



CITY OF VINCENT

AGENDA

Ordinary Council Meeting

11 March 2025

Time: 6:00 PM
**Location: E-Meeting and at the Administration
and Civic Centre,
244 Vincent Street, Leederville**

**David MacLennan
Chief Executive Officer**

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PROCEDURE FOR PUBLIC QUESTION TIME

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

The following conditions apply to public questions and statements:

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

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

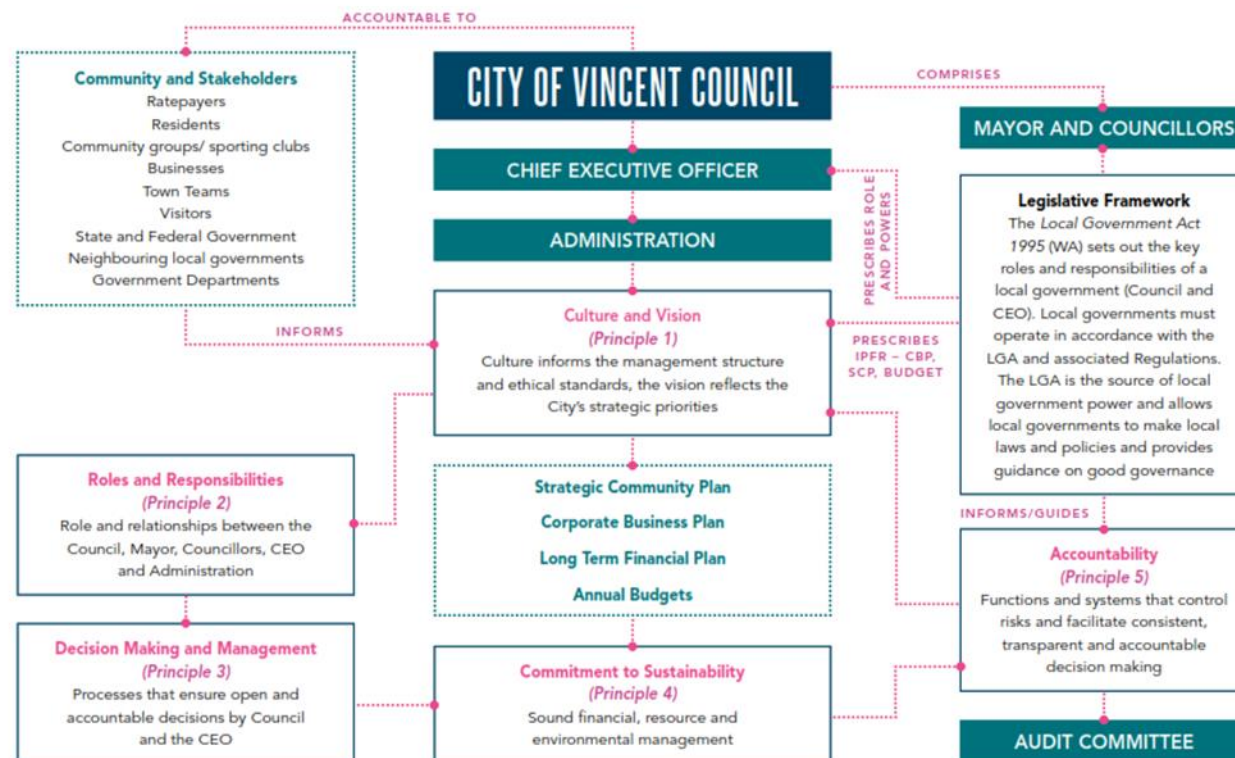
RECORDING AND WEBSTREAMING OF COUNCIL MEETINGS

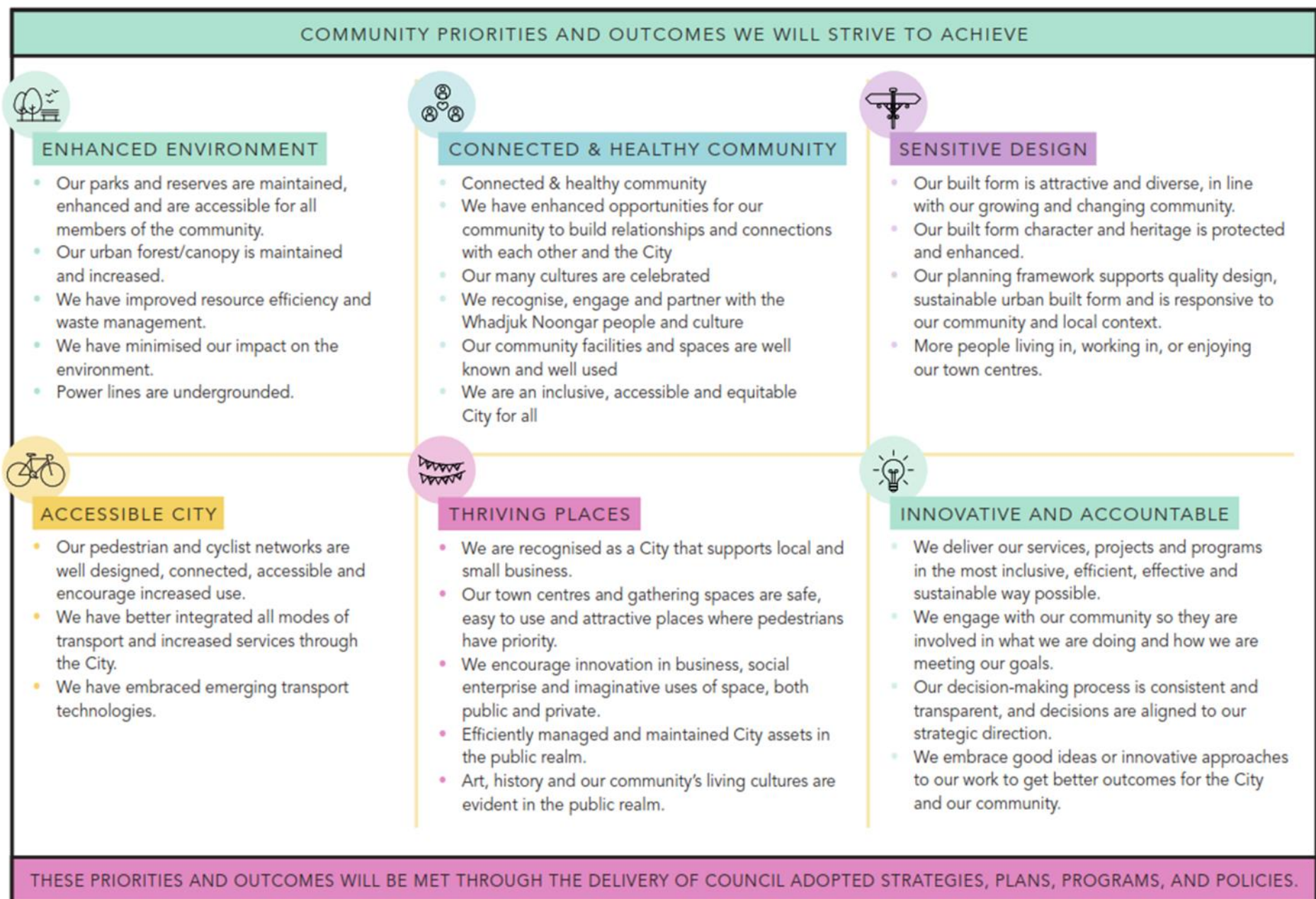
- All Council proceedings are recorded and livestreamed in accordance with the [Council Proceedings - Recording and Web Streaming Policy](#).
- All recordings are retained as part of the City's records in accordance with the State Records Act 2000.
- All livestreams can be accessed at <https://www.vincent.wa.gov.au/council-meetings/livestream>
- All live stream recordings can be accessed on demand at <https://www.vincent.wa.gov.au/council-meetings>
- Images of the public gallery are not included in the webcast, however the voices of people in attendance may be captured and streamed.
- If you have any issues or concerns with the live streaming of meetings, please contact the City's Governance Team on 08 9273 6500.

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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

Administration responses are in italics below:

Dudley Maier of Highgate

1. At the December 2024 council meeting I asked some questions about the requirement to provide Life Cycle Assessments (LCAs) when submitting a DA. The response states that LCAs are only mandatory if an applicant opts in to the GreenTrack pathway. The response then goes on to confirm that the local housing objectives of Section 1.8 of the Built Form Policy require the submission of an LCA (in order to demonstrate adherence to global warming and fresh water requirements) – a clear indication that the (advertised) Built Form Policy requires the submission of an LCA. The response then goes on to state that the WAPC have not yet approved the Built Form Policy as advertised.

My further questions are:

1. Does the Built Form Policy document clearly state that, even though the local housing objectives require the submission of an LCA, applicants are not required to submit an LCA until such time as the WAPC has approved the proposed policy?

Yes, the 'Assessment Process' section of the Built Form Policy explains how it operates and its relationship to the R Codes.

In relation to Single Houses and Grouped Dwellings, the R Codes Volume 1 allows local governments to provide local housing objectives to guide judgements for residential developments where there are no requirements provided for.

The Built Form Policy provides for local housing objectives to guide environmentally sustainable design outcomes, which is not covered by the R Codes for single houses and grouped dwellings. This is outlined on Page 10 of the Built Form Policy.

The WAPC's approval is not required for local housing objectives.

The Built Form Policy provides for Acceptable Outcomes in relation to energy efficiency that seek to replace those of the R Codes Volume 2 for Multiple Dwellings and Mixed Use developments. These Acceptable Outcomes would require the approval of the WAPC before they can be applied. This is set out on Page 18 of the Built Form Policy.

2. Are the vague/general references to WAPC approval on pages 13 and 18 the only indication that some, undefined, requirements are not enforceable until approved by the WAPC?

The start of each section of the Built Form Policy includes a table showing its relationship to the R Codes. Provisions needing WAPC approval are marked with an asterisk, corresponding to references on pages 13 and 18.

3. When was the requirement for a LCA as part of the Built Form policy endorsed by Council?

Council approved the Built Form Policy on 13 December 2016 which included local housing objectives that would apply to all development that is subject to the R Codes. These local housing objectives set out that development is to demonstrate the environment performance of the development through an LCA. These local housing objectives were maintained when Amendment No. 2 to the Built Form Policy was approved by Council on 16 June 2020.

4. When was the requirement for a LCA as part of the Built Form policy submitted to the WAPC for approval?

The Built Form Policy was submitted to the WAPC for approval on 11 September 2020.

5. Are applicants provided with any documentation, other than the Built Form Policy, that clearly states that they are not required to provide an LCA until such time as the WAPC approves the requirement?

The Built Form Policy is the only document that references the need for WAPC approval for requiring an LCA. This is only in relation to Multiple Dwellings and Mixed Use developments as set out in the response to Question 1.

6. Isn't the City's failure to make it clear that applicants are not required to provide an LCA just a crude way of bluffing applicants into providing a document, at some cost to the applicant, when no such requirement exists?

No, because the City promotes best-practice environmental sustainability but does mandate applicants to submit an LCA with their development application. Applications for Single Houses and Grouped Dwellings are assessed and accepted without an LCA. The GreenTrack initiative, which includes the submission of an LCA and development application fee reduction, is entirely voluntary and aims to incentivise environmentally sustainable design choices.

7. Do you agree that it is likely that 'professional' developers would know that there was no legal requirement to provide an LCA, but that first-time or less informed applicants would be bluffed into providing an LCA when none is required?

No, the City seeks to provide clear and accessible information to all applicants, regardless of their experience or familiarity with the planning system. The requirement for an LCA only applies to those who voluntarily choose to lodge through the GreenTrack pathway, and the City ensures that both developers and first-time applicants understand their options. Applicants are encouraged to seek clarification if they have any questions about the process, ensuring they are fully informed before submitting any documents.

8. Don't you agree that it would have been clearer, and less deceptive, if the City published a version of the Built Form policy without the requirements needing WAPC approval, and then modified the document to include additional requirements when they were finally approved by the WAPC?

No, the inclusion of LCA provisions in the Built Form Policy reflects Council's adopted position on sustainability. This approach ensures transparency and accuracy about the City's policy position on environmental sustainability while awaiting WAPC approval. If the WAPC does not approve these provisions, the Built Form Policy will be updated accordingly.

2. Why did the city pay Comex Civil \$14,821 (including GST) on 19 December 2024 for "East Power Station - General landscape & Pick up 15 tonne of road base"? Did this relate to the area that is proposed to be leased by the City? If so, why was this payment made in December when the lease was only agreed, under delegation, on 29 January 2025? Did the city undertake work on the area before the lease was approved or actioned?

The foreshore land that was fenced within the Development WA site comprises approximately 60% DevWA land and approximately 40% crown land (that would otherwise fall under the City's control and management). The City has been in negotiation with DevWA for over twelve months to access all the land to provide increased community access to the foreshore. Council has been kept informed of the proposal, which was also supported in writing by the Minister for Lands dated 24 March 2024. The City has progressed works with in principle agreement of DevWA and assurance that the lease would proceed.

3. Why do the monthly 'fuel card' payments only show where a purchase was made and not who made the purchase, or even what vehicle it related to? How is this being accountable?

The fuel card monthly payments report complies with the requirements of the Local Government (Financial Management) Regulations 1996 and guidance provided by the Department of Local Government, Sport and Cultural Industries.

4. At the last council meeting I asked if external legal advice was obtained regarding the Significant Tree policy. The answer was that legal advice was obtained, but did not say from whom. To clarify the matter: from which external body was legal advice obtained, when was it obtained, and how much did it cost?

The City obtained legal advice from Mcleods Lawyers at a cost of \$599.50 (ex GST).

5. At the last council meeting I asked why \$1,477,000 is proposed to be included in the 2025/2026 budget for the completion of Robertson Park Stage 1B when only approximately \$1,272,000 is required given that a contract has been entered into. The impression it created was that the administration had simply proposed the original 2025/2026 budget without taking into account the fact that the contract had come in over \$200,000 under budget. The response from the administration was that they had in fact included a contingency of about 7% which coincidentally results in the same 2025/2026 budget allocation as initially proposed. Why is there a need for a contingency – aren't the contracts for a fixed price?

The agreed contract is based on the known project deliverables. Sound project management plans for the unexpected and in a project of this scale and at a site of this age it is prudent to plan 5-10% contingency.

6. The report on the William Street art project indicates that the cost of the footings (\$150,000) has made the project inviable in the proposed location. When the contract was signed with the artist, did it make it clear who would be responsible for the cost of the footings – was it part of the proposal or was the City explicitly required to pay for the footings?

The cost of the footings was not explicitly stated.

I have previously asked about issues with the installation of another art project in Leederville. The last answer I received indicated that the City was responsible for the delay of the installation of the artwork. Did the City make any payments, other than to the artist, for any infrastructure required before the artwork could be installed?

Yes.

7. Property owners in Underground Power Area 1 were asked to indicate, by 16 December 2024, if they wished to pay up-front, or wished to pay over a four-year period:

- how many owners were contacted;

All property owners in the first project area were sent a letter. In total 1,664 letters were sent on 4 November 2024 with a follow up letter sent on 29 November 2024 to those who hadn't responded.

- how many replied;

A total of 1,104 responses have been received.

- how many of those who replied chose to pay up-front;

Of the responses received 607 (55%) have elected to pay up front.

- how many chose other options;

The remaining 497 who responded have elected for the 4 year option.

- how many owners, who did not reply, will be required to pay up front?

As outlined on both the underground power service charges letter sent, if a response is not received for a property, the property owner will be charged the full amount on their rates notice in July 2025. There are currently 560 properties who haven't responded to the letter.

The City will contact pensioners and seniors with a health care card once again to give them the option of the 4 year pay back period.

The responses received will help inform the amount of borrowings included in the Annual Budget 2025/26.

Reece Harley of Perth

1. During the 2023/2024 Financial year what was the total Capital Expenditure of the City?

\$14,751,638

2. Please break down these Capital Expenditure expenses by postcode, i.e. a table providing the capital expenditure amounts for the suburbs of Perth, East Perth, West Perth, Leederville, Mount Lawley, Mount Hawthorn, North Perth etc

S6.10 of the Local Government (Financial Management) Regulations 1996 requires that separate ward accounts are not to be kept and that the local government is to have regard to the needs of the district as a whole.

Further details of the 4 Year Capital works program can be found in the City's Corporate Business Plan available on the City's website.

3. Please provide a summary of the property rates derived by Council during the 2023/2024 Financial year by postcode of the rateable property.

Please see response to question 2.

Further details of rates revenue can be found in the City's Annual Report 2023/2024 available on the City's website.

4. If these figures are not yet available for the 2023/2024 financial year, please provide them for the previous financial year.

Please refer to responses above.

Christopher Hilton of Perth

I have some questions regarding the Town of Vincents tree maintenance.

1. Does the City of Vincent have the authority to cut trees that are hanging over parked cars that are parked in allocated parking bays on the street?
2. Does the City of Vincent have the authority to allow its contractors to touch, clean, use commercial blowers on the general public's personal property that being a car?
3. What safety measures does the city of Vincent have in place when cutting trees that are hanging above parked cars. (I am asking for the city of Vincent safety measures not the contractors safety measures)
4. Does the city of Vincent have its own Safety Management plan that its contractors must adhere to when conducting work? (I am not asking for the contractor's own safety management plan)
5. Does the city of Vincent allow the general public to see (read, allowed a copy) of the contract and safety management plan it has with its contractor?
6. Why DOES the city of Vincent not inform its local residents and car parking permitholders that this work is taking place in their area?

For over 2 years your PARKS Department which i believe is in charge of this tree maintenance contract has been aware of the city of Vincint's tree maintenance contractors cutting trees above the general public's cars which results in the cars being covered in debris which the contractors then remove from the cars. This is extremely dangerous to the public and causes damage to the cars.

Your PARKS Department has defended this very unsafe practice.

I have photos and videos of the city of Vincent tree maintenance contractors working in the middle of the road and on the foot path with NO I will repeat NO safety measures in place. No signs. NO traffic controllers .NO spotters. I have given the city of Vincent Parks department photos that clearly showing heavy machinery working in the middle of the road, above parked cars, and on footpaths without any safety measures in place.

7. What has the city of Vincent done to rectify these safety breaches.

The City of Vincent contracts out all street tree pruning which is carried out on an annual basis predominantly to clear vegetation from Western Power assets and ensure safe access for vehicles, bicycles, and pedestrians.

The City's tree pruning contractor are required to provide the City with detailed information specific to the works they are conducting including traffic management plans, Safe Work Method Statements, Job Safety Analysis, site-specific risk assessments, and any other necessary documentation to ensure the job is completed safely.

The City conduct regular site audits and hold meetings with our contractors to address any issues that may arise. The safety documentation provided by the contractor to the City is reviewed to ensure it is compliant and relates specifically to the works they are completing. These documents are the property of the contractor and are considered confidential.

Undertaking the annual street tree pruning program is a complex process owing to the traffic management requirements and ongoing issues of parked cars on road and verges. Contractors do not undertake pruning of a tree with a car parked underneath unless the pruning is minor with only small leafy vegetation being removed. In these instances, and instances where matter is wind borne onto nearby vehicles, contractors will endeavour to remove leaf litter by hand or using a leaf blower. The City endeavours to notify residents of the pruning program via the City's website and social media. In problematic locations where there are ongoing issues with parked cars, letter drops (to effected residents) and no parking signage may also be employed.

Lesley Florey of Mount Hawthorn

1. Since the GHD drainage technical memorandum has the City of Vincent identified all stormwater pipers running through private property?

The City of Vincent has undertaken a desktop analysis and identified private land parcels that have City of Vincent stormwater drainage infrastructure within the property boundaries. The analysis also considers those land parcels where such stormwater infrastructure is under buildings. On-ground inspection is being undertaken to verify the desktop analysis and where necessary, maintenance works is scheduled. While both historical data and more recent data from surveys and inspections is reflected, the City is unable conclusively state that the entire stormwater network is fully captured.

2. How much has the City of Vincent spent in relocating, demolishing and refurbishing the reception area for a third time?

Stage three of the Administration Centre Foyer refurbishment works cost \$277,604.62

4 APPLICATIONS FOR LEAVE OF ABSENCE

5 THE RECEIVING OF PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil

6 CONFIRMATION OF MINUTES

Ordinary Meeting - 11 February 2025

7 ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

8 DECLARATIONS OF INTEREST

9 STRATEGY & DEVELOPMENT

9.1	OUTCOME OF ADVERTISING - REVOCATION OF POLICY NO. 7.6.9 - HERITAGE ASSISTANCE FUND
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Attachments: Nil

RECOMMENDATION:

That Council REVOKES Policy No. 7.6.9 – Heritage Assistance Fund pursuant to Section 2.7 of the *Local Government Act 1995* and clause 5.8 of the City of Vincent's Policy Development and Review Policy.

PURPOSE OF REPORT:

For Council to consider the proposed revocation of [Policy No. 7.6.9 – Heritage Assistance Fund](#) (Policy).

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'.

In accordance with Clause 5.8 of the City's [Policy Review and Development Policy](#), Council approval is required for the revocation of a policy.

BACKGROUND:

Policy No. 7.6.9 – Heritage Assistance Fund

The Policy outlines financial support available through the Heritage Assistance Fund (HAF) for owners of heritage-listed places undertaking conservation works.

At its meeting on [13 February 2024](#) Council resolved to prepare a notice of revocation of the Policy for the purpose of community consultation.

Objections were received during the consultation period which meant that Council was required to consider these before the Policy could be revoked.

At its meeting on [18 June 2024](#), Council considered the objections and resolved for the revocation of the Policy to be considered as part of a review of the City's Community Funding Policy:

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.

Review of Community Funding Policy

The [Community Funding Policy](#) outlines various community funding opportunities that are available from the City, including the HAF. It also provides for details relating to the funding criteria.

A review of the Community Funding Policy was approved by Council for the purposes of community consultation at its meeting on [10 December 2024](#).

The outcome of consultation and consideration of the amended Community Funding Policy is a separate item on this Council Meeting agenda.

DETAILS:Policy No.7.6.9 Heritage Assistance Fund

In accordance the City's Community and Stakeholder Engagement Policy, the proposed revocation of the Policy was advertised for a period of 28 days between 4 March 2024 and 1 April 2024.

Consultation occurred in the following ways:

- Notices published on the City's website, the City's social media, and at the City's Administration building and Library and Local History Centre.
- A notice published in the 9 March 2024 issue of the Perth Voice.
- Letters distributed to owners and occupiers of all heritage places.

At the conclusion of the consultation period a total of four submissions were received in relation to the Policy. The key issues raised in these objections were:

- The revocation of the Policy would result in a loss of heritage assistance to owners of heritage places; and
- The management of heritage grants should be guided by a policy that specifies requirements, provides limits on works that are covered, identifies obligations of property owners and indicates level of funding that will be covered.

A summary of these submissions and Administration's responses were included in [Attachment 1 of the 18 June 2024 Council Meeting Agenda](#). Administration's comments on these submissions remain unchanged.

Community Funding Policy

Community consultation on the amended Community Funding Policy occurred between 28 January 2025 and 18 February 2025. One submission was received which related to the proposed revocation of the Policy.

This submission reiterated concerns that were raised in the original consultation for the revocation of the Policy including:

- The HAF should continue to be managed by a Council Policy to ensure that clear guidance and criteria are available so that applications are treated consistently.
- Funding should only be provided to heritage listed places that are classified as either Management Category 1 or 2.

Administration's comments on these concerns are provided in the Comments section below.

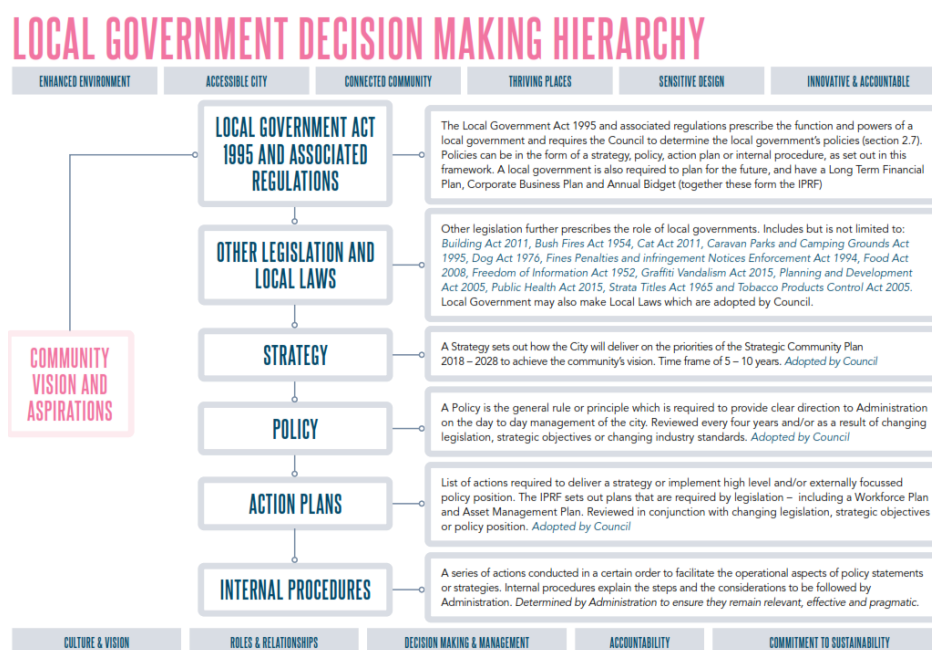
LEGAL/POLICY:Policy Development and Review Policy

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.



RISK MANAGEMENT IMPLICATIONS

Low: The proposed revocation of the Policy is low risk for Council, as heritage funding would continue through the Community Funding Policy. New external facing HAF guidelines would be available on the City's website, ensuring clear guidance for applicants.

STRATEGIC IMPLICATIONS:

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

Sensitive Design

Our built form character and heritage is protected and enhanced.

