  - Yes – 19 (86%)
  - No – 3 (14%)
- What do you think is most important?
  - Increasing understanding – 11 (41%)
  - Building Relationships – 8 (30%)
  - Promoting reconciliation – 2 (7%)
  - Observing cultural protocols – 6 (22%)
- Any other ideas about reconciliation? (open question)
  - Could you help Vincent schools know how to do a RAP, they struggle to get going.
  - Cultural Awareness training by Danny Ford – for residents. Life changing.
  - Sort out the drunks, they aren't helping the cause.

**11.6 ADVERTISING OF AMENDED POLICY NO. 4.1.4 - FREEDOM OF INFORMATION**

**Attachments:** 1. Policy Freedom of Information Requests July 2022 (Draft) [↓](#) 

**RECOMMENDATION**

**That Council APPROVES the proposed amendments to the Freedom of Information Policy, at Attachment 1, for the purpose of community consultation.**

**PURPOSE OF REPORT:**

For Council to approve, for the purpose of community consultation, the proposed amendments to the Freedom of Information Policy as detailed at **Attachment 1**.

The amendment seeks to improve the information request experience of applicants by waiving the need for formal Freedom of Information request and fee where the information can be provided:

1. with less than two hours of officer time; *and*
2. unedited or edited to the extent that identification of a third party is protected.

The amendment effectively doubles the time available to the officer as the current policy allows for one hour only.

**DELEGATION:**

Section 2.7 of the *Local Government Act 1995* sets out the role of Council as being to 'determine the local government's policies'. There is no delegation to Administration to make, review or repeal policies.

**BACKGROUND:**

The [Freedom of Information Policy](#) was adopted by Council in April 1998 and last reviewed in February 2013.

The policy provides authority to the City's Freedom of Information Co-ordinator or Chief Executive Officer or his nominee to determine whether State held records can be released without the requirement for the applicant to submit a formal Freedom of Information application.

The policy was developed in response to applications being received that could be processed within a short time frame while still protecting the personal information of third parties.

Determining formal Freedom of Information access applications is a complicated process and comes at a cost to members of the public. It also creates delays to members of the public seeking information that can be provided rapidly.

The intent for the *Freedom of Information Act 1992* is to provide members of the public access to information held by state government agencies in a timely and efficient manner, and at the lowest possible cost.

The requirement of provisions outlined in clause 1.3 of the [Policy Development and Review Policy](#) were presented to Council Members through the monthly Policy Paper in June 2022 and November 2024. No comments were received.

**DETAILS:**

The elements set out in clause 1.3 of the Policy Development and Review Policy have been considered as set out below.

**Proposed objective of the new policy:**

The existing policy reaffirms the City's commitment to open, transparent, and accountable local government and provides authority to the FOI Co-ordinator or CEO to determine applications outside of the FOI Act.

Council may wish to consider documenting its continued support for open, transparent, and accountable local government.

Administration has prepared the following objective for Council's consideration:

- determine when information can be provided without the requirement to submit a formal access application.
- reaffirm the City's commitment to accountability.
- recognise and support the public right to access information held by local government.

**Requirement for a documented City position (including community need or legislative requirement):**

Section 44 of the *State Records Act 2000* states:

*"If a government record is not a State archive, any right that a person may have to be given access to it is to be determined under the FOI Act."*

There is no legislative requirement for this policy however in its absence all access applications would require a formal application to be lodged and there would be no mechanism in place to provide third party information outside of the *Freedom of Information Act 1992*.

Both current and former Information Commissioners have verbally commended the City for having this policy and it is in line with the Open by Design principles of the Australian Information Access Commissioners and Privacy Authorities.

**How the objectives align with the SCP:**

The policy objectives, as set out above align with the City's Strategic Community Plan 2022-2032 as follows:

Connected Community

*We have enhanced opportunities for our community to build relationships and connections with each other and the City.*

Innovative and Accountable

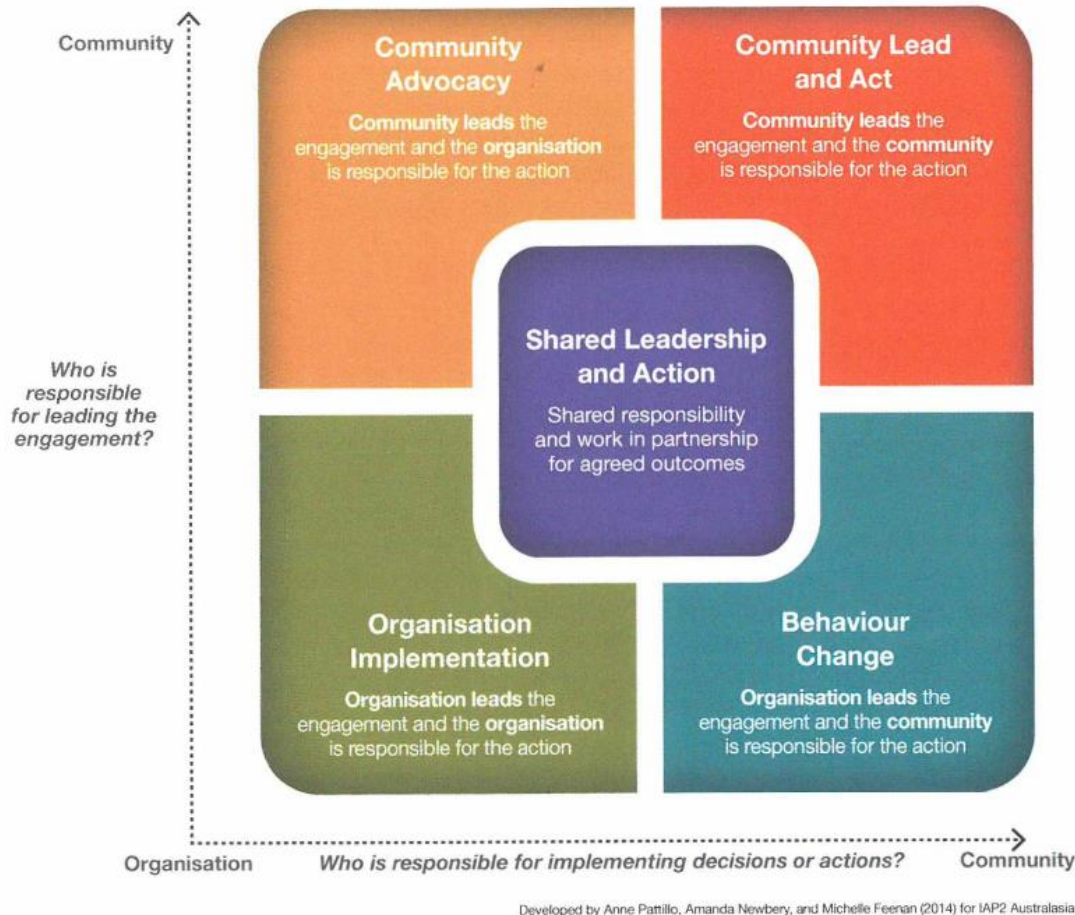
*Our community is aware of what we are doing and how we are meeting our goals.*

**Examples of current/best practice:**

In the 2023/24 financial year, Policy No. 4.1.4 has been invoked twice to provide applicants with access to records with third party personal information removed in a timely manner and at no cost.



## CONSULTATION/ADVERTISING:

**Organisation Implementation**

Engagement is used to both inform the community about the proposed policy, project or propositions, and to provide some input to the shape or execution of the policy, project or proposition.

**Tension:** People feel forced leading to an unresponsive process.

**Mitigation:** Increasing the level of influence, and implementing a transparent, robust process.

Your organisation has the legitimacy to lead and implement

**Communicate how community and stakeholder input has influenced the decision-making or implementation**

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

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

Public notice of this proposed new policy will be provided from January 2025.

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

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

**RISK MANAGEMENT IMPLICATIONS**

Risk Category	Risk Appetite / Tolerance Statement	Descriptor/clarification
<i>Threats to personal information</i>	The City has <b><i>no appetite</i></b> for threats to breaches of personal information.	<p>The City will:</p> <ul style="list-style-type: none"> <li>• Only use personal information provided by an individual for the purposes for which it was collected and for any other authorised use.</li> <li>• Only disclose personal information to third parties (including other authorities) where authorised.</li> </ul> <p>Take all necessary measures to prevent unauthorised access or disclosure of personal information.</p>

**Low:** It is low risk for Council to undertake community consultation of the proposed amended policy. In accordance with Council's Adopted Risk Appetite and Tolerance Statement this policy is essential to take all necessary measures to prevent unauthorised access or disclosure of personal information.

**STRATEGIC IMPLICATIONS:**

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

Connected Community

*We have enhanced opportunities for our community to build relationships and connections with each other and the City.*

Innovative and Accountable

*Our community is aware of what we are doing and how we are meeting our goals.*

**SUSTAINABILITY IMPLICATIONS:**

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

**PUBLIC HEALTH IMPLICATIONS:**

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

**FINANCIAL/BUDGET IMPLICATIONS:**

Minimal budget impact as the formal applicant fee is set at \$30.



CITY OF VINCENT

# FREEDOM OF INFORMATION REQUESTS

<b>Legislation / local law requirements</b>	<i>Freedom of Information Act 1992</i> <i>Freedom of Information Regulations 1993</i>
<b>Relevant delegations</b>	17.2 - Appointment of Principal Decision Maker
<b>Related policies, procedures and supporting documentation</b>	Guide 1. Recordkeeping Awareness Roles and Responsibilities Guide 2. Recordkeeping Awareness Unauthorised Disclosure of Official Information Guide 13. Freedom of Information Awareness Recordkeeping Procedure - Release of Planning approvals and associated stamped approved plans

## PRELIMINARY

### INTRODUCTION

Section 44 of the *State Records Act 2000* states:

*"If a government record is not a State archive, any right that a person may have to be given access to it is to be determined under the FOI Act."*

There is no legislative requirement for this policy however in its absence all access applications would require a formal application to be lodged and there would be no mechanism in place to provide third party information outside of the *Freedom of Information Act 1992*.

### PURPOSE

The purpose of this policy is to allow for determination of FOI applications and to set provisions for waiving the prescribed FOI fee.

### OBJECTIVE

To:

- provide information to the public, free of charge where possible, while maintaining the privacy of third parties in accordance with the Act.
- reaffirm the City's commitment to accountability.
- recognise and support the public right to access information held by local government.

# FREEDOM OF INFORMATION REQUESTS



## POLICY

Upon receiving a Freedom of Information request, the Chief Executive Officer or their delegate will determine the status of the request in accordance with the provisions of the Act.

If the determination is such that the information can be provided:

1. with less than two hours of officer time; *and*
2. unedited or edited to the extent that identification of a third party is protected

then the fee, as prescribed by the Council, will be waived.

If the applicant is not satisfied with this outcome, then they will be required to lodge a formal Freedom of Information request and pay the appropriate fee in accordance with the regulations.

OFFICE USE ONLY	
Responsible Officer	Coordinator Information
Initial Council Adoption	14/04/1998
Previous Title	Freedom of Information Requests
Reviewed / Amended	22/07/2003, 22/04/2008, 26/02/2013,
Next Review Date	12/2029

**12 CHIEF EXECUTIVE OFFICER****12.1 COUNCIL RECESS PERIOD 2024-25 - DELEGATED AUTHORITY TO THE CHIEF EXECUTIVE OFFICER**

**Attachments:** Nil

**RECOMMENDATION:**

1. That Council **DELEGATES BY ABSOLUTE MAJORITY**, pursuant to section 5.42 of the *Local Government Act 1995*, to the Chief Executive Officer, the power to deal with any items of business that may arise between 11 December 2024 and 3 February 2025, and which are not the subject of delegated authority already granted by Council, subject to:
  - 1.1 Reports being issued to all Council Members for a period of three business days with Council Members notified by phone prior to the delegated decision being made and no requests for 'call-in' of the matter being received from Council Members;
  - 1.2 Reports being displayed on the City's website for a period of three business days prior to the delegated decision being made;
  - 1.3 A report summarising the items of business dealt with under delegated authority being submitted for information to Council at its Ordinary Meeting to be held on 11 February 2025; and
  - 1.4 A Register of Items Approved under this Delegated Authority is being kept and made available for public inspection on the City's website during the period that the delegation applies.
2. **DETERMINES** for the purpose of section 5.43(b) of the *Local Government Act 1995* that the Chief Executive Officer can accept tenders up to a maximum value of \$500,000 for the period 10 December 2024 to 4 February 2025 subject to the conditions in recommendation 1.1 to 1.4 above.

**PURPOSE OF REPORT:**

To obtain Council's approval to deal with some matters not already delegated to the Chief Executive Officer (CEO) arising during the 2024-25 Council recess period.

**DELEGATION:**

Section 5.42 of the *Local Government Act 1995* provides that an Absolute Majority decision of Council is required to the CEO the exercise of any of its powers or the discharge of any of its duties.

**BACKGROUND:**

Council will be in recess after the Ordinary Council Meeting on 10 December 2024 until the Council Briefing on 4 February 2025. Arrangements need to be made to enable urgent items of business that arise during this period to be dealt with by the CEO.

**DETAILS:**

The Council recess period is from 11 December 2023 to 3 February 2025, inclusive. A Council resolution is required to allow the CEO to make a decision on matters which may arise during this period for which no delegated authority currently exists. Matters which require an absolute majority decision are not able to be delegated, and will be considered at the 11 February 2025 Ordinary Meeting of Council.

Reports relating to decisions proposed to be made using the recess period delegations will be issued to all Council Members for review and comment for a period of three business days which would allow Council Members to:

- either comment on the proposed decision, and for those comments to be considered prior to any decision being made, or
- to 'call-in' the matter, thereby preventing the delegation being exercised.

If a matter is called in then it would be referred to the 11 February 2025 Ordinary Meeting of Council.

Council has delegated authority to the CEO to accept tenders up to the value of \$250,000. Administration is expecting to be in a position to award the following tender over the recess period, which has a proposed value above this threshold:

Tender No.	Tender Description	Proposed Value
IE360/2024	Asbestos Removal and Encapsulation for BPLC	\$500,000

In order for the City to accept these tenders under delegated authority during the Council recess period, it is necessary for Council to delegate to the CEO the power to accept tenders above the value of \$250,000. Administration believes that a limit of \$500,000 will be sufficient to enable the CEO to deal with these tenders.

**CONSULTATION/ADVERTISING:**

There is no statutory requirement for consultation with the community or Council Members in respect to items proposed to be decided under delegated authority during the recess period.

Items being processed under delegated authority will be published on the City's website and will be referred to Council Members for comment and 'call-in' for a period of three days prior to the delegated decision being made.

**LEGAL/POLICY:**

Under Section 5.42 of the *Local Government Act 1995* (Act), Council may, by absolute majority, delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act, other than those referred to in section 5.43. Section 5.42(2) provides specifically that:

“(2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*”

Section 5.43 of the Act includes the following:

**“5.43 Limits on delegations to CEO**

*A local government cannot delegate to a CEO any of the following powers or duties —*

- a) *any power or duty that requires a decision of an absolute majority of the council;*
- b) *accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- c) *appointing an auditor;*
- d) *acquiring or disposing of any property...*
- e) *...*

**RISK MANAGEMENT IMPLICATIONS:**

<b>Risk Category</b>	<b>Risk Appetite / Tolerance Statement</b>	<b>Descriptor / clarification</b>
<i>A breach in Delegated Authority</i>	The City has a <b>very low risk tolerance</b> for breach in delegated authority.	<p>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.</p> <p>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.</p>

Low: granting delegation to the CEO for functions otherwise determine by Council during the recess period is necessary to ensure business continuity for the City.

Elected Members will have the opportunity to "call in" any matters proposed to be determined by Administration pursuant to this recess delegation, which mitigates the risk of any decisions being made contrary to Council's position.

All reports will be published on the City's website and a report will be tabled to Council after the recess period outlining any decisions made under this delegation.

**STRATEGIC IMPLICATIONS:**

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

Innovative and Accountable

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

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

**SUSTAINABILITY IMPLICATIONS:**

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

**PUBLIC HEALTH IMPLICATIONS:**

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

**FINANCIAL/BUDGET IMPLICATIONS:**

Nil.

**COMMENTS:**

Nil.

<b>12.2</b>	<b>APPOINTMENT OF A COUNCIL MEMBER FOR THE MINDARIE REGIONAL COUNCIL FROM 1 JANUARY 2025</b>
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**Attachments:** Nil

**RECOMMENDATION:**

**That Council:**

1. **NOTES** that Cr Alex Castle will resign from her position as the City's representative on the Mindarie Regional Council, effective 31 December 2024;
2. **NOTES** the nominations received from Mayor Xamon and Cr Alexander at the Council Briefing on 3 December 2024; and
3. **APPROVES BY ABSOLUTE MAJORITY** the appointment of:

Cr \_\_\_\_\_

**to represent the City on the Mindarie Regional Council from 1 January 2025 until the next ordinary local government election, being 18 October 2025.**

**PURPOSE OF REPORT:**

To appoint the City's representative on the Mindarie Regional Council (MRC).

**DELEGATION:**

Clause 4.1 of the MRC Constitution dated 1987 outlines that the regional council shall comprise the number of councillors specified in the deed of agreement and the regional council members shall be appointed by the Local Government. The Local Government Act defines the 'Local Government' as the Elected Members.

**BACKGROUND:**

The MRC comprise of representatives of the seven local government owner Councils. The establishment agreement of the MRC provides that the membership is to align with the local government election cycle. At the Special Meeting of Council on 24 October 2023, Council appointed Cr Alex Castle as its nominated representative to the Mindarie Regional Council for the period 24 October 2023 to 18 October 2025. Cr Castle has tendered her resignation and her term will end as the City's representative on 1 January 2025.

At the Council Briefing on 3 December 2024, nominations were received from Mayor Xamon and Cr Alexander for the position of the City's representative on the Mindarie Regional Council. A secret ballot will be required to determine the new representative. This process will be undertaken during consideration of this item.



**DETAILS:**

The key details of the MRC are as follows

Location of Meetings:	Member Councils on a rotation basis
Time of Meetings:	6.30pm
Meeting Occurrence:	Bi-monthly
Day of Meetings:	Last Thursday of Month (approx.):
Dates of Meetings for 2025 (until election):	TBC
No. of Meetings held in 2018-2019 Period:	8 Meetings (including 1 Special Meetings)
Responsible Liaison Officer:	Chief Executive Officer
Purpose of Council:	To make decisions concerning Waste Management, including the landfill disposal site at Tamala Park.
Member Sitting Fees:	<ul style="list-style-type: none"><li>• \$10,990 per annum</li><li>• \$1,040 for Information Technology allowance</li><li>• \$0 per meeting for Alternate Member</li></ul> <i><u>Note:</u> Child Care and Travel costs will be reimbursed in accordance with Reg. 31 and 32 of the Local Government (Administration) Regulations 1996</i>

More detailed information about [Mindarie Regional Council](#) can be found on its website.

**CONSULTATION/ADVERTISING:**

No advertising is required for this decision.

**LEGAL/POLICY:**

Division 4 of the *Local Government Act 1995* sets out the requirements for forming a regional Council.

It is a requirement of the MRC Establishment Agreement that Council carries a specific resolution to nominate an Alternate Member for each occasion that the approved Member is unable to act.

## RISK MANAGEMENT IMPLICATIONS

Risk Category	Risk Appetite/ Tolerance Statement	Descriptor/clarification
<i>Disruption to the operation of the business</i>	The City has a very <b>low tolerance</b> 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>Activities against ratepayer values &amp; ethics</i>	The City has a <b>very low risk appetite</b> 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>Protecting and preserving the environment</i>	The City is committed to protecting and preserving the environment and has a <b>low risk appetite</b> for activities that would significantly degrade the environment	The City will act swiftly against actions that are detrimental to the environment

**Low:** It is low risk for Council to appoint a representative to the Mindarie Regional Council.

It is essential that the City has suitable representation on the MRC to support the responsible disposal of the City's waste in line with Council's adopted [Waste Strategy 2018 -2023](#) and the [Sustainable Environment Strategy 2019-2024](#).

## STRATEGIC IMPLICATIONS:

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

3. Innovative and Accountable

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

## SUSTAINABILITY IMPLICATIONS:

This does not directly contribute to any environmental sustainability outcomes, but means the City's sustainability priorities as set out in the City's *Sustainable Environment Strategy 2019-2024* will be represented at the MRC.

**PUBLIC HEALTH IMPLICATIONS:**

This does not directly contribute to any public health outcomes, but means the City's public health interests as set out in the City's *Public Health Plan 2020-2025* will be represented at the MRC.

**FINANCIAL/BUDGET IMPLICATIONS:**

There are no budget implications for the City in respect to appointing members to the MRC. Council members receive allowances as detailed above, paid by the MRC.

**12.3 REVIEW OF POLICY FRAMEWORK AND ADVERTISING OF AMENDED POLICY DEVELOPMENT AND REVIEW POLICY**

- Attachments:**
1. Policy Review Summary [↓](#) 
  2. Policy Document Register and Review Plan (marked up) [↓](#) 
  3. Indicative Policy Review Schedule 2025 [↓](#) 
  4. Policy Development and Review Policy (marked up) [↓](#) 
  5. Policy Development and Review Policy (clean copy) [↓](#) 

**RECOMMENDATION**

**That Council:**

1. **RECEIVES** the Policy Review Summary at Attachment 1; and
2. **APPROVES** the:
  - 2.1 updated Policy Document Register and Review Plan, at Attachment 2;
  - 2.2 Policy Review Schedule for 2025 at Attachment 3; and
  - 2.3 proposed amendments to the [Policy Development and Review Policy](#) at Attachment 4, for the purpose of community consultation.

**PURPOSE OF REPORT:**

1. To present a review of the Policy Document Register and Review Plan (Plan) as summarised at **Attachment 1**;
2. Approve the updated Plan at **Attachment 2** and review schedule for 2025 at **Attachment 3**; and
3. Approve, for the purpose of community consultation, the proposed amendments to the [Policy Development and Review Policy](#) (Policy) as detailed at **Attachment 4**.

**DELEGATION:**

Section 2.7 of the *Local Government Act 1995* sets out the Role of Council as being to 'determine the local government's policies'. There is no delegation to Administration to make, review or repeal policies.

The Policy Document Register and Review Plan is required to be reviewed annually, and the outcome of each review presented to Council.

**BACKGROUND:**

The [Policy Development and Review Policy](#) was developed in consultation with Council Members and adopted at the Council Meeting 15 December 2020. The Policy provides guidance on the development and review of the City's strategies, policies and action plans to achieve transparent and consistent decision making which aligns with the City's objectives, strategic priorities and legislative requirements. In accordance with clause 5.1 of the Policy, this is now due for periodic review.

The Policy Document Register and Review Plan (Plan) was presented and approved by Council at its 13 October 2020 meeting. The Plan supports implementation of the Policy, in particular a systematic review of Policy Documents and alignment with the priorities of the Strategic Community Plan (SCP). In accordance with clause 5.3 of the Policy, Administration is required to review the Plan annually and present the outcome of each review to Council.

**DETAILS:**Policy Framework Overview:

The City's Policy Framework includes two key documents that provide the foundation for the management and review of all policy documents:

## 1. Policy Development and Review Policy

- Identifies the legislative hierarchy of governing documents.
- Aligns all documented City positions (strategies, policies, and action plans) with the priorities of the SCP.
- Guides Council and Administration on the development, consultation, implementation, review, amendment and repeal of policy documents.
- Reviewed by Council every four years to ensure continued relevance and alignment with the City's priorities.

## 2. Policy Document Register and Review Plan

- Provides a central repository for all policy documents, tracking their adoption and review history.
- Aligns policy documents with the SCP, recording review outcomes and proposed future review dates.
- An annual review of the Plan is required, with the outcomes presented to Council in accordance with clause 5.3 of the Policy.

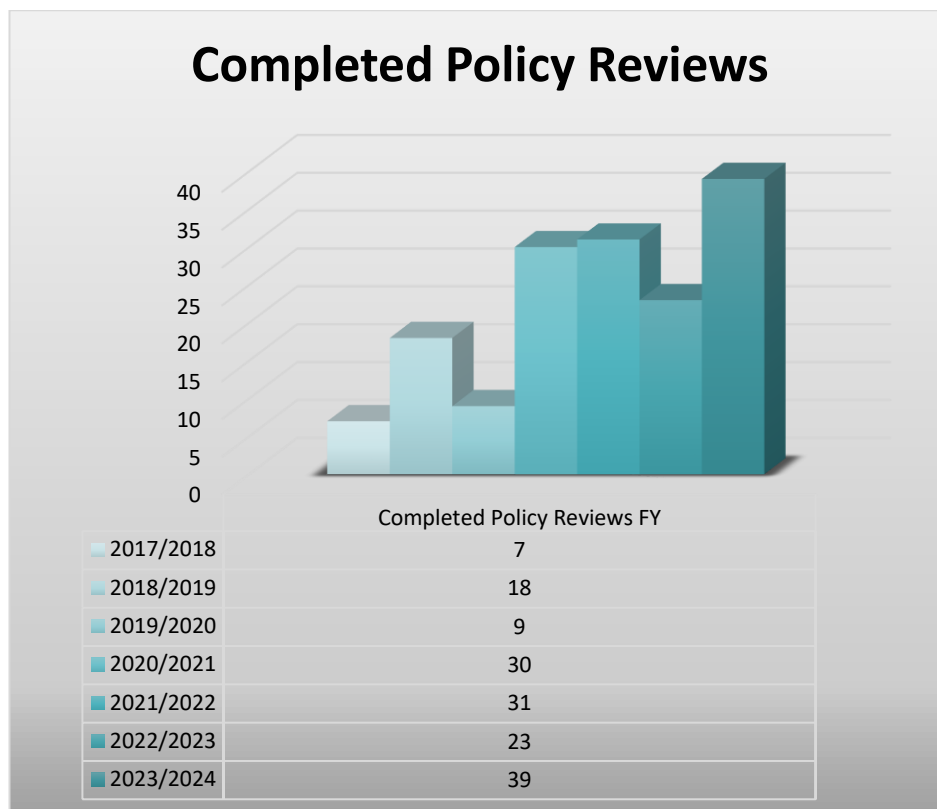
Policy and Plan Review Summary

Since the Policy and Plan were adopted in late 2020 Administration has engaged with Council Members through 133 policy paper reports across 33 publications and finalised the review of 123 policy documents as detailed below.

The Framework has facilitated a clear and constant policy review program which is reflected in the exponential increase of policy review output.

The monthly Policy Paper facilitates engagement and early consultation with Council Members to provide robust and well considered policy outcomes.

The review summary at **Attachment 1** outlines the progress of the Plan.



The Plan identifies the agreed early consultation dates from the schedule approved in 2023 and notes where an extension has been requested. Additional comments have also been tracked in the updated Plan at **Attachment 2**.

In compiling implementation statistics, it was noted that there are 36 reviews scheduled to be undertaken in 2025. These include 23 of the 47 overdue policy documents.

There are 29 overdue reviews commencing, and/or in the final stages of consultation, and the remaining 7 are postponed with reasons noted in the comments section of the Plan.

The City has 111 policy documents. Review requirements based on these documents are as follows:

- 89 policies averaging a 4-year review period = 22.25 per year;
- 8 Strategies averaging a 5-year review period = 1.6 per year;
- 14 Plans averaging a 5-year review period = 2.8 per year.

To maintain periodic reviews Administration will need to finalise **27 reviews** per year.

Based on the review trend from the last 4 years Administration has completed an average of **29 policy reviews** per year.