FINANCIAL/BUDGET IMPLICATIONS:

The operation of the HAF would be met through the existing operational budget and funding allocation reviewed annually as part of the City's budget preparation.

COMMENTS:

Administrations responses to the key matters raised in the consultation of the Community Funding Policy are below, and it is recommended that the Policy be revoked because:

1. *The HAF should be managed by a Council Policy, not by Administrative Guidelines*

- Continuation of HAF & Council Oversight – The HAF would continue to operate. Council would have oversight of this through the Community Funding Policy and the approval of the amount of grant funding available through the annual budget process.
- Need for Council Policy – The Policy is not necessary to be maintained for the purposes of the HAF. This is because it currently sets out the administrative process for obtaining heritage assistance funding. Administrative processes are not required to be provided for in a policy and would be addressed through separate HAF guidelines prepared by Administration.

The Community Funding Policy establishes Council's approach to providing grant funding to heritage properties and provides clear direction to Administration through establishing eligibility criteria. This would be consistent with the purpose of a policy that is set out in the Policy Development and Review Policy.





- Supporting HAF Guidelines – These would be available on the City's website and would provide the necessary information to property owners applying for funding. This would be consistent with other grant programs provided by the City and would provide further information to supplement the Community Funding Policy criteria for property owners.

These guidelines would be able to be amended to stay current and relevant. This would include reflecting the amount of funding available each year determined by Council without the need to amend a policy should this change.

2. *HAF funding should be limited to Category 1 and 2 places only.*

- Eligibility – The Community Funding Policy outlines that property owners of heritage listed properties or within heritage areas would be eligible for funding, irrespective of their category. This financial support would assist property owners in protecting and enhancing all heritage places and would be consistent with the Sensitive Design pillar of the City's Strategic Community Plan.

9.2 ROAD DEDICATION OF VARIOUS RIGHTS OF WAY

- Attachments:**
1. Diagram 6812 (ROW 51) 
 2. Diagram 1346 (ROW 66) 
 3. Diagram 6483 (ROW 67) 
 4. Rights of Way ownership - Certificates of Title 

RECOMMENDATION:

That Council:

1. REQUESTS the Minister for Lands to dedicate as a road pursuant to section 56(1)(c) of the *Land Administration Act 1997* (LAA) the following right of ways:
 - (a) Lot 51 on Diagram 6812 comprised in Certificate of Title Volume 1008 Folio 199;
 - (b) Lot 66 on Diagram 1346 comprised in Certificate of Title Volume 2761 Folio 264; and
 - (c) Lot 67 on Diagram 6483 comprised in Certificate of Title Volume 72 Folio 92;
 subject to the Chief Executive Officer:
 - 1.1 Providing public notice seeking submissions on the proposal to dedicate the right of ways pursuant to section 56(1)(c) of *Land Administration Act 1997* and Regulation 8 of *Land Administration Regulations*; and
 - 1.2 Considering and responding to any submissions or objections received.

PURPOSE OF REPORT:

For Council to consider the dedication of the following rights of way as a road pursuant to section 56(1)(c) of the *Land Administration Act 1977* (LAA):

- (a) sealed private right of way off Haynes Street, North Perth, known as Lot 51 on Diagram 6812 comprised within Certificate of Title Volume 1008 Folio 199 (ROW Lot 51);
- (b) sealed private right of way off Richmond Street, Leederville, known as Lot 66 on Diagram 1346 comprised within Certificate of Title Volume 2761 Folio 264 (ROW Lot 66); and
- (c) sealed private right of way off Loftus Street, Leederville and known as Lot 67 on Diagram 6483 comprised in Certificate of Title Volume 72 Folio 92 (ROW Lot 67).

collectively the above lots are referred to as Rights of Way.

DELEGATION:

Section 56(1)(c) of the LAA sets out that a Local Government may request the Minister for Lands to dedicate as road, land that comprises a private road of which the public has had uninterrupted use for a period of not less than 10 years. The *Local Government Act 1995* defines 'Local Government' as the Elected Members unless otherwise delegated. This function has not been delegated.

BACKGROUND:**ROW Lot 51**

ROW Lot 51 was created in 1925 when lots 12 and 13 on plan 167 was subdivided to create lots 1 – 6 on Diagram 6812 as shown in red on the plan below. Diagram 6812 at **Attachment 1**.

The six adjacent lots created on Diagram 6812 have an implied access to Lot 51 pursuant to S167A of *Transfer of Land Act 1893*. ROW Lot 51 is owned in fee simple and is believed to be a deceased estate.



ROW Lot 51 is 5m in width and constructed from brick paving. It is serviced with drainage. The dedication of this ROW is in aid of a naming request made by the landowner of No.393A Charles Street, North Perth (strata lot 2). The naming of the ROW will assist in wayfinding for the five strata lots who utilise the ROW as a primary point entry for the dwellings.

ROW Lot 66

ROW Lot 66 was created in 1901 when Lot 23 on Plan 560 was subdivided to create lots 1-10 and 66 on Diagram 1346 as shown in red in the plan below. Diagram 1346 is at **Attachment 2**.

Adjacent lots created on Diagram 1346 have an implied right of access over Lot 66 pursuant to section 167A of *Transfer of Land Act 1893*. ROW Lot 66 is owned in fee simple and is believed to be a deceased estate.



ROW Lot 66 is 5m in width and sealed and drained. Since originally created there has been a number of subdivisions across the 10 lots created on the same diagram, as shown in the image above with many of these having vehicle access from the ROW only. Following a recent query from Landgate regarding naming of this ROW, Administration has confirmed that this ROW could be easily dedicated to support naming and improve wayfinding for the properties accessed by the ROW.

ROW Lot 67

ROW 67 (eastern portion) was created in 1924 during the subdivision process creating Lots 5 – 8 on Diagram 6483 (**Attachment 3**) and is shown in red in the plan below. Lots 5 – 8 have an implied right of access over ROW Lot 67 pursuant to S167A of *Transfer of Land Act 1893*. ROW Lot 67 is owned in fee simple and is believed to be deceased estate. The right of way to the west of ROW 67 (shown in green below) has been owned by the City in freehold since 2011.



The City has received a request from the owner of No.129 Loftus Street, Leederville which is located to the north of ROW 67, to dedicate ROW 67 as road as they are intending to develop that site. No.129 Loftus Street is part of a separate plan of subdivision and does not currently have an implied right of access to ROW 67.

Drainage infrastructure, paving, sewer line and manholes are present within ROW 67.

DETAILS:S56 LAA & Reg 8 Land Administration Regulations 1998 (LAR) process

Administration is proposing to request that the Minister for Lands considers dedication of the three Right of Ways as 'Road' under section 56 of the LAA.

56. Dedication of land as road

(1) *If in the district of a local government —*

(c) *land comprises a private road of which the public has had uninterrupted use for a period of not less than 10 years, and that land is described in a plan of survey, sketch plan or document, the local government may request the Minister to dedicate that land as a road.*

private road means alley, court, lane, road, street, thoroughfare or yard on alienated land, or a right of way created under section 167A(1) of the TLA, which — (a) is not dedicated, whether under a written law or at common law, to use as such by the public; and (b) is shown on a plan or diagram deposited or in an instrument lodged with the Registrar.

The LAA defines a private road to include "...*alley, court, lane, road, street, thoroughfare or yard on alienated land, or a right of way... which is not dedicated... is shown on a plan or diagram... and which forms a common access to land...*".

Administration is satisfied that the dedication of the Rights of Way would not impact the adjoining properties to the Rights of Way and would not result in the loss of vehicle access to any adjoining properties. A review of Nearmaps and Landgate aerial imagery shows that each of the Rights of Way has been used for vehicle access for the past ten years and Administration considers that there is sufficient evidence to satisfy the requirements of the LAA.

Next Steps

The process requesting the Minister for Land's consent to the dedication is as follows:

- Council resolves to request the Minister dedicate the Rights of Way as a road pursuant to Section 56 of the LAA, subject to the City advertising the intention and considering any submissions.
- The City gives public notice for a period of 31 days of its decision to request the Minister dedicate the Rights of Way as a road and considers any responses to any public submissions received.
- The City gives notice to suppliers of public utility services for a period of 31 days of its decision to request the Minister dedicate as road the Rights of Way and considers any responses received from the public utility service providers.
- The City makes a request in writing to the Minister for Lands for the Rights of Way to be dedicated as a road under Section 56 of LAA and Regulation 8 of LAR which includes the following:
 - Copy of the Council report recommendation and minutes to dedicate as road the Rights of Way.
 - Plan of survey, sketch plan or document to describe the dimensions of the road.
 - Written confirmation that the public has had uninterrupted use of the private road for a period of not less than 10 years.
 - A description of the section or sections of the public who have had that use.
 - A description of how the Rights of Way have been constructed.
 - Information on Rights of Way ownership. Provided on Certificates of Title (**Attachment 4**).
 - Copies of any submissions/objections received in response to the public notice, and the City's comments on these submissions / objections.
 - Written confirmation that the City has complied with section 56(2) of LAA.

Where a private road is dedicated as road by a Dedication Order under S.56 of LAA, compensation is not payable to **any** person with an interest in the land (including the owner of the fee simple interest in the land) nor any person who may have the benefit of an easement over the private road created under s.167A of the *Transfer of Land Act*.

If the Minister grants the request for the dedication of the Rights of Way as a road, the right of way will become Crown Land owned by the State of Western Australia, with care, control and management the responsibility of the City in accordance with section 55(2) of the LAA.

CONSULTATION/ADVERTISING:

Public notice is required prior to dedication and notice to public utility services suppliers pursuant to [S56 Land Administration Act 1997](#) and [Reg 8 of the Land Administration Regulations 1998](#).

Public notice will be provided for a minimum of 31 days in the following ways:

- on the City's website;
- in the local paper;
- letters to adjoining property owners; and
- on the City's Public Notice board.

**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.

LEGAL/POLICY:

Land Administration Act 1997

[Section 56 of Land Administration Act 1997](#)

[Regulation 8 Land Administration Regulations 1998](#)

RISK MANAGEMENT IMPLICATIONS

RISK CATEGORY	RISK APPETITE/TOLERANCE STATEMENT	DESCRIPTOR/CLARIFICATION
Activities against ratepayer values & ethics	The city has a very low risk appetite for investments and activities that do not align with the city's values.	The city has set its vision, purpose and guiding values based on the interpretation of those of the community it serves. When entering into new projects, investments and proposals, these values must be considered as one of the key consideration sets.

Council's adopted Risk Appetite & Tolerance Statements page 5.

Low: It is low risk for Council to dedicate the Rights of Way as roads. The dedication aligns with the pillars of Council's adopted SCP.

The Rights of Way are currently operating as publicly accessible roads, dedication of the lots as a road would not have a noticeable impact on the surrounding area and adjoining landholdings which have had access will continue to have uninterrupted vehicle access. Dedication will allow for proper management of the ROWs and subsequent naming which will improve addressing and way finding for those properties with sole access from the ROW.

STRATEGIC IMPLICATIONS:

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

Thriving Places

Efficiently managed and maintained City assets 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.

FINANCIAL/BUDGET IMPLICATIONS:

The dedication of the road will require a nominal fee of approximately \$209 for each lot for the lodgement of the Dedication Order with Landgate. Improvements to the pedestrian amenity of the right of way following the dedication by the Minister for Lands will be considered in future budget allocations.

COMMENTS:

Administration supports the dedication of the Rights of Way as road under section 56 of the *Land Administration Act 1997* as the public has had uninterrupted use of the Rights of Way for a period of not less than 10 years and the intention is to continue granting the public an accessible road. Dedication of the Rights of Way would allow consideration of improvements to the Rights of Way.

For encumbrances and other matters affecting the land see back.

EASEMENTS AND ENCUMBRANCES REFERRED TO:

Mortgage 3274/1936. Wong Lee Goocoy to George Webber Buckingham of 15 Wasley Street, North Perth. Gentleman to secure £700. Registered 26th June 1936 at 3.0c.

Discharge 3900/1943 of Mortgage 3274/1936. Registered 12th July 1943 at 1.0c.

ASSISTANT REGISTRAR OF TITLES

RECAPTA
ASSISTANT REGISTRAR OF TITLES

TRANSFER 1725/1950 Lot 2 to Arthur Booy	
Registered this	21 st day of September 1950
at	12 - 0/0
W.	1130. 590.

Application 3230/1950 A separate certificate issued for Lot 2. Registered 21st September 1950 at 12.0c

W. 1130. 396.

RECAPTA
REGISTRAR OF TITLES

CT 1008 0199 B



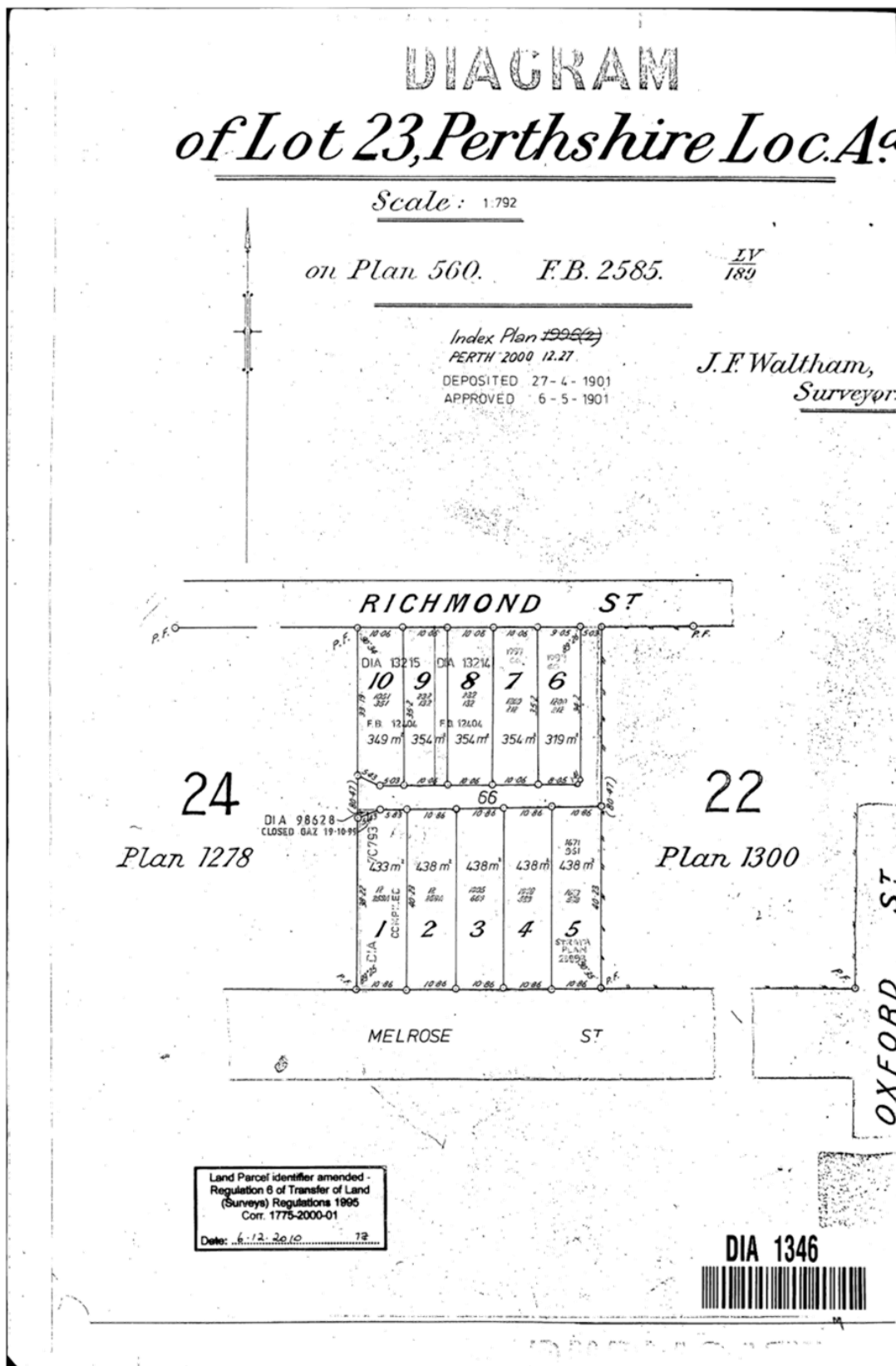
CERTIFICATE OF TITLE

Registered Vol.....Fol.....

LANDGATE COPY OF ORIGINAL NOT TO SCALE 06/02/2025 04:07 PM Request number: 67754926


Landgate

www.landgate.wa.gov.au



LANDGATE COPY OF ORIGINAL NOT TO SCALE 30/01/2025 02:39 PM Request number: 67721989



Landgate

www.landgate.wa.gov.au

LANDGATE COPY OF ORIGINAL NOT TO SCALE 04/02/2025 03:12 PM Request number: 67741891

2440
 99
 2664
 99

Sch. 6. 7
26 V. 14. 9

CULLED

REGISTER BOOK.

Vol. LXXII., Fol. 92

CT 0072 0092 F



Elizabeth Pinker of Suiford Spencer

is now the sole proprietor.

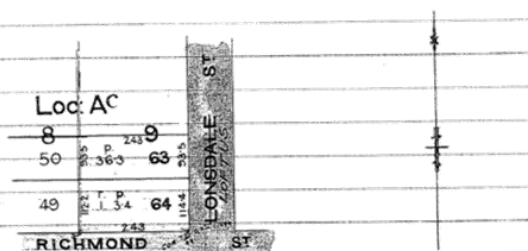
of an estate in fee simple in possession subject to the easements and encumbrances notified hereunder

in ALL these pieces of land delineated and coloured Green on the map hereon

containing together two rods

or thereabouts being Parts of Lots 8 and 9 of Rathshure Location A^c numbered 63 and

1.4 Plan deposited 1808 — Together with a right of carriage way over the several Roads and Streets shown on said Plan and Plan 1800



Scale 2 Chains to an Inch

Transfer ¹³²⁰/₉₉ - Totally transferred by encroachment to Albert Thomas Jones of Barrack
Street, Perth. Instrument registered 11th day of April 1899 @ 1.40 re. p.m. -
200

Arthur G. Hawley and Son

and being Lot 67 on Survey D6483

Portraits colored brown remail

Land Parcel Identifier amended
Regulation 8 of Transfer of Land
(Surveys) Regulations 1995
Corr: 1775-2600-01

Dated the Thirtieth day of August One thousand eight hundred
and ninety five

Re L. & M. 10 B

LANDGATE COPY OF ORIGINAL NOT TO SCALE 25/03/2024 01:39 PM Request number: 66383743



www.landgate.wa.gov.au

EASEMENTS AND ENCUMBRANCES REFERRED TO.

*Transfer 2823/1924. Lots 7 and 5 to Arthur Norman Geene. Registered
5th April 1924 at 11.4000.
Lot 7 to 856-113
Lot 5 to 856-114.*

at the
Registrar of Titles

*Transfer 2824/1924. Lots 6 and 8 to Alfred Norman Geene. Registered
5th April 1924 at 11.4000.
Lot 6 to 856-115
Lot 8 to 856-116.*

at the
Registrar of Titles

FT 0077 0092 R

LANDGATE COPY OF ORIGINAL NOT TO SCALE 25/03/2024 01:39 PM Request number: 66383743

Lot 51 on D6812 (off Haynes St)

Application 394 VOL 887, Fol. 177
1929. 25540/29
1107/36. 630 6/13

ORIGINAL

REGISTER BOOK.
Vol. 1008 Fol. 199

WESTERN AUSTRALIA.

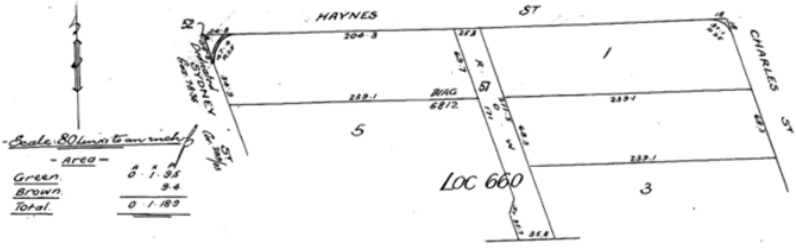
Certificate of Title

under "The Transfer of Land Act, 1893" (Sch. 5, 56 Vict., 14.)

CT 1008 0199 F

John Lew Goovey of Albert Street North Perth
Bracket Gardeners
is now the sole proprietor

of an estate in fee simple in possession subject to the easements and encumbrances notified hereunder in ALL
those pieces of land delineated and coloured green and brown on the map hereon,
containing together eighteen and six tenths perches
or thereabouts, being portion of Swan Location 660 and being part
of the land in Diagram 6812



Scale 80 metres to an inch

Green	5 1 35
Brown	2 4
Total	0 1 183

Dated the twenty-seventh day of February 1929, the Registrar of Titles

Wong Hee Goovey of Albert Street North Perth wife of John Lew Goovey
Registered 16 August 1929 at 12:45pm

Assistant Registrar of Titles

being Lots 51 & 52 on Survey D6812
Portion coloured brown & alone remains

Land Parcel Identifier amended -
Regulation 6 of Transfer of Land
(Surveys) Regulations 1995
Corr. 1775-2000-01
Date: 22.3.06

For encumbrances and other matters affecting the land see back.

LANDGATE COPY OF ORIGINAL NOT TO SCALE 06/02/2025 04:07 PM Request number: 67754926



Landgate

www.landgate.wa.gov.au

EASEMENTS AND ENCUMBRANCES REFERRED TO:

Mortgage 3274/1936. Wong Lee Goocay to George Webber Buckingham of 15 Wasley Street, North Perth. Gentleman to secure £700. Registered 26th June 1936 at 3.0c.

Discharge 3900/1943 of Mortgage 3274/1936. Registered 12th July 1943 at 1.0c.

TRANSFER 1725/1950 Lot 2 to Arthur Booy	
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at	12 - 0/4
W.	1130. 590.

Application 3230/1950 A separate certificate issued for Lot 2. Registered 21st September 1950 at 12.0c.



CERTIFICATE OF TITLE

Registered Vol.....Fol.....

LANDGATE COPY OF ORIGINAL NOT TO SCALE 06/02/2025 04:07 PM Request number: 67754926

 Landgate

www.landgate.wa.gov.au

Lot 66 on D1346 (off Richmond St)

WESTERN



AUSTRALIA

TITLE NUMBER

Volume

Folio

2761

264

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 66 ON DIAGRAM 1346

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

CHARLES ALFRED LE FARRINGTON OF WEST PERTH

(XA L507661) REGISTERED 15/12/2010

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. TITLE EXCLUDES THE LAND SHOWN ON DIAGRAM 98628
2. EASEMENT BURDEN FOR RIGHT OF CARRIAGEWAY PURPOSES.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: D1346
PREVIOUS TITLE: 55-189
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AUTHORITY: CITY OF VINCENT

NOTE 1: L537775 THIS LOT IS COLOURED BROWN ON DIAGRAM 1346

LANDGATE COPY OF ORIGINAL NOT TO SCALE 06/02/2025 04:07 PM Request number: 67754926


Landgate
www.landgate.wa.gov.au

10 INFRASTRUCTURE & ENVIRONMENT

Nil

11 COMMUNITY & BUSINESS SERVICES

11.1 FINANCIAL STATEMENTS AS AT 31 JANUARY 2025

Attachments: 1. Financial Statements as at 31 January 2025  

RECOMMENDATION:

That Council RECEIVES the Financial Statements for the month ended 31 January 2025 as shown in Attachment 1.

PURPOSE OF REPORT:

To present the statement of financial activity for the period ended 31 January 2025.

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 January 2025**:

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 January 2025 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 \$1,586,062 (2.4%). The following items materially contributed to this position:

- A favourable variance of \$864,378 in Profit on Disposal of Assets is mainly due to dividends received from sale of land at Catalina Council.
- A favourable variance of \$448,403 in other revenue mostly due to timing of Perth Inner City Group reimbursements and variable outgoing recoups.
- A favourable variance of \$262,891 in Fees and Charges mostly due to timing variances in:
 - \$236,725 favourable Beatty Park membership fees,
 - \$24,798 favourable building leases and rentals,
 - \$19,660 favourable Public Works license,
 - \$16,030 favourable development application fees, partially offset by:
 - \$105,397 unfavourable food premises license fees.
- A favourable variance in Interest earnings of \$183,327 mostly due to higher cash balances.
- An unfavourable timing variance in Operating grants, subsidies, and contributions of \$27,589.
- An unfavourable variance of \$145,348 in rates mainly due to lower interim rates.

Expenditure by Nature or Type (on page 1) is unfavourable, attributed by an over-spend of \$506,868 (1.2%). The following items materially contributed to this position:

- \$507,358 unfavourable depreciation expense due to higher asset values.
- \$223,316 unfavourable other expenditures due to timing variances.
- \$170,758 favourable materials and contracts mainly due to timing variances.
- \$33,202 favourable utility expense due to timing variances.

Surplus Position

The opening surplus position brought forward to 2024/25 is \$6,962,305. The closing surplus is \$727,460 unfavourable against budget as at January 2025.

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 January 2025 is \$26,317,392.

7. Receivables: Rating Information (Note 7 Page 14)

The notices for rates and charges levied for 2024/25 were issued on 25 July 2024. *The Local Government Act 1995* provides for ratepayers to pay rates by four instalments. The due dates for each instalment are:

	Due Date
First Instalment	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 January 2025 was \$7,767,123. The outstanding rates percentage at 31 January 2025 was 13.92% compared to 16.25% for the same period last year.

8. Receivables: Other Debtors (Note 7 Page 14)

Total trade and other receivables at 31 January 2025 were \$3,324,529. Below is a summary of the significant items with an outstanding balance over 90 days:

- \$961,167 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.
- \$129,775 relates to cash-in-lieu 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 January 2025, the Centre's net surplus position was \$199,486 compared to the year to date deficit budget of \$167,292.

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

Section 6.4 of the Local Government Act 1995 requires a local government to prepare an annual financial report for the preceding year and other financial reports as prescribed.

Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996 requires the local government to prepare a statement of financial activity each month, reporting on the source and application of funds as set out in the adopted annual budget.

A statement of financial activity and any accompanying documents are to be presented at an Ordinary Meeting of the Council within two months after the end of the month to which the statement relates. *Section 6.8 of the Local Government Act 1995* specifies that a local government is not to incur expenditure from its Municipal Fund for an additional purpose except where the expenditure is authorised in advance by an absolute majority decision of Council.

RISK MANAGEMENT IMPLICATIONS:

Low: Provision of monthly financial reports to Council fulfils relevant statutory requirements and is consistent with good financial governance.

STRATEGIC IMPLICATIONS:

Reporting on the City's financial position is aligned with the City's *Strategic Community Plan 2022-2032*:

Innovative and Accountable

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

Our community is aware of what we are doing and how we are meeting our goals.

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Expenditure within this report facilitates various projects, programs, services and initiatives that contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

PUBLIC HEALTH IMPLICATIONS:

Expenditure within this report facilitates various projects, programs and services that contribute to the priority health outcomes within the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

As contained in this report.

CITY OF VINCENT
NOTE 1 - STATEMENT OF FINANCIAL ACTIVITY
BY NATURE OR TYPE
FOR THE PERIOD ENDED 31 JANUARY 2025



CITY OF VINCENT

	Note	Revised Budget 2024/25 \$	YTD Budget 31/01/2025 \$	YTD Actual 31/01/2025 \$	YTD Variance \$	YTD Variance %
Opening Funding Surplus(Deficit)		6,962,305	6,962,305	6,962,305	0	0.0%
Revenue from operating activities						
Rates		44,452,032	44,342,032	44,196,684	(145,348)	-0.3%
Operating Grants, Subsidies and Contributions		1,043,715	380,104	352,515	(27,589)	-7.3%
Fees and Charges		24,542,802	15,585,484	15,848,375	262,891	1.7%
Interest Earnings		2,080,000	1,759,324	1,942,651	183,327	10.4%
Other Revenue		1,332,125	890,701	1,339,104	448,403	50.3%
Profit on Disposal of Assets		4,201,752	2,856,192	3,720,570	864,378	30.3%
		77,652,426	65,813,837	67,399,899	1,586,062	2.4%
Expenditure from operating activities						
Employee Costs		(33,656,433)	(19,281,835)	(19,283,127)	(1,292)	0.0%
Materials and Contracts		(24,802,697)	(13,446,770)	(13,276,012)	170,758	-1.3%
Utility Charges		(1,968,786)	(1,034,018)	(1,000,816)	33,202	-3.2%
Depreciation on Non-Current Assets		(13,122,588)	(7,654,878)	(8,162,236)	(507,358)	6.6%
Interest Expenses		(378,943)	(174,364)	(165,288)	9,076	-5.2%
Insurance Expenses		(801,318)	(467,439)	(467,439)	0	0.0%
Other Expenditure		(881,243)	(433,701)	(657,017)	(223,316)	51.5%
Loss on Disposal of Assets		(13,043)	(13,043)	(981)	12,062	-92.5%
		(75,625,051)	(42,506,048)	(43,012,916)	(506,868)	1.2%
Operating activities excluded from budget						
Add Deferred Rates Adjustment		0	0	(160,843)	(160,843)	0.0%
Add Back Depreciation		13,122,588	7,654,878	8,162,236	507,358	6.6%
Adjust (Profit)/Loss on Asset Disposal		(4,188,709)	(2,843,149)	(3,719,589)	(876,440)	30.8%
		8,933,879	4,811,729	4,281,804	(529,925)	-11.0%
Amount attributable to operating activities		10,961,254	28,119,518	28,668,787	549,269	2.0%
Investing Activities						
Non-operating Grants, Subsidies and Contributions		9,270,338	4,224,232	2,734,697	(1,489,535)	-35.3%
Purchase Property, Plant and Equipment	5	(9,777,998)	(5,047,958)	(4,717,544)	330,414	-6.5%
Purchase Infrastructure Assets	5	(16,267,480)	(5,425,797)	(5,150,641)	275,156	-5.1%
Proceeds from Joint Venture Operations		3,750,000	3,750,000	3,541,667	(208,333)	-5.6%
Proceeds from Disposal of Assets		552,350	238,350	236,322	(2,028)	-0.9%
Amount attributable to investing activities		(12,472,790)	(2,261,173)	(3,355,499)	(1,094,326)	48.4%
Financing Activities						
Principal elements of finance lease payments		(264,318)	(164,431)	(164,432)	(1)	0.0%
Repayment of Loans		(1,498,010)	(788,048)	(788,050)	(2)	0.0%
Transfer to Reserves	6	(6,428,903)	(5,143,117)	(5,373,208)	(230,091)	4.5%
Transfer from Reserves	6	3,927,814	1,886,951	1,934,642	47,691	2.5%
Amount attributable to financing activities		(4,263,417)	(4,208,645)	(4,391,048)	(182,403)	4.3%
Closing Funding Surplus(Deficit)		1,187,352	28,612,005	27,884,545	(727,460)	-2.5%

CITY OF VINCENT
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
NOTE 2 - NET CURRENT FUNDING POSITION
FOR THE PERIOD ENDED 31 JANUARY 2025



CITY OF VINCENT

	Note	YTD Actual	PY Actual
		31/01/2025	31/01/2024
		\$	\$
Current Assets			
Cash Unrestricted		29,928,285	29,297,851
Cash Restricted		26,317,392	20,502,541
Receivables - Rates	7	7,767,123	7,702,878
Receivables - Other	7	3,324,529	26,210,745
Inventories		1,203,041	1,404,898
		<u>68,540,370</u>	<u>85,118,914</u>
Less: Current Liabilities			
Payables		(11,273,193)	(32,949,754)
Provisions - employee		(5,529,398)	(5,758,042)
		<u>(16,802,591)</u>	<u>(38,707,797)</u>
Unadjusted Net Current Assets		51,737,779	46,411,117
Adjustments and exclusions permitted by FM Reg 32			
Less: Reserves - restricted cash	6	(26,317,392)	(20,502,541)
Less: Land held for sale		(847,172)	(1,251,293)
Add: Current portion of long term borrowings		1,525,224	1,538,373
Add: Infringement Debtors transferred to non current asset		1,529,109	1,293,417
Add: Current portion of long term finance lease liabilities		272,395	0
		<u>(23,853,234)</u>	<u>(18,862,838)</u>
Adjusted Net Current Assets		27,884,545	27,548,279



CITY OF VINCENT

CITY OF VINCENT
NOTE 3 - STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JANUARY 2025

	Note	YTD Actual 31/01/2025 \$	PY Actual 30/06/2024 \$
Current Assets			
Cash Unrestricted		29,928,285	15,812,924
Cash Restricted		26,317,392	22,864,438
Receivables - Rates	7	7,767,123	1,345,454
Receivables - Other	7	3,324,529	3,999,440
Inventories		1,203,041	1,402,537
Total Current Assets		68,540,370	45,424,793
Non-Current Assets			
Receivables - Rates		160,843	208,654
Receivables - Other		1,248,491	1,364,454
Inventories		579,696	41,986
Investment in associate		16,862,522	14,962,895
Property, plant and equipment		251,498,406	250,657,162
Infrastructure		150,642,045	149,308,446
Right of use assets		543,770	644,136
Intangible assets		0	145
Total Non-Current Assets		421,535,773	417,187,878
Total Assets		490,076,143	462,612,671
Current Liabilities			
Payables		(11,273,193)	(11,489,328)
Provisions - employee		(5,529,398)	(5,388,014)
Total Current Liabilities		(16,802,591)	(16,877,342)
Non-Current Liabilities			
Borrowings		(8,113,025)	(9,100,796)
Employee related provisions		(512,246)	(541,428)
Total Non-Current Liabilities		(8,625,271)	(9,642,224)
Total Liabilities		(25,427,862)	(26,519,566)
Net Assets		464,648,284	436,093,105
Equity			
Retained Surplus		(137,487,785)	(112,470,462)
Reserve Accounts		(26,317,392)	(22,864,438)
Revaluation Surplus		(300,843,106)	(300,758,205)
Total Equity		(464,648,284)	(436,093,105)

CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
INFRASTRUCTURE AND ENVIRONMENT DIRECTORATE
AS AT 31 JANUARY 2025



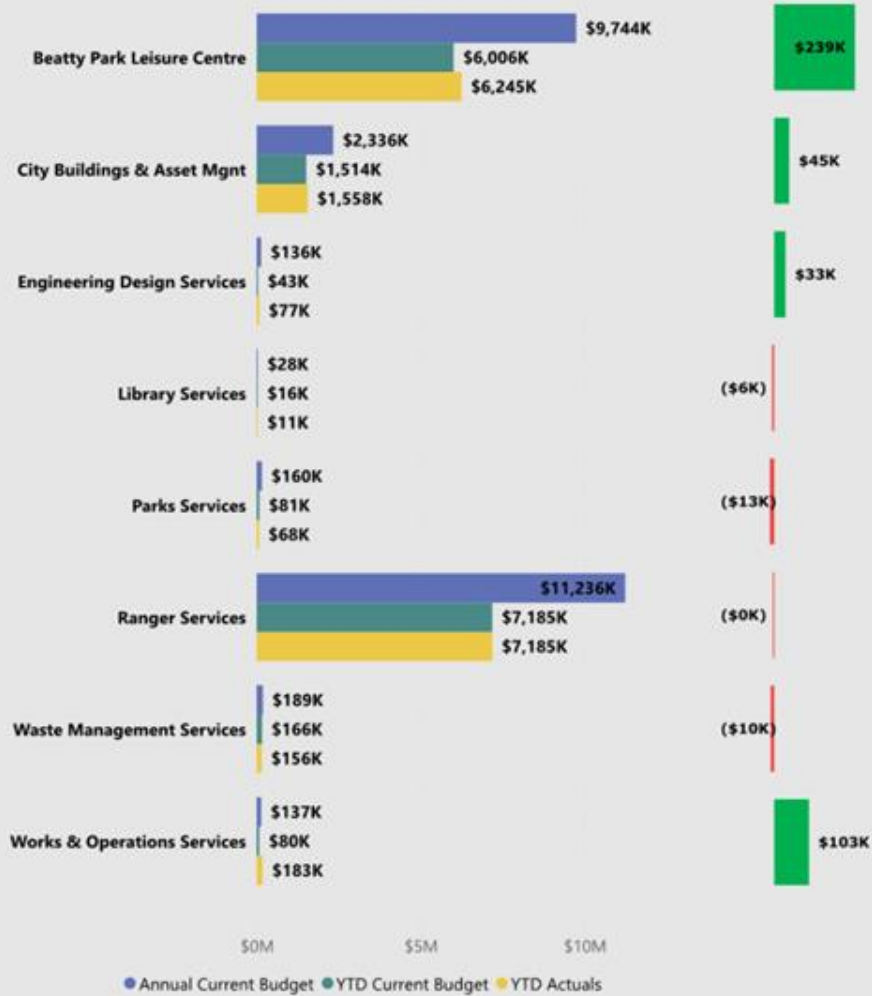
INCOME BUDGET VS ACTUAL



EXPENDITURE BUDGET VS ACTUAL



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



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

Beatty Park Leisure Centre
\$239K favourable income mostly due to income from membership fees.

City Buildings & Asset Management
\$45k favourable income mostly due to higher fees and charges \$25k and reimbursements and other revenues of \$20k.
\$37k favourable expenditure mostly due to timing variances in materials and contracts \$135k and utilities \$61k, this is partially offset by unfavourable employee costs of \$85k and depreciation expense \$66k.

Engineering Design Services
\$33k favourable income mainly due to hire fees revenue.
\$125k unfavourable expenditure due to timing variances in materials and contracts \$65k and employee related costs \$60k.

I&E Directorate
\$21k favourable expenditure mainly due to timing variance on materials and contracts.

Library Services
\$62k favourable expenditure mainly due to a timing variance in employee related expenditure \$52k.

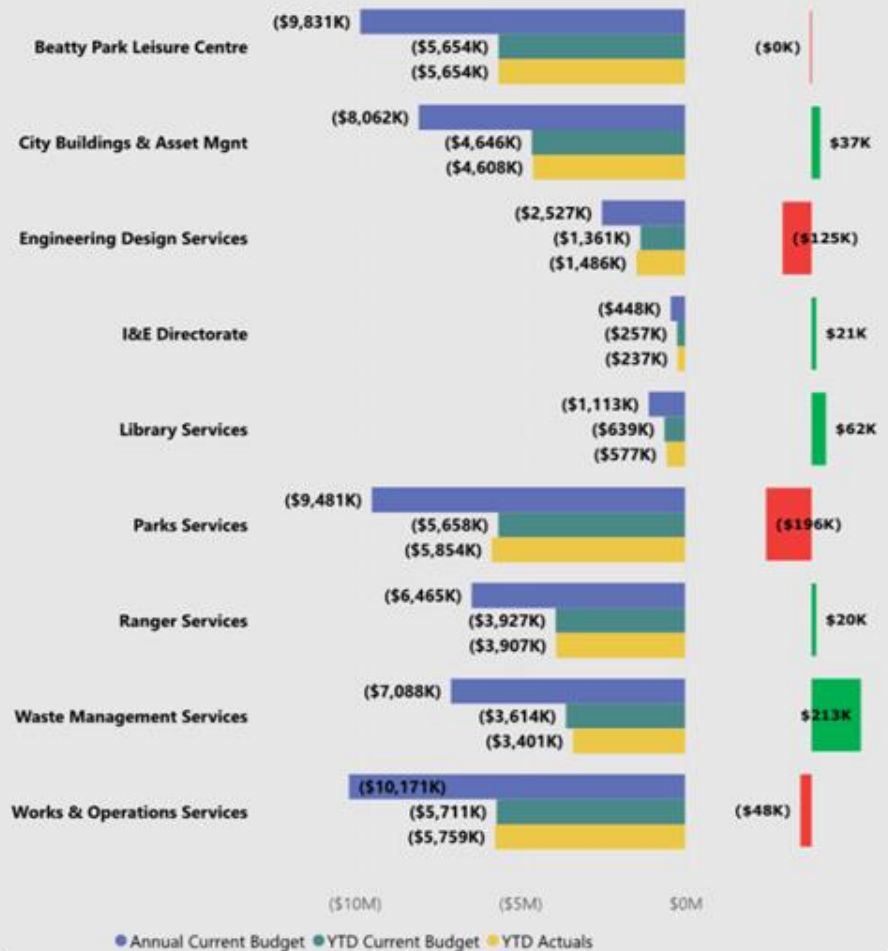
Parks Services
\$196k unfavourable expenditure mainly due to timing variance on materials and contracts \$223k, depreciation \$94k, this is partially offset by a favourable variance in employee costs of \$114k.

Ranger Services
\$20k favourable expenditure mainly due to timing variances in materials and contracts \$59k. This is partially offset by an unfavourable variance in equipment maintenance \$41k.

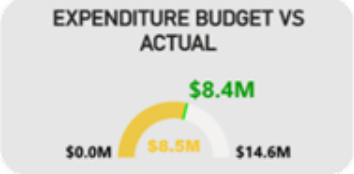
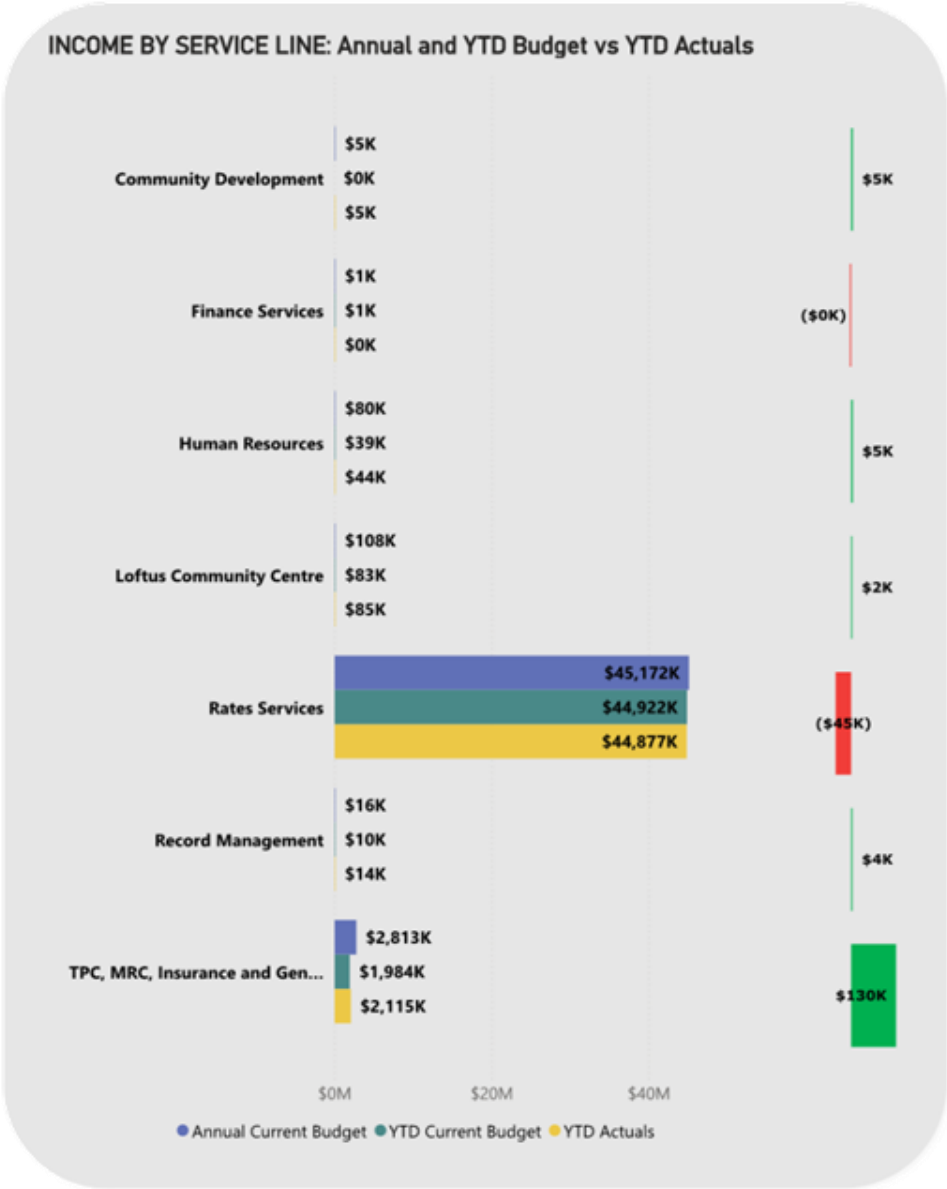
Waste Management Services
\$213k favourable expenditure primarily due to a timing variance mainly due to waste processing and disposal costs.

Works & Operations Services
\$103k unfavourable income mostly due to a timing variance in grants and subsidies \$71k and fees and charges \$20k.
\$48k unfavourable expenditure mostly due to a timing variance in depreciation costs of \$261k, this is partially offset by an favourable employee related costs \$112k and materials and contracts \$98k.

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



CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
COMMUNITY & BUSINESS SERVICES DIRECTORATE
OFFICE OF THE CEO
AS AT 31 JANUARY 2025



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

Community Development
\$58k favourable expenditure mainly due to a timing variance in materials and contracts of \$47k.

Customer Relations
\$29k unfavourable expenditure mainly due to a timing variance in employee cost of \$22k.

Finance Services
\$30k unfavourable expenditure mainly due to timing variance on materials and contracts \$24k.

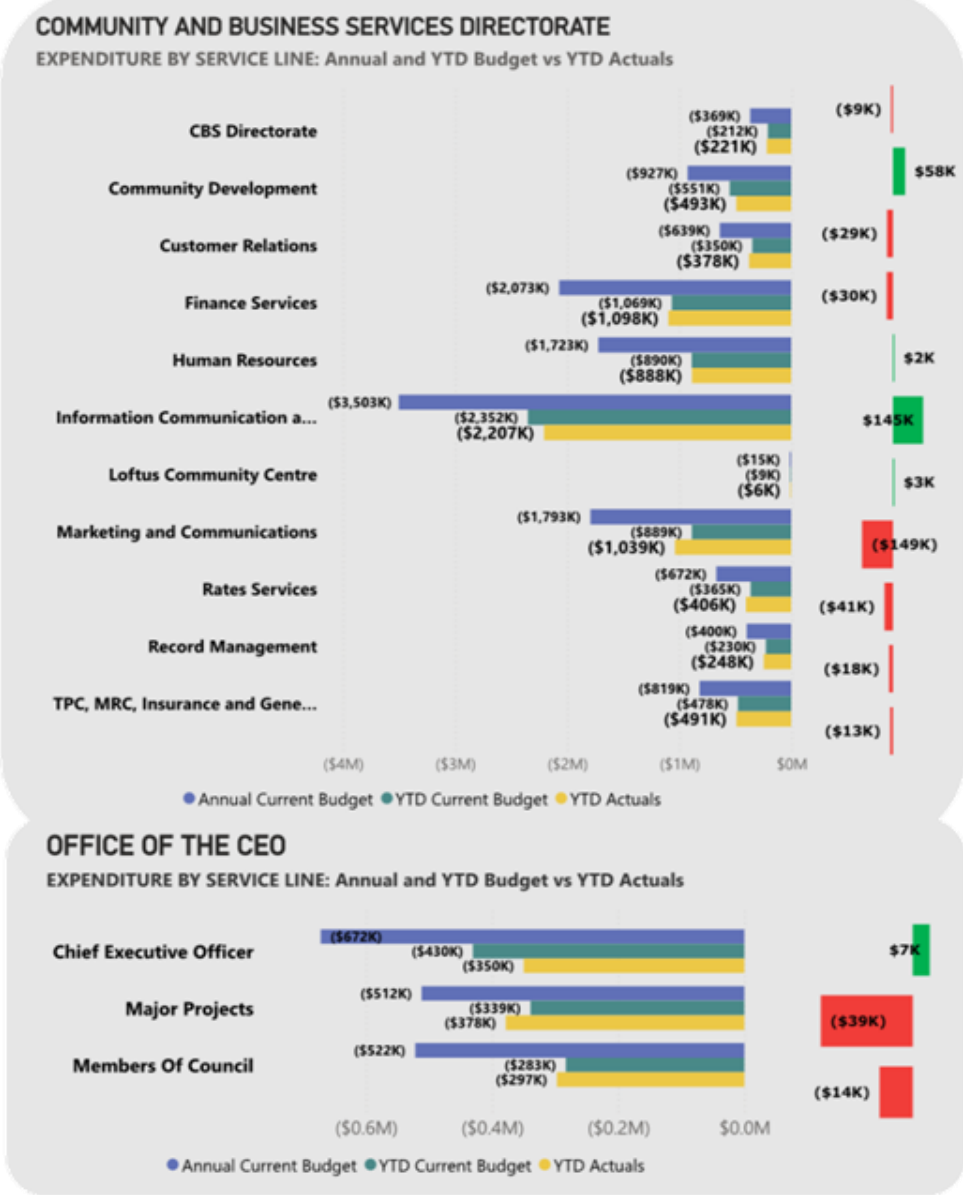
Information Communication and Technology
\$145k favourable expenditure mainly due to a timing variance in software licence fees \$164k partially offset by unfavourable furniture and equipment costs \$37k.

Marketing and Communications
\$149k unfavourable expenditure mainly due to timing variances in materials and contracts of \$144k, \$35k Perth Festival, \$26k licence fees, \$80k programmes and events.

Rates Services
\$45k unfavourable income mainly due to lower interim rates.
\$41k unfavourable expenditure mainly due to a timing variance in employee costs \$27k and materials and contracts \$14k.

TPC, MRC, Insurance and Other
\$130k favourable income mostly due to interest earnings and reimbursements of \$261k which is partially offset by unfavourable timing variance in grants and subsidies of \$139k.

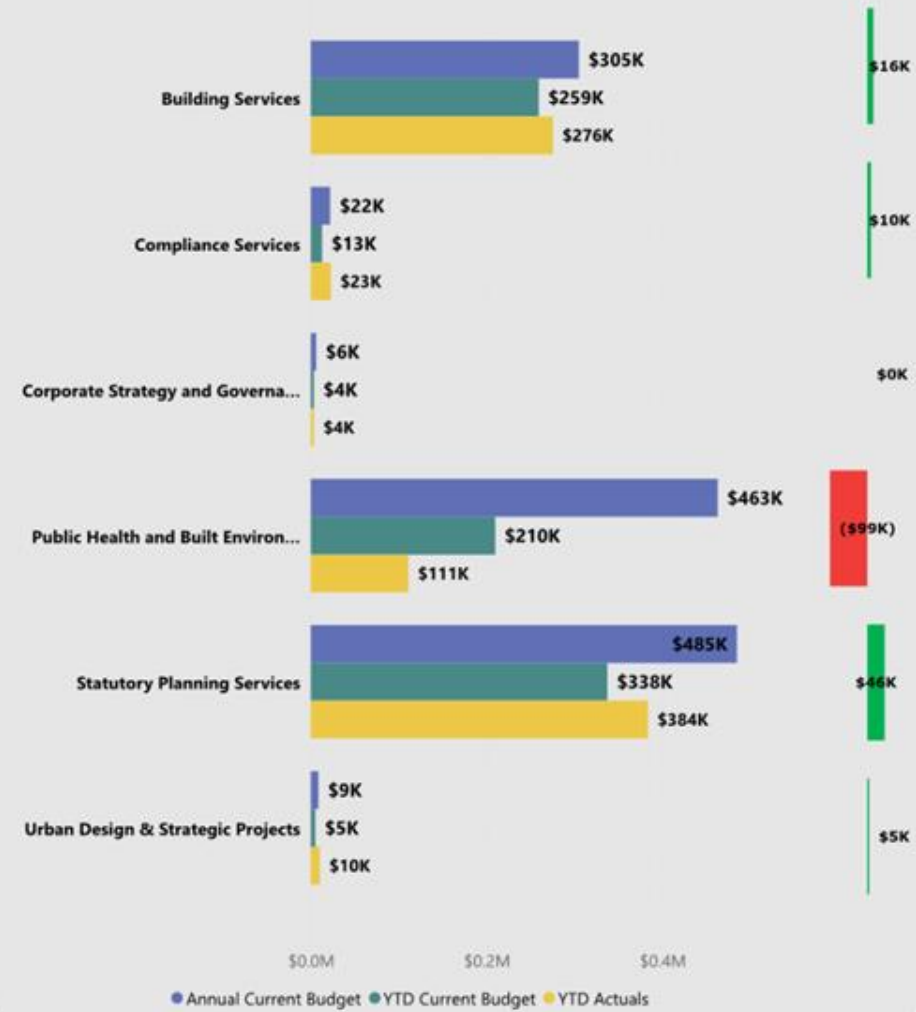
Major Projects
\$39k unfavourable expenditure mainly due to employee related costs of \$74k which is partially offset by favourable materials and contracts costs of \$35k.