Assuming the review rate continues, meets the proposed schedule and excluding postponed or extended consultation periods, it will take approximately 2 years to clear all overdue policy reviews.

The review schedule at **Attachment 3** identifies the indicative review program for 2025.

#### **An evaluation of the effectiveness of the existing Policy and practice**

While the Framework provides a strong foundation for policy development and review requirements, an evaluation of its effectiveness has identified areas where the Policy could better meet the needs of the City.

Title and Scope Clarification:

The current title, Policy Development and Review Policy, may be misleading as it does not explicitly reference strategies or action plan. To reflect its broader scope, a more inclusive title such as Corporate Document Development Policy is recommended. This would better communicate that the policy governs the creation and maintenance of all strategic documents, not just policies. The name reflects the comprehensive nature of the policy's application across all Council documented positions, including policies, strategies, and action plans, ensuring clarity.

Effectiveness of consultation

The review has highlighted an opportunity to enhance consultation practices by categorising amendments based on their significance and potential impact on the community. This approach ensures that all changes are communicated clearly, and that the community is adequately consulted and engaged wherever appropriate.

To achieve this, it is proposed to introduce a classification system similar to that used for local planning scheme amendments. Amendments would be categorised as *Complex, Standard, or Administrative*, ensuring transparency and consistency in consultation practices while maintaining alignment with the [Community and Stakeholder Engagement Policy](#).

**Complex Amendments**

- Definition: Substantial changes that alter a policy's objectives, purpose, or have a significant impact on the community.
- Consultation Requirement: Broad public engagement is required, in accordance with the Community and Stakeholder Engagement Policy, to ensure that significant changes are communicated effectively, and that the community has ample opportunity to provide input.

**Standard Amendments**

- Definition: Modifications to policy provisions that do not fundamentally change the policy's core objectives but may adjust its implementation.
- Consultation Requirement: Standard amendments will be advertised for a minimum of 21 days in accordance with the Community and Stakeholder Engagement Policy. The level of consultation will be tailored to the nature and potential impact of the changes, with recommendations for engagement platforms presented to Council for determination.

**Administrative Amendments** (formerly referred to as Minor Amendments)

- Definition: Amendments of a non-substantive nature that do not affect the intent, purpose, or application of the policy. These include:
  - Grammatical and formatting corrections.
  - Updates to titles, organisational structures, or position names.
  - Adjustments to reflect changes in legislation or regulatory references.
- Consultation and Council Approval: Administrative amendments have not previously required consultation or Council approval, in accordance with clause 5.6 of the Policy, as they are procedural and do not materially impact policy objectives or community outcomes. This approach will continue to ensure that administrative updates can be actioned efficiently. The term *Administrative Amendments* has been proposed to provide greater clarity and better align with the procedural nature of these updates. This change eliminates any confusion around the term "Minor Amendments" by clearly reflecting the intent that such changes are administrative in scope and do not require public consultation or Council approval.

The categorisation system reinforces Council's commitment to ensuring that the community is engaged and consulted on all amendments that may affect them, while enabling Council and Administration to prioritise resources on those that require more extensive engagement efforts.

This approach ensures that consultation efforts are both meaningful and proportional, strengthening community engagement for impactful changes while maintaining efficiency for minor, non-substantive updates.

**Additional Clause to Support Prioritisation of Early Consultation**

To streamline the review process, an additional dot point to clause 1.3 has been introduced requiring the identification of the amendment category during early consultation.

By clearly outlining the significance of proposed changes, this clause will assist Elected Members in prioritising their review of early consultation materials. It enables focused attention on amendments most likely to impact policy outcomes and require Council input to shape the direction of the document prior to formal drafting. This will ensure Council's time and resources are effectively allocated.

A tracked version of the policy, highlighting proposed amendments, is included at **Attachment 4**. For ease of reading, a clean version of the policy with the proposed amendments is provided at **Attachment 5**.

**Financial impacts of policy:**

Improving community engagement and enhancing early consultation practices will ensure that Council allocates its time and resources efficiently.

**Requirement for a documented City position (including community need or legislative requirement):**

The Policy was created in response to the growing need for timely and systematic reviews of outdated policies and the requirement for Council direction and oversight. The Policy ensures that all policy documents, including policies, strategies, and action plans, are regularly reviewed, updated, and aligned with the City's strategic priorities and legislative requirements.

A documented position remains essential to guarantee ongoing accountability and to reduce the backlog of overdue policy reviews, providing clear processes for their management and alignment with Council objectives.

**Proposed objective of the policy:**

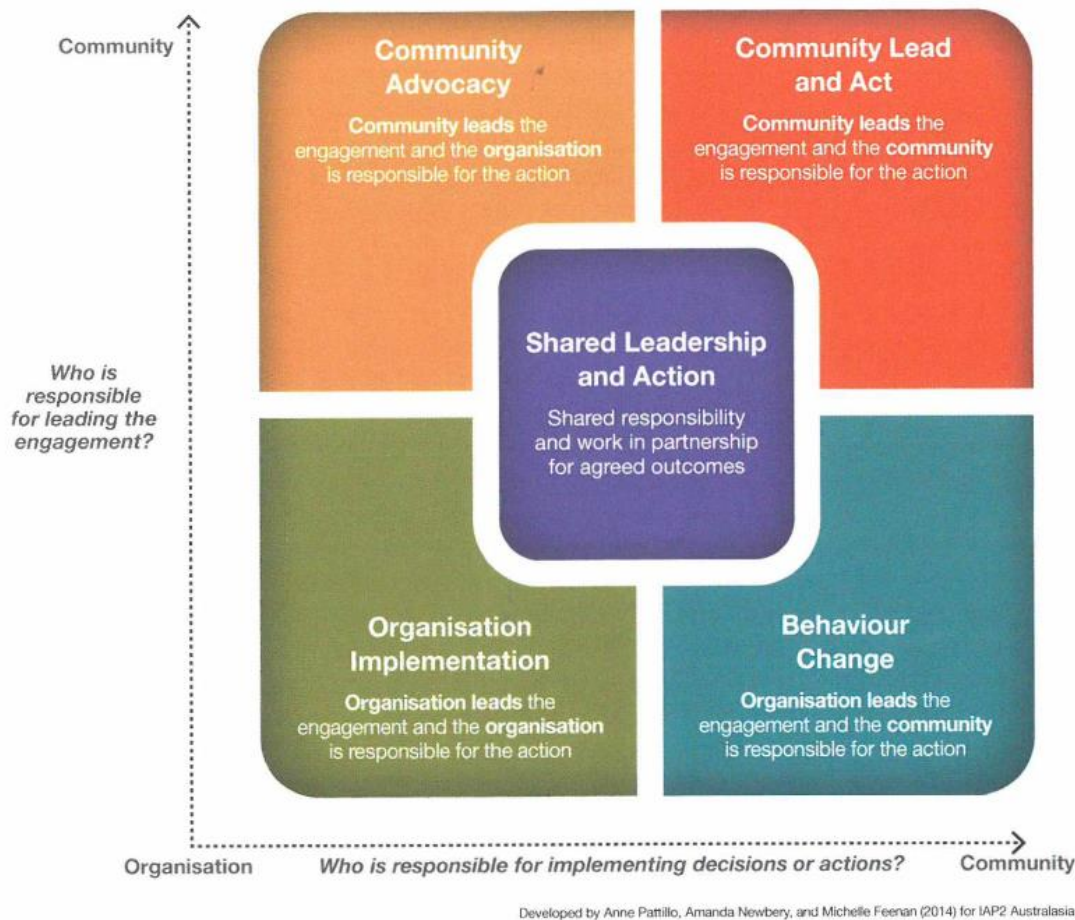
The Policy objective is to:

- identify the hierarchy of governing documents that drive the delivery of the community's long-term vision as set out in the City's Strategic Community Plan (SCP);
- align the City's policy documents with the priorities of the SCP; and
- guide Council and Administration on the development, consultation requirements, implementation, review, amendment and repeal of policy documents.

There is no change proposed to the Policy objective.



## CONSULTATION/ADVERTISING:

**Organisation Implementation**

Organisations lead engagement and seek input, shape the policies, projects and services for which they are responsible. This is a familiar and traditional approach to policy development, project management and service delivery.

**Tension:** People feel forced leading to an unresponsive process.

**Mitigation:** Increasing the level of influence, and implementing a transparent, robust process.

Required under regulations/legislation

Communicate how community and stakeholder input has influenced the decision-making or implementation

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

- notice published on the City's website.

**LEGAL/POLICY:**

Clause 5.1 of the [Policy Development and Review Policy](#) requires the Policy to be reviewed by Administration at least once every four years.

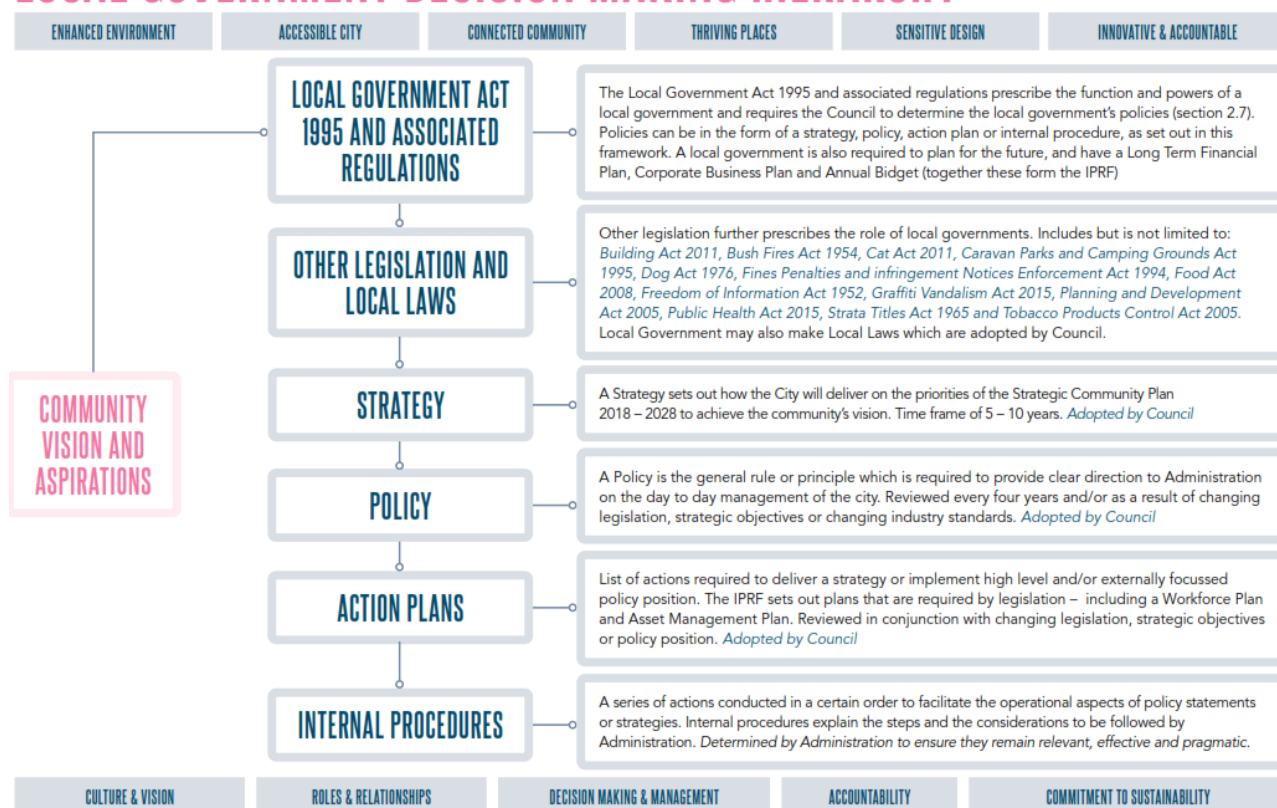
Clause 5.3 of the [Policy Development and Review Policy](#) requires Administration to review the Plan annually and present the outcome of the review to Council.

In accordance with section 2.3 of the Policy Development and Review Policy:

*The purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City's decision making and advocacy;*

The purpose of the Policy is to provide guidance on the development and review of the City's strategies, policies and action plans (policy documents) to achieve transparent and consistent decision making which aligns with the City's objectives, strategic priorities and legislative requirements.

## LOCAL GOVERNMENT DECISION MAKING HIERARCHY



### RISK MANAGEMENT IMPLICATIONS

Risk Category	Risk Appetite and tolerance statement	description/clarifications
Less than better practice for Governance, Due diligence, Accountability and Sustainability	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 by which the City uses to achieve its strategic priorities and undertake its service delivery.

Low: It is low risk for Council to approve amendments to the Policy for the purpose of advertising as these changes improve clarity, accountability and enshrine Council's expectations in regards to the preparation of corporate documents.

Annual review of the policy review schedule is aligned with Council's adopted [Risk Appetite and Tolerance Statements](#). As outlined in the applicable section above, the review schedule is in line with the Governance Framework as a tool that defines systems, processes and allows Council to track the progress of policy review. The annual review is a necessary accountability check to demonstrate that policies are being prioritised and progressed in line with the organisations strategic priorities.

**STRATEGIC IMPLICATIONS:**

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

Innovative and Accountable

*Our community is aware of what we are doing and how we are meeting our goals.  
We are open and accountable to an engaged community.*

**SUSTAINABILITY IMPLICATIONS:**

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

**PUBLIC HEALTH IMPLICATIONS:**

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

**FINANCIAL/BUDGET IMPLICATIONS:**

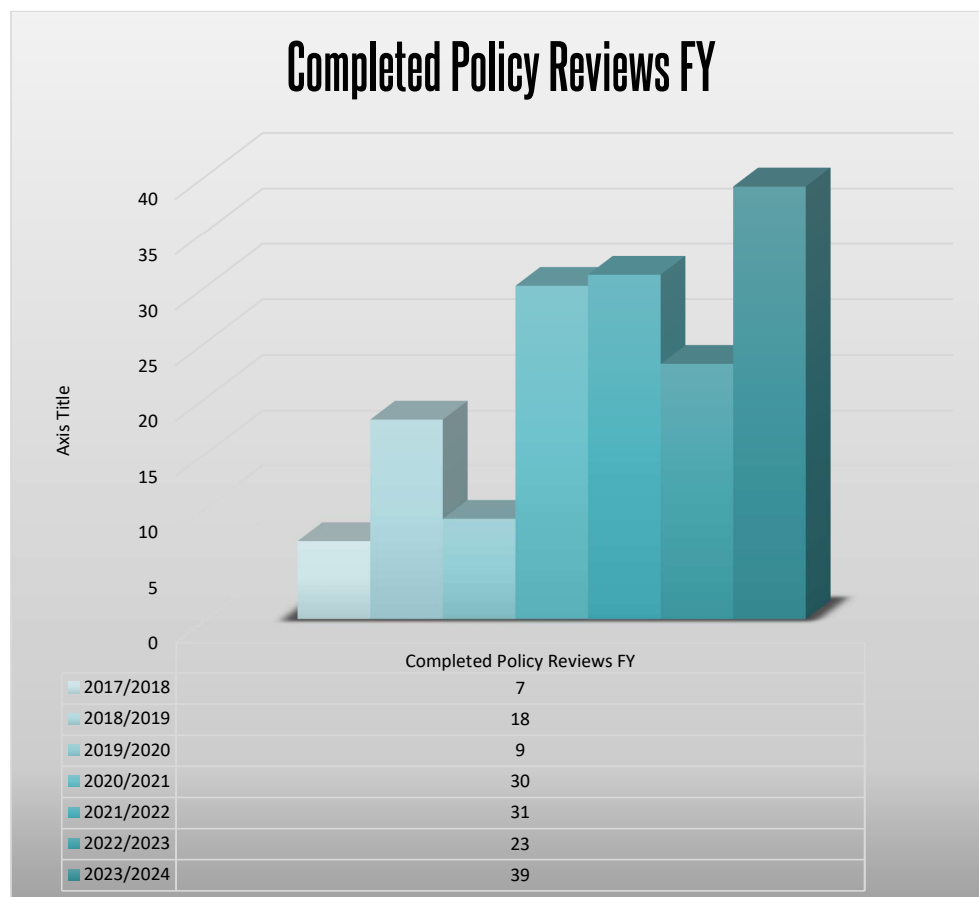
Nil

# Policy Review Summary

Since the Policy Document Register and Review Plan (Plan) was adopted in October 2020 Administration has provided early consultation to Council Members through 133 policy paper reports across 33 publications and finalised the review of 123 policy documents as detailed below:

Completed reviews	
Policy reviewed and updated	49
Policy reviewed and repealed	56
Strategy developed and adopted	5
Plan developed and adopted	13
<b>Grand Total</b>	<b>123</b>

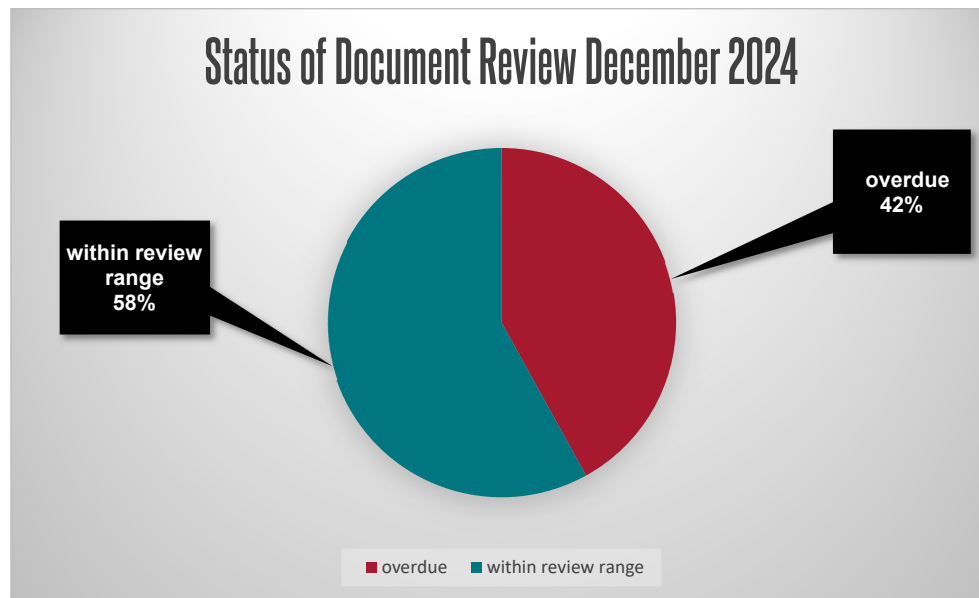
The following chart defines the exponential increase of policy review output since implementation of the Plan.



Last updated 20 November 2024

There are currently 47 policy documents that are past their review date (42%).

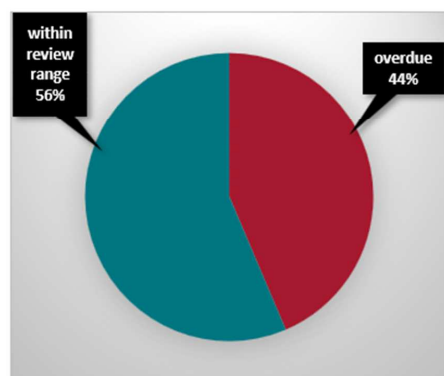
Status	Plan	Policy	Strategy	Total
within review range	8	53	3	64
overdue	6	36	5	47
<b>Total</b>	<b>14</b>	<b>89</b>	<b>8</b>	<b>111</b>



Responsibility of these reviews is split across three directorates as follow:

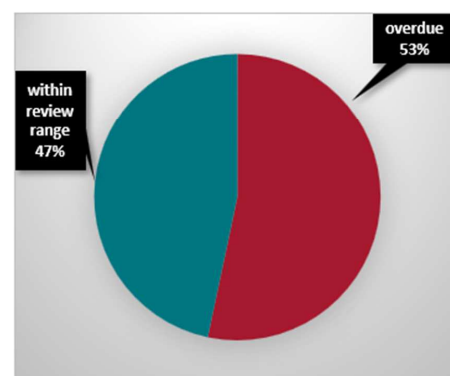
#### Strategy & Development

Status	Count of Policy Document
overdue	34
within review range	44
<b>Grand Total</b>	<b>78</b>



#### Infrastructure & Environment

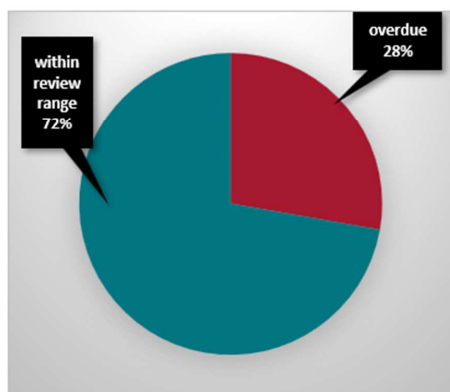
Status	Count of Policy Document
overdue	8
within review range	7
<b>Grand Total</b>	<b>15</b>



Last updated 20 November 2024

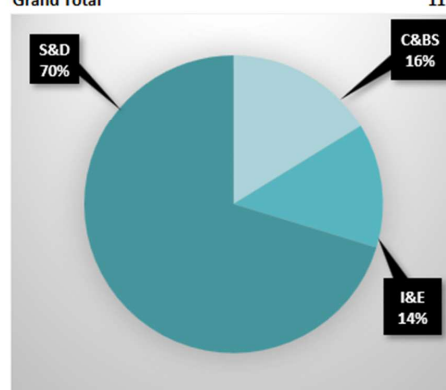
## Community and Business Services

Status	Count of Policy Document
overdue	5
within review range	13
Grand Total	18



## Document Ownership

Row Labels	Count of Type
Community and Business Servi	18
Infrastructure & Environment	15
Strategy & Development	78
Grand Total	111



The review progress of those policies listed as overdue is noted below.

Overdue Review Progress	Plan	Policy	Strategy	Total
Community consultation underway	1	1	0	2
Early consultation with Council Members	1	12	2	15
Commenced by Administration	2	7	3	12
Postponed	1	6	0	7
Not yet commenced	1	10	0	11
Total	6	36	5	47

Review requirements based on current Policy documents:

- 89 policies averaging a 4-year review period = 22.25 per year
- 8 Strategies averaging a 5-year review period = 1.6 per year
- 14 Plans averaging a 5-year review period = 2.8 per year

To maintain periodic reviews Administration will need to finalise **27 reviews** per year.

Based on the review trend from the last 4 years Administration has completed an average of **29 documents** per year.

Assuming the review rate continues, meets the proposed schedule and excluding postponed or extended consultation periods, it will take approximately 2 years to clear all overdue policy reviews.

Last updated 20 November 2024

## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed Early Consultation (Policy Paper)	Review Progress	Comments
<a href="#">Appendix 22 - Development Design Guidelines for Structures Above or Adjacent to the Graham Farmer Freeway Tunnel Northbridge Council Members Requests - Contact with City Employees (4.2.05)</a>	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	1/01/2001	1/01/2005	overdue	19 years, 10 months, 0 days	2024/2025	No	No change	Not commenced	Review was scheduled for 2024/25
<a href="#">Affordable Housing Strategy</a>	Strategy	Strategy & Development	Manager Strategic Planning	Thriving Places	24/02/2009	24/02/2014	overdue	10 years, 8 months, 8 days	2023/2024	Yes	2024/2025	Review commenced	Review scheduled for 2023/24 to integrate into Local Planning Strategy and remove standalone strategy
<a href="#">Closed Circuit Television (3.9.12)</a>	Policy	Infrastructure & Environment	Manager Ranger Services	Connected Community	13/04/2010	13/04/2014	overdue	10 years, 6 months, 19 days	Postponed	No	No change	Postponed	Approval to advertise amended policy is being presented in late 2022 Postponed pending new privacy legislation which will inform final updates to the Policy.
<a href="#">Vehicle Management (4.1.16)</a>	Policy	Infrastructure & Environment	Manager Engineering	Innovative & Accountable	28/09/2010	28/09/2014	overdue	10 years, 1 months, 4 days	April to June 2024	Yes	2024	Early consultation underway	Included in November Policy Paper
<a href="#">Privacy Management (4.1.31)</a>	Policy	Community and Business Services	Executive Manager Information and Communication Technology	Innovative & Accountable	1/11/2010	1/11/2014	overdue	10 years, 0 months, 0 days	Postponed	No	No change	Postponed	The City is working with Department of Premier and Cabinet and their Privacy and Responsible Information Sharing readiness framework in preparation for new WA Govt Privacy legislation expected at the end of 2024.



## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed Early Consultation (Policy Paper)	Review Progress	Comments
Precinct Parking Management Plan	Plan	Infrastructure & Environment	Manager Ranger Services	Accessible City	25/11/2009	25/11/2014	overdue	9 years, 11 months, 7 days	April to June 2024	No	No change	Early consultation underway	Review is complete updated plans were presented to Council Workshop 27 August 2024, a report to Council for endorsement to be prepared.
Parks Reserves and Hall Facilities - Conditions of Hire of Use (2.1.7)	Policy	Infrastructure & Environment	Manager Beatty Park Leisure Centre	Connected Community	22/02/2011	22/02/2015	overdue	9 years, 8 months, 10 days	2024	No	No change	Early consultation underway	Review has been undertaken and presented to Elected Members in the September 2022 Policy Paper. Further consultation was requested. Review deferred to ensure alignment to the draft Sport and Facilities Plan which is now being replaced with a draft Community Infrastructure Plan. Once plans for the CIP are decided a way forward with this Policy will be decided. Included in November Policy Paper
Sustainable Design (7.5.10)	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	22/03/2011	22/03/2015	overdue	9 years, 7 months, 10 days	2024/2025	No	No change	Review commenced	Currently being reviewed following community consultation
Appendix 20 - Refunding and Waiving Planning And Building Fees	Policy	Strategy & Development	Manager Development & Design	Sensitive Design	27/11/2011	27/11/2015	overdue	8 years, 11 months, 5 days	April to June 2024	No	No change	Early consultation underway	Included in August 2024 Policy Paper & scheduled for Council workshop September 2024
Truncations (2.2.6)	Policy	Infrastructure & Environment	Manager Engineering	Thriving Places	28/02/2012	28/02/2016	overdue	8 years, 8 months, 4 days	April to June 2024	Yes	2024/2025	Review commenced	Publication proposed for November Policy Paper
Telecommunication Facilities (7.5.6)	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	28/02/2012	28/02/2016	overdue	8 years, 8 months, 4 days	2024/2025	No	No change	Not commenced	Review was scheduled for 2024/2025
Sound Attenuation (7.5.21)	Policy	Strategy & Development	Manager Public Health & Built Environment	Sensitive Design	24/07/2012	24/07/2016	overdue	8 years, 3 months, 8 days	2024/2025	No	No change	Not commenced	Review was scheduled for 2024/25. Propose review will not commence prior to final quarter of 24/25 financial year.



## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed Early Consultation (Policy Paper)	Review Progress	Comments
Multicultural Plan 2013-2017	Plan	Community and Business Services	Executive Manager Communications and Engagement	Connected Community	1/01/2013	1/01/2017	overdue	7 years, 10 months, 0 days	Postponed	No	No change	Postponed	This plan will not be reviewed or updated. A new Community Development Framework will be developed in 2024 to include elements from the Multicultural plan
Heritage Strategic Plan 2013 – 2017	Plan	Strategy & Development	Manager Strategic Planning	Sensitive Design	1/01/2013	1/01/2017	overdue	7 years, 10 months, 0 days	2023/2024	Yes	2024/2025	Review commenced	Review scheduled to commence 2024/25.
Laneways and Rights of Way (2.2.8)	Policy	Infrastructure & Environment	Manager Engineering	Thriving Places	9/04/2013	9/04/2017	overdue	7 years, 6 months, 23 days	April to June 2024	Yes	January to March 2025	Review commenced	Review in early stages Proposed publication January to March 2025
Appendix 11 - Non - Conforming Use Register	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	11/06/2013	11/06/2017	overdue	7 years, 4 months, 21 days	2024/2025	Yes	2025	Not commenced	Review was scheduled for 2024/25. Review to be informed by the outcome of the Local Planning Strategy
Trees of Significance (7.6.3)	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	25/06/2013	25/06/2017	overdue	7 years, 4 months, 7 days	2023/2024	Yes	2024	Early consultation underway	Included in August 2024 Policy Paper.
Concerts and Events (3.8.3)	Policy	Strategy & Development	Manager Public Health & Built Environment	Connected Community	1/03/2014	1/03/2018	overdue	6 years, 8 months, 0 days	July to September 2024	Yes	2024/2025	Not commenced	Statewide (public health) regulatory changes not expected for at least another 12 - 18months. Policy review to progress. Request extension to complete review to December 2024. this will enable Administration to consider implications associated with the Local Planning Policy: Planning Exemptions.
Licensed Premises (7.5.7)	Policy	Strategy & Development	Manager Strategic Planning	Thriving Places	11/03/2014	11/03/2018	overdue	6 years, 7 months, 21 days	2023/2024	Yes	2024/2025	Not commenced	Review scheduled for 2024/25
Domestic Satellite Dishes Microwave Antennae	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	23/03/2014	23/03/2018	overdue	6 years, 7 months, 9 days	2024/2025	No	No change	Not commenced	Review was scheduled for 2024/2025

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and Tower Masts (7.5.5)													
Construction Management Plans (7.5.23)	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	24/06/2014	24/06/2018	overdue	6 years, 4 months, 8 days	2024	No	No change	Early consultation underway	Early consultation commenced February 2024 and is ongoing
Alcohol Management (3.8.7)	Plan	Strategy & Development	Manager Public Health & Built Environment	Connected Community	1/04/2015	1/04/2019	overdue	5 years, 7 months, 0 days	July to September 2024	Yes	2024/2025	Not commenced	There are a number of projects through the Public Health Plan (PHP) that would influence this policy, and we would be better equipped to update this policy once these projects were finalised next year and ensure alignment between both the policy and deliverables within the PHP. Postponed from October to December 2023 - Local Drug Action Group (LDAG) (Vincent, Subiaco, Perth) has formed and are meeting regularly. Group currently collecting and collating data, to form shared goals / actions / strategies. Propose to delay Policy review to July 2024, to incorporate findings of LDAG Group. In July 2024, LDAG finalised an Alcohol Action Plan, to be implemented between 2024 - 2027. One objective is 'to use local health and community safety data to inform Local Government strategies, plans, policies... to create healthier and safer settings. Review of this Policy to progress. Propose report to Council in last quarter of 2024 i.e. seek extension 3 months.
Car Sharing Policy (7.7.2)	Policy	Strategy & Development	Manager Strategic Planning	Accessible City	30/06/2015	30/06/2019	overdue	5 years, 4 months, 2 days	2024/2025	No	No change	Review commenced	Review scheduled for 24/25

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<a href="#">Heritage Assistance Fund (7.6.9)</a>	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	5/04/2016	5/04/2020	overdue	4 years, 6 months, 27 days	2023/2024	No	No change	Community consultation underway	Deferred at June 2024 Council Meeting. To be presented to December 2024 Council Meeting following review of Community Funding Policy
<a href="#">Public Murals (3.10.9)</a>	Policy	Strategy & Development	Manager Strategic Planning	Thriving Places	10/03/2017	10/03/2021	overdue	3 years, 7 months, 22 days	2023/2024	No	No change	Early consultation underway	Included in August 2024 Policy Paper
<a href="#">Art Collection Policy (3.10.7)</a>	Policy	Strategy & Development	Manager Strategic Planning	Thriving Places	22/08/2017	22/08/2021	overdue	3 years, 2 months, 10 days	2023/2024	No	No change	Early consultation underway	Included in August 2024 Policy Paper
<a href="#">Public Art (3.10.8)</a>	Policy	Strategy & Development	Manager Strategic Planning	Thriving Places	22/08/2017	22/08/2021	overdue	3 years, 2 months, 10 days	2023/2024	No	No change	Early consultation underway	Included in August 2024 Policy Paper
<a href="#">Substantial Commencement of Development (7.5.4)</a>	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	27/08/2017	27/08/2021	overdue	3 years, 2 months, 5 days	2023/2024	Yes	2024/2025	Review commenced	Commence early consultation In 2025.
<a href="#">Freedom of Information Requests (4.1.04)</a>	Policy	Community and Business Services	Executive Manager Information and Communication Technology	Innovative & Accountable	4/04/2018	4/04/2022	overdue	2 years, 6 months, 28 days	Postponed	Yes	2024	Early consultation underway	Postponed pending update to Privacy Policy and drafting of new FOI Policy A review of this policy was presented to Council Members in the monthly Policy Paper in June 2022; however, its progression was postponed pending updates to the City's Privacy Management Policy. With those updates now in progress, the review of the Freedom of Information Policy can proceed
<a href="#">Verge Treatments Plantings and</a>	Policy	Infrastructure & Environment	Manager Parks	Thriving Places	21/08/2018	21/08/2022	overdue	2 years, 2 months, 11 days	2024	Yes	2024/2025	Not commenced	Review was due 2022 postponed due to resourcing.

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Beautification (2.2.4)													
Street Activation Policy (3.10.3)	Policy	Community and Business Services	Executive Manager Communications and Engagement	Thriving Places	13/11/2018	13/11/2022	overdue	1 years, 11 months, 19 days	Postponed	Yes	2025	Not commenced	Delayed until early 2025.
Organisational Structure and Designation of Senior Employees (4.1.7)	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	5/03/2019	5/03/2023	overdue	1 years, 7 months, 27 days	Postponed	No	No change	Postponed	Nil
Corporate Credit Cards (1.2.8)	Policy	Community and Business Services	Chief Financial Officer	Innovative & Accountable	30/04/2019	30/04/2023	overdue	1 years, 6 months, 2 days	April to June 2024	Yes	July to September 2024	Early consultation underway	Included in August 2024 Policy Paper, proposed repeal scheduled for consideration at November OMC
Council Election Period Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	20/08/2019	20/08/2023	overdue	1 years, 2 months, 12 days	Postponed	No	No change	Postponed	Amendments and review postponed pending proposed state-wide caretaker period policy Item 5.6 of proposed reform
Greening Plan 2018-2023	Plan	Infrastructure & Environment	Manager Parks	Enhanced Environment	18/09/2018	18/09/2023	overdue	1 years, 1 months, 14 days	2024	Yes	2024/2025	Review commenced	The City's sustainability review has commenced. The review will encompass the Sustainable Environment Strategy, Public Open Space Strategy, Waste Strategy and Greening Plan.
Public Open Space Strategy 2018	Strategy	Strategy & Development	Manager Strategic Planning	Enhanced Environment	11/12/2018	11/12/2023	overdue	0 years, 10 months, 21 days	2024	Yes	2024/2025	Review commenced	The City's sustainability review has commenced. The review will encompass the Sustainable Environment Strategy, Public Open Space Strategy, Waste Strategy and Greening Plan. Part of preparation of EES

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Local Planning Scheme No. 2 (As amended)	Strategy	Strategy & Development	Manager Strategic Planning	Sensitive Design	11/12/2018	11/12/2023	overdue	0 years, 10 months, 21 days	2023/2024	Yes	2024/2025	Review commenced	Not commenced. The review of LPS2 will be informed by the amended Local Planning Strategy. It intended the review of LPS2 commence once the Local Planning Strategy has been endorsed by Council.
Local Planning Strategy	Strategy	Strategy & Development	Manager Strategic Planning	Sensitive Design	11/12/2018	11/12/2023	overdue	0 years, 10 months, 21 days	2023/2024	No	No change	Early consultation underway	Early consultation commenced February 2024 and is ongoing. Update provided in November 2024 Policy Paper.
Council Proceedings - Recording and Web Streaming Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	16/06/2020	16/06/2024	overdue	0 years, 4 months, 16 days	2024	No	No change	Early consultation underway	Part 2A of the <i>Local Government (Administration) Regulations 1996</i> , which covers electronic broadcasting and recording of council meetings, will take effect on 1 January 2025. These regulations will replace the need for this policy, proposal to repeal it will be presented to Council in February 2025.
Built Form (7.1.1)	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	16/06/2020	16/06/2024	overdue	0 years, 4 months, 16 days	2023/2024	No	No change	Early consultation underway	Currently being reviewed. Early consultation commenced July 2024 and is ongoing. Awaiting determination of Built Form Policy to inform scope of review
Sustainable Environment Strategy 2019 - 2024	Strategy	Strategy & Development	Manager Strategic Planning	Enhanced Environment	23/07/2019	23/07/2024	overdue	0 years, 3 months, 9 days	January to March 2024	No	No change	Early consultation underway	Review is underway as part of the City's sustainability review. The sustainability review will encompass the Sustainable Environment Strategy, Public Open Space Strategy, Waste Strategy and Greening Plan. Review has commenced with update provided at August 2024 Council Workshop
Innovate Reconciliation Action Plan 2022 – 2024	Plan	Community and Business Services	Executive Manager Communications and Engagement	Connected Community	23/08/2022	23/08/2024	overdue	0 years, 2 months, 9 days	2024	No	No change	Community consultation underway	Process initiated for the development of the Stretch RAP. Community consultation of the Stretch RAP 2025-2027 was approved at the October OMC and is now underway.

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Meeting Procedures Policy & supporting Council Proceedings Guidelines	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	15/09/2020	15/09/2024	overdue	0 years, 1 months, 17 days	2024	Yes	2024/2025	Review commenced	Minor amendment to the policy is required to add the definition of "Committee Meeting"
Policy Development and Review Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	15/09/2020	15/09/2024	overdue	0 years, 1 months, 17 days	2024	No	No change	Early consultation underway	Presented in September Policy Paper, Framework review and proposed policy amendments scheduled for presentation to Council in November 2024
Execution of Documents Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	15/09/2020	15/09/2024	overdue	0 years, 1 months, 17 days	2024	Yes	2024/2025	Review commenced	Review required to capture CEO Land Management requirements
Mobile Food Vendors - Vending Vincent	Policy	Strategy & Development	Manager Public Health & Built Environment	Connected Community	20/10/2020	20/10/2024	overdue	0 years, 0 months, 12 days	Postponed	No	No change	Postponed	Policy review on hold. PHBE releasing lead role on Policy.
Property Management Policy	Policy	& Strategy Development	Executive Manager Corporate & Strategy Governance	& Innovative Accountable	17/11/2020	17/11/2024	overdue	years, 0 months, 3 days	2025	No	No change	Not commenced	Nil
Stormwater Drainage Connections Development Guidelines for Heritage Places	Policy	Infrastructure & Environment	Manager Engineering	Thriving Places	17/09/2024	17/09/2028	within review range	Not overdue	2028	No	No change	Not commenced	Nil
	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	17/09/2024	17/09/2028	within review range	Not overdue	2028	No	No change	Not commenced	Nil
Arts Plan 2023 - 2028	Plan	& Strategy Development	Executive Manager Corporate Strategy & Governance	Thriving Places	2023/08/22	2028/08/22	within review range	Not overdue	2028	No	No change	Not commenced	Nil
Thriving Places Strategy	Strategy	Strategy & Development	Executive Manager Corporate	Thriving Places	22/08/2023	22/08/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil

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			Strategy & Governance										
Vibrant Public Spaces Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Thriving Places	21/06/2022	21/06/2026	within review range	Not overdue	2026	No	No change	Early consultation underway	Included in Policy Paper 29/04/2024
Accessible City Strategy 2020-2030	Strategy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Accessible City	18/05/2021	18/05/2025	within review range	Not overdue	2025	No	No change	Not commenced	ACS is intended to guide the review of the Bicycle Network Plan (2013) and the Precinct Parking Management Plans (2009). Minor review annually through InfoBulletin, major review in 2025
Collection Management Policy	Policy	Infrastructure & Environment	Branch Librarian and Senior Local History Librarian	Connected Community	19/11/2024	19/11/2028	within review range	Not overdue	2028	No	No change	Not commenced	Nil
Healthy Food and Drink Policy	Policy	& Strategy Development	Manager Public Health Built & Environment	Connected Community	18/06/2024	18/06/2028	within review range	Not overdue	2028	No	No change	Not commenced	Nil
Property Investment and Disposal Policy	Policy	& Strategy Development	Executive Manager Corporate & Strategy Governance	& Innovative Accountable	18/06/2024	18/06/2028	within review range	Not overdue	2028	No	No change	Not commenced	Nil
Street Tree Policy	Policy	Infrastructure & Environment	Manager Parks	Thriving Places	18/06/2024	18/06/2028	within review range	Not overdue	2028	No	No change	Not commenced	Nil
Local Planning Policy: Amending the LHS, Heritage List and	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	18/06/2024	18/06/2028	within review range	Not overdue	2028	No	No change	Not commenced	Nil

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Designating Heritage Areas													
Access and Inclusion Plan 2022-2027	Plan	Community and Business Services	Executive Manager Communications and Engagement	Thriving Places	26/07/2022	26/07/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil
Child Safe Awareness Policy	Policy	Community and Business Services	Coordinator Community Development	Connected Community	12/12/2023	12/12/2027	within review range	Not overdue	2027	No	change No	Not commenced	Nil
Asset Management Policy	Policy	Infrastructure & Environment	Manager City Buildings and Asset Management	Innovative & Accountable	12/12/2023	12/12/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil
Diversity Access and Inclusion Policy	Policy	Community and Business Services	Executive Manager Communications and Engagement	Thriving Places	12/12/2023	12/12/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil
Advisory Groups Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Connected Community	17/10/2023	17/10/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil
Complaint Management Policy	Policy	Community and Business Services	Executive Manager Communications and Engagement	Innovative & Accountable	17/10/2023	17/10/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil



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Recognition of Noongar Boodjar Culture and History through Welcome to Country and Acknowledgement of Country and Acknowledgement of Council Policy Legal Representati on for Council Members and Employees (4.2.01)	Policy	Community and Business Services	Executive Manager Communications and Engagement	Innovative & Accountable	25/07/2023	25/07/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil
Purchasing Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	20/06/2023	20/06/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil
Graffiti – Control and Removal (2.1.3)	Policy	Community and Business Services	Chief Financial Officer	Innovative & Accountable	20/06/2023	20/06/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil
Local Planning Policy: Assessing Cultural Heritage Significance	Policy	Infrastructure & Environment	Manager Waste & Recycling	Enhanced Environment	16/05/2023	16/05/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil
Local Planning Policy: Interpretation of Heritage Places	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	18/06/2024	18/06/2028	within review range	Not overdue	2028	No	No change	Not commenced	Nil
	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	18/06/2024	18/06/2028	within review range	Not overdue	2028	No	No change	Not commenced	Nil

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Minor Nature Development (7.5.1)	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	25/07/2023	25/07/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil
Local Planning Policy: Consulting Rooms and Medical Centres	Policy	Strategy & Development	Manager Strategic Planning	Thriving Places	21/11/2023	21/11/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil
Local Planning Policy: Heritage Areas	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	25/07/2023	25/07/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil
Local Planning Policy: Non Residential Parking	Policy	Strategy & Development	Manager Strategic Planning	Accessible City	20/06/2023	20/06/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil
Risk Management Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	13/12/2022	13/12/2026	within review range	Not overdue	2026	No	No change	Not commenced	Note: The City's Risk Appetite and Tolerance Statements are to be reviewed within three months of each ordinary Council election
Sponsorship to the City (4.1.32)	Policy	Community and Business Services	Executive Manager Communications and Engagement	Innovative & Accountable	18/10/2022	18/10/2026	within review range	Not overdue	2026	No	No change	Review commenced	Nil
Development Compliance Enforcement Policy	Policy	Strategy & Development	Manager Public Health & Built Environment	Innovative & Accountable	18/10/2022	18/10/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Recovery of Debts Rates and Service Charges (1.2.13)	Policy	Community and Business Services	Chief Financial Officer	Innovative & Accountable	20/09/2022	20/09/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Communications and Social Media Policy	Policy	Community and Business Services	Executive Manager Communications and Engagement	Innovative & Accountable	20/09/2022	20/09/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil

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Nuclear Free Zone	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	23/08/2022	23/08/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Smoke Free Areas – Education and Enforcement Policy	Policy	Strategy & Development	Manager Public Health & Built Environment	Connected Community	26/07/2022	26/07/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
CEO Annual Performance Review	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	26/07/2022	26/07/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Flying and Displaying of Flags and Banners	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Thriving Places	26/07/2022	26/07/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Local Planning Policy: Planning Exemptions	Policy	Strategy & Development	Manager Strategic Planning	Thriving Places	2023/07/25	2027/07/25	within review range	Not overdue	2027	No	No change	Not commenced	Nil
Council Member Allowances, Fees, and Reimbursement of Expenses	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	20/08/2024	17/05/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Council Member Contact with Developers	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	17/05/2022	17/05/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Temporary Employment or Appointment of CEO	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	17/05/2022	17/05/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil

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Parking Permits (3.9.3)	Policy	Infrastructure & Environment	Manager Ranger Services	Accessible City	5/04/2022	5/04/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Code of Conduct Behaviour Complaints Management Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	5/04/2022	5/04/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Memorials in Public Places and Reserves	Policy	Infrastructure & Environment	Manager Parks	Thriving Places	5/04/2022	5/04/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Investment Policy	Policy	Community and Business Services	Chief Financial Officer	Innovative & Accountable	8/02/2022	8/02/2026	within review range	Not overdue	2026	No	No change	Not commenced	Development of a more sophisticated investment strategy is under consideration. If approved the investment policy will require review to reflect strategic requirements and controls.
Election Signs Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	8/02/2022	8/02/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Recordkeeping Plan 2021033	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	16/11/2021	16/11/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Local Planning Policy: Restricted Premises - Smoking	Policy	& Strategy Development	Manager Strategic Planning	Thriving Places	25/07/2023	25/07/2027	within review range	Not overdue	2027	No	No change	Not commenced	nil
Local Planning Policy: Percent for Art	Policy	Strategy & Development	Manager Strategic Planning	Thriving Places	15/11/2022	15/11/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Local Planning Policy: Child Care and	Policy	Strategy & Development	Manager Strategic Planning	Thriving Places	24/06/2022	24/06/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil

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Family Day Care													
Leederville Town Centre Place Plan (LTCP)	Plan	Strategy & Development	Executive Manager Corporate & Strategy Governance	Thriving Places	20/08/2024	20/08/2025	within review range	Not overdue	2025	No	No change	Not commenced	Nil
Beaufort Street Town Centre Place Plan (BSTCP)	Plan	Strategy & Development	Executive Manager Corporate & Strategy Governance	Thriving Places	20/08/2024	20/08/2025	within review range	Not overdue	2025	No	No change	Not commenced	Nil
Pickle District Place Plan (PDPP)	Plan	Strategy & Development	Executive Manager Corporate & Strategy Governance	Thriving Places	20/08/2024	20/08/2025	within review range	Not overdue	2025	No	No change	Not commenced	Nil
North Claisebrook Place Plan (NCP)	Plan	Strategy & Development	Executive Manager Corporate & Strategy Governance	Thriving Places	20/08/2024	20/08/2025	within review range	Not overdue	2025	No	No change	Not commenced	Nil
Public Health Plan 2020 - 2025	Plan	Strategy & Development	Manager Public Health & Built Environment	Connected Community	1/01/2020	1/01/2025	within review range	Not overdue	2025	No	No change	Not commenced	The Public Health Plan 2020 – 2025 was adopted by Council at its OMC 20 October 2020. Review not 'due' until October 2025. Plan will remain in effect until then. Administration has commenced project for the delivery of new Public Health Plan 2025 - 2030, to be presented to Council in October 2025.
Community Funding	Policy	Community and Business Services	Executive Manager Communications and Engagement	Connected Community	17/12/2021	17/12/2025	within review range	Not overdue	2025	No	No change	Early consultation underway	Review commenced as requested by Council. Included in September Policy Paper
Community and Stakeholder Engagement Policy	Policy	Community and Business Services	Executive Manager Communications and Engagement	Connected Community	14/09/2021	14/09/2025	within review range	Not overdue	2025	No	No change	Not commenced	Nil

## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed Early Consultation (Policy Paper)	Review Progress	Comments
Fraud and Corruption Prevention Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	22/06/2021	22/06/2025	within review range	Not overdue	2025	No	No change	Not commenced	Nil
Attendance at Events Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	23/03/2021	23/03/2025	within review range	Not overdue	2025	No	No change	Not commenced	Nil
Community and Stakeholder Engagement Strategy	Strategy	Community and Business Services	Executive Manager Communications and Engagement	Connected Community	14/09/2021	14/09/2025	within review range	Not overdue	2025	No	No change	Not commenced	Nil
Local Planning Policy: Signs and Advertising	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	21/06/2022	21/06/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Local Planning Policy: Short Term Accommodation	Policy	Strategy & Development	Manager Strategic Planning	Thriving Places	23/03/2021	23/03/2025	within review range	Not overdue	2025	No	No change	Not commenced	Nil
Corporate Business Plan 2023/24 - 2026/27	Plan	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	18/06/2024	18/06/2025	within review range	Not overdue	2025	No	No change	Not commenced	Nil
Council Members Continuing Professional Development Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	20/08/2024	20/08/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Local Planning Policy: Character Areas	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	25/07/2023	25/07/2027	within review range	Not overdue	2027	No	2024	Community consultation underway	Consultation on proposed amendment to the policy to included character area guidelines for Auckland Street is underway. Outcome scheduled to be presented to Council in December 2024

## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed Early Consultation (Policy Paper)	Review Progress	Comments
Heritage Management - Bonuses (7.6.7)	Repealed	Strategy & Development	Manager Policy & Place	Sensitive Design	18/06/2024	Repealed	N/A	N/A	N/A	N/A	N/A	Repealed	Repealed
Amalgamation Condition on Planning Approvals (7.5.19)	Repealed	Strategy & Development	Manager Strategic Planning	Sensitive Design	14/05/2024	Repealed	N/A	N/A	N/A	N/A	N/A	Repealed	Repealed
Naming of City Facilities (4.1.18)	Repealed	Strategy & Development	Executive Manager Corporate Strategy & Governance	Repealed	21/05/2024	Repealed	N/A	N/A	N/A	N/A	N/A	Repealed	Repealed
Heritage Management - Enquiries (7.6.8)	Repealed	Strategy & Development	Executive Manager Urban Design & Strategic Projects	Sensitive Design	13/02/2024	Repealed	N/A	N/A	N/A	N/A	N/A	Repealed	Repealed
Heritage Management - The Heritage List MHI (7.6.6)	Repealed	Strategy & Development	Executive Manager Urban Design & Strategic Projects	Sensitive Design	13/02/2024	Repealed	N/A	N/A	N/A	N/A	N/A	Repealed	Repealed
Corporate Credit Cards (1.2.8)	Repealed	Community and Business Services	Chief Financial Officer	Innovative & Accountable	19/11/2024	Repealed	N/A	N/A	N/A	N/A	N/A	Repealed	Repealed

# Indicative Policy Review Schedule 2025

The following table identifies the early consultation date of those policies listed.

Early consultation should be in the form of a policy paper report providing all information contained in clause 1.3 of the [Policy Development and Review Policy](#).

Proposed publication	overdue	within range	Total
<b>2024/2025</b>	<b>19</b>		<b>19</b>
Verge Treatments Plantings and Beautification (2.2.4)	1		1
Truncations (2.2.6)	1		1
Telecommunication Facilities (7.5.6)	1		1
Sustainable Design (7.5.10)	1		1
Substantial Commencement of Development (7.5.4)	1		1
Sound Attenuation (7.5.21)	1		1
Public Open Space Strategy 2018	1		1
Meeting Procedures Policy & supporting Council Proceedings Guidelines	1		1
Local Planning Scheme No. 2 (As amended)	1		1
Licensed Premises (7.5.7)	1		1
Heritage Strategic Plan 2013 – 2017	1		1
Greening Plan 2018-2023	1		1
Execution of Documents Policy	1		1
Domestic Satellite Dishes Microwave Antennae and Tower Masts (7.5.5)	1		1
Concerts and Events (3.8.3)	1		1
Car Sharing Policy (7.7.2)	1		1
Appendix 22 - Development Design Guidelines for Structures Above or Adjacent to the Graham Farmer Freeway Tunnel Northbridge	1		1
Alcohol Management (3.8.7)	1		1
Affordable Housing Strategy	1		1



Proposed publication	overdue	within range	Total
<b>2025</b>	<b>4</b>	<b>13</b>	<b>17</b>
Street Activation Policy (3.10.3)	1		1
Public Health Plan 2020 - 2025		1	1
Property Management Policy	1		1
Pickle District Place Plan (PDPP)		1	1
North Claisebrook Place Plan (NCPP)		1	1
Local Planning Policy: Short Term Accommodation		1	1
Leederville Town Centre Place Plan (LT CPP)		1	1
Laneways and Rights of Way (2.2.8)	1		1
Fraud and Corruption Prevention Policy		1	1
Council Members Continuing Professional Development Policy		1	1
Corporate Business Plan 2023/24 - 2026/27		1	1
Community and Stakeholder Engagement Strategy		1	1
Community and Stakeholder Engagement Policy		1	1
Beaufort Street Town Centre Place Plan (BSTCPP)		1	1
Attendance at Events Policy		1	1
Appendix 11 - Non - Conforming Use Register	1		1
Accessible City Strategy 2020-2030		1	1

# CORPORATE DOCUMENT POLICY DEVELOPMENT

## POLICY



CITY OF VINCENT

Legislation / local law requirements	Section 2.7 of the <i>Local Government Act 1995</i> Policy 4.1.5 – Community Consultation - appendix 2
Relevant delegations	Nil
Related policy procedures and documents	Local Government Decision Making Hierarchy – D20/148390 <u>Corporate Document</u> Register and Review Plan – D20/126085 & D21/3270 <u>Corporate Document</u> Development and Review Procedure – D20/84189 <u>Corporate Document</u> Development and Review Guidelines – D20/84086 Policy Template – D20/84083 Procedure Template – D20/84084

### PURPOSE

To provide guidance on the development and review of the City's strategies, policies and action plans (~~policy~~ Corporate Document) to achieve transparent and consistent decision making which aligns with the City's objectives, strategic priorities and legislative requirements.

### OBJECTIVES

To:

- identify the hierarchy of governing documents that drive the delivery of the community's long-term vision as set out in the City's Strategic Community Plan (**SCP**);
- align the City's ~~policy documents~~ Corporate Document with the priorities of the SCP; and
- guide Council and Administration on the development, consultation requirements, implementation, review, amendment and repeal of ~~policy documents~~ Corporate Document.

### SCOPE

This policy applies to the development and review of ~~policy documents by the City~~, Corporate Document including policies, strategies, and action plans.

### DEFINITIONS

**Corporate Document:** Documents that guide the City's strategic direction, operations and decision-making processes, including policies, strategies, action plans, and other governance or planning documents developed to align with the priorities set out in the City's Strategic Community Plan.

**Early Consultation:** The process of engaging Elected Members and relevant stakeholders at the initial stages of developing or amending a Corporate Document. Early consultation provides an opportunity to present objectives, preliminary ideas, or proposed changes, ensuring alignment with the City's strategic priorities and enabling feedback to shape the direction of the document prior to formal drafting or community engagement.