CITY OF VINCENT
NOTE 4 - SUMMARY OF INCOME AND EXPENDITURE
STRATEGY AND DEVELOPMENT DIRECTORATE
AS AT 31 JANUARY 2025



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



INCOME BUDGET VS ACTUAL



EXPENDITURE BUDGET VS ACTUAL



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

Building Services
\$85k favourable expenditure mainly due to a timing variance in employee related costs.

Public Health and Built Environment
\$99k unfavourable income mainly due to lower fees and charges.
\$203k favourable expenditure due to a timing variance for inspections \$114k and employee related costs of \$58k.

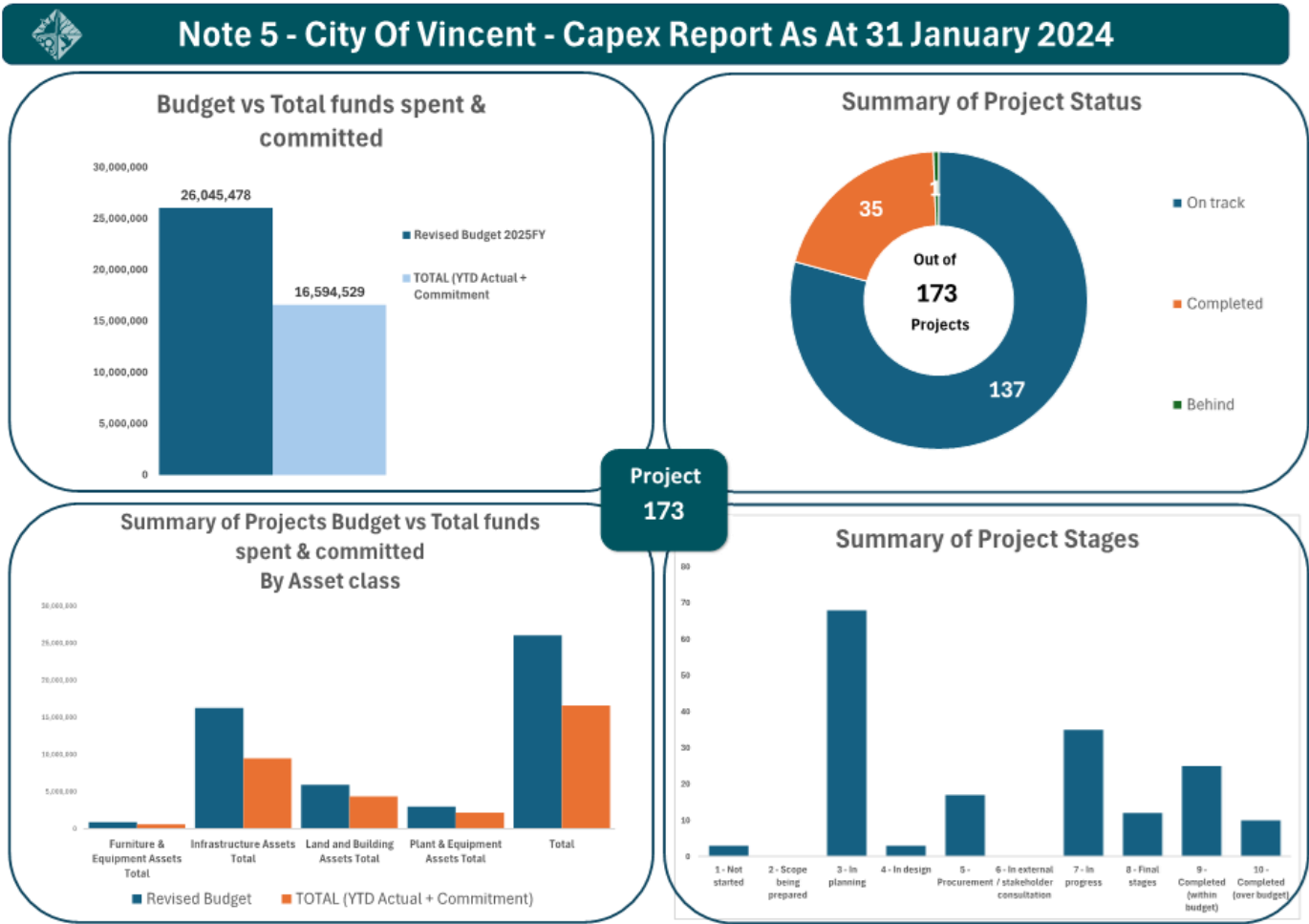
Statutory Planning Services
\$46k favourable income mainly due to timing of contributions of \$29k and fees and charges \$17k.
\$42k favourable expenditure mainly due employee related costs of \$104k which is partially offset by unfavourable materials and contracts of \$69k.

Sustainability and Innovation
\$22k favourable expenditure mainly due timing variance in employee related costs of \$105k which is partially offset by unfavourable materials and contracts of \$83k.

Urban Design & Strategic Projects
\$28k favourable expenditure mostly due to a timing variance in employee cost \$81k which is partially offset by unfavourable materials and contracts expenditure of \$61k.

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





CITY OF VINCENT
NOTE 5 - CAPITAL WORKS SCHEDULE 2024/25
AS AT 31 JANUARY 2025

WO Name	Revised Budget 2025FY	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
Land and Building Assets									
Air Conditioning & HVAC Renewal									
Air Conditioning & HVAC Renewal - Admin	483,560	-	-	-	-	-	On track	5 - Procurement	Evaluation completed
Air Con & HVAC Renew - Miscellaneous	91,570	91,570	60,287	31,283	-	60,287	On track	7 - In progress	Renewal program underway
Air Con/HVAC Renew - Mt Hawthorn Comm Centre (Leased)	100,000	-	-	-	-	-	Deferred	1 - Not started	Project will need to be carryforwarded to FY25
Leederville Oval - HVAC Renewal - East Perth Function Room	120,000	10,000	8,200	1,800	182,610	190,810	On track	5 - Procurement	Works awarded
Air Con & HVAC Renew - Library & Local History Centre	-	-	104	(104)	-	104	Completed	9 - Completed (within budget)	2024FY project
Public Toilet Renewal Program									
Britannia Road Pavilion Toilets - Roof Resheeding	70,000	70,000	15,187	54,813	74,350	89,537	Completed	10 - Completed (over budget)	Project completed
BPLC - Construction of Indoor Changerooms									
BPLC - Concrete & Fit Out Indoor Pool Changerooms	738,509	738,509	679,406	59,103	33,367	712,773	Completed	8 - Final stages	Project completed
Lit's Stadium changeroom redevelopment									
Infrastructure Works - Lit's Stadium	1,759,921	1,360,950	1,302,682	57,318	471,189	1,773,871	On track	7 - In progress	Works ongoing
Floreat Athena Clubroom Refurbishment - Lit's Stadium	175,918	175,918	287,618	(111,700)	67,304	354,982	On track	7 - In progress	Kitchen equipment installation in progress
Beatty Park Leisure Centre - Facilities Infrastructure									
BPLC - Facilities Infrastructure Renewal	250,000	250,000	173,382	71,618	22,414	200,786	On track	7 - In progress	Works ongoing
BPLC - Pool Tiling Works	9,063	6,848	-	6,848	29,409	29,409	Completed	9 - Completed (within budget)	Project completed
BPLC - Eastern Side Grandstand - Water Ingress	350,000	-	859	(859)	-	859	On track	5 - Procurement	In procurement, to be carry forwarded to FY26
BPLC - Repair and Maintain Heritage Grandstand	22,829	-	-	-	-	-	Completed	9 - Completed (within budget)	Project completed
Miscellaneous Asset Renewal (City Buildings)									
Misc Asset Renewal - City buildings	100,000	-	-	-	82,155	82,155	On track	7 - In progress	Renewal program underway
Loftus - Gymnastics WA - Renew Fans and Ventilation	100,000	-	-	-	100,000	100,000	On track	5 - Procurement	To be commenced in April 2025
Forrest Park Croquet - Kitchen Renewal	15,000	-	-	-	-	-	On track	5 - Procurement	In procurement
City Buildings Painting Renewal	30,000	-	-	-	-	-	On track	4 - In design	Finalising scope
Land and Building Asset Renewal Projects									
DLGSC - Lighting Renewal	243,302	-	-	-	2,498	2,498	On track	3 - In planning	In consultation
Lease Property Non Scheduled Renewal	101,500	31,500	32,077	(577)	25,494	57,571	On track	7 - In progress	In progress
Library Renewals - Upgrades to Accessibility	85,000	45,000	46,431	(1,431)	-	46,431	On track	7 - In progress	Works commenced
Gym roof repairs (Leased Belgrave)	80,000	-	-	-	52,940	52,940	On track	5 - Procurement	To be commenced in April 2025
Lift Renewal - Administration & Civic Centre	240,000	120,000	55,500	64,500	136,267	191,767	On track	7 - In progress	Lift install to scheduled in February 25
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	300,000	262,520	37,480	15,084	277,605	Completed	9 - Completed (within budget)	Project completed
Loftus - Gymnastics WA - Roof Renewal	100,000	-	-	-	70,700	70,700	On track	5 - Procurement	To be commenced in April 2025
Mt Hawthorn Com Centre - Roof Renewal	200,000	-	-	-	-	-	Deferred	1 - Not started	Project will need to be carryforwarded to FY25
DLGSC - Renew balcony tiling and waterproofing	35,000	-	-	-	-	-	Cancelled	1 - Not started	Project completed under operational maintenance.
North Perth Bowling Club - conversion of bowling green	66,000	-	-	-	-	-	On track	3 - In planning	
Water and Energy Efficiency Initiatives									
Water and Energy Efficiency Initiatives	50,000	-	-	-	8,640	8,640	On track	3 - In planning	
Lit's Stadium									
Lit's Stadium Floodlights	10,000	-	-	-	12,218	12,218	On track	3 - In planning	
Land & Building Assets Total	5,919,408	3,199,345	2,929,252	270,093	1,399,136	4,328,387			

WO Name	Revised Budget 2025FY	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
Furniture & Equipment Assets									
Beatty Park Leisure Centre - Furniture & Equipment									
BPLC - Non Fixed Assets Renewal	195,000	100,000	79,673	21,127	10,960	89,833	On track	7 - In progress	Works ongoing
BPLC Non-Infrastructure Fixed Asset Renewal	100,000	80,000	64,896	15,004	-	64,896	On track	7 - In progress	Works ongoing
ICT Renewal Program									
ICT Infrastructure Renewal	120,000	50,000	23,772	26,228	-	23,772	On track	7 - In progress	Works ongoing
Public Arts Projects									
COVID-19 Artwork relief project	146,750	-	-	-	139,750	139,750	On track	7 - In progress	William street artwork to be presented to Fab OCM for decision
Miscellaneous Asset Renewal (City Buildings)									
Furniture and Equipment Renewal - (Admin, Library and Depot)	40,000	20,000	15,370	4,630	-	15,370	On track	7 - In progress	Furniture renewal in progress - Library & Admin
Parking Machines Asset Replacement Program									
Parking Infrastructure Renewal Program	226,012	226,012	179,385	46,627	-	179,385	Completed	9 - Completed (within budget)	Project completed. Under budget. Savings to be reallocated.
Accessible City Strategy Implementation Program									
Accessible City Strategy Implementation - Capex for future years subject to Cash-in Lieu Reserve Funds received	56,362	30,000	34,690	(4,690)	50,775	85,465	On track	8 - Final stages	2024FY project
Furniture & Equipment Assets Total	884,124	506,012	397,086	108,926	201,485	598,571			
Plant & Equipment Assets									
Major Plant Replacement Program									
Heavy Fleet Replacement Program	1,785,000	1,000,000	1,093,292	(93,292)	758,475	1,851,767	On track	7 - In progress	
Fleet Management Program									
Light Fleet Replacement - Annual Allocation	-	-	-	-	-	-			
P1267 - Toyota Camry Hybrid 2.5L Rego 1GUX039	50,000	-	-	-	-	-	On track	3 - In planning	
P1268 - Toyota Corolla Hybrid 1GVC554	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 - HYUNDAI - Ioniq EV Hatch - 1HCJ354 Rangora	50,000	-	-	-	-	-	On track	3 - In planning	
P1282 - Toyota Corolla Sedan Hybrid - 1HQR934	50,000	-	-	-	-	-	On track	3 - In planning	
P1289 - Kia Niro Hybrid 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 - 1GQG590	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 1H4W67	50,000	-	-	-	-	-	On track	3 - In planning	
P2215 - NAVARA 4X2 1HKO697	50,000	-	-	-	-	-	On track	3 - In planning	
P4005 - Trailer - Signage (Rangers)	8,000	8,000	-	8,000	-	-	On track	3 - In planning	
P4009 - Box Trailer - 8W1891	3,000	3,000	-	3,000	2,700	2,700	On track	7 - In progress	Ordered December 2024 expected delivery February 2025
P4020 - Trailer - Pulmac T44 - 17M414	5,000	5,000	-	5,000	6,191	6,191	On track	7 - In progress	Ordered December 2024 expected delivery February 2025
P4026 - Trailer - 6 X 4 Tridem - 17X236	7,500	-	-	-	-	-	On track	3 - In planning	
P4029 - Trailer 6X4 14inch One Door 17M265	5,000	5,000	-	5,000	5,979	5,979	On track	7 - In progress	
P4030 - Trailer 6X4 2 tonner Flat Top	5,000	5,000	-	5,000	6,518	6,518	On track	7 - In progress	Ordered December 2024 expected delivery February 2025
P4032 - Trailer 6x4 Galvanized Import - 17QM25	5,000	5,000	-	5,000	2,686	2,686	On track	7 - In progress	
P4035 - 7x4 Cages Trailer with ramp 17SS280	5,000	5,000	-	5,000	-	-	On track	3 - In planning	
P2171 - Toyota Corolla Hybrid Hatch	25,000	-	-	-	-	-	On track	3 - In planning	
P2209 - VW Caddy Maxi TD250	69,894	69,894	70,048	(155)	-	70,048	Completed	10 - Completed (over budget)	Completed
P2200 - VOLKSWAGEN Caddy Maxi TD250	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
Artists									
Artists - Public Art - Sculpture	20,000	-	-	-	2,400	2,400	On track	3 - In planning	
Miscellaneous									
Belgrave / Loftus Rec Centre - Purchase of Gym Equipments	156,813	156,813	146,965	10,148	-	146,965	Completed	9 - Completed (within budget)	Project completed. 2024FY project
Parks Irrigation Upgrade & Renewal Program									
Weather Stations and Soil Moisture Probes	16,365	10,000	10,150	(150)	-	10,150	Completed	9 - Completed (within budget)	Project completed. 2024FY project
Plant & Equipment Total	2,974,466	1,342,601	1,391,207	(48,606)	784,952	2,176,159			

WO Name	Revised Budget 2025FY	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment	Status	Stage	Commentary
Infrastructure Assets									
Robertson Park Development Plan - Stage 1									
Robertson Park Stage 1A - Tennis Centre	378,015	350,000	387,659	(37,659)	-	387,659	Completed	10 - Completed (over budget)	Project completed
Greening program - Robertson Park	15,263	15,263	20,754	(5,471)	-	20,754	Completed	10 - Completed (over budget)	Project completed
Robertson Park Stage 1B/C - 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	28,929	28,929	18,244	10,685	15,428	33,670	Completed	9 - Completed (within budget)	Project completed
MISCELLANEOUS									
Temporary at-grade car park	450,000	-	6,482	(6,482)	-	6,482	On track	3 - In planning	To be commenced in Feb 25
Parks Fencing Renewal Program									
Shakespeare St Res - renew perimeter fencing	30,000	10,000	11,977	(1,977)	-	11,977	On track	7 - In progress	Project completed
Jack Marks Reserve - renew perimeter fencing	50,000	-	-	-	73,014	73,014	On track	7 - In progress	Awaiting installation dates
Footpath Upgrade and Renewal Program									
Footpath Upgrade and Renewal Program	185,500	185,500	168,279	17,221	5,750	174,030	Completed	9 - Completed (within budget)	Project completed
Parks Irrigation Upgrade & Renewal Program									
Britannia Reserve - renew groundwater bore (south) No 40	45,000	-	-	-	-	-	Cancelled	1 - Not started	Works not required
Kaib Frame Res - renew ground irrigation system and electrical cubicle and bore renewal	119,386	119,386	91,605	27,781	991	92,596	Completed	9 - Completed (within budget)	Project completed
Hyde Park - renew groundwater bores No 24 and 29	90,000	-	568	(568)	60,000	60,568	On track	7 - In progress	Works ongoing
Robertson Park - renew groundwater bore No 31	50,000	-	-	-	50,000	50,000	On track	7 - In progress	DWER licence received - installation autumn/winter 2025
Gladstone St Res - renew irrigation, elec cabinet and ground water bore	120,000	30,000	14,537	15,463	61,674	76,211	On track	7 - In progress	Irrigation renewal commencing February 2025
Ellesmere St Res - renew groundwater bore & electrical cabinet	75,000	-	-	-	73,062	73,062	On track	5 - Procurement	In procurement
Brentham St Res - renew groundwater bore and electrical cabinet	75,000	-	-	-	28,444	28,444	On track	5 - Procurement	In procurement
Oxford St Res - renew groundwater bore, electrical cabinet and install iron filter	170,000	-	-	-	-	-	On track	3 - In planning	Project uncertainties due to carpark development
Forrest Park - upgrade irrigation system and electrical cabinet	250,000	-	1,000	(1,000)	28,140	29,140	On track	5 - Procurement	In procurement
Ltts Stadium - In-ground Irrigation Renewal	90,000	90,000	87,490	2,510	3,951	91,441	Completed	9 - Completed (within budget)	Project completed
Road Maintenance Programs – MRRG									
Annual MRRG Program - bgt to be split	79,508	-	-	-	-	-	On track	3 - In planning	
MRRG - Brady Street South Bound	185,689	185,689	158,730	26,959	-	158,730	Completed	9 - Completed (within budget)	Project completed
MRRG - Bulwer Street EB	233,936	233,936	270,030	(36,094)	5,182	275,213	On track	10 - Completed (over budget)	Project completed, waiting linemarking
MRRG - Angove Street EB	242,747	242,747	302,155	(59,408)	3,958	306,114	On track	3 - In planning	Works ongoing
MRRG - Leeserville Pde	368,120	-	-	-	-	-	On track	3 - In planning	
Road Maintenance Programs – Local Road Program									
Annual Local Roads Program - bgt to be split	548,455	-	520	(520)	12,837	13,357	On track	3 - In planning	
LRP - Melrose St - Oxford St to Leicoufai St	159,830	159,830	123,996	35,834	21,222	145,217	On track	8 - Final stages	Project completed, waiting linemarking
LRP - Stamford St - Melrose Street to Freeway Off Ramp	86,945	86,945	75,860	9,985	8,051	92,911	On track	8 - Final stages	Project completed, waiting linemarking
LRP - Bamel St - Bourke Street to Bamel place	182,820	182,820	124,858	57,962	500	125,358	On track	8 - Final stages	Project completed, waiting linemarking
LRP - View St - View Street to Alma Road	66,000	66,000	30,390	35,610	57,452	87,841	On track	7 - In progress	Work ongoing
LRP - Amy St - Lake St to Cul-De-Sac	89,870	39,870	26,479	13,391	65,668	92,147	On track	7 - In progress	Work ongoing
LRP - Elen St - Ellesmere St to Green St	191,795	91,795	64,866	26,919	141,494	206,390	On track	7 - In progress	Work ongoing
LRP - Old Aberdeen Place - Golding St to Cul De Sac	92,840	32,840	18,061	14,779	11,611	29,672	On track	3 - In planning	
LRP - Bourne Street - Beaufort St to Smith St	181,555	80,000	60,376	19,624	97,513	157,869	On track	3 - In planning	
LRP - Chamberlain Street - Loftus Street to Pennant Street	-	-	905	(905)	2,565	3,471	Completed	9 - Completed (within budget)	Project completed
LRP - Hardy Street - Howatt Street to Scarborough Beach Road	-	-	180	(180)	-	180	Completed	9 - Completed (within budget)	Project completed
LRP - Richmond Street - Oxford Street to Leicester Street	-	-	269	(269)	5,566	5,835	Completed	9 - Completed (within budget)	Project completed
LRP - Albert Street - Bamel Street to Charles	104,182	50,000	35,448	14,552	-	35,448	On track	8 - Final stages	2024FY project
LRP - Durned In Street - Woodstock Street	-	-	2,220	(2,220)	-	2,220	On track	8 - Final stages	2024FY project
LRP - Pennant Street - Kadina Street to	-	-	655	(655)	-	655	On track	8 - Final stages	2024FY project
LRP - Stuart Street - Fitzgerald Street	-	-	8,034	(8,034)	4,080	12,114	On track	8 - Final stages	2024FY project
Parks Greening Plan Program									
Greening plan	150,000	10,000	10,685	(685)	44,847	55,532	On track	7 - In progress	Stock ordered for 2025FY planting season
Post PSD18 Restoration Works	125,000	5,000	6,601	(1,601)	21,115	27,716	On track	4 - In design	Awaiting for DPIRD works to occur
Traffic Management Improvements									
Minor Traffic Management Improvements	283,736	150,000	140,236	9,764	100,997	241,233	On track	7 - In progress	Works ongoing

WO Name	Revised Budget 2025FY	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
Parks Infrastructure Upgrade & Renewal Program									
Parks Infrastructure Upgrade & Renewal - BBQ provision	45,000	45,000	44,040	960	-	44,040	Completed	9 - Completed (within budget)	Project completed.
Axford Park - replace flag poles	10,000	10,000	8,242	1,758	-	8,242	Completed	9 - Completed (within budget)	Project completed.
Accessible City Strategy Implementation Program									
Wayfinding Implementation Plan - Stage 1	126,800	-	1,000	(1,000)	4,913	5,913	On track	5 - Procurement	Procurement plan being developed
Road Maintenance Programs – State Black Spot									
Blackspot - Broome/Wright, Highgate	218,994	200,000	201,075	(1,075)	33,852	234,927	On track	7 - In progress	Works ongoing
Blackspot - Brady Street & Tasman Street	-	-	7,754	(7,754)	150	7,904	On track	6 - Final stages	
Road Maintenance Programs – Roads to Recovery									
Annual Roads to Recovery Program - bgt to be split	27,244	-	-	-	-	-	On track	3 - In planning	
R2R - Albert Street - Tay St to Barnett St	-	-	58,528	(58,528)	7,445	65,973	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	109,971	94,008	15,963	-	94,008	Completed	9 - Completed (within budget)	Project completed
R2R - Egina Street - Scarborough Beach Road to Ber	-	-	2,210	(2,210)	1,577	3,787	Completed	10 - Completed (over budget)	Project completed
R2R - Halsey Ave - Bruce St to Richmond St	36,795	6,795	5,346	1,449	28,619	33,965	On track	3 - In planning	
R2R - Bramall Street - E Parade to Joel Toe	59,730	-	-	-	54,290	54,290	On track	3 - In planning	
Public Open Space Strategy Implementation Plan									
Public Open Space Strategy Implementation	30,600	20,000	18,876	1,124	-	18,876	On track	6 - Procurement	In procurement
Birdwood Square - Public Toilets	24,695	24,695	38,007	(14,312)	1,081	40,087	On track	9 - Completed (within budget)	Project completed
Birdwood Square upgrades - POS elements	59,530	59,530	54,494	5,036	-	54,494	On track	7 - In progress	Items ordered
Parks Lighting Renewal Program									
Lighting Renewal Program - General Provision	50,000	50,000	69,772	(19,772)	23,149	92,921	On track	7 - In progress	Carried out emergency works at Robertson Park
Community Safety Initiatives									
Laneway Lighting Program	63,200	40,000	36,358	3,642	32,583	68,941	On track	7 - In progress	
Banks Reserve Master Plan Implementation									
Walter's Brook Crossing	248,475	175,000	152,069	22,931	50,298	202,367	On track	3 - In planning	
General landscape - EPPS Foreshore Upgrades	50,000	30,000	28,946	1,054	-	28,946	On track	3 - In planning	
Boardwalk - Interpretation Node	17,569	5,000	2,135	2,865	5,182	7,317	On track	6 - Final stages	
General landscape upgrades	50,000	-	-	-	-	-	On track	3 - In planning	
Gully Soak-well and Minor Drainage Improvement Program									
Minor Drainage Improvement Program	67,893	47,893	40,765	7,128	4,849	45,614	On track	7 - In progress	Works ongoing
Catchment Drainage Improvements	500,000	100,000	114,757	(14,757)	110,313	225,069	On track	3 - In planning	Menzie Park, reining works and hotspot areas.
Gully Soak Well Program	-	-	-	-	16,360	16,360	On track	7 - In progress	
Parks Eco-Zoning Program									
Monmouth Street	8,136	-	-	-	-	-	On hold	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 closed - works to be implemented May/June 2025
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
Leake/Alma Street Reserve - Eco-zoning	7,000	-	-	-	2,788	2,788	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
Parks Pathways Renewal Program									
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
Car Parking Upgrade/Renewal Program									
Minor Capital Improv of City Car Parks (General Provision)	-	-	-	-	2,516	2,516	On track	3 - In planning	
Access and Inclusion (DAIP) – ACRDO Parking Improve Program	30,000	30,000	16,498	13,502	1,354	17,853	Completed	9 - Completed (within budget)	Project completed
Accessibility audits and proposed project implementation	50,000	-	-	-	-	-	On track	7 - In progress	