# CORPORATE DOCUMENT ~~POLICY~~ DEVELOPMENT

## POLICY



CITY OF VINCENT

**Community Engagement:** The process of consulting with stakeholders, including residents, businesses, and other interested parties, to inform, involve, or collaborate on the development or review of Corporate Document. Engagement is conducted in accordance with the Community and Stakeholder Engagement Policy.

**Complex Amendments:** Substantial changes that alter a Corporate Document's objectives, purpose, or have a significant impact on the community. These amendments typically require extensive consultation to ensure the proposed changes are communicated effectively and allow for meaningful community input.

**Standard Amendments:** Modifications to specific provisions within a Corporate Document that do not fundamentally alter its objectives but may adjust its implementation. Consultation requirements for these amendments are tailored based on their potential impact and are undertaken in accordance with the Community and Stakeholder Engagement Policy.

**Administrative Amendments:** Non-substantive amendments that do not affect the intent, purpose, or application of a strategic document. These include:

- Grammatical and formatting corrections.
- Updates to titles, organisational structures, or position names.
- Adjustments to reflect changes in legislation or regulatory references.

**Amendment Categories:** The classification of proposed changes to Corporate Document as Complex, Standard, or Administrative, which informs the level of consultation required and ensures resources are allocated proportionally based on the impact and significance of the changes.

## LOCAL GOVERNMENT DECISION MAKING HIERARCHY

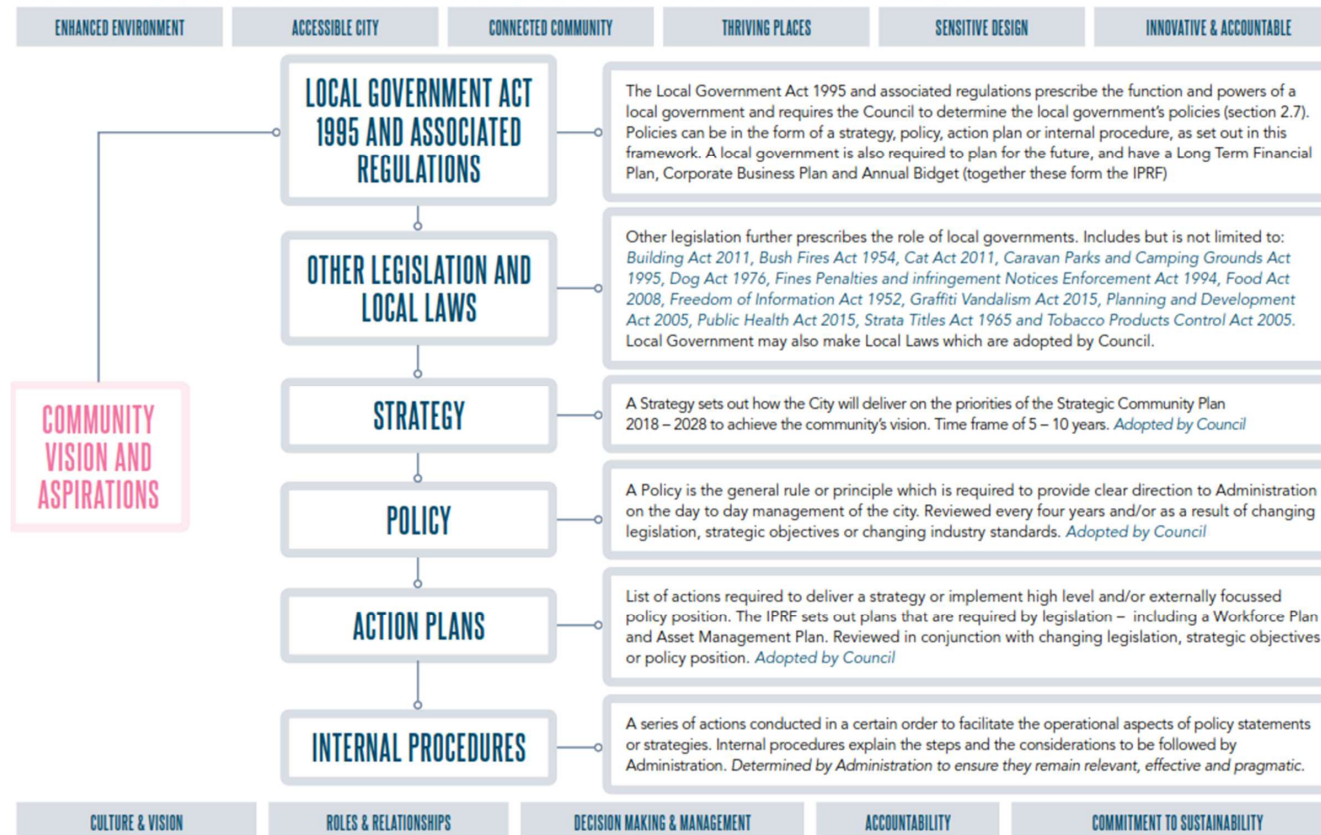
The below hierarchy of documents drives the delivery of the City's long-term vision, as set out in the SCP. It also establishes the process by which each ~~policy document~~ Corporate Document is developed and reviewed in consultation with Council and the community.

# CORPORATE DOCUMENT ~~POLICY~~ DEVELOPMENT POLICY

Local Government Decision Making Hierarchy (Updated Grpahpic)



## LOCAL GOVERNMENT DECISION MAKING HIERARCHY



# CORPORATE DOCUMENT ~~POLICY~~ DEVELOPMENT

## POLICY



CITY OF VINCENT

### POLICY

#### 1. Objective and Agenda Setting

- 1.1 the development of a Corporate Document is required to establish the City's objective or agenda on an issue or to provide further guidance in respect to a legislative requirement. The following may result in the requirement for the City to form and document an objective or agenda position through a ~~policy document~~ Corporate Document:
  - a legislative requirement;
  - new or changing industry standards;
  - to meet the City's strategic objectives;
  - there is a community need or expectation; or
  - as a result of a Council resolution.
- 1.2 documenting the City's objective or agenda should result in:
  - clarity and consistency in decision making;
  - improved efficiency and effectiveness; or
  - improved customer and community outcomes.
- 1.3 objective and agenda setting must occur in consultation with Elected Members. Elected Members will be provided with the following information:
  - a draft objective for the ~~policy document~~ Corporate Document;
  - the requirement for a documented City position (including evidence of a community need or legislative requirement);
  - how the objectives align with the SCP;
  - examples of current / best practice;
  - proposed level of community engagement required;
  - an evaluation of the effectiveness of any existing relevant ~~policy document~~ Corporate Document;
  - an assessment of where the proposed document sits within the local government decision making hierarchy;
  - the proposed review timeframe and expiry period, if applicable; and
  - any financial impacts arising from the proposed ~~policy document~~ Corporate Document, including any impact on the adopted budget or the City's Long-Term Financial Plan-; and
  - where amendments are proposed the relevant amendment category will be summarised in the title field of the early consultation materials

#### 2. ~~Policy Document~~ Corporate Document hierarchy

- 2.1 depending on the nature of the objective or agenda, it may be appropriate to prepare one or more ~~policy documents~~ Corporate Document;
- 2.2 the purpose of a strategy is to set out at a high level how the City will deliver on the long-term priorities of the SCP to achieve the community's vision;
- 2.3 the purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City's decision making and advocacy;

# CORPORATE DOCUMENT ~~POLICY~~ DEVELOPMENT

## POLICY



CITY OF VINCENT

- 2.4 the purpose of an action plan is to set the pathway or process to deliver a strategy or implement high level and/or externally focused policy positions; and
- 2.5 ~~policy documents~~ Corporate Document must align with one or more objectives in the SCP.
3. **Content of ~~Policy Documents~~Corporate Document**
- ~~Policy documents~~ Corporate Document should be:
- 3.1 consistent with the City's strategic priorities, values, and risk appetite and tolerance;
  - 3.2 compliant with relevant legislation and any State policies and schemes;
  - 3.3 consistent with the City's Writing Style Guide; and
  - 3.4 written in plain English and convey clear and concise direction.
4. **Consultation**
- 4.1 the formation of an objective or agenda position is to occur in consultation with Elected Members, as specified in clause 1.3
  - 4.2 following objective or agenda setting the development of a ~~policy documents~~ Corporate Document will incorporate consultation with relevant statutory and regulatory agencies and any other key stakeholders (including preliminary community engagement if required) that may be impacted by the proposed ~~policy document~~ Corporate Document;
  - 4.3 draft ~~policy documents~~ Corporate Document will then be presented to Council for approval and authorisation to commence community consultation. All proposed changes, other than those covered by clause 5.6, will be advertised in accordance with, but not limited to, the requirements of the City's Community Engagement Policy and guided by the following amendment classifications:
- Complex Amendments
- Broad public engagement will be required, aligned with the Community and Stakeholder Engagement Policy, to ensure significant changes are thoroughly communicated and reviewed.
- Standard Amendments
- Standard amendments will be advertised for a minimum of 21 days in accordance with the Community and Stakeholder Engagement Policy. Consultation methods will be tailored based on the potential impact of the amendments, with recommendations presented to Council for determination.
- 4.4 a summary of submissions received and Administrations response to submissions will be presented to Council along with a recommendation that the ~~policy document~~ Corporate Document is either adopted as originally presented, or adopted with amendments based on the submissions received;
  - 4.5 if no submissions are received a report is prepared for Council advising this, and recommending that the ~~policy document~~ Corporate Document is adopted; and
  - 4.6 once adopted all ~~policy documents~~ Corporate Document are to be included in the City's Local Government Hierarchy, recorded in the City's ~~Policy Document~~ Corporate Document Register and Review Plan.

# CORPORATE DOCUMENT ~~POLICY~~ DEVELOPMENT

## POLICY



CITY OF VINCENT

### 5. Review

5.1 ~~Policy documents-Policies~~ are to be reviewed at least every four years, or more frequently as specified in the document (and reflected in the ~~Policy- Corporate~~ Document Register and Review Plan);

~~5-15.2~~ Strategies and Action Plans are to be reviewed at the end of their adopted lifespan. This review may include a close-out report measuring the success and outcomes of the strategy or plan;

~~5-25.3~~ the ~~policy document-Corporate Document~~ review process includes a review of where the document sits in the Local Government Hierarchy;

~~5-35.4~~ the City's ~~Policy-Corporate~~ Document Register and Review Plan is to be reviewed annually by Administration, with a report presented to Council at the outcome of the annual review;

~~5-45.5~~ the outcome of each ~~policy document-Corporate Document~~ review is to be presented to Elected Members for review and comment. This includes a review which results in no recommended change to the document content or position in the local government hierarchy;

~~5-55.6~~ the outcome of each review is to be noted in the ~~policy document-Corporate Document~~ and recorded in the City's ~~Policy Document-Corporate Document~~ Register and Review Plan;

~~5.6~~ if minor amendments to a policy document are required these can be made administratively. Minor amendments are amendments that are not of a substantive nature, and include grammatical and formatting changes, changes to positions, titles or organisation structure and legislative references or requirements;

5.7 Complex or standard amendments ~~any substantive amendments, which are changes to the policy document content~~, require the approval of Council in the same manner as a new ~~policy document-Corporate Document~~ would which includes community consultation in accordance with clauses 4.1 to 4.6;

5.8 ~~Administrative amendments do not require the approval of Council or community consultation;~~ and

~~5-8~~ 5.9 Council approval of the repeal of a ~~policy document-Corporate Document~~ is required.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance.
Initial Council adoption	DATE: 15/12/2020, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: 15/12/2024,



CITY OF VINCENT

# CORPORATE DOCUMENT DEVELOPMENT POLICY

Legislation / local law requirements	Section 2.7 of the <i>Local Government Act 1995</i> Policy 4.1.5 – Community Consultation - appendix 2
Relevant delegations	Nil
Related policy procedures and documents	Local Government Decision Making Hierarchy – D20/148390 Corporate Document Register and Review Plan – D20/126085 & D21/3270 Corporate Document Development and Review Procedure – D20/84189 Development and Review Guidelines – D20/84086 Policy Template – D20/84083 Procedure Template – D20/84084

## PURPOSE

To provide guidance on the development and review of the City's strategies, policies and action plans (**Corporate Documents**) to achieve transparent and consistent decision making which aligns with the City's objectives, strategic priorities and legislative requirements.

## OBJECTIVES

To:

- identify the hierarchy of governing documents that drive the delivery of the community's long-term vision as set out in the City's Strategic Community Plan (**SCP**);
- align the City's Corporate Document with the priorities of the SCP; and
- guide Council and Administration on the development, consultation requirements, implementation, review, amendment and repeal of Corporate Document.

## SCOPE

This policy applies to the development and review of Corporate Document including policies, strategies, and action plans.

## DEFINITIONS

**Corporate Document:** Documents that guide the City's strategic direction, operations and decision-making processes, including policies, strategies, action plans, and other governance or planning documents developed to align with the priorities set out in the City's Strategic Community Plan.

**Early Consultation:** The process of engaging Elected Members and relevant stakeholders at the initial stages of developing or amending a Corporate Document. Early consultation provides an opportunity to present objectives, preliminary ideas, or proposed changes, ensuring alignment with the City's strategic priorities and enabling feedback to shape the direction of the document prior to formal drafting or community engagement.





# CORPORATE DOCUMENT DEVELOPMENT POLICY

**Community Engagement:** The process of consulting with stakeholders, including residents, businesses, and other interested parties, to inform, involve, or collaborate on the development or review of Corporate Document. Engagement is conducted in accordance with the Community and Stakeholder Engagement Policy.

**Complex Amendments:** Substantial changes that alter a Corporate Document's objectives, purpose, or have a significant impact on the community. These amendments typically require extensive consultation to ensure the proposed changes are communicated effectively and allow for meaningful community input.

**Standard Amendments:** Modifications to specific provisions within a Corporate Document that do not fundamentally alter its objectives but may adjust its implementation. Consultation requirements for these amendments are tailored based on their potential impact and are undertaken in accordance with the Community and Stakeholder Engagement Policy.

**Administrative Amendments:** Non-substantive amendments that do not affect the intent, purpose, or application of a strategic document. These include:

- Grammatical and formatting corrections.
- Updates to titles, organisational structures, or position names.
- Adjustments to reflect changes in legislation or regulatory references.

**Amendment Categories:** The classification of proposed changes to Corporate Document as Complex, Standard, or Administrative, which informs the level of consultation required and ensures resources are allocated proportionally based on the impact and significance of the changes.

## LOCAL GOVERNMENT DECISION MAKING HIERARCHY

The below hierarchy of documents drives the delivery of the City's long-term vision, as set out in the SCP. It also establishes the process by which each Corporate Document is developed and reviewed in consultation with Council and the community.

# CORPORATE DOCUMENT DEVELOPMENT POLICY

## Local Government Decision Making Hierarchy



## LOCAL GOVERNMENT DECISION MAKING HIERARCHY





# CORPORATE DOCUMENT DEVELOPMENT POLICY

## POLICY

### 1. Objective and Agenda Setting

- 1.1 the development of a Corporate Document is required to establish the City's objective or agenda on an issue or to provide further guidance in respect to a legislative requirement. The following may result in the requirement for the City to form and document an objective or agenda position through a Corporate Document:
  - a legislative requirement;
  - new or changing industry standards;
  - to meet the City's strategic objectives;
  - there is a community need or expectation; or
  - as a result of a Council resolution.
- 1.2 documenting the City's objective or agenda should result in:
  - clarity and consistency in decision making;
  - improved efficiency and effectiveness; or
  - improved customer and community outcomes.
- 1.3 objective and agenda setting must occur in consultation with Elected Members. Elected Members will be provided with the following information:
  - a draft objective for the Corporate Document;
  - the requirement for a documented City position (including evidence of a community need or legislative requirement);
  - how the objectives align with the SCP;
  - examples of current / best practice;
  - proposed level of community engagement required;
  - an evaluation of the effectiveness of any existing relevant Corporate Document;
  - an assessment of where the proposed document sits within the local government decision making hierarchy;
  - the proposed review timeframe and expiry period, if applicable; and
  - any financial impacts arising from the proposed Corporate Document, including any impact on the adopted budget or the City's Long-Term Financial Plan; and
  - where amendments are proposed the relevant amendment category will be summarised in the title field of the early consultation materials

### 2. Corporate Document hierarchy

- 2.1 depending on the nature of the objective or agenda, it may be appropriate to prepare one or more Corporate Document;
- 2.2 the purpose of a strategy is to set out at a high level how the City will deliver on the long-term priorities of the SCP to achieve the community's vision;
- 2.3 the purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City's decision making and advocacy;
- 2.4 the purpose of an action plan is to set the pathway or process to deliver a strategy or implement high level and/or externally focused policy positions; and
- 2.5 Corporate Document must align with one or more objectives in the SCP.



# CORPORATE DOCUMENT DEVELOPMENT POLICY

## 3. Content of Corporate Document

Corporate Document should be:

- 3.1 consistent with the City's strategic priorities, values, and risk appetite and tolerance;
- 3.2 compliant with relevant legislation and any State policies and schemes;
- 3.3 consistent with the City's Writing Style Guide; and
- 3.4 written in plain English and convey clear and concise direction.

## 4. Consultation

- 4.1 the formation of an objective or agenda position is to occur in consultation with Elected Members, as specified in clause 1.3
- 4.2 following objective or agenda setting the development of a Corporate Document will incorporate consultation with relevant statutory and regulatory agencies and any other key stakeholders (including preliminary community engagement if required) that may be impacted by the proposed Corporate Document;4.3 draft Corporate Document will then be presented to Council for approval and authorisation to commence community consultation. All proposed changes, other than those covered by clause 5.6, will be advertised in accordance with, but not limited to, the requirements of the City's Community Engagement Policy and guided by the following amendment classifications;
  - **Complex Amendments** - Broad public engagement will be required, aligned with the Community and Stakeholder Engagement Policy, to ensure significant changes are thoroughly communicated and reviewed.
  - **Standard Amendments** - Will be advertised for a minimum of 21 days in accordance with the Community and Stakeholder Engagement Policy. Consultation methods will be tailored based on the potential impact of the amendments, with recommendations presented to Council for determination.
- 4.4 a summary of submissions received and Administrations response to submissions will be presented to Council along with a recommendation that the Corporate Document is either adopted as originally presented, or adopted with amendments based on the submissions received;4.5 if no submissions are received a report is prepared for Council advising this, and recommending that the Corporate Document is adopted; and4.6 once adopted all Corporate Document are to be included in the City's Local Government Hierarchy, recorded in the City's Corporate Document Register and Review Plan.

## 5. Review

- 5.1 Policies are to be reviewed at least every four years, or more frequently as specified in the document (and reflected in the Corporate Document Register and Review Plan);
- 5.2 Strategies and Action Plans are to be reviewed at the end of their adopted lifespan. This review may include a close-out report measuring the success and outcomes of the strategy or plan;
- 5.3 the Corporate Document review process includes a review of where the document sits in the Local Government Hierarchy;
- 5.4 the City's Corporate Document Register and Review Plan is to be reviewed annually by Administration, with a report presented to Council at the outcome of the annual review;
- 5.5 the outcome of each Corporate Document review is to be presented to Elected Members for review and comment. This includes a review which results in no recommended change to the document content or position in the local government hierarchy;



# CORPORATE DOCUMENT DEVELOPMENT POLICY

- 5.6 the outcome of each review is to be noted in the Corporate Document and recorded in the City's Corporate Document Register and Review Plan;
- 5.7 Complex or standard amendments , require the approval of Council in the same manner as a new Corporate Document would which includes community consultation in accordance with clauses 4.1 to 4.6;
- 5.8 Administrative amendments do not require the approval of Council or community consultation; and
- 5.9 Council approval of the repeal of a Corporate Document is required.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance.
Initial Council adoption	DATE: 15/12/2020, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: 15/12/2024,

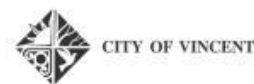
**12.4 INFORMATION BULLETIN**

- Attachments:**
1. Minutes for Arts Advisory Group Meeting 7 August 2024 [↓](#) 
  2. Unconfirmed Minutes of the Catalina Regional Council Meeting held on 17 October 2024 [↓](#) 
  3. Statistics for Development Services Applications as at the end of November 2024 [↓](#) 
  4. Register of Legal Action and Prosecutions Monthly - Confidential
  5. Register of Legal Action - Orders and Notices Quarterly - Confidential
  6. Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 14 November 2024 [↓](#) 
  7. Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current [↓](#) 
  8. Register of Applications Referred to the Design Review Panel - Current [↓](#) 
  9. Unrecoverable Parking Infringements Write-Off [↓](#) 
  10. Annual Update - Asset Management & Sustainability Strategy Implementation 2020-2030 [↓](#) 
  11. Safer Vincent Plan 2025 - 2030 [↓](#) 
  12. Register of Petitions - Progress Report December 2024 [↓](#) 
  13. Register of Notices of Motion - Progress Report - December 2024 [↓](#) 
  14. Register of Reports to be Actioned - Progress Report - December 2024 [↓](#) 
  15. Council Workshop Items since 17 November 2024 [↓](#) 
  16. Council Briefing Notes - 15 October 2024 [↓](#) 

**RECOMMENDATION:**

That Council RECEIVES the Information Bulletin dated December 2024.

# MINUTES



## ARTS ADVISORY GROUP

Wednesday 7 August 2024  
5:30pm – 6:30pm

Venue: Committee Room  
City of Vincent  
Administration and Civic Centre  
244 Vincent Street Leederville

### Attendees:

#### City of Vincent Councillors

Cr Suzanne Womer (SW)  
Cr Sophie Greer (SG)

#### Community Representatives

Carolyn Karnovsky (CK) Kate Rae (KR)  
Wayne Herring (WH) Iwan Isnin (II)

#### City of Vincent Officers

Lauren Formentin, Place Planner – Arts (LF)  
Eamonn Lourey, Coordinator Place (EL)  
Holly Mason, Strategic Planner (HM)

#### Apologies

Cr Ashley Wallace (AW) Chakris Srisuwan (CS)  
Helen Turner (HT) Marisa Santosa (MS)

\*\*\*\*\*

### 1. Introduction and Welcome

Councillor Womer opened the meeting at 5.30pm and delivered an Acknowledgment of Country.

### 2. Apologies

Apologies were received from Helen Turner, Marisa Santosa and Cr Wallace.

### 3. Confirmation of the Minutes

The Minutes from the 29 May 2024 were noted and accepted.

### 4. General Business

4.1 Discuss donation offer from Loftus Street Stitchers (LF) 10 mins

- LF presented the Loftus Street Stitchers offer to donate an installation titled 'Blue Bells.'
- Donation is from a community group and provides a good example of how the Art Collection Policy could be used.

File Ref:

Page 1

- Group discussed challenges associated with displaying the item due to its delicate nature and requirement to be suspended or placed on a platform.
- Generally agreed to accept the offer, with further investigation needed into how the item will be displayed/stored.

4.2 Draft Art Collection Policy update (HM) 15 mins

- HM presented a draft of the amended Art Collection Policy informed by Administration's review of the arts policies.
- Points discussed:
  - scope of the policy, including whether to have public art and public murals included in the collection.
  - EL noted that reinstating the Art Awards is not planned for the next few years and is not in the Arts Plan.
  - it was suggested that an audit of the current collection should be considered to inform the acquisition criteria and policy objectives.
  - consider having one policy with subsections to cover different aspects of art, making it simpler for review and access.
  - consider the broad definition of art and the need to evolve with it.

~~4.3 Public Art and Public Murals Policy Reviews discussion (HM) 25 mins~~

4.3 AAG Feedback on Artwork Proposals (LF) 10 mins

- the group expressed reservations about its cultural sensitivity, relevance to the audience, and adherence to project guidelines.
- suggested considering a clearer narrative to make it more coherent and meaningful.
- noted the need for early feedback and approval of the final concept.

a. 38-44 Brisbane St – Percent for Art

- LF provided an update on the Globe artwork noting:
  - a public petition requesting the relocation of the artwork due to concerns about its feasibility in the current location.
  - once we have assessed the feasibility of redesigned footings, we will be preparing a report to take to the October Council meeting

b. 120 Oxford St – Mural application

5. Any Other Business

No other items were discussed.

6. Close/Next Meeting

Councillor Womer closed the meeting at 6.56pm. The next meeting will be held on Wednesday 6 November 2024.

RSVP/Apologies to [louise.hood@vincent.wa.gov.au](mailto:louise.hood@vincent.wa.gov.au)





## Ordinary Meeting of Council

Thursday 17 October 2024

# MINUTES

**City of Stirling, 25 Cedric Street, Stirling**

**These Minutes were confirmed as a true and correct record of proceedings at a meeting held on 5 December 2024.**

**Signature: .....**

**Chair**

*Constituent Members:*

*Cities of Perth, Joondalup, Stirling, Vincent, and Wanneroo  
Towns of Cambridge and Victoria Park*

## Minutes CRC Ordinary Meeting of Council – 17 October 2024

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## Minutes CRC Ordinary Meeting of Council – 17 October 2024

**MEMBERSHIP**

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Jane Cutler	Cr Michael Le Page
City of Joondalup	Cr John Chester Cr Lewis Hutton	Cr Russ Fishwick Cr Phillip Vinciullo
City of Perth	Cr Raj Doshi	Cr Viktor Ko
City of Stirling	Cr Tony Krsticevic Cr David Lagan Cr Suzanne Migdale Cr Karlo Perkovic	Cr Teresa Olow Cr Rob Papparde
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 Eman Seif

*Representatives from the Satterley Property Group will be in attendance at the meeting.*

## Minutes CRC Ordinary Meeting of Council – 17 October 2024

**PRESENT**

<b>Chair</b>	Cr Tony Krsticevic
<b>Councillors</b>	Cr Claire Anderson Cr Helen Berry Cr John Chester Cr Jane Cutler Cr Raj Doshi Cr Lewis Hutton Cr David Lagan Cr Karlo Perkovic Cr Ashley Wallace
<b>Alternate Members</b>	Nil
<b>Staff</b>	Mr Chris Adams (Chief Executive Officer) Mr Simon O'Sullivan (Project Manager)
<b>Apologies Councillors</b>	Cr Sonet Coetzee Cr Suzanne Migdale
<b>Leave of Absence</b>	Nil
<b>Absent</b>	Nil
<b>Consultants</b>	Mr Drew Tomkins (Satterley Property Group)
<b>Apologies Participant Councils' Advisers</b>	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 Kelton Hincks (Town of Cambridge) Mr Duncan Olde (Town of Victoria Park)
<b>In Attendance Participant Councils' Advisers</b>	Mr Stevan Rodic (City of Stirling)
<b>Members of the Public</b>	Nil
<b>Press</b>	Nil

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Minutes CRC Ordinary Meeting of Council – 17 October 2024

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**PRELIMINARIES****1. OFFICIAL OPENING**

The Chair declared the meeting open at 6:00pm.

**2. APOLOGIES AND LEAVE OF ABSENCE**

**Apologies:** Councillors Sonet Coetzee and Suzanne Migdale.

**3. DISCLOSURE OF INTERESTS**

Nil

**4. PUBLIC STATEMENT/QUESTION TIME**

Nil

**5. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)**

Nil

**6. PETITIONS**

Nil

**7. CONFIRMATION OF MINUTES**

Moved Cr Perkov, Seconded Cr Doshi.

That the minutes of the Ordinary Meeting of Council of 15 August 2024 and the Special Meeting of Council of 19 September 2024 be CONFIRMED as true and accurate records of proceedings.

The Motion was put and declared CARRIED (10/0).

**For:** Councillors Anderson, Berry, Chester, Cutler, Doshi, Hutton, Krsticevic, Lagan, Perkov and Wallace.

**Against:** Nil.

**8. BUSINESS ARISING FROM MINUTES**

Nil

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Minutes CRC Ordinary Meeting of Council – 17 October 2024

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**9. ADMINISTRATION REPORTS AS PRESENTED****9.1 BUSINESS REPORT – PERIOD ENDING 30 SEPTEMBER 2024**

Moved Cr Chester, Seconded Cr Wallace.

**That the Council RECEIVES the Business Report for the period ending 30 September 2024.**

The Motion was put and declared CARRIED (10/0).

**For:** Councillors Anderson, Berry, Chester, Cutler, Doshi, Hutton, Krsticevic, Lagan, Perkovic and Wallace.

**Against:** Nil.

**9.2 STATEMENT OF FINANCIAL ACTIVITY FOR AUGUST 2024**

Moved Cr Cutler, Seconded Cr Hutton.

**That the Council RECEIVES and NOTES the Statement of Financial Activity for the month ending 31 August 2024.**

The Motion was put and declared CARRIED (10/0) by exception resolution.

**For:** Councillors Anderson, Berry, Chester, Cutler, Doshi, Hutton, Krsticevic, Lagan, Perkovic and Wallace.

**Against:** Nil.

**9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR AUGUST 2024**

Moved Cr Cutler, Seconded Cr Hutton.

**That the Council:**

- 1. RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for August 2024 - \$2,214,259.51.**
- 2. APPROVES the Credit Card Statement for August 2024.**

The Motion was put and declared CARRIED (10/0) by exception resolution.

**For:** Councillors Anderson, Berry, Chester, Cutler, Doshi, Hutton, Krsticevic, Lagan, Perkovic and Wallace.

**Against:** Nil.

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Minutes CRC Ordinary Meeting of Council – 17 October 2024

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#### 9.4 PROJECT FINANCIAL REPORT – JULY 2024

Moved Cr Cutler, Seconded Cr Hutton.

**That the Council RECEIVES the Project Financial Report (July 2024) submitted by the Satterley Property Group.**

The Motion was put and declared CARRIED (10/0) by exception resolution.

**For:** Councillors Anderson, Berry, Chester, Cutler, Doshi, Hutton, Krsticevic, Lagan, Perkovic and Wallace.

**Against:** Nil.

#### 9.5 PROJECT FINANCIAL REPORT – AUGUST 2024

Moved Cr Cutler, Seconded Cr Hutton.

**That the Council RECEIVES the Project Financial Report (August 2024) submitted by the Satterley Property Group.**

The Motion was put and declared CARRIED (10/0) by exception resolution.

**For:** Councillors Anderson, Berry, Chester, Cutler, Doshi, Hutton, Krsticevic, Lagan, Perkovic and Wallace.

**Against:** Nil.

#### 9.6 SALES AND SETTLEMENT REPORT – PERIOD ENDING 30 SEPTEMBER 2024

Moved Cr Cutler, Seconded Cr Hutton.

**That the Council RECEIVES the Sales and Settlement Report for the period ending 30 September 2024.**

The Motion was put and declared CARRIED (10/0) by exception resolution.

**For:** Councillors Anderson, Berry, Chester, Cutler, Doshi, Hutton, Krsticevic, Lagan, Perkovic and Wallace.

**Against:** Nil.

#### 9.7 REVIEW OF PURCHASER TERMS, CONDITIONS AND INCENTIVES

Moved Cr Cutler, Seconded Cr Hutton.

**That the Council AMENDS the Purchaser Terms, Conditions and Incentives approved at its meeting of 15 August 2024 for public release lots in Catalina Green for the period August 2024 to 31 December 2025 by increasing the value of the rebate paid for all buyers who install a minimum 3.0KW capacity photovoltaic solar power system from \$2,000 to \$3,000, with an additional \$1,000 rebate paid where the system includes integrated battery storage.**

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Minutes CRC Ordinary Meeting of Council – 17 October 2024

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The Motion was put and declared CARRIED (10/0) by exception resolution.

**For:** Councillors Anderson, Berry, Chester, Cutler, Doshi, Hutton, Krsticevic, Lagan, Perkovic and Wallace.

**Against:** Nil.

## 9.8 COUNCIL MEETING SCHEDULE 2025

Moved Cr Cutler, Seconded Cr Hutton.

**That the Council:**

**1. ADOPT the CRC Ordinary Council Meetings for 2025 as follows:**

- |                    |                  |           |
|--------------------|------------------|-----------|
| • 20 February 2025 | City of Stirling | 6pm start |
| • 17 April 2025    | City of Stirling | 6pm start |
| • 19 June 2025     | City of Stirling | 6pm start |
| • 21 August 2025   | City of Stirling | 6pm start |
| • 16 October 2025  | City of Stirling | 6pm start |
| • 11 December 2025 | City of Stirling | 6pm start |

**2. HOST CRC Strategic Project Advisory Meetings at 5:00pm prior to Ordinary Council Meetings noting that:**

- The Advisory Meetings are not formal meetings of the CRC under the provisions of S5.8 of the *Local Government Act 1995*.
- The intent/purpose of the Advisory Meetings is to:
  - Receive updates on key project matters including the development of special sites, land access and approval matters, land, and housing market conditions and/or other matters of relevance to the strategic direction of the CRC.
  - Workshop strategies/options related to land release, staging and development of the CRC land estate.
  - Review opportunities for innovation and best practice in line with the CRC's Strategic Community Plan Objectives of Built Environment, Natural Environment, Social Development, Economic Development and Governance and Corporate Accountability.
- All CRC Councillors are invited to attend Advisory Meetings.
- The CRC Strategic Project Advisory meetings will have no Delegated Authority to make any decision/s on behalf of the CRC Council.

The Motion was put and declared CARRIED (10/0) by exception resolution.

**For:** Councillors Anderson, Berry, Chester, Cutler, Doshi, Hutton, Krsticevic, Lagan, Perkovic and Wallace.

**Against:** Nil.

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Minutes CRC Ordinary Meeting of Council – 17 October 2024

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### 9.9 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR SEPTEMBER 2024

Moved Cr Cutler, Seconded Cr Hutton.

**That the Council:**

1. **RECEIVES and NOTES** the list of accounts paid under Delegated Authority to the CEO for September 2024 - \$5,004,195.79.
2. **APPROVES** the Credit Card Statement for September 2024.

The Motion was put and declared CARRIED (10/0) by exception resolution.

**For:** Councillors Anderson, Berry, Chester, Cutler, Doshi, Hutton, Krsticevic, Lagan, Perkovic and Wallace.

**Against:** Nil.

### 9.10 **LATE ITEM:** STATEMENT OF FINANCIAL ACTIVITY FOR SEPTEMBER 2024

Moved Cr Cutler, Seconded Cr Hutton.

**That the Council RECEIVES and NOTES** the Statement of Financial Activity for the month ending 30 September 2024.

The Motion was put and declared CARRIED (10/0) by exception resolution.

**For:** Councillors Anderson, Berry, Chester, Cutler, Doshi, Hutton, Krsticevic, Lagan, Perkovic and Wallace.

**Against:** Nil.

### 9.11 **LATE ITEM:** CEO PERFORMANCE REVIEW

Moved Cr Cutler, Seconded Cr Doshi.

1. That the Council **ENDORSES** the Catalina Regional Council Chief Executive Officer's Performance Review as outlined in Attachment 1.
2. That the Council **ENDORSES** the CEO Performance Review Key Performance Indicators for the period 19 September 2024 to 18 September 2025 as outlined in Attachment 2.
3. That the Council **AGREES** to an increase to the Catalina Regional Council CEO's remuneration by 4% as of 12 September 2024 with the superannuation contribution increasing by 0.5% to 11.5%.
4. That the Chair of Catalina Regional Council **ADVISES** the CEO of the outcome of this review.

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Minutes CRC Ordinary Meeting of Council – 17 October 2024

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The Motion was put and declared CARRIED by ABSOLUTE MAJORITY (10/0).

**For:** Councillors Anderson, Berry, Chester, Cutler, Doshi, Hutton, Krsticevic, Lagan, Perkov and Wallace.

**Against:** Nil.

**9.12 LATE ITEM: POTENTIAL IMPACTS AND IMPLICATIONS OF MINDARIE REGIONAL COUNCIL'S OPERATIONS ON CATALINA REGIONAL COUNCIL**

Moved Cr Cutler, Seconded Cr Perkov.

[The recommendation in the agenda]

That the Council:

1. NOTES the issues that the Mindarie Regional Council (MRC) has recently been having in relation to odour management and the associated impacts and concerns that these issues are having on Catalina Estate residents.
2. CONTINUES to actively engage with MRC on issues that have the potential to adversely affect Catalina residents and the CRC.
3. CONTINUES to monitor if the MRC's operational activities are having an impact on the CRC's ability to achieve its purpose and objectives.
4. REQUESTS that the CEO prepares report/s to the December Ordinary Meeting of Council that:
  - Review the current provisions contained within the CRC land sales contract templates with the aim of increasing the resources/information available to prospective buyers in relation to the Tamala Park Tip facility.
  - Review and update the CRC Risk register to reflect the Catalina Estate residents' concerns/issues relating to the operation of the MRC's Tamala Park facility.

The Motion as amended was as follows:

**That the Council:**

1. **NOTES the issues that the Mindarie Regional Council (MRC) has recently been having in relation to odour management and the associated impacts and concerns that these issues are having on Catalina Estate residents.**
2. **CONTINUES to actively engage with the MRC on issues that have the potential to adversely affect Catalina residents and the CRC.**
3. **CONTINUES to monitor if the MRC's operational activities are having an impact on the CRC's ability to achieve its purpose and objectives.**
4. **REQUESTS that the CEO prepares report/s to the December Ordinary Meeting of Council that:**

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Minutes CRC Ordinary Meeting of Council – 17 October 2024

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- Review the current provisions contained within the CRC land sales contract templates with the aim of increasing the resources/information available to prospective buyers in relation to the Tamala Park Tip facility.
- Review and update the CRC Risk register to reflect the Catalina Estate residents' concerns/issues relating to the operation of the MRC's Tamala Park facility.
- Outline potential advocacy positions that the CRC may take in relation to the MRC's Tamala Park facility.

The Motion was put and declared CARRIED (9/1).

**For:** Councillors Anderson, Berry, Chester, Cutler, Doshi, Hutton, Krsticevic, Perkov and Wallace.

**Against:** Councillor Lagan.

**Reason for Change:** Councillors added an additional dot point to Item 4 of the recommendation as they indicated that they would like to consider advocacy options on this matter.

## 10. COMMITTEE REPORTS

### AUDIT and RISK COMMITTEE (8 OCTOBER 2024)

#### 10.1 REVIEW OF THE AUDITOR'S REPORT FOR FINANCIAL YEAR ENDED JUNE 2024

Moved Cr Perkov, Seconded Cr Anderson.

**That the Council:**

1. **RECEIVES** the Auditor's Report for the financial year ended 30 June 2024.
2. **NOTES** that the Council's Auditor (Nexia Australia) met with the Audit and Risk Committee at its meeting of 8 October 2024 to discharge the statutory obligation to meet with the Local Government at least once per annum.

The Motion was put and declared CARRIED (10/0) by exception resolution.

**For:** Councillors Anderson, Berry, Chester, Cutler, Doshi, Hutton, Krsticevic, Lagan, Perkov and Wallace.

**Against:** Nil.

#### 10.2 CRC ANNUAL FINANCIAL REPORT FOR THE FINANCIAL YEAR ENDED 30 JUNE 2024

Moved Cr Perkov, Seconded Cr Anderson.

**That the Council RECEIVES** the Annual Financial Report for the year ended 30 June 2024 and that it be **INCLUDED** in the Annual Report.

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Minutes CRC Ordinary Meeting of Council – 17 October 2024

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The Motion was put and declared CARRIED (10/0) by exception resolution.

**For:** Councillors Anderson, Berry, Chester, Cutler, Doshi, Hutton, Krsticevic, Lagan, Perkovic and Wallace.

**Against:** Nil.

### 10.3 REVIEW OF INVESTMENT POLICY

Moved Cr Perkovic, Seconded Cr Anderson.

**That the Council APPROVES the Investment Policy (October 2024).**

The Motion was put and declared CARRIED (10/0) by exception resolution.

**For:** Councillors Anderson, Berry, Chester, Cutler, Doshi, Hutton, Krsticevic, Lagan, Perkovic and Wallace.

**Against:** Nil.

### 10.4 REVIEW OF DELEGATION OF AUTHORITY REGISTER – OCTOBER 2024

Moved Cr Lagan, Seconded Cr Chester.

**That the Council APPROVES the Delegation of Authority Register (October 2024).**

The Motion was put and declared CARRIED by ABSOLUTE MAJORITY (10/0).

**For:** Councillors Anderson, Berry, Chester, Cutler, Doshi, Hutton, Krsticevic, Lagan, Perkovic 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

## Minutes CRC Ordinary Meeting of Council – 17 October 2024

**15. DECISION TO MOVE TO CONFIDENTIAL SESSION**

Moved Cr Lagan, Seconded Cr Berry.

That Item 15.1 – Expression of Interest – Sale of Lot 2401 Portofino Promenade, Mindarie – Beach Commercial Site be **CONSIDERED Behind Closed Doors** in accordance with Sections 5.23 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 Anderson, Berry, Chester, Cutler, Doshi, Hutton, Krsticevic, Lagan, Perkovic and Wallace.

**Against:** Nil.

At 6:43pm 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 CONFIDENTIAL: EXPRESSION OF INTEREST – SALE OF LOT 2401 PORTOFINO PROMENADE, MINDARIE – BEACH COMMERCIAL SITE (05/2024)**

Moved Cr Cutler, Seconded Cr Chester.

**That the Council:**

1. **PROCEEDS** with the confidential recommendation as outlined in the Confidential Agenda.
2. **RESOLVES** that this report, attachments and resolution remain confidential in accordance with section 5.23(2)(c) and (e) of the *Local Government Act 1995*.

The Motion was put and declared CARRIED (10/0).

**For:** Councillors Anderson, Berry, Chester, Cutler, Doshi, Hutton, Krsticevic, Lagan, Perkovic and Wallace.

**Against:** Nil.

Minutes CRC Ordinary Meeting of Council – 17 October 2024

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Moved Cr Cutler, Seconded Cr Perkov.

**That the meeting be REOPENED to the public.**

The Motion was put and declared CARRIED (10/0).

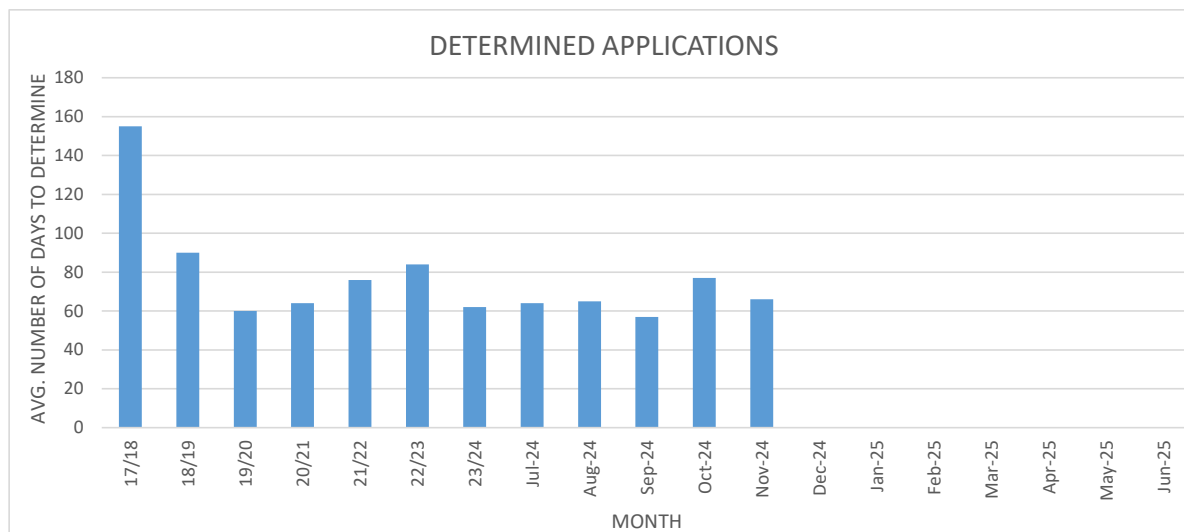
**For:** Councillors Anderson, Berry, Chester, Cutler, Doshi, Hutton, Krsticevic, Lagan, Perkov and Wallace.

**Against:** Nil.

**16. FORMAL CLOSURE OF MEETING**

The Chair declared the meeting closed at 6:45pm.

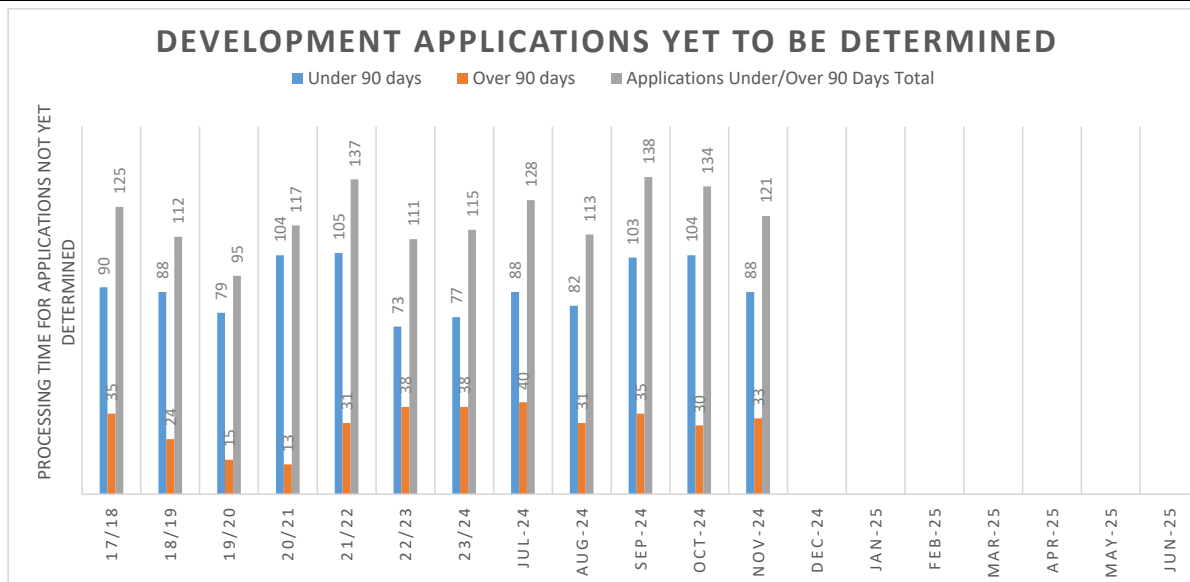
### Statistics for Development Applications As at the end of November 2024



**Table 1:** Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2017/2018 and each month since July 2024.

Processing Days	17/18	18/19	19/20	20/21	21/22	22/23	23/24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25
Minimum	1	0	0	0	1	0	9	0	20	17	36	7							
Average	155	85	60	64	76	84	62	64	65	57	77	66							
Maximum	1008	787	499	268	298	280	145	90	177	88	194	158							

	20/21	21/22	22/23	23/24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25
DA's Determined (excludes exempt from approval or cancelled)	403	385	281	311	27	42	20	26	33							
Value of Determined DA's (in millions)	217	143	417	405	86.5	86.4	12	13.3	22.1							



	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25
DA's lodged	33	31	40	38	24							
DA's to be Determined	128	113	138	134	121							
Value of DA's to be Determined (in millions)	126	63.3	73.7	74.5	89.1							



**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS  
AS AT 21 NOVEMBER 2024**

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
1.	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 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 was scheduled for 6 May 2024. Following this the matter has been listed for a further mediation to be held on 2 July 2024. This was vacated and has been rescheduled to 2 September 2024. The mediation was cancelled on 30 August 2024 and the matter was listed for a further directions hearing on 27 September 2024. Following this the matter has been listed for a further directions hearing on 1 November 2024. Following this the SAT made orders for a further directions hearing on 17 January 2024, with the applicant to provide additional information by 13 December 2024.</p> <p><i>Representation by: DAP Executive Director</i></p>
2.	No. 5 Berryman Street, Mount Hawthorn (DR 71 of 2024)	22 May 2024	George Seal	<p>Application for review of conditions of a Council decision to approve an application for a Change of Use from Single House to Single House and Restaurant/Cafe on 23 April 2024.</p> <p>*****</p> <p>The matter was listed for a directions hearing on 7 June 2024, which on agreement between the parties, was vacated and rescheduled for 5 July 2024. Following the directions hearing on 5 July 2024 the SAT issued orders inviting Council to reconsider the application pursuant to s.31(1) of the <i>State Administrative Tribunal Act 2004</i>, on or before 29 October 2024. The matter was also listed for a further Directions Hearing on 1 November 2024.</p> <p>The Applicant requested an extension to the reconsideration dates. The reconsideration date for this matter has been amended to on or before 28 February 2025 and a further Directions Hearing has been scheduled for 7 March 2025.</p> <p><i>Representation by: Administration</i></p>

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS  
AS AT 21 NOVEMBER 2024**

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
3.	No. 120 Claisebrook Road, Perth (DR 110 of 2024)	30 July 2024	Allerding and Associates	<p>Application for review of conditions of Western Australian Planning Commission decision to approve the Holcim Concrete Batching Plant to continue to operate until 30 December 2027 on 27 June 2024.</p> <p>*****</p> <p>The matter was listed for a directions hearing on 30 August 2024 and was listed for a mediation on 12 November 2024. The City was not invited to take part in this mediation. The matter has been listed for a further mediation on 6 February 2025. The City has not been invited to take part in this mediation.</p> <p><i>Representation by: DPLH Director Planning Appeals</i></p>
4.	No. 235 Brisbane Street, Perth (DR 122 of 2024)	21 August 2024	Michael Cao	<p>Application for review of a Council decision to refuse an application for a Change of Use from Family Day Care to Child Care Premises on 23 July 2024.</p> <p>*****</p> <p>Directions hearing held on 4 October 2024. A further directions hearing was held on 11 October 2024. at which interested residents were invited to make a presentation to the SAT at the commencement of the following mediation. Mediation was held on 7 November 2024 and included interested community members presenting to the SAT. A directions hearing has been scheduled for 22 November 2024. The directions hearing has been vacated and the matter has been listed for a directions hearing on 17 January 2025.</p> <p><i>Representation by: Administration</i></p>
5.	Nos. 41-43 Angove Street, North Perth (DR 138 of 2024)	11 October 2024	Lavan	<p>Application for review of a Council decision to refuse an application for Alterations and Additions to Service Station on 20 August 2024.</p> <p>*****</p> <p>The matter was listed for a directions hearing on 11 October 2024. On 10 October 2024 the directions hearing was vacated and rescheduled to 20 December 2024. The purpose of rescheduling the directions hearing is to allow the parties to prepare a Statement of Issues Facts and Contentions (SIFC) to define the issues under contention and inform future programming for the matter. The SAT issued orders on 10 October 2024 with the following key dates prior to the directions hearing:</p> <ul style="list-style-type: none"> <li>• 22 November 2024 – Respondent's Statement of Issues, Facts and Contentions due to SAT.</li> <li>• 13 December 2024 – Applicant's Statement of Issues, Facts and Contentions due to SAT.</li> </ul> <p><i>Representation by: Administration &amp; McLeods</i></p>

**METRO INNER DEVELOPMENT ASSESSMENT PANEL (DAP)  
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT  
AS AT 21 NOVEMBER 2024**

No.	ADDRESS	APPLICANT	PROPOSAL	DATE APPLICATION RECEIVED	DAP MEETING DATE	STATUS
1.	No. 177 Scarborough Beach Road, Mount Hawthorn	PTS Town Planning Pty Ltd	Form 1 – Mixed Use Development	6 August 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 information requested by the City.
2.	Nos. 367-373 Fitzgerald Street and 103 Alma Road, North Perth	Planning Solutions	Form 2 – Mixed Use Development (Amendment to Approved)	17 September 2024	Not yet scheduled	The application is currently under assessment.  Responsible Authority Report is currently due on 20 December 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 (DRP)  
REGISTER OF APPLICATIONS CONSIDERED BY DESIGN REVIEW PANEL  
AS AT 21 NOVEMBER 2024

ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
No. 392 Beaufort Street, Perth	Rodney Samardali	Mixed Use Development	20 November 2024	Pre-lodgement Application – First Referral The proposal would benefit from referral to the Design Review Panel to consider the proposal against the Residential Design Codes Volume 2, Policy No. 7.1.1 – Built Form and the appropriateness of the development within its setting.



## INFORMATION BULLETIN

<b>SUBJECT:</b>	<b>Unrecoverable Parking Infringements Write-off for 1st Quarter 2024/2025</b>
<b>DATE:</b>	<b>3 December 2024</b>
<b>AUTHOR:</b>	<b>Chris Dixon, Senior Projects &amp; Strategy Officer, Ranger Services</b>
<b>AUTHORISER:</b>	<b>Peter Varris, Executive Director Infrastructure &amp; Environment</b>

### PURPOSE:

To advise Council of the write-off of Parking Infringement Notices that the Fines Enforcement Registry have advised are unrecoverable for the first quarter of the 2024/2025 financial year.

### BACKGROUND:

At the Ordinary Council Meeting of 13 August 2024, a report was presented on the total write-offs of parking infringements advised by the Fines Enforcement Registry for the fourth quarter of the 2023/2024 financial year. That report also noted that future reports would be provided on a quarterly basis.

For the first quarter of the 2024/2025 financial year, there were a total of 399 Parking Infringement Notices, valued at \$67,178.85 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 \$200,408.24 has been recovered and paid through the Fines Enforcement Registry for the period 1 July 2024 to 30 September 2024.

The unrecoverable individual 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 July 2024 to 30 September 2024.