WO Name	Revised Budget 2025FY	YTD Budget	YTD Actual	YTD Variance	Commitment	TOTAL (YTD Actual + Commitment)	Status	Stage	Commentary
Bus Shelter Replacement and Renewal Program									
Bus Shelters - Replace & Upgrade	40,000	5,000	3,500	1,500	-	3,500	On track	3 - In planning	
Parks Playground / Exercise Equipment Upgrade									
Britannia Reserve - replace exercise equipment	80,000	-	126	(126)	74,998	75,124	On track	3 - In planning	Installation April/May 2025
Edinboro St Res - repl playground equipment and soft fall	160,000	-	240	(240)	-	240	On track	5 - Procurement	RFQ submissions being assessed
Hyde Park - renew playground and softfall (east)	150,000	-	-	-	-	-	On track	5 - Procurement	RFQ submissions being assessed
Auckland & Hobart St Reserve - replace shade sails	25,000	15,000	10,845	4,155	-	10,845	Completed	8 - Completed (within budget)	Completed
Beatty Park Reserve - Renew Playground Equipment and Softfall	170,000	-	-	-	120	120	On track	5 - Procurement	RFQ submissions being assessed
Bindwood Square - Renew Playground Equipment and Softfall	170,000	-	630	(630)	-	630	Completed	7 - In progress	Installation completed - awaiting invoices
Leased Properties Margaret Kindy - Playground Equipment and Softfall Renewal	100,000	-	-	-	94,230	94,230	On track	7 - In progress	Installation underway
Brathwaite Park - playground and soft fall replac (south)	85,793	85,793	94,200	(8,407)	-	94,200	Completed	10 - Completed (over budget)	Completed
Lynton St Res - Renew playground equipment	-	-	650	(650)	-	650	Completed	10 - Completed (over budget)	Completed
Hyde Park - water playground	-	-	-	-	-	-	Completed	8 - Completed (within budget)	Completed
Bicycle Network									
Bicycle Network	511,001	-	4,836	(4,836)	-	4,836	On track	3 - In planning	
Bicycle Network - Travel Smart Actions	25,475	-	-	-	884	884	On track	3 - In planning	
Rights of Way Rehabilitation Program									
Rights of Way Rehab Program	126,000	-	-	-	1,116	1,116	On track	3 - In planning	
Street Lighting Renewal Program									
Street Lighting Upgrade Program	30,000	-	1,825	(1,825)	19,080	20,905	On track	3 - In planning	
Skate Space at Britannia Reserve									
Mt Hawt Skate Park - Youth Skate Facility (Election Commitment)	165,440	165,440	107,175	58,265	6,000	113,175	Completed	9 - Completed (within budget)	Project completed
Car Parking Upgrade/Renewal Program									
HBF Stadium Car Park	54,220	54,220	45,480	8,740	2,896	48,376	On track	8 - Final stages	2024FY project
Sullivan Logistics Stadium Turf & Lighting Upgrade									
Sullivan Logistics Stadium Turf Upgrade	2,506,175	1,200,000	1,113,771	86,229	1,169,209	2,282,980	On track	7 - In progress	Works ongoing
Sullivan Logistics Stadium Lighting Upgrade	2,619,712	500,000	497,527	2,473	1,587,691	2,085,218	On track	7 - In progress	Works ongoing
Infrastructure Assets Total	16,267,480	5,425,797	5,150,640	275,153	4,340,768	9,491,412			
Total	26,045,478	10,473,755	9,868,185	605,566	6,726,341	16,594,529			
Summary									
	Revised Budget 2025FY	YTD Budget	YTD Actual	Remaining Budget					
	\$	\$	\$	\$					
Land and Buildings	5,919,408	3,199,345	2,929,252	50.51%					
Furniture and Equipment	884,124	506,012	397,086	56.09%					
Plant and Equipment	2,874,466	1,342,601	1,391,207	53.25%					
Infrastructure Assets	16,267,480	5,425,797	5,150,640	68.34%					
Total	26,045,478	10,473,755	9,868,185	62.11%					
Funding									
	Revised Budget 2025FY	YTD Budget	YTD Actual	Remaining Budget					
	\$	\$	\$	\$					
Own Source Funding - Municipal	12,294,976	4,124,222	4,962,524	59.6%					
Cash Backed Reserves	3,927,814	1,888,951	1,934,642	50.7%					
Capital Grants, Contributions and Loans	9,270,338	4,224,232	2,734,697	70.5%					
Other (Disposals/Trade In)	552,350	236,350	236,322	57.2%					
Total	26,045,478	10,473,755	9,868,185	62.11%					

CITY OF VINCENT
NOTE 6 - CASH BACKED RESERVES
AS AT 31 JANUARY 2025

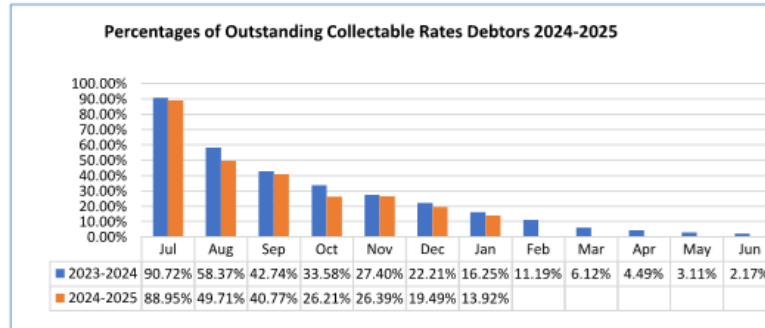
Reserve Particulars	Budget Opening Balance 1/07/2024 \$	Actual Opening Balance 1/07/2024 \$	Budget Transfers to Reserve 31/01/2025 \$	YTD Actual Transfers to Reserve 31/01/2025 \$	Budget Interest Earned 31/01/2025 \$	YTD Actual Interest Earned 31/01/2025 \$	Budget Transfers from Reserve 31/01/2025 \$	YTD Actual Transfers from Reserve 31/01/2025 \$	Budget Closing Balance 31/01/2025 \$	Actual Closing Balance 31/01/2025 \$
Asset Sustainability Reserve	9,406,909	9,406,909	959,559	977,148	186,529	272,123	(1,600,000)	(1,666,794)	8,952,997	8,989,386
Beatty Park Leisure Centre Reserve	273,462	273,462	0	0	5,117	7,465	(85,000)	(78,873)	193,579	202,055
Cash in Lieu Parking Reserve	1,014,538	1,014,538	0	0	18,683	27,256	(45,000)	(42,172)	988,221	999,622
Hyde Park Lake Reserve	175,492	175,492	0	0	3,780	5,515	0	0	179,272	181,006
Land and Building Acquisition Reserve	323,439	323,439	0	0	6,965	10,161	0	0	330,404	333,600
Leederville Oval Reserve	107,344	107,344	0	0	1,624	2,369	0	0	108,968	109,714
Loftus Community Centre Reserve	149,712	149,712	0	0	3,227	4,708	0	0	152,939	154,420
Loftus Recreation Centre Reserve	285,115	285,115	42,525	40,847	2,660	3,881	(156,813)	(146,665)	173,487	183,178
Office Building Reserve - 246 Vincent Street	216,638	216,638	0	0	4,669	6,811	0	0	221,307	223,449
Parking Facility Reserve	114,926	114,926	0	0	2,478	3,615	0	0	117,404	118,541
Percentage For Public Art Reserve	303,870	303,870	0	0	4,816	7,026	0	0	308,686	310,896
Plant and Equipment Reserve	138	138	0	0	0	0	(138)	(138)	(0)	(0)
POS reserve - General	1,409,951	1,409,951	0	0	30,366	44,300	0	0	1,440,317	1,454,252
POS reserve - Haynes Street	100,340	100,340	24,815	24,817	1,820	2,655	0	0	126,975	127,812
State Gymnastics Centre Reserve	152,078	152,078	7,889	7,927	3,276	4,779	0	0	163,243	164,785
Strategic Waste Management Reserve	271,472	271,472	100,000	100,000	5,887	8,588	0	0	377,359	380,061
Catalina Land Sales Reserve	6,022,134	6,022,134	3,541,667	3,541,667	129,808	189,374	0	0	9,693,609	9,753,174
Underground Power Reserve	2,551,268	2,551,268	0	0	54,957	80,175	0	0	2,606,225	2,631,443
	22,878,826	22,878,826	4,676,455	4,692,406	466,662	680,802	(1,886,951)	(1,934,642)	26,134,992	26,317,392

CITY OF VINCENT
NOTE 7 - RECEIVABLES (RATING & OTHER DEBTORS)
FOR THE MONTH ENDED 31 January 2025



Rates Outstanding

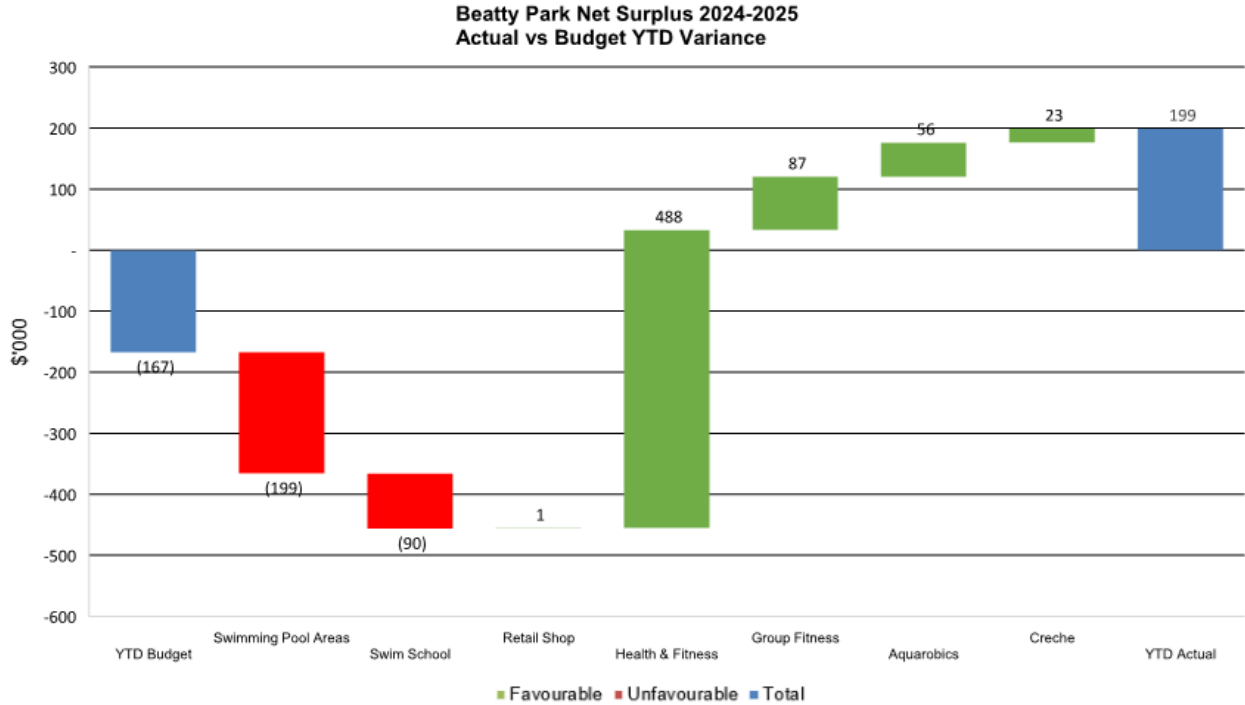
	Total
Balance from Previous Year	1,345,454
Rates Levied - Initial	44,225,965
Rates Levied - Interims	90,989
Rates Waived	(120,270)
Non Payment Penalties	558,211
Other Rates Revenue	184,681
Total Rates Collectable	46,285,031
Outstanding Rates	6,442,785
ESL Debtors	388,879
Pensioner Rebates Not Yet Claimed	904,515
ESL Rebates Not Yet Claimed	30,943
Deferred Rates Debtors	0
Current Rates Outstanding	7,767,123



Receivable - Other Debtors

DESCRIPTION	30 Days	60 Days	90 Days	OVER 90 DAYS	BALANCE
	\$	\$	\$	\$	\$
DEBTOR CONTROL - HEALTH LICENCES	1,013	429	435	121,990	123,867
DEBTOR CONTROL - CASH IN LIEU CAR PARKING	0	0	11,822	129,775	141,597
DEBTOR CONTROL - PROPERTY INCOME	13,994	4,506	10,734	(5,992)	23,243
DEBTOR CONTROL - RECOVERABLE WORKS	1,370	0	0	(440)	930
DEBTOR CONTROL - OTHER	4,083	824	1,400	69,731	76,037
DEBTOR CONTROL - % ART CONTRIBUTIONS	0	0	0	0	0
DEBTOR CONTROL - PLANNING SERVICES FEES	198	0	0	(294)	(96)
DEBTOR CONTROL - GST	(202,836)	(126,901)	233,560	96,177	0
DEBTOR CONTROL - INFRINGEMENT	240,925	225,070	83,036	961,167	1,510,198
PROVISION FOR DOUBTFUL DEBT (CURRENT)	0	0	0	(327,743)	(327,743)
IMPAIRMENT OF RECEIVABLES	0	0	0	(218,356)	(218,356)
TOTAL DEBTORS OUTSTANDING AS AT 31/10/2024	58,747	103,927	340,988	826,014	1,329,676
	4.4%	7.8%	25.6%	62.1%	100.0%
ACCRUED INCOME					157,924
ACCRUED INTEREST					878,449
PREPAYMENTS					226,095
LEASE INCENTIVE - NON CURRENT					732,387
TOTAL TRADE AND OTHER RECEIVABLES					3,324,529

CITY OF VINCENT
NOTE 8 - STATEMENT OF FINANCIAL ACTIVITY
BY SERVICE - GRAPH
AS AT 31 JANUARY 2025









CITY OF VINCENT

CITY OF VINCENT
NOTE 8 - BEATTY PARK LEISURE CENTRE FINANCIAL POSITION
AS AT 31 JANUARY 2025

	Original Budget	YTD Budget	YTD Actuals	YTD Actuals	Month Actuals	Month Actuals
	2024/25	Jan-25	Jan-25	Jan-24	Jan-25	Jan-24
	\$	\$	\$	\$	\$	\$
<u>ADMINISTRATION</u>						
Revenue	0	0	0	(579,350)	(134,718)	(107,314)
Expenditure	0	0	0	578,921	134,718	107,314
Surplus/(Deficit)	0	0	0	(430)	0	0
<u>SWIMMING POOLS AREA</u>						
Revenue	3,081,921	1,854,424	2,084,298	1,927,073	442,680	390,866
Expenditure	(5,260,213)	(3,094,106)	(3,522,602)	(3,235,135)	(596,685)	(661,957)
Surplus/(Deficit)	(2,178,292)	(1,239,682)	(1,438,304)	(1,308,062)	(154,005)	(271,090)
<u>SWIM SCHOOL</u>						
Revenue	2,254,260	1,506,528	1,413,029	1,257,512	7,353	5,927
Expenditure	(1,570,118)	(900,477)	(896,987)	(947,981)	63,004	(98,836)
Surplus/(Deficit)	684,142	606,051	516,042	309,531	70,357	(92,909)
<u>RETAIL SHOP</u>						
Revenue	741,524	437,186	489,282	444,459	99,290	82,940
Expenditure	(507,303)	(295,723)	(347,224)	(306,670)	(82,693)	(83,399)
Surplus/(Deficit)	234,221	141,463	142,058	137,788	16,597	(459)
<u>HEALTH & FITNESS</u>						
Revenue	2,291,153	1,386,267	1,899,617	1,694,012	320,188	277,675
Expenditure	(1,723,789)	(984,811)	(1,009,876)	(949,054)	(132,170)	(201,188)
Surplus/(Deficit)	567,364	401,456	889,741	744,958	188,017	76,487
<u>GROUP FITNESS</u>						
Revenue	798,500	473,519	639,438	575,141	106,548	93,535
Expenditure	(683,320)	(404,132)	(482,606)	(482,819)	(13,042)	(86,168)
Surplus/(Deficit)	115,180	69,387	156,832	92,322	93,505	7,367
<u>AQUAROBICS</u>						
Revenue	324,958	196,785	257,076	231,399	43,423	38,346
Expenditure	(251,236)	(145,270)	(149,663)	(139,335)	(20,675)	(28,408)
Surplus/(Deficit)	73,722	51,515	107,413	92,064	22,749	9,937
<u>CRECHE</u>						
Revenue	94,184	59,578	68,240	63,766	11,509	10,050
Expenditure	(446,243)	(257,060)	(242,780)	(238,899)	(17,591)	(46,716)
Surplus/(Deficit)	(352,059)	(197,482)	(174,540)	(175,133)	(6,081)	(36,666)
Net Surplus/(Deficit)	(855,722)	(167,292)	199,486	(106,821)	231,140	(307,422)
Less: Depreciation	(1,695,004)	(988,750)	(1,020,544)	(988,752)	(145,792)	(141,250)
Surplus/(Deficit)	839,282	821,458	1,220,031	881,931	376,932	(166,172)

11.2 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 01 JANUARY 2025 TO 31 JANUARY 2025

- Attachments:**
1. January 2025 - Payments by EFT and Payroll [↓](#) 
 2. January 2025 - Payments by Direct Debit [↓](#) 
 3. January 2025 - Payments by Cheques [↓](#) 
 4. January 2025 - Payments by Fuel Cards [↓](#) 

Recommendation:

That Council RECEIVES the list of accounts paid under delegated authority for the period 01 January 2025 to 31 January 2025 as detailed in Attachments 1, 2, 3 and 4 as summarised below:

EFT payments, including payroll	\$7,112,533.48
Cheques	\$862.50
Direct debits, including credit cards	\$174,310.94
 Total payments for January 2025	 \$7,287,706.92

PURPOSE OF REPORT:

To present to Council the list of expenditure and accounts paid for the period 01 January 2025 to 31 January 2025.

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 01 January 2025 to 31 January 2025, covers the following:

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Municipal Account (Attachment 1, 2 and 3)		
EFT Payments	3154-3167	\$5,441,720.12
Payroll by Direct Credit	January 2025	\$1,670,813.36
Sub Total		\$7,112,533.48

FUND	CHEQUE NUMBERS/ BATCH NUMBER	AMOUNT
Cheques		
Cheques	82792 - 82793	\$862.50
Sub Total		\$862.50
Direct Debits (including Credit Cards)		
Lease Fees		\$39,222.53
Loan Repayments		\$95,676.07
Bank Charges – CBA		\$24,988.10
Credit Cards		\$14,424.24
Sub Total		\$174,310.94
Total Payments		\$7,287,706.92

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

Regulation 12(1) and (2) of the *Local Government (Financial Management) Regulations 1996*:

“12. Payments from municipal fund or trust fund, restrictions on making

(1) A payment may only be made from the municipal fund or the trust fund —

- if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
- otherwise, if the payment is authorised in advance by a resolution of Council.*

(2) Council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to Council.”

Regulation 13(1) and (3) of the *Local Government (Financial Management) Regulations 1996*:

“13. Lists of Accounts

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

- the payee’s name;*
- the amount of the payment;*
- the date of the payment; and*
- sufficient information to identify the transaction.*

(2) A list prepared under sub regulation (1) is to be —

- presented to Council at the next ordinary meeting of Council after the list is prepared; and*
- recorded in the minutes of that meeting.”*

RISK MANAGEMENT IMPLICATIONS

Low: Management systems are in place that establish satisfactory controls, supported by the internal and external audit functions. Financial reporting to Council increases transparency and accountability.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

Our community is aware of what we are doing and how we are meeting our goals.

Our community is satisfied with the service we provide.

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

Expenditure covered in this report includes various projects, programs, services and initiatives that contribute to protecting/enhancing the City's built and natural environment and to improving resource efficiency.

PUBLIC HEALTH IMPLICATIONS:

Expenditure covered in this report includes various projects, programs and services that contribute to the priority health outcomes within the City's *Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

All municipal fund expenditure included in the list of payments is in accordance with Council's annual budget.

Authorisation of Expenditure for the Period January 2025 Payment by EFT and Payroll (Payee A-Z)			
Payment Date	Payee	DESCRIPTION	AMOUNT
24/01/2025	A D Murdoch & A D Jago	Rates Refund	\$ 423.65
24/01/2025	A W & N A Towers	Refund of part dog registration fee	\$ 150.00
24/01/2025	Access Office	Commercial magnetic whitboard	\$ 99.00
24/01/2025	Acurix Networks Pty Ltd	Leederville wifi services - January 2025	\$ 1,503.70
10/01/2025	Adam Cruickshank	Artwork Storage	\$ 1,540.00
24/01/2025	Adam Cruickshank	Artwork Storage	\$ 1,540.00
24/01/2025	Afgri Equipment Australia Pty	Ride on mower (Hyde Park) - Parks	\$ 53,240.00
24/01/2025	AHRC Receipts Account	Anti-racism eLearning course for 20 people	\$ 1,540.00
24/01/2025	Alchemy Saunas Pty Ltd	Monthly rental fee for 2 saunas BPLC	\$ 2,860.00
10/01/2025	Alerton Australia	Service maintenance contract - October 2024	\$ 1,919.96
24/01/2025	Alerton Australia	Service maintenance contract - November 2024	\$ 1,919.96
14/01/2025	Alexandra Castle	Deputy Mayoral fee and Meeting attendance fee - January 2025	\$ 3,522.92
24/01/2025	Alinta Sales Pty Ltd	Gas supplies	\$ 193.45
10/01/2025	Alison Austin	Fitness instructor fee	\$ 520.00
14/01/2025	Alison Xamon	Mayor allowance and Meeting attendance fee - January 2025	\$ 8,521.50
24/01/2025	Allmark and Associates Pty Ltd	Name plates for Chambers -staff	\$ 104.50
24/01/2025	Allpipe Technologies	Catchment Drainage Improvements CCTV Crew	\$ 4,257.00
24/01/2025	Allstate Kerbing	Kerbing services various locations	\$ 13,961.96
10/01/2025	Ampol Australia Petroleum Pty	December 2024 - Fuel and Oil	\$ 25,025.79
10/01/2025	Amy Fink	Fitness instructor fee	\$ 788.29
10/01/2025	Anna Cappelletta	Fitness instructor fee	\$ 1,445.00
24/01/2025	Anna Cappelletta	Fitness instructor fee	\$ 1,530.00
24/01/2025	AO Lets Go Poster Distribution	Campaign 50 paste ups for Slow Down in my street	\$ 4,180.00
24/01/2025	APARC Pty Ltd	LHC Sensors - January 2025, comprehensive meters - November 24 & Dece	\$ 113,344.93
24/01/2025	APOD Pty Ltd	Listis Stadium Changeroom Renewal works	\$ 3,798.39
10/01/2025	APPL SCQ Pty Ltd	Refund of infrastructure bond	\$ 17,000.00
24/01/2025	Aqua Lung Australia Pty Ltd	Purchase Aqualung products for resale BPLC	\$ 6,378.75
24/01/2025	Arbor Consulting	Hyde Park - PSHB Trial Treatment works	\$ 4,840.00
10/01/2025	Arbor West Pty Ltd	Powerline pruning	\$ 70,446.75
24/01/2025	Arbor West Pty Ltd	Powerline pruning	\$ 40,634.00
24/01/2025	Arthur D Riley & Co Pty Ltd	ADR Monthly support TicketOr2 Licensing - January 2025	\$ 4,729.16
10/01/2025	Arup Australia Services Pty Lt	Leederville Village Carpark - Analysis and Design	\$ 18,293.00
24/01/2025	Arup Australia Services Pty Lt	Purchase of additional traffic modelling data	\$ 2,200.00
14/01/2025	Ashlee La Fontaine	Meeting attendance fee - January 2025	\$ 2,094.75
14/01/2025	Ashley Wallace	Meeting allowance fee - January 2025	\$ 2,094.75
10/01/2025	Asphaltech Pty Ltd	Asphalt supplies	\$ 200,104.34
24/01/2025	Asphaltech Pty Ltd	Asphalt supplies	\$ 85,599.66
24/01/2025	Aucie Consulting Engineers Pty	Consultancy services	\$ 990.00
24/01/2025	Australia Post	Postage charges December 2024	\$ 672.51
24/01/2025	Australian Coffee Connection	Admin Building - CEO address coffee cart	\$ 46.20
10/01/2025	Australian HVAC Services	Air-conditioning maintenance - Various Locations	\$ 889.99
24/01/2025	Australian HVAC Services	Air-conditioning maintenance - Various Locations	\$ 2,424.40
10/01/2025	Australian Institute of Manage	Elevate Program- Drive your leadership Training	\$ 2,970.00
6/01/2025	Australian Services Union	Payroll Deductions	\$ 159.00
16/01/2025	Australian Services Union	Payroll Deductions	\$ 318.00
29/01/2025	Australian Services Union	Payroll Deductions	\$ 159.00
6/01/2025	Australian Taxation Department	Payroll Deductions	\$ 223,899.00
16/01/2025	Australian Taxation Department	Payroll Deductions	\$ 254,929.00
29/01/2025	Australian Taxation Department	Payroll Deductions	\$ 252,899.00
24/01/2025	AW & WJ Bate	Refund of part dog registration fee	\$ 75.00
24/01/2025	Award Irrigation Pty Ltd	Locating services - Mary St	\$ 418.00
24/01/2025	Azility	Core Scorekeeping Service November 2024 to February 2025	\$ 4,273.50
24/01/2025	Azure Construction	Refund of infrastructure bond	\$ 11,000.00
24/01/2025	B Scarth	Refund of part membership fee - BPLC	\$ 567.86
24/01/2025	BCS Industries Pty Ltd	Supply and install inserts and shelvings	\$ 6,176.61
24/01/2025	Beamafilm Pty Ltd	Beamafilm Transactional Subscription	\$ 660.00
24/01/2025	Bettina Fiebig	Fitness instructor fee	\$ 520.00
24/01/2025	Bing Technologies Pty Ltd	Printing services	\$ 6,684.06
24/01/2025	Bladerunner Trust	Bobcat Hire	\$ 8,360.00
10/01/2025	Boc Gases Australia Limited	Supply Co2 beverage	\$ 995.04
24/01/2025	Boc Gases Australia Limited	Supply 1st aid medical oxygen	\$ 121.21
24/01/2025	Boldstar Enterprises	COV Film Project Meet and Greet event	\$ 325.00