## INFORMATION BULLETIN

<i>Infringement No</i>	<i>FER Comment</i>	<i>Infringement Write-Off</i>
19351967	Case reg over 4 years ago	227.95
19360389	Case reg over 4 years ago	162.95
19315169	Case reg over 8 years ago	217.35
19321995	Case reg over 8 years ago	142.35
19331603	Case reg over 8 years ago	184.9
19321980	Case reg over 8 years ago	177.35
19375660	Case reg over 4 years ago	163.25
19325195	Case reg over 8 years ago	192.35
19327817	Case reg over 8 years ago	177.35
19326730	Case reg over 8 years ago	142.35
19362873	Case reg over 4 years ago	162.95
19312540	Case reg over 8 years ago	217.35
19329156	Case reg over 8 years ago	184.9
19323884	Case reg over 8 years ago	217.35
19331984	Case reg over 8 years ago	177.35
19323167	Case reg over 8 years ago	149.9
19333467	Case reg over 8 years ago	142.35
19336453	Case reg over 8 years ago	184.9
19321135	Case reg over 8 years ago	177.35
19326859	Case reg over 8 years ago	217.35
19324204	Case reg over 8 years ago	217.35
19373111	Case reg over 4 years ago	163.25
19323528	Case reg over 8 years ago	142.35
19324560	Case reg over 8 years ago	217.35
19378469	Case reg over 4 years ago	163.25
19323906	Case reg over 8 years ago	184.9



## INFORMATION BULLETIN

19336825	Case reg over 8 years ago	140.75
19361525	Case reg over 4 years ago	162.95
19383702	Case reg over 4 years ago	163.25
19330376	Case reg over 8 years ago	152.35
19325797	Case reg over 8 years ago	152.35
19332892	Case reg over 8 years ago	142.35
19330184	Case reg over 8 years ago	152.35
19376247	Case reg over 4 years ago	163.25
19327075	Case reg over 8 years ago	142.35
19361425	Case reg over 4 years ago	162.95
19331383	Case reg over 8 years ago	184.9
19330328	Case reg over 8 years ago	184.9
19330305	Case reg over 8 years ago	152.35
19312560	Case reg over 8 years ago	142.35
19318935	Case reg over 8 years ago	142.35
19309231	Case reg over 8 years ago	177.35
19309282	Case reg over 8 years ago	184.9
19311930	Case reg over 8 years ago	152.35
19329107	Case reg over 8 years ago	184.9
19313464	Case reg over 8 years ago	184.9
19312849	Case reg over 8 years ago	149.9
19317947	Case reg over 8 years ago	152.35
19324582	Case reg over 8 years ago	177.35
19333419	Case reg over 8 years ago	152.35
19326780	Case reg over 8 years ago	217.35
19327165	Case reg over 8 years ago	192.35
19334416	Case reg over 8 years ago	142.35
19335995	Case reg over 4 years ago	161.7



## INFORMATION BULLETIN

19319110	Case reg over 8 years ago	149.9
19750834	Case reg over 4 years ago	84.15
19800151	Case reg over 4 years ago	380.55
19328680	Case reg over 8 years ago	152.35
19382869	Case reg over 4 years ago	168.95
19316547	Case reg over 8 years ago	192.35
19329562	Case reg over 8 years ago	142.35
19332906	Case reg over 8 years ago	217.35
19321071	Case reg over 8 years ago	152.35
19323310	Case reg over 8 years ago	152.35
19321189	Case reg over 8 years ago	149.9
19321225	Case reg over 8 years ago	149.9
19305173	Case reg over 8 years ago	184.9
19331266	Case reg over 8 years ago	352.35
19312843	Case reg over 8 years ago	149.9
19331143	Case reg over 8 years ago	217.35
19337348	Case reg over 8 years ago	142.35
19327806	Case reg over 8 years ago	177.35
19331669	Case reg over 8 years ago	142.35
19326816	Case reg over 8 years ago	217.35
19318629	Case reg over 8 years ago	184.9
19326783	Case reg over 8 years ago	152.35
19323478	Case reg over 8 years ago	142.35
19330278	Case reg over 8 years ago	217.35
19881062	Case reg over 4 years ago	245.55
19378868	Case reg over 4 years ago	163.25
19334018	Case reg over 8 years ago	184.9
19321144	Case reg over 8 years ago	152.35





## INFORMATION BULLETIN

19317836	Case reg over 8 years ago	217.35
19311825	Case reg over 8 years ago	152.35
19329358	Case reg over 8 years ago	152.35
19335649	Case reg over 8 years ago	152.35
19355768	Case reg over 4 years ago	77.5
19327831	Case reg over 8 years ago	152.35
19356220	Case reg over 4 years ago	152.95
19318934	Case reg over 8 years ago	177.35
19331098	Case reg over 8 years ago	152.35
19326244	Case reg over 8 years ago	177.35
19321046	Case reg over 8 years ago	152.35
19376806	Case reg over 4 years ago	163.25
19307237	Case reg over 8 years ago	152.35
19326536	Case reg over 8 years ago	184.9
19421854	Case reg over 4 years ago	170.35
19326418	Case reg over 8 years ago	152.35
19319719	Case reg over 8 years ago	142.35
19330133	Case reg over 8 years ago	152.35
19330917	Case reg over 8 years ago	152.35
19323081	Case reg over 8 years ago	142.35
19321091	Case reg over 8 years ago	142.35
19327913	Case reg over 8 years ago	177.35
19334455	Case reg over 8 years ago	142.35
19324011	Case reg over 8 years ago	149.9
19329023	Case reg over 8 years ago	184.9
19331071	Case reg over 8 years ago	184.9
19319031	Case reg over 8 years ago	149.9
19335503	Case reg over 8 years ago	217.35



## INFORMATION BULLETIN

19318709	Case reg over 8 years ago	192.35
19325850	Case reg over 8 years ago	184.9
19328407	Case reg over 8 years ago	184.9
19313646	Case reg over 8 years ago	184.9
19318115	Case reg over 8 years ago	184.9
19421284	Case reg over 4 years ago	170.35
19302700	Case reg over 8 years ago	142.35
19323613	Case reg over 8 years ago	149.9
19313509	Case reg over 8 years ago	184.9
19297391	Case reg over 8 years ago	152.35
19330409	Case reg over 8 years ago	152.35
19295710	Case reg over 8 years ago	177.35
19316282	Case reg over 8 years ago	149.9
19323309	Case reg over 8 years ago	152.35
19323400	Case reg over 8 years ago	217.35
19329270	Case reg over 8 years ago	152.35
19315824	Case reg over 8 years ago	352.35
19421621	Case reg over 4 years ago	170.35
19326624	Case reg over 8 years ago	184.9
19307272	Case reg over 8 years ago	149.9
19436463	Case reg over 4 years ago	170.35
19321109	Case reg over 8 years ago	177.35
19329500	Case reg over 8 years ago	184.9
19323489	Case reg over 8 years ago	142.35
19331149	Case reg over 8 years ago	152.35
19325576	Case reg over 8 years ago	39
19328433	Case reg over 8 years ago	184.9
19437525	Case reg over 4 years ago	170.35



## INFORMATION BULLETIN

19335570	Case reg over 8 years ago	152.35
19386589	Case reg over 4 years ago	168.95
19266275	Case reg over 8 years ago	167.55
19283969	Case reg over 8 years ago	142.55
19303735	Case reg over 8 years ago	139.1
19306472	Case reg over 8 years ago	379.1
19305692	Case reg over 8 years ago	139.1
19313029	Case reg over 8 years ago	214.1
19307165	Case reg over 8 years ago	139.1
19308779	Case reg over 8 years ago	139.1
19297794	Case reg over 8 years ago	174.1
19305888	Case reg over 8 years ago	149.1
19302544	Case reg over 8 years ago	174.1
19304234	Case reg over 8 years ago	174.1
19304867	Case reg over 8 years ago	174.1
19308901	Case reg over 8 years ago	149.1
19310925	Case reg over 8 years ago	139.1
19308905	Case reg over 8 years ago	149.1
19306610	Case reg over 8 years ago	174.1
19311608	Case reg over 8 years ago	139.1
19313968	Case reg over 8 years ago	139.1
19311617	Case reg over 8 years ago	149.1
19291748	Case reg over 8 years ago	174.1
19306751	Case reg over 8 years ago	174.1
19306745	Case reg over 8 years ago	214.1
19288426	Case reg over 8 years ago	133.7
19292051	Case reg over 8 years ago	133.7
19294251	Case reg over 8 years ago	143.7



## INFORMATION BULLETIN

19287535	Case reg over 8 years ago	143.7
19297929	Case reg over 8 years ago	143.7
19308005	Case reg over 8 years ago	133.7
19296581	Case reg over 8 years ago	168.7
19298726	Case reg over 8 years ago	168.7
19299942	Case reg over 8 years ago	168.7
19303226	Case reg over 8 years ago	168.7
19303554	Case reg over 8 years ago	343.7
19303511	Case reg over 8 years ago	168.7
19284763	Case reg over 8 years ago	133.7
19299186	Case reg over 8 years ago	143.7
19299916	Case reg over 8 years ago	133.7
19299919	Case reg over 8 years ago	133.7
19308055	Case reg over 8 years ago	143.7
19288914	Case reg over 8 years ago	142.55
19270334	Case reg over 8 years ago	132.55
19320154	Case reg over 8 years ago	142.35
19309212	Case reg over 8 years ago	177.35
19310753	Case reg over 8 years ago	150.6
19314401	Case reg over 8 years ago	152.35
19311721	Case reg over 8 years ago	175.6
19316110	Case reg over 8 years ago	152.35
19313113	Case reg over 8 years ago	175.6
19318249	Case reg over 8 years ago	152.35
19316222	Case reg over 8 years ago	142.35
19318463	Case reg over 8 years ago	152.35
19318481	Case reg over 8 years ago	152.35
19317008	Case reg over 8 years ago	175.6



## INFORMATION BULLETIN

19317478	Case reg over 8 years ago	140.6
19319832	Case reg over 8 years ago	152.35
19319244	Case reg over 8 years ago	177.35
19317501	Case reg over 8 years ago	175.6
19295631	Case reg over 8 years ago	175.6
19315457	Case reg over 8 years ago	192.35
19317220	Case reg over 8 years ago	352.15
19313332	Case reg over 8 years ago	177.35
19315355	Case reg over 8 years ago	177.35
19319443	Case reg over 8 years ago	142.35
19322478	Case reg over 8 years ago	177.35
19309638	Case reg over 8 years ago	142.35
19317321	Case reg over 8 years ago	217.35
19320001	Case reg over 8 years ago	142.35
19310267	Case reg over 8 years ago	142.35
19291345	Case reg over 8 years ago	133.7
19296423	Case reg over 8 years ago	143.7
19291662	Case reg over 8 years ago	133.7
19293995	Case reg over 8 years ago	133.7
19298349	Case reg over 8 years ago	143.7
19299201	Case reg over 8 years ago	208.7
19299206	Case reg over 8 years ago	208.7
19298419	Case reg over 8 years ago	143.7
19296873	Case reg over 8 years ago	133.7
19296361	Case reg over 8 years ago	168.7
19300767	Case reg over 8 years ago	143.7
19298132	Case reg over 8 years ago	168.7
19301819	Case reg over 8 years ago	143.7



## INFORMATION BULLETIN

19302011	Case reg over 8 years ago	143.7
19287312	Case reg over 8 years ago	168.7
19299481	Case reg over 8 years ago	208.7
19306264	Case reg over 8 years ago	168.7
19300799	Case reg over 8 years ago	133.7
19305431	Case reg over 8 years ago	143.7
19305434	Case reg over 8 years ago	143.7
19287598	Case reg over 8 years ago	143.7
19291797	Case reg over 8 years ago	143.7
19293180	Case reg over 8 years ago	143.7
19305484	Case reg over 8 years ago	343.7
19303083	Case reg over 8 years ago	133.7
19293758	Case reg over 8 years ago	208.7
19269280	Case reg over 8 years ago	143.7
19303959	Case reg over 8 years ago	133.7
19294789	Case reg over 8 years ago	143.7
19303962	Case reg over 8 years ago	133.7
19281212	Case reg over 8 years ago	143.7
19274986	Case reg over 8 years ago	168.7
19286477	Case reg over 8 years ago	133.7
19292353	Case reg over 8 years ago	133.7
19293227	Case reg over 8 years ago	133.7
19288720	Case reg over 8 years ago	233.7
19293258	Case reg over 8 years ago	233.7
19293313	Case reg over 8 years ago	233.7
19293238	Case reg over 8 years ago	183.7
19243611	Case reg over 8 years ago	153
19245907	Case reg over 8 years ago	153



## INFORMATION BULLETIN

19226316	Case reg over 8 years ago	193
19218804	Case reg over 8 years ago	153
19256249	Case reg over 8 years ago	153
19277265	Case reg over 8 years ago	203
1891402	Case reg over 8 years ago	153
19263022	Case reg over 8 years ago	153
19264605	Case reg over 8 years ago	153
19270410	Case reg over 8 years ago	153
19247142	Case reg over 8 years ago	118
19267225	Case reg over 8 years ago	138
19247181	Case reg over 8 years ago	118
19216692	Case reg over 8 years ago	118
19236571	Case reg over 8 years ago	128
1753122	Case reg over 8 years ago	127.5
1817612	Case reg over 8 years ago	193
1891099	Case reg over 8 years ago	128
1753997	Case reg over 8 years ago	193
19251172	Case reg over 8 years ago	128
19274426	Case reg over 8 years ago	138
19218714	Case reg over 8 years ago	118
19205466	Case reg over 8 years ago	193
19208960	Case reg over 8 years ago	167
1753459	Case reg over 8 years ago	153
1703018	Case reg over 8 years ago	153
19215237	Case reg over 8 years ago	193
19279887	Case reg over 8 years ago	138
19263705	Case reg over 8 years ago	163
19277698	Case reg over 8 years ago	138



## INFORMATION BULLETIN

19219684	Case reg over 8 years ago	193
904157	Case reg over 8 years ago	203
1656907	Case reg over 8 years ago	128
19204343	Case reg over 8 years ago	118
19221732	Case reg over 8 years ago	118
19262964	Case reg over 8 years ago	138
903541	Case reg over 8 years ago	193
757404	Case reg over 8 years ago	128
19203487	Case reg over 8 years ago	128
19218745	Case reg over 8 years ago	128
19279527	Case reg over 8 years ago	163
19277457	Case reg over 8 years ago	138
19276413	Case reg over 8 years ago	163
1822116	Case reg over 8 years ago	128
19241678	Case reg over 8 years ago	7.7
19202012	Case reg over 8 years ago	118
19222149	Case reg over 8 years ago	128
19245016	Case reg over 8 years ago	118
19247111	Case reg over 8 years ago	193
19271425	Case reg over 8 years ago	203
19222951	Case reg over 8 years ago	168
19275583	Case reg over 8 years ago	203
19207679	Case reg over 8 years ago	128
19424923	Case reg over 4 years ago	170.35
19366342	Case reg over 4 years ago	163.25
19333215	Case reg over 8 years ago	217.35
19318896	Case reg over 8 years ago	142.35
19333484	Case reg over 8 years ago	142.35





## INFORMATION BULLETIN

19321512	Case reg over 8 years ago	177.35
19332911	Case reg over 8 years ago	177.35
19325199	Case reg over 8 years ago	177.35
19326781	Case reg over 8 years ago	152.35
19327127	Case reg over 8 years ago	184.9
19326206	Case reg over 8 years ago	352.35
19324776	Case reg over 8 years ago	149.9
19367133	Case reg over 4 years ago	163.25
19331814	Case reg over 8 years ago	142.35
19329474	Case reg over 8 years ago	142.35
19336405	Case reg over 8 years ago	217.35
19337215	Case reg over 8 years ago	142.35
19312575	Case reg over 8 years ago	142.35
19321119	Case reg over 8 years ago	152.35
19317740	Case reg over 8 years ago	149.9
19337259	Case reg over 8 years ago	184.9
19305197	Case reg over 8 years ago	184.9
19329103	Case reg over 8 years ago	142.35
19321193	Case reg over 8 years ago	152.35
19328725	Case reg over 8 years ago	152.35
19327827	Case reg over 8 years ago	217.35
19318086	Case reg over 8 years ago	149.9
19331946	Case reg over 8 years ago	217.35
19332674	Case reg over 8 years ago	352.35
19331249	Case reg over 8 years ago	142.35
19335435	Case reg over 8 years ago	217.35
19295956	Case reg over 8 years ago	184.9
19329056	Case reg over 8 years ago	142.35



## INFORMATION BULLETIN

19332282	Case reg over 8 years ago	217.35
19332049	Case reg over 8 years ago	217.35
19322120	Case reg over 8 years ago	152.35
19323894	Case reg over 8 years ago	184.9
19333988	Case reg over 8 years ago	142.35
19317971	Case reg over 8 years ago	149.9
19372129	Case reg over 4 years ago	163.25
19337204	Case reg over 8 years ago	142.35
19357865	Case reg over 4 years ago	161.7
19305069	Case reg over 8 years ago	177.35
19332866	Case reg over 8 years ago	352.35
19330103	Case reg over 8 years ago	152.35
19329593	Case reg over 8 years ago	142.35
19335521	Case reg over 8 years ago	152.35
19319009	Case reg over 8 years ago	149.9
19335067	Case reg over 8 years ago	177.35
19395675	Case reg over 4 years ago	170.35
19321594	Case reg over 8 years ago	152.35
19295946	Case reg over 8 years ago	184.9
19335628	Case reg over 8 years ago	142.35
19880471	Case reg over 4 years ago	180.55
19318061	Case reg over 8 years ago	152.35
19331373	Case reg over 8 years ago	184.9
19331927	Case reg over 8 years ago	352.35
19322804	Case reg over 8 years ago	152.35
19330474	Case reg over 8 years ago	217.35
19323419	Case reg over 8 years ago	142.35
19318679	Case reg over 8 years ago	184.9



## INFORMATION BULLETIN

19361478	Case reg over 4 years ago	162.95
19353668	Case reg over 4 years ago	162.95
19321413	Case reg over 8 years ago	217.35
19377955	Case reg over 4 years ago	163.25
19313545	Case reg over 8 years ago	149.9
19326828	Case reg over 8 years ago	152.35
19357752	Case reg over 4 years ago	162.95
19329569	Case reg over 8 years ago	142.35
19333613	Case reg over 8 years ago	152.35
19329452	Case reg over 8 years ago	142.35
19329222	Case reg over 8 years ago	184.9
19387567	Case reg over 4 years ago	168.95
19315106	Case reg over 8 years ago	142.35
19377898	Case reg over 4 years ago	163.25
19335648	Case reg over 8 years ago	152.35
19326181	Case reg over 8 years ago	184.9
19295969	Case reg over 8 years ago	184.9
19328969	Case reg over 8 years ago	184.9
19375886	Case reg over 4 years ago	163.25
19330168	Case reg over 8 years ago	152.35
19331646	Case reg over 8 years ago	142.35
19331664	Case reg over 8 years ago	217.35
19313541	Case reg over 8 years ago	184.9
19327829	Case reg over 8 years ago	152.35
19397766	Insufficient details to enf	235.35
19437453	W/O Policy Sent Prisoner	170.35
19336755	Insufficient details to enf	149.9
20100844	Offender deceased	262.3



## INFORMATION BULLETIN

19352817	<i>Offender deceased</i>	151.7
19340181	<i>Insufficient details to enf</i>	151.7
19382100	<i>Insufficient details to enf</i>	228.25
19251387	<i>Offender deceased</i>	153
19437113	<i>Company no longer registered</i>	370.35
19318609	<i>Insufficient details to enf</i>	177.35
19922021	<i>Company no longer registered</i>	187.3
19343134	<i>Insufficient details to enf</i>	226.7
19955596	<i>Uneconomical to Enforce</i>	0.8

Asset Management & Sustainability Strategy Annual Implementation Update

Number	Action	Deliverable	Timing				Priority	Responsible Area	Status	2023/24 Annual Review Update
			Short	Med	Long	On-going				
1	Consider and then implement long-term funding scenarios that will close the asset renewal gap and plan for relevant projects that have detailed cost estimates and timelines	Improve the City's Asset Sustainability Ratio restored to a minimum 90% position by 2022/23	✓				High	Community & Business Services (Finance)	Not Started/On	Asset Sustainability Ratio for 2023/24 was 91%. Continue to monitor on an annual basis.
		Improve the City's Asset Sustainability Ratio restored to a minimum 100% position for the life of the AMSS			✓		High	Community & Business Services (Finance)	In progress	Ongoing focus on 'renewal over new' in the 4 Year Capital Works Program. The ratio is expected to improve overtime from the current 91%.
		Consider base position and other long-term financial scenarios and determine preferred option for future planning	✓				High	Community & Business Services (Finance)	In progress	Continue with refining the 4 Year Capital Works Program review year on year - focusing on renewal projects.
		Consider additional costings for relevant projects listed within the City's CBP that have provided lifecycle costs as part of its detailed cost estimates and timelines. Make informed implementation decisions that link to LTFP projections	✓	✓			High	Community & Business Services (Finance)	In progress	Lifetime costs - where practicable - will be captured and included in Annual Budget and reviewed regularly.
		Report on renewal ratio for key assets and provide targeted financial details that will inform annual budget reviews				✓	Medium	Community & Business Services (Finance)	In progress	Renewal ratios for key assets will be reported within Asset Management Plan to inform Annual Budget process.
2	Review key asset classes to allocate levels of service (both current and future usage) to provide a framework for asset sustainability and rationalisation going forward	Develop an Asset Prioritisation Plan for Building, Transport and Recreation/Parks that is informed by: <ul style="list-style-type: none"><li>• Building conditions audit (2018)</li><li>• Current rationalisation program of works (informed by building conditions audit and condition grading assessments)</li><li>• Active Reserve Strategic Club Allocation &amp; Facility Rationalisation Plan (feeds into Sports and Recreation Facilities Plan that is in development)</li><li>• AMPs for Building, Transport and Recreation/Parks</li></ul>	✓				High	Infrastructure and Environment (City Buildings & Asset Management)	In progress	Asset prioritisation planning is in progress with building rationalisation and project prioritisation subject to outcomes identified in Draft Community Infrastructure Plan and other Precinct Structure plans.
		Review, classify and allocate levels of service to all City buildings for current and future usage of assets that incorporates population forecasts and demographic changes and align with SCP priorities (feeds into AMPs)	✓	✓			Medium	Infrastructure and Environment (City Buildings & Asset Management)	Completed	A Building Level of Service Framework (BLOS) has been developed. Service levels will continue to be monitored and reviewed as part of the Building Asset Management.
3	Review and update Asset Management Framework that supports asset sustainability management principles	Provide detailed cost estimates and timelines including lifecycle cost template in project management framework to be used for all new substantial capital works projects (also informed by recommendations of Asset Prioritisation Plan				✓	High	Infrastructure and Environment (City Buildings & Asset Management)	Not Started/On Hold	The current Projects On A Page (POAP) and Programs On A Page (PROAP) templates do not support this deliverable. The intention is to incorporate this in future iterations.
		Revise current AMPs as part of three year cycle (2021/24/27/30)				✓	High	Infrastructure and Environment (City Buildings & Asset Management)	Not Started/On	The plans were completed in 2021; however, the 2024 review will commence this year but will not be completed until 2025 due to resource
		Review Asset Management Policy 2009			✓		Medium	Infrastructure and Environment (City Buildings & Asset Management)	Completed	Asset Management Policy was reviewed and adopted in October 2023.
		Completion of Asset Management Plan (Plant and Equipment)			✓		Medium	Infrastructure and Environment (Engineering Operations)	Not Started/On	Work has commenced on an Draft Electric Vehicle Transition Plan.
		Completion of Asset Management Plan (Information Communication Technology)			✓		Medium	Community & Business Services (Information and Communication Technology)	Not Started/On Hold	Information and Communication Technology (ICT) has a complete set of data for leased and owned hardware with projected renewal and replacement dates. Integration of data, creation of AMP planned for 3rd
		Plan, allocate resources and deliver upgrades to meet disability access improvements, risk management and compliance and legislative requirements				✓	High	Infrastructure and Environment (City Buildings & Asset Management)	In progress	Building renewal projects will apply design and construction principles to ensure compliance with DAIP, Risk Management and Legislative
4	Work towards best practice in asset management through continuous improvement in asset management processes, capability and maturity	Skill development of staff using GIS to map asset locations appropriately				✓	Medium - High	Community & Business Services (Information and Communication Technology)	In progress	Information and Communication Technology (ICT) department now has a dedicated GIS (Geographic Information System) resource.
		Explore Assetfinda and Civica (Authority) asset management software to replace current asset data storage	✓	✓			High	Infrastructure and Environment (City Buildings & Asset Management)	In progress	We are currently using the existing asset management software, RAMM, and are trialling a specialised building management software, iAM Omni, for a 12-month period.
		Adopt software that improves consistency in asset class use across the organisation	✓	✓			High	Infrastructure and Environment (City Buildings & Asset Management)	In progress	We are currently using the existing asset management software, RAMM, and are trialling a specialised building management software, iAM Omni, for a 12-month period.
5	Provide support and oversight on critical asset management issues and ensure ongoing monitoring of Implementation Plan	Establishment of AMS sub-committee to oversee implementation of current and proposed relevant development plans and master plans				✓	High	Infrastructure and Environment (City Buildings & Asset Management) & Community & Business Services (Finance)	In progress	The Asset Management Sub-Committee was established in 2023 and meets quarterly.
6	Enhance current demand management practices through public consultation and associated measurement of current community service levels	Ensure participatory asset discussions by undertaking a community focus group workshop to understand community value of assets and compare with current service level measurements	✓				High	Corporate Strategy & Governance (Place Planning)	In progress	Precinct planning undertakes community consultation which is reflected in the 2022-2032 SCP
7	Advocate for support for asset sustainability through the promotion of City assets and the development potential of underutilised public open spaces	Advocate to State and Federal Government for support to renew the City's regional facilities				✓	Medium	Infrastructure and Environment (Community Facilities) & Corporate Strategy & Governance (Place Planning)	In progress	We have received \$3 million in federal funding for the Litis Stadium and Floreat Athena Clubroom project, as well as \$3.5 million in state funding for the Leederville Oval project.
		Pursue partnership opportunities with appropriate funding bodies				✓	Medium	Infrastructure and Environment (Community Facilities) & Corporate Strategy & Governance (Place Planning)	In progress	Ongoing requests for grant funding will be applied for major projects identified in the CBP 2024/25-2027/28.

Safer Vincent Plan 2019 - 2022				
Implementation Update pending Safer Vincent Planning review and associated report scheduled for Council Workshop 14 February 2024				
No.	Action	Deliverable	Status	Comments
1	Establish Town Centre specific community safety priorities	Undertake night inspections of all Town Centres to identify priority areas for action	Completed	Completed 2022-2024, lead by Place team.
		Identify streetscape, public realm, lighting and CCTV improvements in hotspot areas	Ongoing	Ongoing collaboration between City work teams.
		Ensure priority community safety projects are reflected in Town Centre Place Plans	Ongoing	Consultation with Ranger Services and Safer Vincent Advisor is undertaken during Place Plan development, with opportunities to consider feedback from key stakeholders.
		Implement a Citywide approach to projects that impact community safety, ensuring alignment with planning, development and activation considerations	Ongoing	Ongoing. Opportunity to consider inclusion of community safety implications in Council Report template during upcoming Safer Vincent Planning.
2	Improve and expand lighting infrastructure within the public realm	Gather and maintain information and statistics from WA Police Force and the community to determine priority lighting areas	Ongoing	Crime statistics are shared with LGs monthly through MOU between WA Police Force and WALGA. This data has been analysed and shared with the Underground Power team to assist in identifying priority locations for lighting improvements in each Underground Power project precinct as part of the design phase.
		Undertake GIS mapping of public lighting infrastructure	Completed	Intramaps (COV's online mapping system) contains a street light layer.
		Develop and implement a public area lighting plan	Ongoing	The City of Vincent's \$170 million Underground Power program, being delivered in collaboration with Western Power, will provide benefits including improved security and better public safety throughout Vincent's neighbourhoods and town centres.
		Allocate funding within the City budget to the laneway lighting program	Ongoing	The City's Laneway Lighting budget has increased from \$20,000 to \$80,000 each financial year since the adoption of this Plan.
		Obtain external grant funding to implement lighting in priority areas	Ongoing	Since adoption of the Plan, external funding has been received towards lighting improvement projects including Sullivan Logistics Stadium, Robertson Park, Birdwood Square, Charles Veryard Reserve, Forrest Park Croquet Club, Britannia Reserve and Lynton Street Reserve.