10/01/2025	Boral Construction Materials G	Supply of concrete	\$ 1,285.02
24/01/2025	Boral Construction Materials G	Supply of concrete	\$ 1,802.05
10/01/2025	BPA Consultants Pty Ltd	Civil and Structural Design - Stage 1B	\$ 2,200.00
24/01/2025	Bridgestone Australia Ltd	Repairs and Maintenance	\$ 842.38
10/01/2025	Briskleen Supplies	Supply Toiletry and Cleaning Supplies BPLC	\$ 15,840.77
24/01/2025	Briskleen Supplies	Monthly changeover of sanitary and nappy	\$ 1,493.68
24/01/2025	Bronte Miltrup	Refund for Ziploc bags purchases	\$ 39.45
24/01/2025	Bruna Silveira Sodre	Fitness instructor fee	\$ 65.00
10/01/2025	Bunnings Group Limited	Hardware supplies	\$ 808.68
24/01/2025	Bunnings Group Limited	Hardware supplies	\$ 926.08
24/01/2025	c2pr Group Pty Ltd	Trend to Defender for Endpoint - December 2024	\$ 3,608.00
24/01/2025	CA AND PR CHARLESTON	Printing Services - various events	\$ 2,447.50
24/01/2025	Castellorizian Association of	Donation - Community Sewing and Craft Program	\$ 500.00
10/01/2025	Catherine Kosick	Reimbursement for purchase of pool noodle	\$ 200.00
24/01/2025	Catherine Muntz	Refund of part membership fee - BPLC	\$ 476.21
24/01/2025	Chindarsi Architects Pty Ltd	DRP advice	\$ 1,375.00
10/01/2025	Choiceone Pty Ltd	Hire of agency staff	\$ 24,880.50
24/01/2025	Choiceone Pty Ltd	Hire of agency staff	\$ 72,228.38
10/01/2025	Christine Brown	Rates Refund	\$ 2,751.88
24/01/2025	Christou Design Group Pty Ltd	DRP advice	\$ 1,980.00
24/01/2025	City Of Perth	Building Archive Retrievals - December 2024	\$ 230.48
24/01/2025	City of South Perth Municipal	Impound Fees for cats and dogs - December 2024	\$ 792.22
24/01/2025	City of Stirling	Processing and disposal of Green Waste	\$ 439.50
2/01/2025	City of Vincent	Superannuation payments	\$ 494,572.47
6/01/2025	City of Vincent	Payroll Deductions	\$ 1,011.94
16/01/2025	City of Vincent	Payroll Deductions	\$ 1,011.94
21/01/2025	City of Vincent	Software patch management - 1 year subcription	\$ 3,758.52
29/01/2025	City of Vincent	Payroll Deductions	\$ 1,011.94
6/01/2025	City of Vincent Social Club	Payroll Deductions	\$ 454.00
16/01/2025	City of Vincent Social Club	Payroll Deductions	\$ 454.00
29/01/2025	City of Vincent Social Club	Payroll Deductions	\$ 456.00
10/01/2025	Civica Pty Ltd	Prepaid - Annual licence fee November 2024 to November 2025	\$ 6,050.00
10/01/2025	Civil Engineering Assignments	Assist with Designs and Drafting	\$ 2,116.13
24/01/2025	Civil Engineering Assignments	Assist with Designs and Drafting	\$ 15,963.75
24/01/2025	Claire Rourke	Creation of Asset Management Strategy documents	\$ 420.00
10/01/2025	Claudia Scalisi	Fitness instructor fee	\$ 280.00
24/01/2025	Coates Hire Operations Pty Ltd	Gully Soak Well Program Tool Hire	\$ 163.31
10/01/2025	Cobblestone Concrete Pty Ltd	Concret repairs - Banks Reserve	\$ 6,746.24
24/01/2025	Cobblestone Concrete Pty Ltd	Concret repairs - BPLC	\$ 1,769.34
24/01/2025	Cockburn Cement Limited	Cement & Pallets	\$ 937.20
24/01/2025	Colin Dickson and Francesca Ne	Fitness instructor fee	\$ 245.00
24/01/2025	Colleagues Nagels	Bixolon SPP-R200 Parking Infringement Ro	\$ 6,770.30
10/01/2025	Commercial Aquatics Australia	Water Treatment at BPLC	\$ 594.00
10/01/2025	Commercial Fridge Rentals	Monthly rental fee for display fridge - BPLC	\$ 506.00
24/01/2025	Commercial Fridge Rentals	Monthly rental fee for display fridge - BPLC	\$ 220.00
24/01/2025	Compu-Stor	Off-site Storage and Digitisation December 2024	\$ 297.06
10/01/2025	Contra-Flow Pty Ltd	Traffic management - Various Locations	\$ 33,537.08
24/01/2025	Contra-Flow Pty Ltd	Traffic management - Various Locations	\$ 42,311.30
10/01/2025	Corsign WA	Sign supplies	\$ 4,403.67
24/01/2025	Corsign WA	Sign supplies	\$ 3,171.39
10/01/2025	Creative Catering Trust	Staff christmas party 2024 event	\$ 2,979.00
10/01/2025	Cromag Pty Ltd t/as Sigma Telf	Supply of pool chemicals for BPLC	\$ 3,501.96
24/01/2025	Cromag Pty Ltd t/as Sigma Telf	Supply of pool chemicals for BPLC	\$ 312.40
24/01/2025	CSE Crosscom Pty Ltd	Li-Ion 2450mAh CE Battery	\$ 812.90
10/01/2025	CTI Security Services Pty Ltd	Alarm monitoring - Rainbow Community	\$ 370.00
10/01/2025	CW & SC Dearman	Fitness instructor fee	\$ 455.00
24/01/2025	CW & SC Dearman	Fitness instructor fee	\$ 195.00
24/01/2025	D Morrissey	Refund for purchase of items for BPLC	\$ 3,287.50
24/01/2025	D&L Studio Pty Ltd	Name badges - Staff	\$ 199.10
10/01/2025	Dalfour Pty Ltd ITF Brandconne	500x custom wet/dry bag	\$ 2,717.00
24/01/2025	Dalin Electrical Controls	Urgent repairs! Replace the geothermal drive	\$ 22,692.23
10/01/2025	Daniela Toffali	Fitness instructor fee	\$ 840.00
24/01/2025	DAPTH	Procurement site/ Power, Account Merge	\$ 7,529.50
24/01/2025	Darren Kelly	Refund of part membership fee BPLC	\$ 112.39
24/01/2025	Deaf Services Queensland	Auslan Interpreter Youth Movie Day	\$ 275.59
10/01/2025	Department of Mines, Industry	Levy collection fee (41 forms) December 2024	\$ 26,052.46
6/01/2025	Department of Social Serivces	Payroll Deductions	\$ 1,019.15
16/01/2025	Department of Social Serivces	Payroll Deductions	\$ 1,011.14
29/01/2025	Department of Social Serivces	Payroll Deductions	\$ 1,009.80

24/01/2025	Department of Transport	DoT Vehicle Ownership search November 2024 and December 2024	\$ 11,087.70
10/01/2025	Devco Builders	Maintenance and repairs - various locations	\$ 22,402.39
24/01/2025	Devco Builders	Maintenance and repairs - various locations	\$ 78,516.32
24/01/2025	DGL Ausblue Pty Ltd	Supply of Adblue	\$ 1,416.80
24/01/2025	Diplomatik Pty Ltd	Hire of agency staff	\$ 9,856.22
24/01/2025	Discuss on Demand Pty Ltd	NCR Pads direct debit request	\$ 841.50
24/01/2025	Dismantle Main Account	Main Arterial Verge Mowing London St	\$ 4,323.00
24/01/2025	Dismantle Main Account	Ad hoc works and Seniors verges	\$ 1,683.00
10/01/2025	DNX Energy	system BPLC	\$ 6,682.50
10/01/2025	Eamco Pty Ltd t/as EOS Electri	Electrical services - various locations	\$ 30,971.94
24/01/2025	Eamco Pty Ltd t/as EOS Electri	Electrical services - various locations	\$ 10,782.73
24/01/2025	East Perth Football Club Inc	Naming rights sponsorship	\$ 36,533.00
24/01/2025	Elisdi Pty Ltd	Rainbow Picnic 2024 - Face Painters x3	\$ 1,470.00
24/01/2025	Elizabeth S Tearne	Refund of part dog registration fee	\$ 150.00
14/01/2025	ER NG Woolf	Meeting attendance fee - January 2025	\$ 2,094.75
6/01/2025	ES Vincent	Payroll Deductions	\$ 6,099.25
16/01/2025	ES Vincent	Payroll Deductions	\$ 6,099.25
29/01/2025	ES Vincent	Payroll Deductions	\$ 6,099.25
24/01/2025	Exteria	Wasley Street Car Park	\$ 4,241.60
24/01/2025	Extreme Marquees Pty Ltd	Branded 3 X 3 Marquees	\$ 1,883.00
10/01/2025	Falconet Pty Ltd	Repairs and Maintenance	\$ 703.65
24/01/2025	FE Technologies Pty Ltd	Annual Maintenance - January 2025 -December 2025	\$ 2,971.10
10/01/2025	Finestone Investments Pty Ltd	Plumbing services - various locations	\$ 8,271.70
24/01/2025	Finestone Investments Pty Ltd	Plumbing services - various locations	\$ 36,347.34
24/01/2025	Fisheye P/L	2 days filming + editing for recruitment	\$ 5,775.00
24/01/2025	Fitness Australia	Registration Renewal January 2025 to January 2026	\$ 699.00
10/01/2025	Flexi Staff Group Pty Ltd	Hire of agency staff	\$ 4,193.94
24/01/2025	Flexi Staff Group Pty Ltd	Hire of agency staff	\$ 56,734.47
10/01/2025	Flick Anticimex Pty Ltd	Pest control services - various locations	\$ 1,710.49
24/01/2025	Flick Anticimex Pty Ltd	Pest control services - various locations	\$ 1,714.54
24/01/2025	Focus Networks	Monthly MPS Devices, Software as services - Jan 25, Monthly after hours - Dec 24 & Jan 24, Annual ICT security framework	\$ 43,280.30
24/01/2025	Fortis Security Pty Ltd	Investigate LAN connection & Integrity i	\$ 203.50
24/01/2025	Frank Maietta Nominees	Mayor Alison Xamon portrait reframing.	\$ 112.65
24/01/2025	Gemma Wynn	Refund of full membership fee - BPLC	\$ 1,030.00
10/01/2025	Geografia Pty Ltd	Prepaid - Subscription - October 2025	\$ 4,404.40
24/01/2025	Geraldine Box	Refund of part dog registration fee	\$ 50.00
24/01/2025	Giant Autos (1977) Pty Ltd	Repairs and Maintenance	\$ 6,945.20
24/01/2025	Glen Hughey	Refund of part dog registration fee	\$ 100.00
24/01/2025	Goldpin Corporation Pty Ltd	Equipment Maintenance Keiser Bikes & Gym	\$ 104.06
24/01/2025	GRAF Australia Pty Ltd	Catchment Drainage Improvements - Road - Drainage	\$ 72,828.80
24/01/2025	Guardian Tactile Systems Pty L	Supply tactile pavers as per quote. D24/	\$ 1,998.93
10/01/2025	Hannah Ellwood	Reimbursement for fuel expenses	\$ 53.84
6/01/2025	Health Insurance Fund of Austr	Payroll Deductions	\$ 201.85
16/01/2025	Health Insurance Fund of Austr	Payroll Deductions	\$ 201.85
29/01/2025	Health Insurance Fund of Austr	Payroll Deductions	\$ 201.85
24/01/2025	Heat Exchangers WA Pty Ltd	Service 4 off hex units on the geothermal line	\$ 9,174.31
24/01/2025	Hip-E Club	Fy 24-25 refund for microbusiness waste	\$ 287.63
24/01/2025	Holcim (Australia) Pty Ltd	Supply of concrete	\$ 969.32
10/01/2025	Hoskins Investments Pty Ltd	Admin Building - Accessibility upgrades stage3	\$ 99,359.12
10/01/2025	Hoskins Investments Pty Ltd	Admin Foyer Stage 3 - Additional Painting	\$ 6,812.30
24/01/2025	Hoskins Investments Pty Ltd	10% payment for admin foyer stage 3	\$ 22,079.81
10/01/2025	Hunter Leisure Pty Ltd	2000x play balls with logo	\$ 4,620.00
24/01/2025	Iconic Property Services Pty L	Cleaning supplies and services -various locations	\$ 114,126.65
24/01/2025	Inlogik Pty Ltd	ExpensePro subscription November 2024 and December 2024	\$ 487.74
24/01/2025	Insight Enterprises Australia	Azur plan consumption - November 2024	\$ 282.76
24/01/2025	J & K Hopkins	At Administration Building - Purchase of	\$ 1,870.01
10/01/2025	J Blackwood & Son Ltd	Hardware supplies	\$ 1,056.00
24/01/2025	J Blackwood & Son Ltd	Containers for the sharpes	\$ 179.52
10/01/2025	J P Marsland	Fitness instructor fee	\$ 2,080.00
24/01/2025	Jackson McDonald General Accou	Legal Advice Hanson concrete relocation	\$ 1,624.47
24/01/2025	James Chung	Fitness instructor fee	\$ 260.00
10/01/2025	Janet Verburg	Fitness instructor fee	\$ 1,070.00
24/01/2025	Jenni Holmes	Donation - Janet Street Christmas Party	\$ 118.00
10/01/2025	Jessica Newland	Fitness instructor fee	\$ 130.00
24/01/2025	JMB Coastal Pty Ltd	Refund of infrastructure bond	\$ 7,775.00
14/01/2025	Jonathan Hallett	Meeting allowance fee - January 2025	\$ 2,094.75
24/01/2025	Joslin Colli	Staff reward and recognitions	\$ 220.00
24/01/2025	Justin Pitsikas	Rates Refund	\$ 434.53

24/01/2025	K.S.Black Pty Limited	Bore/pump maintenance Banks Reserve	\$ 6,608.36
24/01/2025	Kamalika Andrews	Cloth Nappy Subsidy Program	\$ 200.00
24/01/2025	Kate Smith	Fitness instructor fee	\$ 1,235.00
10/01/2025	Katherine Larcombe	Rrefund for purchase of pool noodles for pool - BPLC	\$ 100.00
10/01/2025	Kathryn S Clare	Fitness instructor fee	\$ 120.00
24/01/2025	Kathryn Shaw	Rebate for reusable sanitary product purchase	\$ 27.50
24/01/2025	Kennards Hire	Hire Plant and Machinery	\$ 223.80
24/01/2025	Kevin Ronald White	Assist with Design & Drafting	\$ 2,457.00
24/01/2025	Kib Homes Pty Ltd atf Tobago T	Refund of infrastructure bond	\$ 1,800.00
24/01/2025	Kingdale Investments Pty Ltd	Staff polos with embroidery, Kids Bucket hats , caps , Kids tshirts	\$ 5,638.38
24/01/2025	Kingsway Bay Pty Ltd	Zoggs stock for sale in retail shop	\$ 1,422.30
24/01/2025	Konica Minolta Business Soluti	Printing services	\$ 1,473.31
24/01/2025	Kristen Smits	Refund of part dog registration fee	\$ 30.00
28/01/2025	Lee Chian Yong	Rates Refund	\$ 77.31
10/01/2025	Leo Heaney Pty Ltd	Street Tree Planting & Watering	\$ 3,421.80
24/01/2025	Leo Heaney Pty Ltd	Street Tree Planting & Watering	\$ 148,731.00
10/01/2025	Les Mills	Les Mills Music License Fees January 2025	\$ 1,465.08
10/01/2025	Line Marking Specialists	Line marking services - various locations	\$ 11,099.02
24/01/2025	Line Marking Specialists	Line marking services - various locations	\$ 27,444.28
10/01/2025	Lisa Joy Sharp	Fitness instructor fee	\$ 195.00
24/01/2025	Lisa Joy Sharp	Fitness instructor fee	\$ 150.00
24/01/2025	Liveable Group Pty Ltd	Tree pruning & removal services - various locations	\$ 18,503.65
24/01/2025	Living Turf	Supply and application of sportsground fertilizers	\$ 11,961.40
10/01/2025	LIZO Pty Ltd	Hedge Clippers Wavy Blade	\$ 599.70
24/01/2025	LIZO Pty Ltd	Battery - AP300 S - Parks per quote 1428	\$ 343.15
24/01/2025	Loflyco Pty Ltd	Rates Refund	\$ 439.26
24/01/2025	Luna Palace Joint Venture	Lunar New Year 2025 - Luna Palace Ticket	\$ 210.00
10/01/2025	Maddonald Johnston Engineering	Repairs and Maintenance	\$ 523.66
24/01/2025	Maddonald Johnston Engineering	Repairs and Maintenance	\$ 3,179.69
24/01/2025	Mackay Urban Design	DRP advice	\$ 660.00
10/01/2025	Main Roads Operating	SBR & Hardy Street MRWA Installation of signage	\$ 3,214.71
10/01/2025	Major Motors Pty Ltd	Repairs and Maintenance	\$ 271.04
24/01/2025	Major Motors Pty Ltd	Repairs and Maintenance	\$ 550.00
24/01/2025	Marcus Ward	Payment for crossover subsidy	\$ 585.00
10/01/2025	Mark Chater	Reimbursement of supplies for staff sundowner	\$ 63.00
24/01/2025	Mark Jones	Refund of infrastructure bond	\$ 1,000.00
10/01/2025	Market Creations Agency Pty Lt	Web development - BPLC	\$ 3,788.40
24/01/2025	Market Creations Agency Pty Lt	New website module - online calculators	\$ 2,420.00
10/01/2025	Marsh Pty Ltd	Cyber Incident Tabletop Exercise with EM	\$ 12,496.00
10/01/2025	Marshall Beattie Pty Ltd	Repair to front entry gate BPLC	\$ 5,698.00
10/01/2025	Mary Slater	Fitness instructor fee	\$ 140.00
24/01/2025	Mary Slater	Fitness instructor fee	\$ 70.00
24/01/2025	Maxim Rogachev	Refund of part dog registration fee	\$ 51.66
10/01/2025	McIntosh & Son WA	Repairs and Maintenance	\$ 748.00
24/01/2025	McLeods Lawyers	Legal advices - Alterations to existing	\$ 1,551.00
24/01/2025	McLeods Lawyers	Refund of part dog registration fee	\$ 1,541.76
10/01/2025	McMullen Nolan Group Pty Ltd	Surveying for DP lodgment over new depot	\$ 18,920.00
10/01/2025	Medelect	Service medical oxy units	\$ 1,133.00
24/01/2025	Message4U Pty Ltd	SMS Ingergrating for Phoenix Nov 2024	\$ 317.13
10/01/2025	Messages on Hold Australia Pty	Provision of 'on hold' equipment and programming	\$ 478.86
24/01/2025	Military Pty T/As SAS Locksmit	Key cutting and lock maintenance service	\$ 445.81
24/01/2025	Mindarie Regional Council	Processable and Non processable waste - December 2024 and January 2025	\$ 96,438.86
24/01/2025	Modern Teaching Aids	LEGO Education SPIKE Prime Expansion Set	\$ 747.73
10/01/2025	Monique Humich	Fitness instructor fee	\$ 1,720.00
10/01/2025	Moon Creature Studios	Underground power video 2.	\$ 1,320.00
24/01/2025	Moon Creature Studios	Underground power video 1.	\$ 1,320.00
24/01/2025	Mount Hawthorn Hotel Tradings	Catering for Citizenship Ceremony Jan 2025	\$ 2,390.00
10/01/2025	Mr Matthew George Jajko	Fitness instructor fee	\$ 65.00
24/01/2025	Mr Matthew George Jajko	Fitness instructor fee	\$ 130.00
10/01/2025	Mr Rohan J Harnett	Refund of pool membership fee - BPLC	\$ 156.29
24/01/2025	Ms D Zuks	Videography services	\$ 5,229.00
24/01/2025	My Media Intelligence Pty Ltd	Quarterly copyright articles - December 2024	\$ 1,005.84
10/01/2025	Natale Group Australia PL	Security services - BPLC	\$ 602.80
24/01/2025	Natale Group Australia PL	Provide security at BPLC	\$ 3,384.70
10/01/2025	National Refrigeration Solutio	Remove the existing mitsubhisi electric motors	\$ 38,844.31
24/01/2025	National Tyre & Wheel Pty Ltd	Tyre services	\$ 2,371.30
24/01/2025	Natural Area Holdings Pty Ltd	Weed control - Shakesphere , smith lake	\$ 14,786.20
24/01/2025	Newground Water Services Pty L	Sullivan logistics Oval works	\$ 579,007.95

24/01/2025	Newground Water Services Pty L	Leederville Oval - replacement of signal	\$ 697.13
24/01/2025	NEXUS HOME IMPROVEMENTS	Refund of infrastructure bond	\$ 3,000.00
10/01/2025	Nightlife Music Pty Ltd	Supply Crowd DJ for the gym - January 2025	\$ 417.94
24/01/2025	Noma Pty Ltd	DRP advice	\$ 1,650.00
24/01/2025	Northsands Resources	Construction waste disposal - November 2024 and December 2024	\$ 12,080.64
24/01/2025	Office of the Auditor General	Audit fee to attest audit for FYE 3 2023-2024	\$ 126,643.00
24/01/2025	Officeworks Ltd	Office and stationery supplies	\$ 261.38
24/01/2025	Open Systems Technology Pty Lt	Professional services - General support , Azure hosting fee, Subscription baseline, CRMS Support, Payroll Support	\$ 48,058.38
24/01/2025	Optus Billing Services Pty Ltd	Internet charges - December 2024	\$ 6,532.26
24/01/2025	OverDrive Australia Pty Ltd	Acquisition of 14 Ebooks and 1 Audio Books	\$ 385.83
24/01/2025	Oxford Retail Pty Ltd	Printing services	\$ 344.50
24/01/2025	P & R Trust t/as Workwear Supp	Uniform supplies	\$ 142.24
24/01/2025	Patrick Ryan	Refund of part membership fee - BPLC	\$ 427.53
24/01/2025	Pauls Painting	Internal and external painting - Floreat Athena Club	\$ 2,965.00
14/01/2025	Payroll	Payroll	\$ 837,857.63
28/01/2025	Payroll	Payroll	\$ 832,955.73
10/01/2025	Pei-Chea Tran	Fitness instructor fee	\$ 585.00
24/01/2025	Pei-Chea Tran	Fitness instructor fee	\$ 325.00
24/01/2025	Penny O'Rourke	Reimbursement of working with children fee	\$ 87.00
24/01/2025	People Sense	EAP Service December 2024	\$ 1,945.52
24/01/2025	Perth International Arts Festi	Event Sponsorship 2024-25 - Casa Musica & Boorloo Contemporary	\$ 77,000.00
10/01/2025	Pixelcase Group Pty Ltd	Aero Ranger ALPR Hardware 2 kiits	\$ 5,689.12
24/01/2025	Pixelcase Group Pty Ltd	Aero Ranger ALPR Hardware 2 kiits	\$ 5,689.12
24/01/2025	PJA Holdings (Australia) Pty L	Norfolk Street SAS detailed design project, Planning , meeting , writing technical reports	\$ 18,888.10
24/01/2025	Playbookx Pty Ltd	Sponsorship commission for Sullivan Logistic Oval	\$ 27,400.00
10/01/2025	Pool Robotics Perth	Repair pool robot wave 100 BPLC	\$ 2,468.95
10/01/2025	Pretone Graphics	Printing services	\$ 121.00
24/01/2025	Pretone Graphics	Printing services	\$ 979.00
10/01/2025	PriceMark Pty Ltd	RFID Membership Key FOB, Wrists bands for BPLC	\$ 3,666.30
24/01/2025	Primavera Quality Meats	Supply of meat for parks function	\$ 385.00
24/01/2025	Print and Sign Co	Printing services	\$ 207.90
24/01/2025	Pro Turf Services	Repairs and Maintenance	\$ 926.09
10/01/2025	Programmed Skilled Workforce L	Hire of agency staff	\$ 3,937.85
24/01/2025	Programmed Skilled Workforce L	Hire of agency staff	\$ 2,439.35
24/01/2025	Quickpack Holdings Pty Ltd	Printing services	\$ 1,433.78
10/01/2025	RAC Motoring	Repairs and Maintenance	\$ 108.00
24/01/2025	RAC Motoring	Repairs and Maintenance	\$ 840.00
10/01/2025	Rachel Freitas	Fitness instructor fee	\$ 180.00
10/01/2025	Rada Mirceta	After hours cleaning for BPLC - Gym	\$ 13,720.00
24/01/2025	Rada Mirceta	After hours cleaning for BPLC - Gym	\$ 5,140.00
24/01/2025	Reba Trust AC Ang, Lim & Cie	Parking distribution for October 2024 to December 2024	\$ 48,360.98
24/01/2025	Rebecca C Tsang	Refund of part dog registration fee	\$ 150.00
28/01/2025	RedDirt Group	Heavy Fleet Replacement Programme 2024/2	\$ 27,439.50
10/01/2025	Redimed Pty Ltd - Receipts WA	Hepatitis B Vaccination - ML - 16/10/202	\$ 96.80
24/01/2025	Redimed Pty Ltd - Receipts WA	Staff - Pre - Employment Medical	\$ 1,294.62
10/01/2025	Regents Commercial Trust Accou	Rent - January 2024	\$ 8,926.33
10/01/2025	Renata Popis	Fitness instructor fee	\$ 280.00
10/01/2025	Repco Auto Parts	Air hose and fittings, quick release pressure couplings	\$ 255.02
24/01/2025	Repco Auto Parts	Tow Ball	\$ 34.00
10/01/2025	Richard Harrison	Bee hive removal - various locations	\$ 750.00
24/01/2025	Richards Tyres Pty Ltd	Repairs and Maintenance	\$ 50.00
24/01/2025	Risk Management Technologies P	ChemAlert Subscription - 1 Year	\$ 4,006.20
14/01/2025	RJ & MT Alexander	Meeting attendance fee - January 2025	\$ 2,094.75
24/01/2025	Rosemount Hotel	Parking distribution for Oct 2024 to Dec 2024	\$ 19,607.57
24/01/2025	Rosevale Electrical	Electrical services - BPLC	\$ 2,091.10
24/01/2025	Russell Brooks Building	Refund of infrastructure bond	\$ 3,000.00
24/01/2025	S E Pearson	Fitness instructor fee	\$ 260.00
10/01/2025	Sage Consulting Engineers Pty	Robertson Park Stage 1A - Floodlight Nig	\$ 1,980.00
24/01/2025	Same Drum Pty Ltd	Annual License Fee for Galup VR Experien	\$ 550.00
24/01/2025	Sanax Medical	Supply sharps containers	\$ 342.44
24/01/2025	Scarboro Motors Pty Ltd	Repairs and Maintenance	\$ 770.44
24/01/2025	Schlager Group Pty Ltd	Payment for progress claim 013	\$ 120,371.49
24/01/2025	SEEK Limited	Additional Employment Advertising	\$ 364.01
10/01/2025	Shaaron Taylor	Fitness instructor fee	\$ 150.00
24/01/2025	Shane McMaster Surveys	Surveying services - various locations	\$ 550.00
10/01/2025	Sherina Patchett	Fitness instructor fee	\$ 443.00
24/01/2025	Simon & Elizabeth Lefort	Refund of infrastructure bond	\$ 2,000.00