3	Provide support to organisations working with people experiencing homelessness	Collaborate with the City Homelessness Framework Committee to deliver an accreditation system for organisations delivering emergency relief services within Vincent	Completed	In 2020 the City of Perth established a dedicated service precinct and accreditation program for groups that provide services to those experiencing homelessness. The Moore Street hub, near Royal Perth Hospital, offers a roster of meal and other services at a secure site that aims to reduce duplication and improve accessibility and coordination of goodwill services. In October 2021, COV Council determined that no goods and service provision was to be permitted at Weld Square until further notice, in response to anti-social behaviour at the site and in recognition of the new Moore Street service hub operating less than 1km from this location.
		Maintain an interagency approach as per the City Homelessness Framework Committee Actions to assisting people within Vincent experiencing homelessness by collaborating with outreach and other community organisations and provide information on available support and services to people experiencing homelessness	Ongoing	<a href="#">The State launched the HEART (Homeless Engagement, Assessment, Response Team) initiative in 2021 and established the Office of Homelessness in early 2022. HEART operations in the City area are delivered through the Safe Perth City Initiative, and the City works closely with the Department of Communities, WA Police Force and other services to improve coordination through a collective response.</a>
		Provide funding to Nyoongar Outreach Services to deliver support to Aboriginal people within our community	Ongoing	COV has partnered with Nyoongar Outreach Services for many years to deliver assistance for vulnerable and at-risk Aboriginal people in our public spaces. Outreach workers liaise closely with the City's Rangers, often by radio, to ensure support is delivered where needed.
		Refine the Collaborative Grants program to better support the delivery of projects that assist people experiencing disadvantage, homelessness or who are at risk within the community	Completed	The City's Collaborative Grants program aims to establish partnerships between COV and local services to respond to a recognised community focus area as determined by Council. In 2019/20, the program funded Uniting WA to provide an outreach worker in the vicinity of Weld Square. From 2020/21, funds have been directed towards the provision of youth programs (YMCA).
		Collaborate with service providers to ensure the provision of services, such as outreach workers in the vicinity of Weld Square	Ongoing	Through the State-funded Safe Perth City Initiative, COV works closely with a number of specialist outreach services, including Uniting WA and i24s, to provide support to vulnerable individuals in the vicinity of Weld Square and across the whole City. COV also has a long- standing partnership with Nyoongar Outreach Services.

4	<b>Plan for the expansion and management of the City's CCTV networks</b>	Review, update and implement the City's CCTV Strategy	Delayed	On hold pending the State's privacy legislation review, which is likely to have implications for how CCTV data is shared and handled.
		Maintain a Memorandum of Understanding with WA Police Force for access and sharing of CCTV footage under the State CCTV Strategy	Ongoing	The WA State CCTV Strategy remains relevant, though aspects of its implementation have now evolved. The locations of City CCTV assets are registered on the WA Police Force State CCTV Register (Cam-Map WA) with formal processes in place for police to request CCTV footage and images from COV as required.
		Obtain external grant funding to implement CCTV in priority areas	Ongoing	COV was not successful in obtaining external grant funding for CCTV projects during the term of the Plan and actively continues to explore opportunities. Relevant Federal and State funding for community safety and crime prevention projects has been focussed on areas of racial and religious intolerance in recent years, as well as direct delivery of engagement activities for at-risk youth.
		Undertake GIS mapping of all CCTV cameras owned by the City	Completed	Intramaps (COV's online mapping system) contains a CCTV layer mapping the locations of COV's CCTV assets. The locations of City CCTV assets are also registered on the WA Police Force State CCTV Register (Cam-Map WA).
		Investigate the feasibility of purchasing a mobile CCTV unit for use at events and in hotspot areas	Delayed	<a href="#">On budget 2024/25. Submissions for external funding for this initiative through the WA Police Force Community Services Fund have not been successful to date.</a>
		Work with WA Police Force, residents and businesses to identify priority locations for CCTV within our Town Centres	Ongoing	The City works closely with WA Police Force to identify priority areas for new CCTV infrastructure and to support multi-agency responses to arising issues through deployment of mobile CCTV assets.
5	<b>Promote the State CCTV Register to the community</b>	Promote the register to businesses and residents and encourage registration of cameras in the public realm to assist police with investigations	Ongoing	<a href="#">Cam-Map WA, the new State CCTV Register, was launched in 2020 and allows everyone to voluntarily register the location of their CCTV systems, to assist police in accessing footage more efficiently during investigations. COV promotes this initiative through its website, customer responses and community engagement activities.</a>



6	<b>Review and prepare Local Emergency Management procedures and plans</b>	Participate in the Western Central Local Emergency Management Committee	Ongoing	<a href="#">Ongoing.</a>
		Maintain a current Local Emergency Recovery Plan	Ongoing	<a href="#">Council adopted updated Western Central Local Emergency Management Arrangements 2024 at OCM 20 August 2024.</a>
		Develop, review and implement Local Emergency Management Plans	Completed	<a href="#">Council adopted updated Western Central Local Emergency Management Arrangements 2024 at OCM 20 August 2024.</a>
		Facilitate and manage funding for Northshore State Emergency Services through the Department of Fire and Emergency Services Local Government Grant Scheme	Ongoing	Ongoing.
7	<b>Manage the risk of terrorist activity in crowded places</b>	Participate in 'Crowded Places' forums with WA Police Force to increase resilience and awareness of this type of risk	Ongoing	These forums were put on hold by WA Police Force during the COVID-19 pandemic but have now been reinstated, with Health Services and Ranger Services representatives attending.
		Undertake security audits in high risk areas to mitigate risks and inform contingency planning	Ongoing	Crowded Places assessments are required/undertaken for large events.
8	<b>Undertake public health planning to reduce the risks of anti-social behaviour in entertainment precincts</b>	Maintain the Vincent Liquor Accord for local businesses and WA Police Force	Not Complete	<a href="#">The COV Accord has been inactive since 2018. The current Alcohol and Drug Foundation position on Liquor Accords is that they do not reduce alcohol related harm. Reducing alcohol related harm remains a priority in the COV Public Health Plan 2020-2025 with the establishment of the Perth Vincent Subiaco Local Drug Action Group in 2021 and the creation of a dedicated Alcohol Action Plan for this precinct in 2024. In 2024, the Mayor also held an Alcohol and Drug Roundtable with over 11 key cross-sector stakeholders (and another 7 keen to be involved in future engagement) to discuss local trends and opportunities for collaboration.</a>
		Work with WA Police Force to identify hotspots for anti-social behaviour associated with licensed premises and act to address identified issues	Ongoing	Health Services and Safer Vincent engagement with local police, WA Police Force Liquor Enforcement Unit and the Office of Racing, Gaming and Liquor to address local issues as required.

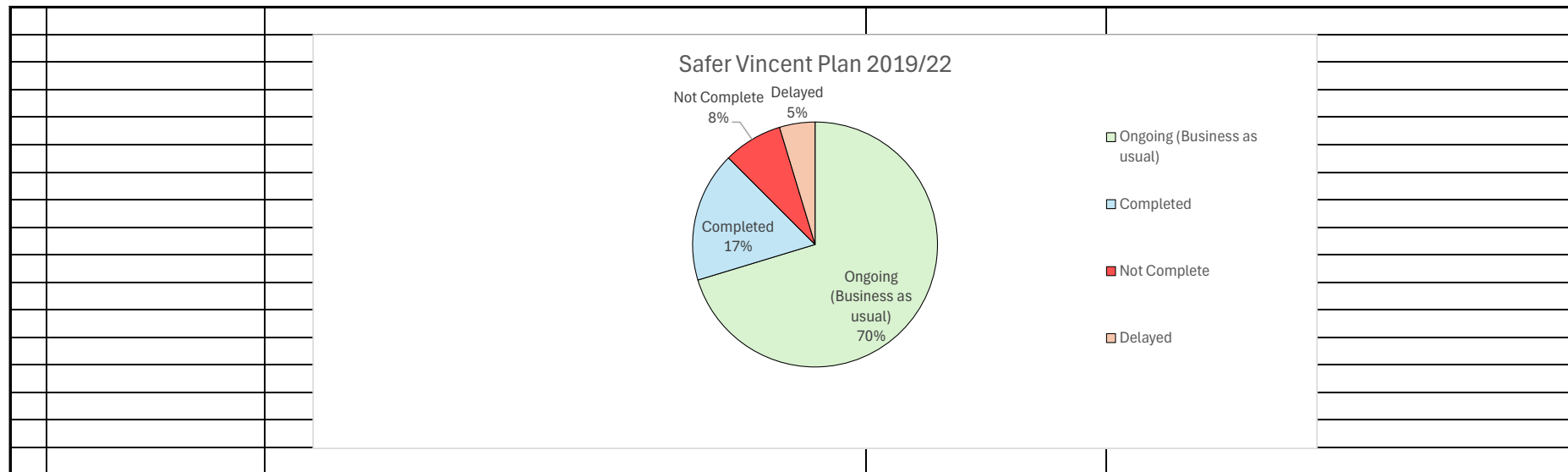
9	<b>Manage anti-social behaviour in parks and public spaces</b>	Collaborate with Nyoongar Outreach Services to identify and monitor hotspot areas and provide outreach services in public spaces across the City	Ongoing	COV Rangers have daily radio contact with Nyoongar Outreach Services to share information about hotspot areas.
		Work with high-risk delivery organisations to ensure management plans include actions that minimise risks of anti-social behaviour in the surrounding area	Ongoing	Ongoing requirement.
		Conduct ranger patrols in parks and public spaces and report all suspicious and anti-social behaviour to WA Police Force	Ongoing	Ongoing. Local trends and concerns are also shared with local police through weekly meetings and as required. Safer Vincent and Ranger Services also attend Parks Toolbox meetings to gather and share information about issues in our public spaces.
10	<b>Utilise CPTED principles</b>	Further embed the application of Crime Prevention Through Environmental Design (CPTED) principles within public spaces through the City's Built Form Policy and the adoption of 'Creating Safer Space' guidelines	Ongoing	<a href="#">The State's Safer Places By Design Crime Prevention Through Environmental Design (CPTED) Guidelines were adopted in 2022/2023, with COV providing a submission during the consultation period. A number of COV staff have undertaken online CPTED training since 2020, with further training opportunities to be explored in the future.</a>
		Ensure community safety priorities are addressed within public space master and development plans	Ongoing	Consultation with Ranger Services and Safer Vincent Advisor is undertaken during plan development, with opportunities to seek and consider feedback from key external stakeholders also.
11	<b>Assess the effectiveness and feasibility of a security patrol service</b>	Prepare a business case to assess the effectiveness, possible financial model and feasibility of a dedicated patrol service in the City and, if viable, determine community appetite for the service and the associated costs	Not Complete	Initial research and benchmarking has been undertaken, however has not been pursued due to low community appetite for such a service and associated costs.
12	<b>Increase local community events that build connections</b>	Promote the Open Streets Program to encourage street parties and other local events that build relationships between neighbours	Completed	COV Street Activation Policy and Open Streets program actively promoted during the term of the Plan. Program currently on hold due to changes to WA Police Force road closure/traffic management requirements - to be reviewed.
		Promote Neighbour Day to the community and investigate opportunities to support activities that encourage residents getting to know each other	Ongoing	Neighbour Day, on the first Sunday of March each year, is promoted to the COV community each year to encourage the building of strong neighbourhood connections.
		Develop and implement a Play Streets Kit and promote Play Streets to the community	Completed	The City received funding in 2019/20 to promote/support this initiative.

13	Support organisations that create a safer and more connected community	Map organisations that deliver support or safety services within the community and identify any areas not being serviced, for potential collaboration	Ongoing	City of Perth with Department of Communities have published a Homeless Services in the Inner City brochure and map which is available on the COV website and in hardcopy format for staff and the broader community. The publication includes details of many different types of support services within the Perth and Vincent areas. <i>Opportunities to support this publication and promote other information, such as safe sharps disposal options, are currently being considered in partnership with key stakeholders.</i>
		Build relationships with organisations providing services to seniors and people with disability and promote community events to their clients	Ongoing	Ongoing. The City's Community Development and Library teams program, promote and support a variety of events and workshops for these cohorts in partnership with key stakeholders and local organisations.
		Provide funding to Constable Care Foundation to deliver educational programs including performances and mascot appearances in local schools and at community events	Ongoing	Ongoing. In 2023/24 alone, Constable Care Foundation delivered theatre-in-education performances and workshops to 803 students in Vincent on on Protective Behaviours, Road Safety and First Aid and Emergencies. A further 95 primary students also visited the Constable Care Safety School to learn about road, passenger, bike, pedestrian and public transport safety, and an intensive program was also developed and delivered at a local secondary school, in addition to library puppet shows.
		Identify and collaborate with groups and organisations that influence community safety including outreach services, community groups, Town Teams and other local governments	Ongoing	The City actively participates in a variety of community safety and homelessness working groups with stakeholders such as other local governments, WA Alliance to End Homelessness, WA Rangers Association, Local Government Professionals WA, WALGA, Shelter WA, Perth Inner City Group, WA Police Force, Office of Homelessness, other local governments and local specialist homelessness, support and outreach services and non-for-profit agencies.

14	<b>Utilise the Safer Vincent Advisory Group to workshop and provide advice on community safety matters</b>	Safer Vincent Advisory Group to be a forum for residents, businesses and community groups to present key community safety issues and assist with appropriate actions and coordinated responses	Not Complete	Since the COVID-19 pandemic, a number of other working groups and committees with the same stakeholders involved in the Safer Vincent Advisory Group have evolved to coordinate multi-agency responses to community safety and homelessness within the City. <i>Further detail about Administration's current commitments in this regard and opportunities for future Council engagement with key stakeholders will be discussed at Council Workshop in February 2025.</i>
15	<b>Implement the 'Love Your Laneway' demonstration project</b>	Develop and implement a demonstration project to enable residents to make better use of, and beautify their laneways, leading to increased activation and surveillance	Not Complete	To be advised.
16	<b>Review the community safety resources program</b>	Review the program to ensure effective and useful resources are being provided to residents and businesses	Ongoing	Over 250 free solar motion sensor lights have been distributed to COV residents and businesses since 2019, and an extended range of free graffiti removal products is now available at no cost also. The City is also looking to introduce a bike lock program in 2025, linked to the Crime Stoppers WA BikeLinc program, within existing budget.
		Provide a resources program targeted at vulnerable groups including seniors and young people	Ongoing	The City continues to offer solar motion sensor lights and graffiti removal products at no cost, and lens cloths reminding users to 'remove valuables from vehicles'. A variety of information resources are available through the permanent Safer Vincent display in the library foyer. Links to several accessible information resources are also available on the City's website.
		Undertake a feasibility analysis for a security rebate program within the City	Completed	The State Government re-introduced the Safety and Security Rebate for seniors in 2021 which is actively promoted, however the City has not introduced a rebate scheme supplement the Safer Vincent resources program at this time. <i>There is an opportunity to consider further during upcoming Safer Vincent Planning, particularly in the context of limited external funding availability to increase the City's CCTV network and the opportunity to incentivise businesses to upgrade their own cameras and improve the safety of our town centres.</i>

17	Share crime prevention messages with the public	Promote crime prevention messages by sharing relevant content created by WA Police Force, Crime Stoppers WA and Neighbourhood Watch on social media, variable messaging boards and at events and forums	Ongoing	Ongoing support and promotion of community safety campaigns and messages as appropriate.
		Provide crime prevention information to new residents through welcome packs	Not Complete	A welcome letter is provided to new residents at present. <i>Opportunities to share information with future rates notices (ie. magnet with essential contact information and QR codes linking to crime prevention information) are actively being explored for distribution with future rates notices and through other community engagement.</i>
		Provide information to homeowners on home security design measures on receipt of building applications	Not Complete	Opportunities to share Safer Places and Crime Prevention Through Environmental Design (CPTED) information currently being explored.
		Monitor crime trends in collaboration with WA Police Force and provide updates to the public on hotspot locations and trends	Ongoing	Ongoing. The City collaborates with WA Police Force to undertake joint , coordinated engagement (in person and in writing) with businesses and residents in hotspot locations as appropriate.
		Develop specific content for social media, the website and other distribution channels to address crime and community safety trends and current issues affecting the City	Ongoing	<a href="#">Ongoing.</a>
		Encourage sharing of crime prevention content through local social media channels and neighbourhood groups	Ongoing	Ongoing. A list of current social media channels providing authorised information is available on the City's website.
		Host community safety forums as and when relevant for residents and businesses with WA Police Force and City representatives	Ongoing	As appropriate, the City facilitates community safety meetings with residents, businesses and stakeholders to share information and assist in coordinating multi-agency responses to arising issues. The City has also attended community safety forums hosted by Minister John Carey. In 2024, the City has also facilitated three Community Safety Forums for the precincts of Highgate and surrounds, West Perth and North Perth, and Leederville and Mount Hawthorn to discuss local, place-based concerns and provide an opportunity for residents to hear from the City, Department of Communities and local police about current trends and advice.
18	Improve management of squatting in vacant properties	Establish a policy or guidelines outlining owner responsibilities for management of vacant properties within the City of Vincent and to prevent unauthorised use	Delayed	The City's Health Services, Ranger Services and Safer Vincent teams are currently collaborating to deliver an information resource for owners of vacant properties.

19	<b>Prevent and remove graffiti vandalism within the City</b>	Continue to remove graffiti on City property and graffiti on private property that meets eligibility criteria, within 48 hours of reporting	Ongoing	<a href="#">Ongoing business as usual. Safer Vincent Advisor assisted with review of City's Graffiti Management Policy in 2023, which provides further clarity around the scope of the City's graffiti removal service.</a>
		Upload all reported graffiti incidents to the WA Police Force Goodbye Graffiti database	Ongoing	City Graffiti Officer continues to upload all graffiti removal jobs to the WA Police Force Goodbye Graffiti database regularly.
		Identify priority public artworks for anti-graffiti coating	Ongoing	The City's Art Plan guides internal processes relating to the management and maintenance of art commissions.
		Support and encourage public art projects in graffiti hotspots in line with the Arts Plan	Ongoing	The City's Art Plan supports a number of different art forms and initiatives that can reduce and deter graffiti vandalism. These include murals, public space art and traffic control box programs.
20	<b>Promote and support the Eyes on the Street program</b>	Rangers to be 'eyes on the street' and act as a visual deterrent to criminal and anti-social behaviour	Ongoing	Ongoing. Ranger Services staff and vehicles provide a visible presence throughout the City to deter anti-social behaviour.
		Review Ranger vehicles and branding to improve visibility and ensure effectiveness as a deterrent	Completed	Ranger vehicles were re-branded with Aboriginal artwork by Jade Dolman in 2019.
		Undertake data collection to identify hotspots that inform Ranger patrol patterns	Ongoing	A variety of data sources, including crime statistics shared with LGs monthly through an MOU between WA Police Force and WALGA, and internal Customer Request (CRM) data assists in identifying trends and hotspots within the City, and informing Ranger patrols.
		Rangers and outside workforce to undertake relevant training with WA Police Force	Ongoing	Staff have undertaken training with the Department of Communities, Crime Stoppers WA, WA Police Force, Senior Rangers and Safer Vincent Advisor on a variety of topics including reporting, Eyes on the Street, drugs and organised crime and cultural engagement.
21	<b>Undertake re-location of Ranger Services to the proposed City of Vincent 'Community Hub'</b>	Stronger 'eyes on the street' presence and improved access for residents/businesses through the re-location of Ranger Services to Leederville	Completed	Ranger Services re-located to City of Vincent Library in October 2019.





CITY OF VINCENT

# INFORMATION BULLETIN

<b>TITLE:</b>	<b>Register of Petitions – Progress Report – December 2024</b>
<b>DIRECTORATE:</b>	<b>Chief Executive Officer</b>

## DETAILS:

Petitions received by the City of Vincent are read out at the Council Meeting and are referred to the appropriate Director for investigation and report. This normally takes 6-8 weeks and the purpose of this report is to keep the Council informed on the progress of the petitions which have been reported to the Council.

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following petitions still require action or are in the process of being actioned.

### Key Index:

CEO:	Chief Executive Officer
EDCBS:	Executive Director Community & Business Services
EDIE:	Executive Director Infrastructure & Environment
EDSD:	Executive Director Strategy & Development

Date Rcd	Subject	Action Officer	Action Taken
20/8/2024	A petition with 16 signatures was received from Trent Negus of Mt Lawley, requesting that Council install a 3 hour parking limit at the intersection of Joel Terrace and Mitchell Street and surrounding area, due to the fact that Mercy Hospital employees are taking up all the parking in the area all day. The intersection and street are now dangerously overcrowded and there has already been an accident last week because of the parking of hospital employees, patients and visitors.	EDIE	Petition received. <ul style="list-style-type: none"> <li>• The lead petitioner has been contacted and advised a letter will be sent to surrounding residents seeking their comments on proposed parking restrictions if warranted. This will not only include Joel Terrace residents but residents in surrounding streets where there are currently no parking restrictions.</li> <li>• Parking occupancy surveys are currently being conducted by the Rangers.</li> <li>• We are in the process of setting up a meeting with a hospital representative to discuss the parking issues.</li> </ul>
18/7/2024	A petition with 12 signatures requesting that the artwork The Globe be moved to a new site.	EDSD	Awaiting additional information from artist. Report to be presented to early 2025 Council Meeting.



3/7/2024	A petition with 17 signatures (and a further 31 received by survey) has been received from Jerome Waddell of West Perth. The petition requests that the decision to create a "No Stopping" zone in front of 16 and 14 Hammond Street be reversed.	EDIE	<p>Petition received.</p> <ul style="list-style-type: none"><li>• Investigation into short term measure to resolve parking issues along street.</li><li>• City will investigate further options once power is underground which will hopefully result in additional parking spaces.</li><li>• Consultant reviewing potential left out only onto Charles St.</li><li>• Internal review conducted and measures have been put in place to ensure residents are consulted in the first instance.</li><li>• Email response sent to lead petitioner detailing the above.</li></ul>
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CITY OF VINCENT

# INFORMATION BULLETIN

<b>TITLE:</b>	<b>Register of Notices of Motion – Progress Report – December 2024</b>
<b>DIRECTORATE:</b>	<b>Chief Executive Officer</b>

## DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following Notices of Motion still require action or are in the process of being actioned.

### Key Index:

CEO: Office of the CEO  
 EDCBS: Executive Director Community & Business Services  
 EDIE: Executive Director Infrastructure & Environment  
 EDSD: Executive Director Strategy & Development

Details	Action Officer	Comment
Rodenticide Use	EDSD	<b>In progress</b> Administration is implementing NOM outcomes. This is ongoing. Progress report - Administration has completed item 2.2.1, with the fact sheet now available on the City's <a href="#">website</a> and on display at the library. Administration has prepared and posted 1 social media post, on 23 October, in respect to the safe use of rodenticides. The team have also marked 4 August annually in the Public Health Communications Calendar, as an opportunity to promote responsible rodent control (commencing 2025).
Protection and promotion of trees on private land	EDSD	<b>Ongoing</b> Administration has and will be presenting options for planning controls at Council Workshops in May, July and October 2024. Planning controls and initiatives are intended to be presented to the November Council Meeting.

ACTION REGISTER DECEMBER 2024									
Item Number	Meeting Type	Council Meeting	Agenda Report Item	Resolution Action Item	Action	Council Decision	Director	Comments	Due Date
11.4	OCM	22/10/2024	Draft Stretch Reconciliation Action Plan 2025-2027	That Council APPROVES the proposed 'Stretch Reconciliation Action Plan 2025-2027' deliverables, at Attachment 1, for the purpose of community consultation.	Return to Council;#Administration Action Required	Carried 8/1	EDCBS	Community Consultation will occur from 29 October –19 November 2024. A report detailing the outcome of consultation will be presented to Council Meeting in December 2024.	December 2024
9.3	OCM	17/09/2024	Advertising of Draft Auckland Street Character Area Guidelines	PREPARES the amendments to Local Planning Policy: Character Area Guidelines as included as Attachment 2 in accordance with Schedule 2, Part 2, Clause 5(1) of the Planning and Development (Local Planning Schemes) Regulations 2015; and	Return to Council;#Administration Action Required	Carried 8/0	EDSD	Advertising closes 21 October 2024. To be returned to Council December 2024	December 2024
9.1	OCM	18/06/2024	Outcome of Advertising - Review of Heritage Management Policies	3. Council DOES NOT SUPPORT the REVOCATION of Policy No 7.6.9 Heritage Assistance Fund, included as Attachment 9 and REQUESTS Administration presents a report to Council in December 2024 on the revocation of Policy No 7.6.9 Heritage Assistance Fund, as part of the Community Funding Policy review.	Return to Council	Carried with Amendment	EDSD	Community funding policy to be presented to the December Council Meeting for approval to advertise. The HAF will be presented to Council in 2025 for revocation concurrently with the Community Funding Policy following the completion of community consultation.	Q1 2025
10.2		21/05/2024	Beaufort Street Precinct Area Road Safety Treatments	The draft Road Safety Implementation Plan to be presented for Council consideration by May 2025 (with progress update via Council Workshop February 2025) with delivery of works prioritised based on the treatment of severely or seriously injured crashes identified within the Highgate precinct, with the intersections of Harold Street / Beaufort Street and Chatsworth Road / Beaufort Street ranked as high priority projects;	Return to Council	Carried 7/1 with amendments	EDIE	Implementation Plan framework being scoped. Return to Council Workshop February 2025	Workshop February 2025
13.1	OCM	19/03/2024	Notice of Motion - Mayor Alison Xamon - Protection and Promotion of Trees on Private Land	REQUESTS that the City: 2.1Prioritises the progress of planning controls to ensure greater protection of trees and canopy provision on private land; and 2.2Advocates to the Western Australian Planning Commission and Minister for Planning for greater protection of trees on private land.	Return to Council;#Administration Action Required	Carried 9/0	EDSD	Administration has and will be presenting options for planning controls at Council Workshops in May, July and October, November 2024. Planning controls and initiatives are intended to be presented to a future Council Meeting.	February 2025
12.4	OCM	19/03/2024	Responses to Motions Carried at the Annual General Meeting of Electors held on 1 February 2024	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 and brings a report back to Council with a recommendation for a permanent solution by no later than March 2025.	Return to Council	Carried with amendment	EDIE	Investigations for alternate treatment progressing.	March 2025
10.2	OCM	12/12/2023	Response to Petition - Ellesmere Street, North Perth Parking	RECEIVES a further report at the conclusion of the collection of traffic data and public consultation.	Return to Council	Carried 7/0	EDIE	Traffic Warrants are underway.	February 2025
10.1	OCM	12/12/2023	Response To Petition - Corner Scarborough Beach Road and Killarney Street - Maintenance and Infrastructure	REQUESTS administration to complete a review of the location of Scarborough Beach Road and Killarney Street for improved and additional signage and if warranted, provide a concept design on road infrastructure improvements to address road safety concerns which will be included in the wider precinct wide traffic modelling for the Mount Hawthorn area.	Return to Council	Carried 7/0	EDIE	Traffic data and concept design to be issued for community consultation with residents and school in March 2024.	February 2025
12.4-4.2(1)	AGM	14/03/2023	Development Green Space	That Council REQUEST the CEO to present a review of the landscaping requirements in the City's Built Form Policy to Council by December 2023.	Return to Council	Carried En bloc	EDSD	Administration will present a review of the impact to the Built Form Policy from the R Codes amendments at the 30 July workshop, to confirm the intent to pursue a determination from the WAPC. Once the Built Form Policy has been determined Administration will undertake a further review as part of the investigation of planning controls NoM.	Mid 2025
12.4 - Motion 4.5	AGM	14/03/2023	Pedestrian Safety (Newcastle / Fitzgerald)	4.5.1That the City of Vincent-addresses the safety issues for pedestrians at the corner of Fitzgerald Street and Newcastle Street in this financial year 2022/23. ""  4.5.2That the City of Vincent places a bollard or visual deterrent to offer a pedestrian refuge and protection of the Heritage listed building on the corner Newcastle Street and Fitzgerald Street. (similar to what exists on the City of Perth side of the fore mentioned intersection).	Return to Council	Carried 8/0	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.	Mid 2025
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	RECOMMENDS that the Western Australian Planning Commission approve the modifications listed at Attachment 4 and the revised Leederville Precinct Structure Plan included as Attachment 5; subject to modifying the Public Open Space at Oxford Street Reserve to reflect Attachment 7, with the remainder of 62 Frame Court, Leederville zoned Mixed Use R-AC0;	Return to Council	Carried with Amendment	EDSD	SPC considered draft LPSP in May 2024 and has requested further community consultation on modifications before it is reconsidered.  Presented to Council workshop in August 2024 and will be presented to a future workshop end of 2024 / early 2025 before community consultation is undertaken	Mid 2025



**COUNCIL WORKSHOPS**

There has been one workshop since 17 November, details below:

**26 November 2024**

Youth Action Plan - Youth Advisory Council of WA Presentation

Provision of Youth Services

Budget Consultation 2025/26

Proposed Format Change to Native Plant Sales

Draft Amended Local Planning Strategy

Update on Short-Term Accommodation Changes - Local Planning Scheme No. 2

Amendment and Policy Review

Update on the Leederville Precinct Structure Plan

Norfolk Street - Safe Active Street Design

Sale of No. 10 Monmouth Street, Mount Lawley

Hyde Park Reference Group Summary

Tree Management

Retaining Trees on Private Land



**CITY OF VINCENT**

# **NOTES**

**Council Briefing**

**15 October 2024**

## COUNCIL BRIEFING NOTES

15 OCTOBER 2024

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## COUNCIL BRIEFING NOTES

15 OCTOBER 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, 15 OCTOBER 2024 AT 6.00PM**

<b>PRESENT:</b>	Mayor Alison Xamon	Presiding Member
	Cr Alex Castle	North Ward
	Cr Ron Alexander	North Ward
	Cr Suzanne Worner	North Ward
	Cr Nicole Woolf	North Ward
	Cr Jonathan Hallett	South Ward
	Cr Ashley Wallace	South Ward
	Cr Sophie Greer	South Ward
	Cr Ashlee La Fontaine	South Ward
<b>IN ATTENDANCE:</b>	David MacLennan	Chief Executive Officer
	Peter Varris	Executive Director Infrastructure & Environment
	Rhys Taylor	A/Executive Director Community & Business Services
	Jay Naidoo	A/Executive Director Strategy & Development
	Karsen Reynolds	A/Manager Development & Design (left at 6.03pm before Item 5.2)
	Prue Reddingius	Manager Public Health & Built Environment (left at 6.05pm after Item 5.2)
	Dale Morrissey	Manager Community Facilities (left at 6.10pm after Item 6.1)
	Lisa Williams	Executive Manager Communications & Engagement (left at 6.15pm during Item 8.2)
	Emma Simmons	Senior Governance and Projects Officer
	Joslin Colli	Executive Manager Corporate Strategy & Governance
	Wendy Barnard	Mayor and Council Support
<b>Public:</b>	No members of the public.	