24/01/2025	Soils Aint Soils Pty Ltd	Supply of gravel and blue metal	\$ 1,657.50
24/01/2025	Solo Resource Recovery	Pressure cleaning services - Depot	\$ 17,766.10
14/01/2025	Sophie M Greer	Meeting attendance fee - January 2025	\$ 2,094.75
24/01/2025	Speedo Australia Pty Ltd	Speedo stock for resale in the retail shop	\$ 17,254.05
24/01/2025	Stephanie Lang	Refund of infrastructure bond & Crossover subsidy payment	\$ 860.00
10/01/2025	Stott Hoare	UAG Plasma Case fir Surface pro	\$ 580.80
24/01/2025	Stuart M Armstrong	Service Amiad filter and remove and repairs, replace bermad valve on geothermal injections	\$ 9,615.74
24/01/2025	Subaru Osborne Park	Repairs and Maintenance	\$ 346.25
24/01/2025	Subiaco Football Club Inc.	2025 Sponsorship fee Sullivan Logistics	\$ 36,533.00
24/01/2025	Sun Bum	Purchase Sunbum items for resale in retail store	\$ 1,673.99
24/01/2025	Suzanne Smart	Fitness instructor fee	\$ 605.00
14/01/2025	Suzanne Worner	Meeting attendance fee - January 2025	\$ 2,094.75
10/01/2025	Swan Towing Service Pty Ltd	Urgent Towing of Tractor	\$ 412.50
10/01/2025	Synergy	Electricity charges - various locations	\$ 198,115.50
24/01/2025	Synergy	Electricity charges - various locations	\$ 10,884.95
24/01/2025	Tamala Park Regional Council	Account for GST payable & receiveable December 2024	\$ 10,538.71
24/01/2025	Temptations Catering	Council Catering 22 October 2024	\$ 399.39
10/01/2025	The BBQ Man	BBQ cleaning December 2024	\$ 440.00
24/01/2025	The BBQ Man	BBQ cleaning December 2024	\$ 4,405.22
10/01/2025	The Chung Wah Association Inc.	2x dragons for Lunar New Year lion Dance	\$ 700.00
24/01/2025	The de Mol Group of Companies	CCTV equipment - Jan 2025- Mar 2025	\$ 33.00
10/01/2025	The Fruit Box Group Pty Ltd	Supply milk to BPLC	\$ 116.85
24/01/2025	The Fruit Box Group Pty Ltd	Supply milk to BPLC	\$ 30.00
24/01/2025	The Royal Life Saving Society	Hyde Park Water Playground -December 2024 & investigate chlorine	\$ 3,953.73
24/01/2025	Thinkproject Australia Pty Ltd	Asset Management - Data Collection	\$ 1,188.00
24/01/2025	Tony Hon Tong Chien and Robyn	Refund of infrastructure bond	\$ 3,000.00
10/01/2025	Total Packaging WA Pty Ltd	240l Plastic Bin Liner 75um	\$ 4,259.20
10/01/2025	Totally Workwear Mt Hawthorn	Uniform supplies	\$ 1,988.52
24/01/2025	Totally Workwear Mt Hawthorn	Uniform supplies	\$ 703.30
10/01/2025	Tracklink WA Pty Ltd	Excavator and Trailer hire - Bourke St	\$ 4,950.00
24/01/2025	Travis Hayto	Video PSHB Mayor film and edit	\$ 412.50
24/01/2025	Truck Centre (WA) Pty Ltd	Brake pads required. Booked 30/12/2024.	\$ 2,607.42
24/01/2025	Trustee for Holdsworth Trust t	DRP advice	\$ 550.00
10/01/2025	Universal Diggers	Bobcat Hire	\$ 4,585.35
24/01/2025	Universal Diggers	Bobcat Hire	\$ 1,435.50
24/01/2025	Urbis Pty Ltd	DRP advice	\$ 880.00
10/01/2025	Vanessa Forbes	Fitness instructor fee	\$ 357.50
24/01/2025	Vanessa Forbes	Fitness instructor fee	\$ 286.00
24/01/2025	Veolia Recycling & Recovery Pt	General Waste Collection December 2024	\$ 8,698.25
24/01/2025	Veolia Recycling & Recovery Pt	General Waste Collection (PSP007-006)	\$ 2,743.88
24/01/2025	Veolia Recycling & Recovery Pt	Admin building - general waste bin services	\$ 1,075.01
24/01/2025	Veolia Recycling & Recovery Pt	Library - general waste bin services	\$ 282.88
24/01/2025	Vinka Armeni	Refund of part dog registration fee	\$ 100.00
24/01/2025	Vinsan Contracting Pty Ltd	Refund of infrastructure bond	\$ 1,500.00
24/01/2025	VMS Trailer Signs	Supply of 4 speed radar signs for speed	\$ 22,380.60
24/01/2025	WA Library Supplies	Library supplies	\$ 2,158.38
24/01/2025	WA Local Government Associatio	WALGA Urban Forest Conference 2025	\$ 760.00
10/01/2025	Walcott Industries Pty Ltd	Beatty Park Leisure Centre - 50m Pool ti	\$ 28,413.00
24/01/2025	Walcott Industries Pty Ltd	Beatty Park - Apply self-leveler to prep	\$ 1,980.00
24/01/2025	Ward Packaging Pty Ltd	Water cups for Library Lounge Cup Dispensers	\$ 168.08
10/01/2025	Water Corporation	Water charges - various locations	\$ 48.45
24/01/2025	Water Corporation	Water charges - various locations	\$ 37,612.25
10/01/2025	WATS Management Pty Ltd	Traffic surveys various locations	\$ 1,485.00
10/01/2025	Wattleup Tractors	Trimax 5.5 Blades	\$ 750.10
10/01/2025	Way Funky Company Pty Limited	Funkita stock for resale in the retail shops	\$ 1,514.48
24/01/2025	WC Convenience Management	Maintenance exeloo Dec 24- Various Loca	\$ 4,699.56
24/01/2025	Welcoming Australia Ltd	Yearly membership - Welcoming Cities	\$ 550.00
24/01/2025	Westbooks	Selected Items for Junior and Adult Coll	\$ 507.05
24/01/2025	Western Australian Local Gover	Excess MV claim MO0078638	\$ 500.00
29/01/2025	Western Australian Local Gover	Workers Compensation FY 2022 to FY 2023	\$ 69,045.90
6/01/2025	Western Australian Municipal R	Payroll Deductions	\$ 22.00
16/01/2025	Western Australian Municipal R	Payroll Deductions	\$ 22.00
29/01/2025	Western Australian Municipal R	Payroll Deductions	\$ 22.00
10/01/2025	Western Irrigation Pty Ltd	Retic Parts	\$ 6,882.70
24/01/2025	Western Irrigation Pty Ltd	Retic Parts	\$ 1,682.87
24/01/2025	Western Metropolitan Regional	FOGO processing , verge valet collections	\$ 104,081.19
24/01/2025	Western Resource Recovery Pty	Grease trap maintenance - BPLC	\$ 572.00
24/01/2025	West-Sure Group Pty Ltd	Cash collection - Parking - November 2024	\$ 1,502.49

10/01/2025	Winc Australia Pty Limited	Kitchen and stationery supplies	\$ 329.81
24/01/2025	Winc Australia Pty Limited	Kitchen and stationery supplies	\$ 1,106.57
24/01/2025	Worldwide Online Printing Cann	Printing services	\$ 1,159.00
24/01/2025	Yellow Citrine Pty Ltd	Equipment hire and setup/packup of the Young makers market	\$ 7,126.00
10/01/2025	Yolande Gomez	Fitness instructor fee	\$ 790.00
24/01/2025	Zenien	CCTV consulting Vgrid user set up and alarm access	\$ 335.50
10/01/2025	ZIP Heaters Aust Pty Ltd	Hydrotap maintenance - Admin and DLGSC	\$ 876.89
24/01/2025	Zoho Corporation Pty Ltd	Annual 1 year subcription	\$ 4,712.40
Grand Total			\$ 7,112,533.48

Creditors Report - Payments by Direct Debit 01 January 2025 to 31 January 2025				
Credit Card Transactions for the Period - 01 January 2025 to 31 January 2025				
Card Holder	Date	Payee	Description	Amount
CEO	13/01/2025	WA NewsDTI Osborne Park WA	West Australian Newspaper Subscription - 30/11/24	\$ 83.60
				\$ 83.60
Executive Director Infrastructure & Environment				
	13/01/2025	Kmart 1052Kmart 1052 Midland AUS	Monitor Stand for CEO Office	\$ 15.00
				\$ 15.00
Manager Marketing and Partnerships				
	2/01/2025	Facebook *qrxghl8r2 fb.me/ads irl	Facebook advertising	\$ 477.65
	13/01/2025	Capcut Singapore SGP	Video editing software	\$ 139.99
	13/01/2025	Mailchimp *misc Mailchimp.coga	Online enewsletter platform	\$ 801.41
	14/01/2025	International Transaction Fee	Website live chat - int'l transaction fee	\$ 4.03
	14/01/2025	Pure chat, inc.	Website Live Chat	\$ 161.29
	15/01/2025	On Grill Pty Ltd atf i highgate AUS	Prop for video shoot	\$ 19.18
	16/01/2025	International Transaction Fee	Online form platform - int'l transaction fee	\$ 1.74
	16/01/2025	Jotform Pty Ltd mortlake	Online form platform	\$ 69.74
	16/01/2025	sq *bunn mee Leederville wa	Props for video shoot	\$ 12.50
	16/01/2025	My House Dumpling Leederville wa	Props for video shoot	\$ 36.81
	17/01/2025	Abacus espresso Leederville wa	Catering for video shoot	\$ 12.68
	17/01/2025	Abacus espresso Leederville wa	Catering for video shoot	\$ 11.97
	20/01/2025	Yochi Leederville Leederville wa	Prop for video shoot	\$ 30.91
	24/01/2025	International Transaction Fee	marketing scheduling tool - int'l transaction fee	\$ 24.39
	24/01/2025	Asana.com san francisca	Marketing scheduling tool	\$ 975.52
	24/01/2025	spacetoco venue hire perth nsw	Room hire Community Centre	\$ 210.00
	28/01/2025	Shutterstock Ireland Dublin IRL	Stock photo subscription	\$ 99.00
				\$ 3,088.81

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Council Liaison Officer				
	9/01/2025	A1 Quality Laundroma Joondalup WA	Laundry of Council Tablecloths	\$ 31.00
	15/01/2025	Ikea Perth Innaloo WA	Serviettes for council	\$ 30.50
	29/01/2025	SQ *Bunn Mee Leederville wa	Catering for Budget workshop	\$ 332.31
				\$ 393.81
Branch Librarian				
	8/01/2025	Wanewsdti Osborne Parkwa	Subscriptions & Publications: West Newspaper	\$ 1,248.00
	8/01/2025	News Py limited Surry hills nsw	Subscriptions & Publications: Aus Newspaper	\$ 832.00
	14/01/2025	Kmart Mulgrave AUS	Youth Programs: Lego materials	\$ 370.00
	14/01/2025	Spotlight pty ltd Sth MelbournAUS	Furniture & Equipment: Blankets - workroom	\$ 450.00
	15/01/2025	Leederville Cameras 2 Leederville WA	Local History Centre: SD Storage Card - image lib	\$ 59.95
	23/01/2025	SP JB HI-Fi Online Southbank Vic	Youth Programs: Charging Station	\$ 44.99
	23/01/2025	SP JB HI-Fi Online Southbank Vic	Furniture & Equipment: Switch Controller	\$ 119.00
	24/01/2025	Preservation Framers Perth wa	Local History: Picture frame wire renewal	\$ 45.00
	29/01/2025	Kmart Mulgrave AUS	Junior programs: Junior resources and storage	\$ 232.50
	30/01/2025	Ezi*alia Deakin AUS	Youth Programs: National Storytime Merchandise	\$ 44.95
	31/01/2025	Good Grocer L0030 Leederville WA	Youth Programs: Stem Activity Catering	\$ 170.00
				\$ 3,616.39
Manager ICT				
	3/01/2025	International Transaction Fee	Asset Sonar Licensing Int'l tran fee	\$ 16.59
	3/01/2025	Assetsonar.com Carson City	Asset Sonar Licensing	\$ 663.44
	6/01/2025	International Transaction Fee	Yodeck International Fees	\$ 10.92
	6/01/2025	Yodeck.com Flipnode San Franciscca	Yodeck Digital Signage	\$ 436.75
	6/01/2025	International Transaction Fee	SendGrid International Fees	\$ 3.64
	6/01/2025	Twilio Sengrid	SendGrid Application	\$ 145.50
	6/01/2025	International Transaction Fee	Landis Contact Centre	\$ 35.54
	6/01/2025	Landis Ttechnologies ll ephrata pa	Landis Contact Centre	\$ 1,421.65

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
	8/01/2025	ezi*m2m one Pty Ltd Kensington AUS	Irrigation Payments	\$ 513.19
	8/01/2025	NodeOne Geraldton WA	NodeOne Wireless Internet	\$ 228.00
	10/01/2025	Microsoft-g073389295 Sydney AUS	Microsoft Sentinel Security Charges	\$ 12.63
	20/01/2025	JB Hi Fi Osborne Park	IT Hardware	\$ 117.00
	20/01/2025	Simplybook.me Limassol NIC	SimplyBookMe by Creche	\$ 80.00
	29/01/2025	Buildingpoint AUSt Bowen Hills QLD	SketchUp Licensing	\$ 517.00
				\$ 4,201.85
Manager Engineering - Infrastructure & Environment				
	8/01/2025	Adjustment reversal	Gardening Competition Prize - Ischia	\$ 150.00
	8/01/2025	Adjustment reversal	Gardening Competition Prize - Ischia	\$ 150.00
	8/01/2025	Adjustment reversal	Gardening Competition Prize - LeRebell	\$ 151.99
	8/01/2025	Adjustment reversal	Gardening Competition Prize - The Beaufort	\$ 155.62
				\$ 607.61
Procurement and Contracts Officer				
	20/01/2025	Standards AUstralia Sydney NSW	Purchase of Lighting for Roads Standard	\$ 119.17
	22/01/2025	Moore AUstralia WA PT Perth	Annual budgets workshop	\$ 1,144.00
	22/01/2025	Moore AUstralia WA PT Perth	Annual budgets workshop	\$ 1,144.00
	31/01/2025	ASIC Sydney NSW	Company search fee	\$ 10.00
				\$ 2,417.17
Total Corporate Credit Cards				\$ 14,424.24

<i>Card Holder</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
Direct Debits				
	2/01/2025	HP Financial Services		\$ 395.83
	13/01/2025	CHG-Meridian		\$ 18,205.00
	21/01/2025	PB Leasing		\$ 20,621.70
			Total Leasing	\$ 39,222.53
Loan Repayments	2/01/2025	WA Treasury		\$ 60,916.88
	23/01/2025	WA Treasury		\$ 34,759.19
			Total Treasury Corporation	\$ 95,676.07
Bank Fees and Charges				
	31/01/2025	CBA Bank fee		\$ 24,988.10
			Bank fees	\$ 24,988.10
Total Direct Debits including Credit Cards				\$ 174,310.94

Creditors Report - Payments by Cheque				
01 January 2025 to 31 January 2025				
<i>Creditor</i>	<i>Date</i>	<i>Payee</i>	<i>Description</i>	<i>Amount</i>
00082792	13/01/2025	Petty Cash - Depot	Recoup petty cash - Depot	\$ 197.35
00082793	15/01/2025	Commissioner of State Revenue	Refund of ESL Rebate	\$ 665.15
Total Net Cheque Payments				\$ 862.50

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**CITY OF VINCENT
FUEL CARDS REPORT
FOR THE MONTH OF 31 JANUARY 2025**

Payee	Date	Type	Total Cost
AMPOL FOODARY CARINE	1/01/2025	Fuel	\$ 47.75
AMPOL FOODARY CARINE	4/01/2025	Fuel	\$ 63.01
AMPOL FOODARY CARINE	25/01/2025	Fuel	\$ 61.20
AMPOL FOODARY DOUBLEVIEW	22/01/2025	Fuel	\$ 141.46
AMPOL FOODARY DOUBLEVIEW	27/01/2025	Fuel	\$ 84.71
AMPOL FOODARY EAST PERTH	1/01/2025	Fuel	\$ 159.99
AMPOL FOODARY EAST PERTH	4/01/2025	Fuel	\$ 161.87
AMPOL FOODARY EAST PERTH	22/01/2025	Fuel	\$ 97.24
AMPOL FOODARY EAST PERTH	7/01/2025	Fuel	\$ 366.25
AMPOL FOODARY EAST PERTH	28/01/2025	Fuel	\$ 80.91
AMPOL FOODARY EAST PERTH	29/01/2025	Fuel	\$ 573.75
AMPOL FOODARY EAST PERTH	8/01/2025	Fuel	\$ 98.93
AMPOL FOODARY EAST PERTH	2/01/2025	Fuel	\$ 43.67
AMPOL FOODARY EAST PERTH	3/01/2025	Fuel	\$ 252.64
AMPOL FOODARY EAST PERTH	17/01/2025	Fuel	\$ 362.33
AMPOL FOODARY EAST PERTH	9/01/2025	Fuel	\$ 306.52
AMPOL FOODARY EAST PERTH	10/01/2025	Fuel	\$ 281.88
AMPOL FOODARY EAST PERTH	14/01/2025	Fuel	\$ 202.63
AMPOL FOODARY EAST PERTH	16/01/2025	Fuel	\$ 244.82
AMPOL FOODARY EAST PERTH	20/01/2025	Fuel	\$ 363.93
AMPOL FOODARY EAST PERTH	23/01/2025	Fuel	\$ 174.61
AMPOL FOODARY EAST PERTH	30/01/2025	Fuel	\$ 122.20
AMPOL FOODARY EAST PERTH	24/01/2025	Fuel	\$ 505.50
AMPOL FOODARY EAST PERTH	18/01/2025	Fuel	\$ 130.33
AMPOL FOODARY ERSKINE	22/01/2025	Fuel	\$ 97.22
AMPOL FOODARY ERSKINE	28/01/2025	Fuel	\$ 68.79
AMPOL FOODARY ERSKINE	5/01/2025	Fuel	\$ 71.27
AMPOL FOODARY ERSKINE	12/01/2025	Fuel	\$ 72.42
AMPOL FOODARY GLENDALOUGH	1/01/2025	Fuel	\$ 721.64
AMPOL FOODARY GLENDALOUGH	21/01/2025	Fuel	\$ 1,031.47
AMPOL FOODARY GLENDALOUGH	22/01/2025	Fuel	\$ 610.97
AMPOL FOODARY GLENDALOUGH	27/01/2025	Fuel	\$ 515.72
AMPOL FOODARY GLENDALOUGH	7/01/2025	Fuel	\$ 627.83
AMPOL FOODARY GLENDALOUGH	15/01/2025	Fuel	\$ 647.71
AMPOL FOODARY GLENDALOUGH	28/01/2025	Fuel	\$ 604.64
AMPOL FOODARY GLENDALOUGH	29/01/2025	Fuel	\$ 698.86
AMPOL FOODARY GLENDALOUGH	8/01/2025	Fuel	\$ 425.05
AMPOL FOODARY GLENDALOUGH	2/01/2025	Fuel	\$ 648.56
AMPOL FOODARY GLENDALOUGH	5/01/2025	Fuel	\$ 207.68

AMPOL FOODARY GLENDALOUGH	12/01/2025	Fuel	\$ 132.71
AMPOL FOODARY GLENDALOUGH	3/01/2025	Fuel	\$ 375.68
AMPOL FOODARY GLENDALOUGH	17/01/2025	Fuel	\$ 126.86
AMPOL FOODARY GLENDALOUGH	6/01/2025	Fuel	\$ 473.74
AMPOL FOODARY GLENDALOUGH	9/01/2025	Fuel	\$ 178.97
AMPOL FOODARY GLENDALOUGH	10/01/2025	Fuel	\$ 757.28
AMPOL FOODARY GLENDALOUGH	14/01/2025	Fuel	\$ 683.34
AMPOL FOODARY GLENDALOUGH	16/01/2025	Fuel	\$ 373.86
AMPOL FOODARY GLENDALOUGH	20/01/2025	Fuel	\$ 296.96
AMPOL FOODARY GLENDALOUGH	23/01/2025	Fuel	\$ 459.23
AMPOL FOODARY GLENDALOUGH	30/01/2025	Fuel	\$ 285.17
AMPOL FOODARY GLENDALOUGH	24/01/2025	Fuel	\$ 632.04
AMPOL FOODARY GLENDALOUGH	1/01/2025	Fuel	\$ 98.97
AMPOL FOODARY GLENDALOUGH	13/01/2025	Fuel	\$ 395.19
AMPOL FOODARY JOONDALUP	24/01/2025	Fuel	\$ 95.59
AMPOL FOODARY KINGSLEY	10/01/2025	Fuel	\$ 75.28
AMPOL FOODARY LEEDERVILLE	1/01/2025	Fuel	\$ 384.93
AMPOL FOODARY LEEDERVILLE	21/01/2025	Fuel	\$ 264.56
AMPOL FOODARY LEEDERVILLE	4/01/2025	Fuel	\$ 86.97
AMPOL FOODARY LEEDERVILLE	22/01/2025	Fuel	\$ 452.50
AMPOL FOODARY LEEDERVILLE	27/01/2025	Fuel	\$ 106.07
AMPOL FOODARY LEEDERVILLE	7/01/2025	Fuel	\$ 552.79
AMPOL FOODARY LEEDERVILLE	15/01/2025	Fuel	\$ 792.12
AMPOL FOODARY LEEDERVILLE	28/01/2025	Fuel	\$ 529.22
AMPOL FOODARY LEEDERVILLE	29/01/2025	Fuel	\$ 693.05
AMPOL FOODARY LEEDERVILLE	8/01/2025	Fuel	\$ 254.75
AMPOL FOODARY LEEDERVILLE	2/01/2025	Fuel	\$ 249.18
AMPOL FOODARY LEEDERVILLE	5/01/2025	Fuel	\$ 49.15
AMPOL FOODARY LEEDERVILLE	12/01/2025	Fuel	\$ 80.28
AMPOL FOODARY LEEDERVILLE	3/01/2025	Fuel	\$ 337.47
AMPOL FOODARY LEEDERVILLE	17/01/2025	Fuel	\$ 171.04
AMPOL FOODARY LEEDERVILLE	6/01/2025	Fuel	\$ 297.46
AMPOL FOODARY LEEDERVILLE	9/01/2025	Fuel	\$ 546.45
AMPOL FOODARY LEEDERVILLE	10/01/2025	Fuel	\$ 242.87
AMPOL FOODARY LEEDERVILLE	14/01/2025	Fuel	\$ 187.55
AMPOL FOODARY LEEDERVILLE	16/01/2025	Fuel	\$ 508.10
AMPOL FOODARY LEEDERVILLE	20/01/2025	Fuel	\$ 70.04
AMPOL FOODARY LEEDERVILLE	23/01/2025	Fuel	\$ 277.80
AMPOL FOODARY LEEDERVILLE	30/01/2025	Fuel	\$ 479.47
AMPOL FOODARY LEEDERVILLE	24/01/2025	Fuel	\$ 70.82
AMPOL FOODARY LEEDERVILLE	1/01/2025	Fuel	\$ 184.67
AMPOL FOODARY LEEDERVILLE	13/01/2025	Fuel	\$ 58.42
AMPOL FOODARY MALAGA DRIVE S/STN	4/01/2025	Fuel	\$ 98.91
AMPOL FOODARY MALAGA DRIVE S/STN	28/01/2025	Fuel	\$ 180.59
AMPOL FOODARY MALAGA DRIVE S/STN	29/01/2025	Fuel	\$ 101.88
AMPOL FOODARY MALAGA DRIVE S/STN	20/01/2025	Fuel	\$ 71.69
AMPOL FOODARY MALAGA DRIVE S/STN	13/01/2025	Fuel	\$ 103.43
AMPOL FOODARY MALAGA DRIVE S/STN	18/01/2025	Fuel	\$ 111.98
AMPOL FOODARY MALAGA DRIVE S/STN	11/01/2025	Fuel	\$ 70.54
AMPOL FOODARY SUBIACO	9/01/2025	Fuel	\$ 67.61