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

The Presiding Member, Alison Xamon, declared the meeting open at 6.00pm and read the following Acknowledgement of Country statement:

"The City of Vincent would like to acknowledge the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past and present. We also acknowledge that the City of Vincent has a role in working towards reconciliation and justice for First Nations people."

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

Nil



## COUNCIL BRIEFING NOTES

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

There being no speakers, Public Question Time closed at approximately 6.01pm.

The following statements were received in writing prior to the meeting.

**Adam Kapinkoff of Perth – Item 8.2**

Firstly, apologies for not being present this evening at the Council Briefing session.

By way of background, ARK Group are an experienced, intergenerational hospitality and property group that has operated in Western Australia for over five decades.

The group has operated sixteen venues during this time throughout regional and metropolitan Western Australia and sold seven venues to Australian Venue Co in August 2022. Currently, the group operates the Paddington Alehouse, JB O'Reilly's and Brisbane Hotel with all sites earmarked for development and investment.

The iconic and historic Brisbane Hotel presents a unique opportunity to expand the operating footprint to create a community asset that responds to the evolving locality, expectations of the modern consumer and the ability to cater for guests at the proximally located HBF Park pre and post events.

The intention at a high level (subject to further design development, approvals etc.) is to sympathetically renovate the existing hotel which has operated since 1898 acknowledging its history and character, renovate the existing courtyard space, create a family friendly zone, maintain the mature trees onsite, maintain the comedy lounge on level one (which has operated since 1990) and expand back of house facilities to include a new class A commercial kitchen with a woodfired pizza oven, woodfired grills and rotisserie to support improved food service for guests.

The group's most recent and comparable development is the award-winning Bassendean Hotel, completed in conjunction with Woods Bagot.

This transformed the dated hotel into a sprawling, multi-experiential, family and community focused venue with two new courtyards, bespoke playground, six bars, two kitchens and eight zones, including function facilities.

The development has positively contributed to the activation and vibrancy of the Bassendean Town Centre, provided community amenity and functioned as a catalyst for further private investment into the area.

The administration have outlined the planning considerations and benefits associated with the Right of Way (RoW) closure and sale of the adjoining carbays to ARK in the Council Briefing session and their support for our proposal.

ARK Group have the passion, development experience, financial capacity and operational knowledge to deliver a high-quality community amenity, in the public interest.

Thank you for your time and consideration.

**Bradley Woods of West Perth – Item 8.2**

The Australian Hotels Association WA (AHA(WA)) supports the request from the Brisbane Hotel owners to close by acquisition and amalgamate the private right of way known as Lot 66 on Diagram 501; and excise and sell seven parking bays within the Brisbane Street car park for exclusive use by the Brisbane Hotel.

The AHA(WA) recognises that the acquisition and investment in the Brisbane Hotel from Queenrise Corporation Pty Ltd (ARK Group) this year is an exciting opportunity to provide expansion and upgrades to the well-loved venue.

## COUNCIL BRIEFING NOTES

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Approval of the acquisition request would facilitate the hotels desire to extend the courtyard space and allow for significant investment into the hotel to create a dynamic, multi-faceted hospitality experience that can cater for the community and families in the City of Vincent area.

Importantly, this will assist in enhancing a quality guest experience pre and post HBF Park events to cater for locals and tourists alike.

We have reviewed the content of the application and believe the approval will unlock the full potential of the proposed development providing scale and the ability to create a variety of hospitality experiences with an appropriate amount of back of house to support the operation.

We strongly recommend the Council make a favourable decision to support continued investment and expansion of the hotel by approving this development. We consider it will provide a much-needed enhancement to the hospitality offerings in the City of Vincent.

#### 4 DECLARATIONS OF INTEREST

Cr Suzanne Worner declared a financial interest in Item 7.5 Underground Power - North Perth Mount Hawthorn - service charges & Co-Funding agreement. The extent of her interest is that she owns property in the first underground power project area.

Cr Suzanne Worner declared a financial interest in Item 5.1 No. 10 (Lot: 2545; D/P: 143599) Farmer Street, North Perth - Alterations and Additions Recreation Facility (Woodville Reserve) (Unauthorised Existing Development) The extent of her interest is that her son is employed at the North Perth Bowling Club.

Cr Nicole Woolf declared an impartiality interest in Item 5.1 No. 10 (Lot: 2545; D/P: 143599) Farmer Street, North Perth - Alterations and Additions Recreation Facility (Woodville Reserve) (Unauthorised Existing Development) The extent of her interest is that she is a social member of the North Perth Bowling Club.

Cr Nicole Woolf declared an impartiality interest in Item 8.3 Information Bulletin. The extent of her interest is that she is a former member of the Stop the Station Community Group.

#### REPORTS

The Presiding Member, Mayor Alison Xamon, requested Council Members to indicate:

**Items which Council Members wish to discuss which have not already been the subject of a public question/comment and the following was advised:**

COUNCIL MEMBER	ITEMS TO BE DISCUSSED
Cr Alexander	7.4
Cr Woolf	5.2 and 8.3
Cr Wallace	7.5
Cr Greer	6.1, 7.3 and 8.2

At 6.03pm A/Manager Development & Design left the meeting and did not return.

## COUNCIL BRIEFING NOTES

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## REPORTS WITH DISCUSSION

## 5.2 PUBLIC HEALTH PLAN (2020 - 2025) - ANNUAL REVIEW 4

Attachments: 1. Annual Review 4 - Public Health Plan - 2020-2025 

## RECOMMENDATION:

That Council NOTES the fourth annual review and progress towards the deliverables within the Public Health Plan 2020 – 2025, at Attachment 1.

**CR WOOLF:**

Additional info about next plan and any additional information regarding when that consultation will be and what form that will take.

**MANAGER PUBLIC HEALTH & BUILT ENVIRONMENT:**

*Administration has commenced development on the next iteration of the City's Public Health Plan (2025-2030). Works are in their infancy and have been limited to engaging with internal business units and undertaking desktop research on the health profile of the Vincent community.*

*A draft engagement plan to support the development of the next Public Health Plan is intended to be discussed with Council at its October workshop.*

*Consultation is scheduled to commence in the new year and will be supported by a detailed communications plan. This plan will support engagement and ensure people know what it is about, understand the context of what they are being asked to consider, and are aware of opportunities to have their say. It is proposed engagement activities will include:*

- *Imagine Vincent online engagement platform.*
- *Face to face engagement.*
- *Online surveys.*
- *Activations at events and in Town Centres.*
- *Social media, media releases and news items.*

At 6.05pm Manager Public Health & Built Environment left the meeting and did not return.

## COUNCIL BRIEFING NOTES

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## 6.1 LOFTUS RECREATION CENTRE - REVIEW OF ANNUAL LEASE PAYMENTS

Attachments: 1. Belgravia Financial Statements - FY2020/21 to FY2022/23 - Confidential

## RECOMMENDATION:

That Council:

1. APPROVES a variation of lease with Belgravia Health & Leisure Group Pty Ltd (ACN 005 087 463) located at portion of Lot 501 (99) Loftus Street, Leederville as follows:
  - 1.1 Reduction of rent for FY2024/25 by 50% from 1 July 2024 to 30 June 2025 in the amount of \$94,143; and
  - 1.2 COVID-19 balance deferred rent repayments amounting to \$14,977.08 to be suspended until 30 June 2025; and
2. Subject to satisfactory negotiations carried out by the Chief Executive Officer, AUTHORISES the Mayor and CEO to execute the Deed of Variation of Lease in accordance with the Execution of Documents Policy.

**CR GREER:**

How was the decision made to close the creche?

**MANAGER COMMUNITY FACILITIES:**

*The decision to close the crèche at Loftus was made by the Belgravia Management team and communicated to the City in March this year. This decision was driven by several factors, including a significant decline in usage and the desire to optimise the space for broader community benefit and financial return.*

*To provide some context:*

- *Over the month prior to closure, only 20 individual parents used the crèche.*
- *While some families attended regularly (3+ days per week), others attended infrequently, with 2 of the 20 families only using the crèche once during the entire month.*
- *Even on the busiest days, the crèche accommodated just 8-10 children at a time, which was a low number compared to previous years.*

*After reviewing the data, the management determined that the potential loss in memberships, if all crèche-using members cancelled, was far outweighed by the savings in staffing costs. Furthermore, there was significant potential for repurposing the space to serve other community needs and user groups, providing greater overall benefit to the community and a positive financial return.*

At 6.10pm Manager Community Facilities left the meeting and did not return.

## COUNCIL BRIEFING NOTES

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## 7.3 INVESTMENT REPORT AS AT 31 AUGUST 2024

Attachments: 1. Investment Statistics as at 31 August 2024 

## RECOMMENDATION:

That Council NOTES the Investment Statistics for the month ended 31 August 2024 as detailed in Attachment 1.

NO QUESTIONS ON NOTICE
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## COUNCIL BRIEFING NOTES

15 OCTOBER 2024

## 7.4 DRAFT STRETCH RECONCILIATION ACTION PLAN 2025-2027

- Attachments:
1. Draft Stretch Reconciliation Action Plan Deliverables - 2025-2027 
  2. Aboriginal and Torres Strait Islander Engagement Guidelines 

## RECOMMENDATION:

That Council APPROVES the proposed 'Stretch Reconciliation Action Plan 2025-2027' deliverables, at Attachment 1, for the purpose of community consultation.

**CR ALEXANDER:**

Who are the Elders? Can Administration provide a list?

**EXECUTIVE MANAGER COMMUNICATIONS AND ENGAGEMENT:**

*The Vincent's Boordiya (Boss) Reference Group comprises the following Elders and Leaders:*

- Uncle Ben Taylor
- Uncle Albert McNamara
- Auntie Irene McNamara
- Auntie Muriel Bowie
- Rodney Cox
- Cyril Yarran

*Cheryl Martin and Rosemary Walley have also attended some of their meetings.*

*To date, the Boordiya Reference Group have provided input and advice towards the development of the draft Plan with input from the City's Internal RAP working group to ensure we have the organisational capacity and budget to deliver it.*

*It is now time to extend our consultation to other key stakeholders and the broader community.*

*Other stakeholders invited to provide input include the Whadjuk Aboriginal Corporation, the Noongar Chamber of Commerce, local community groups and businesses.*

**CR GREER:**

It is noted that we will increase Noongar language collection in the library, are there any comments on increasing the Noongar artwork in our art collection?

**EXECUTIVE MANAGER COMMUNICATIONS AND ENGAGEMENT:**

*The Place team are looking to commission a Public Art Opportunities Paper in 2025 to address a number of actions in the Arts Plan, including Action 2.4 which directly aligns with the Innovate RAP to commission a significant Noongar artwork in a prominent location. The paper will outline appropriate sites and provide a framework of cultural and curatorial themes.*

## COUNCIL BRIEFING NOTES

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**7.5 UNDERGROUND POWER - NORTH PERTH MOUNT HAWTHORN - SERVICE CHARGES & CO-FUNDING AGREEMENT**

- Attachments:
1. Co-Funding Agreement - North Perth/Mount Hawthorn - Confidential
  2. Timeline of Communications - North Perth/Mount Hawthorn 

**RECOMMENDATION:**

That Council:

1. **AUTHORISES** the Chief Executive Officer to execute on behalf of the City, the Co-Funding Agreement at Attachment 1 with Western Power to implement the North Perth/Mount Hawthorn Underground Power project as part of the Network Renewal Underground Power Program (NRUPP), which includes a commitment by the City to meet the cash call requirements detailed in the Agreement; and
2. **NOTES** that the service charges below will be included in the schedule of fees and charges in the Annual Budget 2025/26:
 

A residential network charge of \$2,078.

A commercial network charge of \$305 per KVA

A connection charge of \$0-\$3,457, depending on the current connection arrangements; and
3. **NOTES** that the owners of properties in North Perth and Mount Hawthorn NRUPP to be given the option of upfront payment or annual instalments over a period of 4 years funded by either or a combination of 4-year fixed interest term loans borrowed from the WATC, the Underground Power Reserve and the Catalina Land Sales Reserve; and
4. **NOTES** that the 4 year instalment option will be available for up to an estimated maximum of 70% of ratepayers subject to the City's borrowing capacity and available funds in the Underground Power Reserve and Catalina Land Sales Reserve; and
5. **NOTES** that the costs to fund the 4 year instalment option will be funded by the ratepayers who take up this option.

At 6:09 pm, Cr Suzanne Worner left the meeting due to a previously declared financial interest.

**CR WALLACE:**

How will the connection charges be applied? How will that be calculated, including case studies on what may result in a zero dollar charge, a charge halfway through the range and the full charge?

**A/EXECUTIVE DIRECTOR COMMUNITY & BUSINESS SERVICES:**

**Service charge** = network charge + customer connection charge.

*The Network charge is calculated differently for residential and commercial properties:*

Residential network charge = \$2,078

*Flat fee paid by all residential property owners – reflects the average demand that a residential dwelling places on the network.*

Commercial network charge = load (KVA) x \$305

*Variable fee reflecting the variable demand that different commercial operations place on the network.*

*The Connection charge is the cost of installing a new underground consumer mains cable from the property boundary to the property's main electricity meter.*

Full connection charge = \$3,457

*Payable where a new consumer mains cable needs to be installed from the property boundary to a meter attached to the building.*

## COUNCIL BRIEFING NOTES

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50% connection charge = \$1,728

*Payable where a new consumer mains cable needs to be installed from the property boundary to a meter attached to a private pole located at or near the property boundary. In such circumstances, an underground consumer sub-main already connects the meter to the building.*

No connection charge = \$0

*No charge is payable where there is an existing underground consumer mains cable and no new consumer mains cable is required.*

Part connection charge for multiple dwellings = applicable connection charge divided by the number of dwellings supplied by the consumer main.

*Payable where a single new underground consumer main supplies multiple dwellings within a property.*

*Example:*

- *A multi-unit development containing ten dwellings receives a new underground mains cable to the main meter attached to the building and is subject to the full connection charge (\$3,457). The cost of that connection charge is divided by the number of dwellings ( $\$3,457 \div 10 = \$347.70$  per dwelling).*


At 6:12 pm, Cr Suzanne Worner returned to the meeting.



## COUNCIL BRIEFING NOTES

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**8.2 ACQUISITION RIGHT OF WAY LOT 66 AND CONSIDERATION PRIVATE USE OF BRISBANE ST PARKING BAYS BY BRISBANE HOTEL**

- Attachments:
1. Survey Plan - Lot 66 on Diagram 501 & Lot 33 on Diagram 50121 
  2. Brisbane Hotel Draft Concept Plan 

**RECOMMENDATION:**

That Council:

1. REQUESTS the Minister for Lands to acquire Lot 66 on Diagram 501, comprised in Certificate of Title Volume 2618 Folio 596 as shown in Attachment 1, as Crown land pursuant to section 52(1)(b) of the Land Administration Act 1997 (LAA) subject to the Chief Executive Officer:
  - 1.1 Providing public notice seeking submissions on the proposal to close by acquisition and amalgamate Lot 66 on Diagram 501 pursuant to section 52(1)(a) and section 87 of *Land Administration Act 1997* and Regulation 5 of *Land Administration Regulations 1998* into 292 Beaufort St, Perth (Lots 10-16 on Diagram 5740 & Lot 1 on Diagram 501); and
  - 1.2 Considering and responding to any submissions or objections received;
2. APPROVES the:
  - 2.1 excision and disposition of portion of Lot 33 on Diagram 50121 (Parking Bays Land) in accordance with the *Local Government Act 1995*; and
  - 2.2 sale process relating to the disposition of Parking Bays Land to commence simultaneous or after the amalgamation of ROW Lot 66 with Brisbane Hotel land;
3. DELEGATES BY ABSOLUTE MAJORITY to the Chief Executive Officer the authority to enter into a private treaty with Queenrise Corporation Pty Ltd (ARK Group) to:
  - 3.1 set the date for sale of the Land;
  - 3.2 provide local public notice;
  - 3.3 consider submissions;
  - 3.4 enter into private treaty negotiations;
  - 3.5 determining the sale price up to ten per cent (10%) variance on the market valuation; and
  - 3.6 conclude contract of sale with private treaty entity, and in this respect, determine and vary the settlement date and/or date of satisfaction of any conditions pursuant to the Contract of Sale between the City of Vincent and Queenrise Corporation Pty Ltd;
4. AUTHORISES that the proceeds from the sale of the Parking Bays Land be applied towards:

The Public Open Space Reserve for use on upgrade projects associated with Birdwood Square; and
5. In respect of Recommendation 2 AUTHORISES:
  - 5.1 the Mayor and Chief Executive Officer to affix the common seal and execute the Contract of Sale and Transfer of Land document; and
  - 5.2 all other documents necessary to give effect to Recommendation 2 be executed in accordance with the Execution of Documents Policy.

## COUNCIL BRIEFING NOTES

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**CR CASTLE:**

Could you amend the report so that the proceeds from sale be allocated to the Highgate area given that it could be 2 years or more before the funds could be received?

**EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:**

*Recommendation 4 and the report have been updated to refer to remove specific reference to Birdwood Square and instead reference the Highgate area.*

**CR ALEXANDER:**

Could you provide updated parking statistics around the hotel peak period showing utilisation of car parking bays?

**EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:**

Occupancy data - Brisbane St car park (Jan - Sept 2024)										
	6AM-9AM		9AM-12PM		12PM-3PM		3PM-6PM		6PM-Midnight	
	Trans %	Avg Stay	Trans %	Avg Stay	Trans %	Avg Stay	Trans %	Avg Stay	Trans %	Avg Stay
Sep-24	15		32		38		19		13	
Aug-24	15		46		43		33		19	
Jul-24	15		38		38		19		16	
Jun-24	10		28		30		24		20	
May-24	15		37		42		31		16	
Apr-24	11		34		44		26		19	
Mar-24	10		30		38		32		23	
Feb-24	10		37		42		42		44	
Jan-24	10		31		26		21		26	
Average	12		35		38		27		22	

*The latest occupancy data for the carpark is from January to September 2024. The peak times can be seen as around 9am – 12pm and 12pm-3pm. On average during the peak times, the occupancy of the carpark is at approximately 36.5%.*

**CR WOOLF:**

Could the language referring to the 'community courtyard' in the report to be updated to clarify whether this space is open to the public or within private property?

**EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:**

*References in the report to 'Community courtyard' has been updated throughout to instead state 'private enclosed courtyard' with the intent that the courtyard will be within the hotel confines and not a public community open space.*

**CR GREER:**

Are there other opportunities to consider creation of other POS in the areas of Mt Lawley and Perth which would benefit Highgate, Mt Lawley and Perth community?

**EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:**

*The Public Open Space (POS) Strategy notes that the suburb of Highgate has a low provision of Local POS and no provision for classifications above this (Neighbourhood, District & Regional). There is little opportunity to address these issues through actions such as the acquisition of land to increase the provision generally. Alternate mechanisms such as improving amenities, accessibility and functionality within existing POS would be most feasible and beneficial to the community.*

*Under the Key Action Table in the Public Open Space Strategy, it outlines Prepare and implement landscape plans, aligned with hierarchy / minimum levels of service that includes Jack Marks Reserve and Brigatti Gardens, which are local classification POS within the Highgate Suburb. The tasks for these actions note the replacement/improvement of dated infrastructure provisions at both sites (such as play spaces, seating and shade). While specifically tasking the potential for dog exercise infrastructure/management and addressing turf and drainage issues at Jack Marks Reserve.*

## COUNCIL BRIEFING NOTES

15 OCTOBER 2024











*Also acknowledging that there are a number of significant POS provisions neighbouring the suburb and could be considered for future improvements through the utilisation of POS Reserve funding contributions in Highgate and bordering suburbs such as; Forrest Park, Hyde Park, Birdwood Square, Banks Reserve and Loton Park.*

At 6.15pm Executive Manager Communications and Engagement left the meeting and did not return.

## COUNCIL BRIEFING NOTES

15 OCTOBER 2024

## 8.3 INFORMATION BULLETIN

- Attachments:
1. Statistics for Development Services Applications as at the end of September 2024 
  2. Register of Legal Action and Prosecutions Monthly - Confidential
  3. Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 7 October 2024 
  4. Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current 
  5. Register of Applications Referred to the Design Review Panel - Current 
  6. Quarterly Street Tree Removal Information 
  7. Register of Petitions - Progress Report - October 2024 
  8. Register of Notices of Motion - Progress Report - October 2024 
  9. Register of Reports to be Actioned - Progress Report - October 2024 
  10. Council Workshop Items since 27 August 2024 
  11. Council Briefing Notes - 10 September 2024 

## RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated October 2024.

## NO QUESTIONS ON NOTICE

## ADDITIONAL INFORMATION:

*The SAT register has been updated in respect to appeals for No. 235 Brisbane Street, Perth and Nos. 41-43 Angove Street, North Perth.*

## COUNCIL BRIEFING NOTES

15 OCTOBER 2024

## REPORTS WITH NO DISCUSSION

**5.1 NO. 10 (LOT: 2545; D/P: 143599) FARMER STREET, NORTH PERTH - ALTERATIONS AND ADDITIONS RECREATION FACILITY (WOODVILLE RESERVE) (UNAUTHORISED EXISTING DEVELOPMENT)****Ward:** North

- Attachments:**
1. Location Map 
  2. Development Plans 
  3. Determination Advice Notes 

**RECOMMENDATION:**

That Council, in accordance with the provisions of the City of Vincent Local Planning Scheme No. 2 and the Metropolitan Region Scheme, APPROVES the application for Recreation Facility (Woodville Reserve) (Unauthorised Existing Development) at No. 10 (Lot: 2545; D/P: 143599) Farmer Street, North Perth, in accordance with the plans shown in Attachment 2, subject to the following conditions, with the associated determination advice notes in Attachment 3:

**1. Development Plans**

This approval is for Alterations and Additions to Recreation Facility (Woodville Reserve) (Unauthorised Existing Development), as shown on the approved plans dated 28 June 2024. No other development forms part of this approval.

<b>NO DISCUSSION</b>
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## COUNCIL BRIEFING NOTES

15 OCTOBER 2024

## 7.1 FINANCIAL STATEMENTS AS AT 31 AUGUST 2024

Attachments: 1. Financial Statements as at 31 August 2024 

## RECOMMENDATION:


That Council RECEIVES the Financial Statements for the month ended 31 August 2024 as shown in Attachment 1.

NO DISCUSSION
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## COUNCIL BRIEFING NOTES

15 OCTOBER 2024

**7.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 01 AUGUST 2024 TO 31 AUGUST 2024**

- Attachments:
1. August 2024 - Payments by EFT and Payroll 
  2. August 2024 - Payments by Direct Debit 
  3. August 2024 - Payments by Cheques 
  4. August 2024 - Payments for Fuel Cards 

**RECOMMENDATION:**

That Council RECEIVES the list of accounts paid under delegated authority for the period 01 August 2024 to 31 August 2024 as detailed in Attachments 1, 2, 3 and 4 as summarised below:

EFT payments, including payroll	\$5,746,235.24
Cheques	\$483.48
Direct debits, including credit cards	\$611,051.27
 Total payments for August 2024	 \$6,357,769.99

<b>NO DISCUSSION</b>
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## COUNCIL BRIEFING NOTES

15 OCTOBER 2024

**8.1 LOCAL GOVERNMENT ELECTIONS - WALGA ADVOCACY POSITIONS****Attachments: Nil****RECOMMENDATION:**

That Council recommends WALGA adopt the following Local Government Election Advocacy Positions:

**1. PARTICIPATION**

- (b) The sector supports compulsory voting at Local Governments elections.

**2. TERMS OF OFFICE**

- (a) The sector continues to support four-year terms with a two year spill.

**3. VOTING METHODS**

- (b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for general elections.

**4. INTERNAL ELECTIONS**

- (b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for all internal elections.

**5. VOTING ACCESSIBILITY**

The sector supports the option to hold general elections through:

- (a) Electronic voting; and/or  
(b) In-Person voting.

**6. METHOD OF ELECTION OF MAYOR**

The sector supports:

- (a) As per the current legislation with no change – Class 1 and 2 local governments directly elect the Mayor or President (election by electors method), with regulations preventing a change in this method.

<b>NO DISCUSSION</b>
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COUNCIL BRIEFING NOTES

15 OCTOBER 2024

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**9        MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**10       REPRESENTATION ON COMMITTEES AND PUBLIC BODIES**

Nil

**11       CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE  
CLOSED**

Nil

**12       CLOSURE**

There being no further business the meeting closed 6.23pm.

**13      MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**14      QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN  
(WITHOUT DISCUSSION)**

Nil

**15      REPRESENTATION ON COMMITTEES AND PUBLIC BODIES****16      URGENT BUSINESS**

Nil

**17      CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE  
CLOSED**

Nil

**18      CLOSURE**