EG AMPOL 94240 OSBORNE PARK	17/01/2025	Fuel	\$	58.80
EG AMPOL 94240 OSBORNE PARK	9/01/2025	Fuel	\$	81.93
EG AMPOL 94240 OSBORNE PARK	20/01/2025	Fuel	\$	55.89
EG AMPOL 94243 GREENWOOD	20/01/2025	Fuel	\$	67.22
AMPOL FOODARY NORTHLANDS - BALCATT	5/01/2025	Fuel	\$	104.30
AMPOL FOODARY NORTHLANDS - BALCATT	17/01/2025	Fuel	\$	115.52
AMPOL FOODARY NORTHLANDS - BALCATT	10/01/2025	Fuel	\$	71.54
AMPOL FOODARY NORTHLANDS - BALCATT	20/01/2025	Fuel	\$	99.52
AMPOL FOODARY NORTHLANDS - BALCATT	24/01/2025	Fuel	\$	128.73
AMPOL FOODARY BELMONT	19/01/2025	Fuel	\$	66.10
AMPOL FOODARY KARRINYUP	22/01/2025	Fuel	\$	66.86
AMPOL FOODARY KARRINYUP	18/01/2025	Fuel	\$	82.37
AMPOL FOODARY KARRINYUP	25/01/2025	Fuel	\$	81.58
AMPOL FOODARY COCKBURN CENTRAL JANDAKOT	22/01/2025	Fuel	\$	116.99
AMPOL FOODARY COCKBURN CENTRAL JANDAKOT	2/01/2025	Fuel	\$	106.07
AMPOL FOODARY COCKBURN CENTRAL JANDAKOT	11/01/2025	Fuel	\$	113.02
AMPOL FOODARY SCARBOROUGH	25/01/2025	Fuel	\$	69.59
EG AMPOL 94228 MIRRABOOKA	9/01/2025	Fuel	\$	55.07
AMPOL FOODARY BEECHBORO	4/01/2025	Fuel	\$	97.79
AMPOL FOODARY BEECHBORO	15/01/2025	Fuel	\$	138.85
AMPOL FOODARY BUTLER S/STN	8/01/2025	Fuel	\$	70.88
AMPOL FOODARY CLARKSON	15/01/2025	Fuel	\$	61.70
EG AMPOL 97426 BRABHAM	21/01/2025	Fuel	\$	66.22
EG AMPOL 97426 BRABHAM	7/01/2025	Fuel	\$	68.74
AMPOL BUSSELTON S/STN	27/01/2025	Fuel	\$	58.32
EG AMPOL 94216 FLOREAT	30/01/2025	Fuel	\$	83.21
Grand Total				\$ 28,340.00

11.3 INVESTMENT REPORT AS AT 31 JANUARY 2025

Attachments: 1. **Investment Statistics as at 31 January 2025**  

RECOMMENDATION:

That Council NOTES the Investment Statistics for the month ended 31 January 2025 as detailed in Attachment 1.

PURPOSE OF REPORT:

To advise Council of the nature and value of the City's Investments as at 31 January 2025 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**

Total funds invested in the month of January 2025 were \$13.0m with \$11.9m of funds maturing during the period.

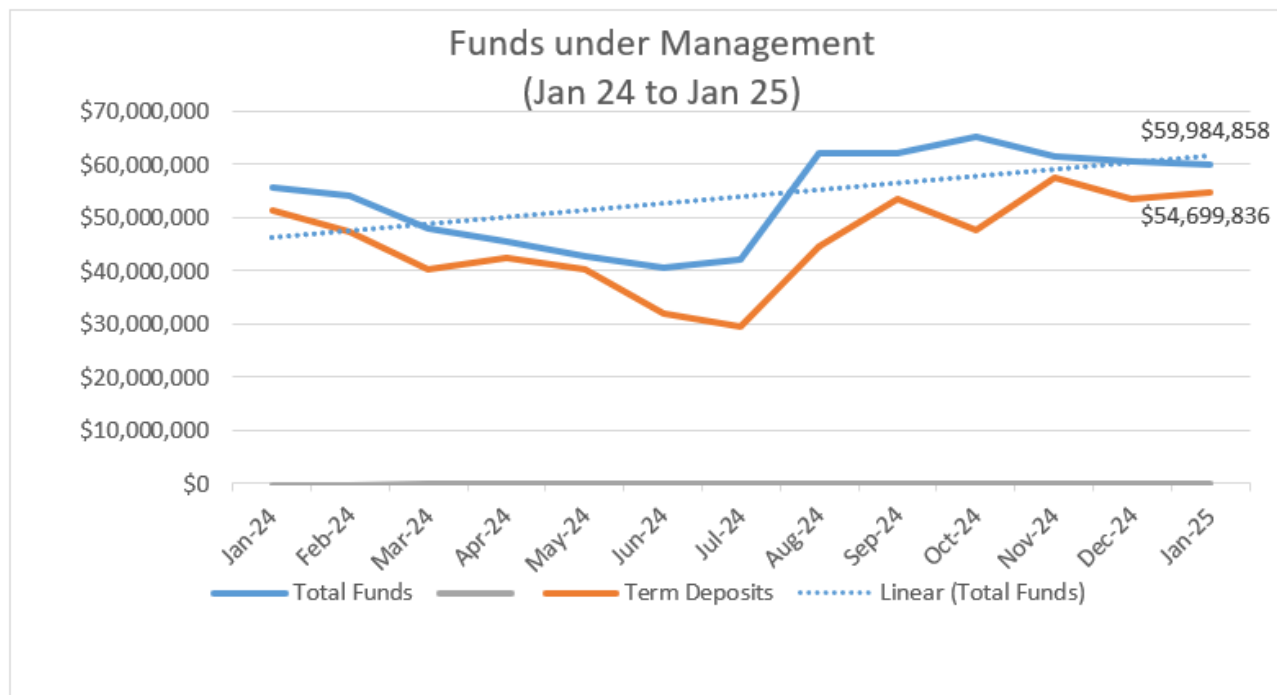
Investment Status

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

As at 31 January 2025, the total funds held in the City's operating accounts (including on call) was \$59,984,858 compared to \$55,758,911 for the period ended 31 January 2024. All funds are interest bearing as at 31 January 2025.

The total term deposit investments for the period ended 31 January 2025 were \$54,699,836 compared to \$51,236,954 for the period ended 31 January 2024.

The following chart shows funds under management from January 2024 to January 2025:



Interest Status

Total accrued interest earned on investments as at 31 January 2025 is:

Total Accrued Interest Earned on Investment	Budget Annual	Budget YTD	Actual YTD	% of YTD Budget	FY23/24 Actual
Municipal	860,000	779,662	843,207	108.15%	1,385,886
Reserve	800,000	636,662	680,802	106.93%	887,673
Subtotal	1,660,000	1,416,324	1,524,009	107.60%	2,273,559
Leederville Gardens Inc. Surplus Trust*	0	0	112,528	N/A	193,472
Total	1,660,000	1,416,324	1,636,536	115.55%	2,467,031

*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 4.89% for current investments compared to the Reserve Bank 90 day accepted bill rate for January 2025 of 4.33%.

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
A-1+	30%	35.5%	90%	60.1%
A-1	25%	0%	90%	0%
A-2	20%	14.9%	90%	39.9%

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 JANUARY 2025**

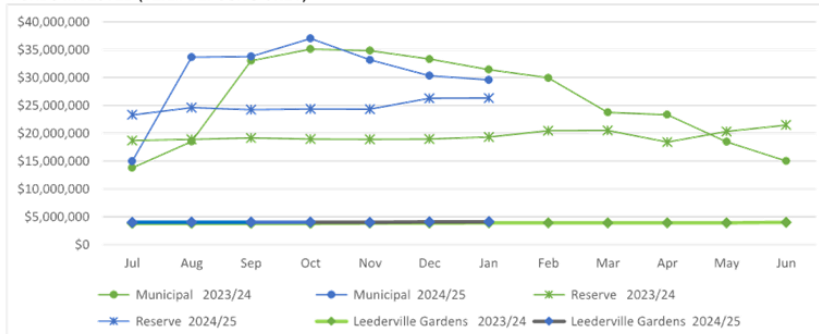
Funds	Institution	Investment Date	Maturity Date	Interest Rate	Principal \$
<u>OPERATING ACCOUNTS</u>					
Municipal	Commonwealth Bank of Australia	Ongoing		4.10%	2,172,597
Municipal	Commonwealth Bank of Australia	Ongoing		4.25%	2,395,034
Reserve	Commonwealth Bank of Australia	Ongoing		4.10%	717,392
Total Operating Funds					5,285,024
<u>TERM DEPOSITS</u>					
Leederville Gardens Inc Surplus Trust	National Australia Bank	22/08/2024	22/08/2025	4.95%	2,167,750
Leederville Gardens Inc Surplus Trust	AMP Bank	18/12/2024	17/12/2025	5.10%	935,347
Leederville Gardens Inc Surplus Trust	AMP Bank	24/01/2025	23/01/2026	4.95%	996,738
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	Beyond Bank	7/11/2024	7/04/2025	5.05%	3,000,000
Municipal	Commonwealth Bank of Australia	9/05/2024	9/05/2025	4.99%	3,000,000
Municipal	Beyond Bank	7/11/2024	10/05/2025	5.10%	3,000,000
Municipal	AMP Bank	22/08/2024	10/06/2025	5.02%	4,000,000
Municipal	Bendigo and Adelaide Bank	24/01/2025	23/07/2025	4.90%	3,000,000
Municipal	AMP Bank	24/01/2025	23/01/2026	4.95%	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	Judo Bank	24/01/2025	23/07/2025	4.95%	3,000,000
Reserve	Commonwealth Bank of Australia	22/08/2024	22/08/2025	4.75%	4,000,000
Reserve	National Australia Bank	22/08/2024	22/08/2025	4.95%	1,000,000
Reserve	National Australia Bank	7/11/2024	7/11/2025	5.00%	4,000,000
Reserve	National Australia Bank	24/01/2025	23/01/2026	4.85%	3,000,000
Total Term Deposits					54,699,836
Total Funds available					59,984,858

**CITY OF VINCENT
INVESTMENT PORTFOLIO
AS AT 31 JANUARY 2025**

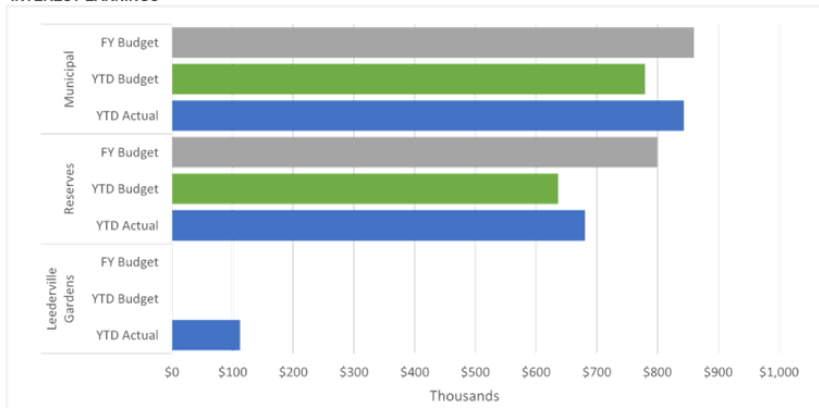
	Municipal	Reserve	Leederville Gardens Inc Surplus Trust	Total	Total
	\$	\$	\$	\$	%
BY INVESTMENT HOLDINGS					
Municipal Account	2,172,597	717,392	0	2,889,989	4.8%
Online Saver	2,395,034	0	0	2,395,034	4.0%
Term Deposits	25,000,000	25,600,000	4,099,836	54,699,836	91.2%
	29,567,632	26,317,392	4,099,836	59,984,860	100.0%
BY INSTITUTION					
Bank of Queensland	0	2,000,000	0	2,000,000	3.3%
Bendigo and Adelaide Bank	0	3,000,000	0	3,000,000	5.0%
Commonwealth Bank of Australia	14,567,632	6,717,392	0	21,285,024	35.5%
Beyond Bank	6,000,000	0	0	6,000,000	10.0%
National Australia Bank	2,000,000	10,600,000	2,167,750	14,767,750	24.6%
AMP Bank	7,000,000	0	1,932,086	8,932,086	14.9%
Judo Bank	0	3,000,000	0	3,000,000	5.0%
G&C Mutual	0	1,000,000	0	1,000,000	1.7%
	29,567,632	26,317,392	4,099,836	59,984,860	100.0%
BY CREDIT RATINGS (SHORT-TERM ISSUE)					
A-1+	16,567,632	17,317,392	2,167,750	36,052,774	60.1%
A-2	13,000,000	9,000,000	1,932,086	23,932,086	39.9%
	29,567,632	26,317,392	4,099,836	59,984,860	100.0%
BY TERMS					
0-30 days	4,567,632	717,392	0	5,285,024	8.8%
91-180 days	10,000,000	6,000,000	0	16,000,000	26.7%
181-270 days	5,000,000	2,000,000	0	7,000,000	11.7%
271-365 days	10,000,000	17,600,000	4,099,836	31,699,836	52.8%
	29,567,632	26,317,392	4,099,836	59,984,860	100.0%
BY MATURITY					
0-30 days	7,567,632	2,717,392	0	10,285,024	17.2%
31-90 days	9,000,000	4,600,000	0	13,600,000	22.7%
91-180 days	10,000,000	7,000,000	0	17,000,000	28.3%
181-270 days	0	5,000,000	2,167,750	7,167,750	12.0%
271-365 days	3,000,000	7,000,000	1,932,086	11,932,086	19.9%
	29,567,632	26,317,392	4,099,836	59,984,860	100.0%
BY FOSSIL FUEL EXPOSURE					
Fossil Fuel Investments	16,567,632	17,317,392	2,167,750	36,052,774	60.1%
Non Fossil Fuel Investments	13,000,000	9,000,000	1,932,086	23,932,086	39.9%
	29,567,632	26,317,392	4,099,836	59,984,860	100.0%

**CITY OF VINCENT
INVESTMENT PERFORMANCE
AS AT 31 JANUARY 2025**

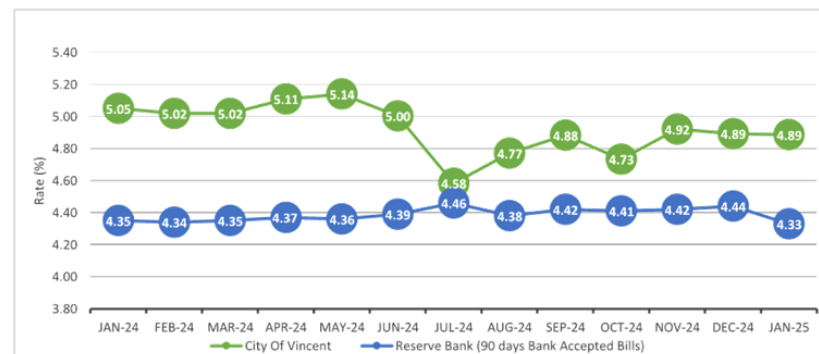
FUNDS INVESTED (TERM DEPOSITS ONLY)



INTEREST EARNINGS

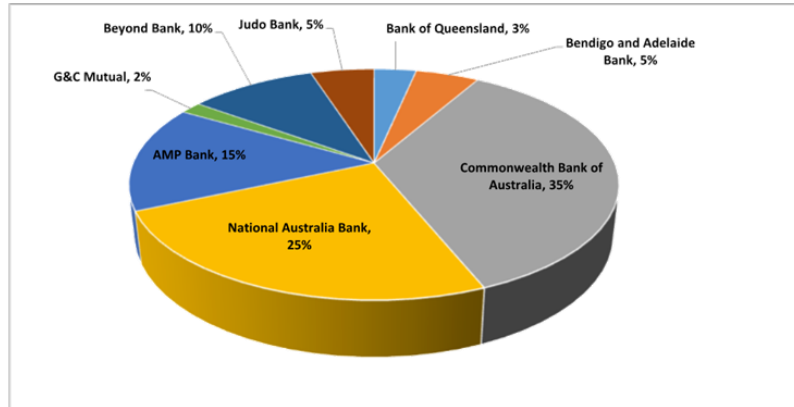


INTEREST RATE COMPARISON

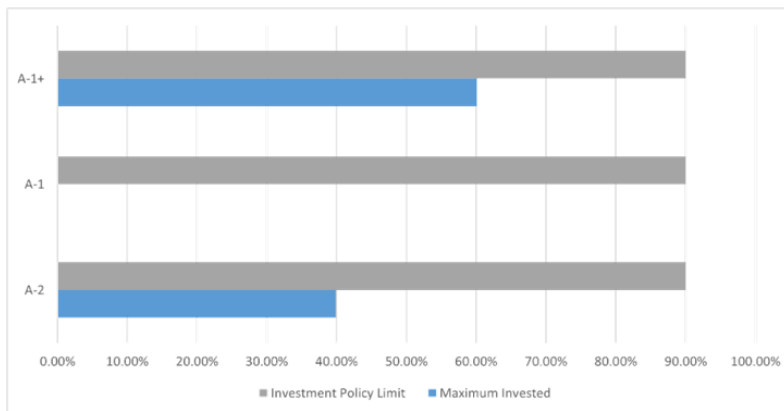


**CITY OF VINCENT
INVESTMENT POLICY COMPLIANCE
AS AT 31 JANUARY 2025**

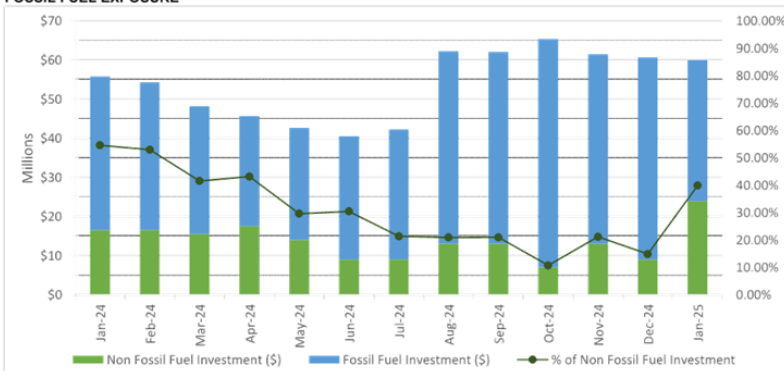
TOTAL PORTFOLIO EXPOSURE




TOATL CREDIT EXPOSURE



FOSSIL FUEL EXPOSURE



11.4 MID YEAR BUDGET REVIEW 2024/25

- Attachments:**
1. **Statement of Financial Activity 2024-25**  
 2. **Net Current Assets 2024-25**  
 3. **Cash Backed Reserves Budget 2024-25**  
 4. **Capital Expenditure Budget 2024-25**  
 5. **Operating Budget Analysis 2024-25**  

RECOMMENDATION:

That Council **BY ABSOLUTE MAJORITY APPROVES** the following amendments to the 2024/25 Annual Budget:

1. A net increase in the Operating result of \$2,220,147 as per Attachment 1;
2. A net increase in Cash Backed Reserves totalling \$3,621,883 as per Attachments 3;
3. A net decrease in the Capital Expenditure Budget of \$210,910 as per Attachment 4;
4. A net decrease in the closing surplus of \$1,187,352, resulting in a forecasted year end surplus at 30 June 2025 of nil as per Attachment 1;
5. Additional loan payment of \$480,000 towards Beatty Park Loan 10; and
6. **RATES WAIVER:**

Pursuant to Section 6.47 of the *Local Government Act 1995*, **WAIVES** the 2024/25 local government rates for the following properties:

Title Details	Rates Waiver 2024/25 \$
Lot 198 D/P 39921	1,331.75
Lot 889 D/P 426986	1,331.75
Lot 201 D/P 422599	1,331.75
Lot 300 D/P 425918	1,432.82
Lot 300 D/P 428786	1,105.53
Lot 301 D/P 428786	1,105.53
Lot 69 D/P 425941	1,331.75
Lot 888 D/P 426994	882.97
Lot 300 D/P 87141	660.40
Total	10,514.25

PURPOSE OF REPORT:

The purpose of this report is to consider and authorise the proposed mid-year budget review for 2024/25.

DELEGATION:

Section 33A(3) of the Local Government (Financial Management) Regulations 1996 requires Council to adopt by Absolute Majority any changes to the budget submitted for review.

BACKGROUND:

The review period covered for this budget is October 2024 to January 2025. The mid-year budget review has maintained a conservative approach and at the same time has increased budgeted revenue and expenditure in line with forecasted positions. An allowance was made to carry forward capital projects that will not be delivered in the current financial year.

DETAILS:

The budget amendments from this review incorporates the following adjustments:

- A net increase in the operating result of \$2,220,147 as per **Attachment 1**;
- A net increase in Cash Backed Reserves of \$3,621,883 as per **Attachments 3**;
- A net decrease in the capital budget of \$210,910 as per **Attachment 4**; and
- A net decrease in the closing surplus of \$1,187,352, resulting in a forecasted year end surplus at 30 June 2025 of nil as per **Attachment 1**.

Capital Expenditure

The 2024/2025 midyear budget review includes a capital expenditure program totalling \$25,834,568.

The City's major capital expenditure projects for this financial year include the Sullivan Logistics Stadium Turf and Lighting Upgrade (\$5,125,887), Litis Stadium Infrastructure works (\$2,313,839), Robertson Park project (\$2,001,227), Beatty Park Projects (\$1,946,708), Heavy Fleet Replacement (\$1,805,000) and a new Drainage Truck (\$665,000).

Further detail of the total amendments of \$210,910 to the capital expenditure budget are included in **Attachment 3**.

Some of the key capital budget amendments are summarised below:

Description	Current Budget	Proposed Revised Budget	Net Movement	Comments
BPLC - Repair and Maintain Heritage Grandstand	22,629	954,277	931,648	Increase due to Asbestos Removal and Encapsulation proposal
Drainage Truck	-	665,000	665,000	Brought forward from FY26
R2R - Albert Street - Tay St to Barnett St	-	123,769	123,769	Increase in line with actuals
R2R - Raglan Road - Hutt to Hyde Street	109,971	216,000	106,029	\$70k increase in grant funding, and additional increase in line with actuals
Dog & Leisure Park - Upgrade & Construction	-	86,000	86,000	Brought forward from FY26
Accessible City Strategy Implementation - Capex for future years subject to Cash-in Lieu Reserve Funds received	56,362	117,000	60,638	Increase in line with actuals
COVID-19 Artwork relief project	146,750	56,750	(90,000)	Carry forward to FY26
Air Con/HVAC Renew - Mt Hawthorn Comm Centre (Leased)	100,000	-	(100,000)	Carry forward to FY26
Mt Hawthorn Com Centre - Roof Renewal	200,000	-	(200,000)	Carry forward to FY26
BPLC - Eastern Side Grandstand - Water Ingress	350,000	859	(349,141)	Carry forward to FY26
Bicycle Network	511,001	4,837	(506,164)	Carry forward to future year
Lightfleet program- various vehicles	550,000	-	(550,000)	Carry forward to FY26

Operating Revenue

Further detail of the main operating revenue budget amendments are included in **Attachment 5**. Operating revenue has increased by \$4,018,982 with key changes include below:

Fees and charges increased by \$966,038. The breakdown of the key fees and charges amendments are as follows:

Service Area	Details	\$ Budget Increase/(Decrease)
Beatty Park	Increase in enrolment fees, membership, admission and merchandise sales	570,000
Rangers	Increase in car park revenue and parking infringement revenue to align with year-to-date actuals	504,362
Statutory Planning Services	Increase in Development Application Panel Fees revenue based on pre-lodgement	91,496
Public Health and Built Environment	Decrease due to delays in procuring a supplier to carry out the food business inspections	(285,400)

Grants and Subsidies has increased by \$577,009 due to successfully securing the Housing Support Program grant from the federal government.

Interest earnings has increased by \$437,700 mainly due to higher interest rates and cash balances

CRC Joint Venture has increased by \$2,083,333 due to higher forecasted distributions.

Operating Expenses

Further detail of the main operating expense budget amendments greater than \$10,000 are included in **Attachment 5**. Operating expenses have increased by \$1,798,835 with key changes included below:

Depreciation has increased by \$838,860 mainly due to higher asset values.

Employee Costs have increased by \$257,931 mainly due to the Enterprise Agreement increases and an increase workers compensation insurance premiums.

An increase in **materials and contracts of** \$657,937 mainly due to:

- Major Projects increase in consulting and legal costs for the Leederville car park development unsolicited bid and other major projects \$215,520;
- Beatty Park Leisure Centre increase in cleaning, security and maintenance costs of \$144,000;
- Parks Services increase in maintenance and contractors costs of \$139,386;
- Statutory Planning Services increase in professional services of \$93,000 due to increase in development applications;
- City Buildings & Asset Management increase in general maintenance and cleaning for buildings and public halls and facilities of \$50,330;
- A decrease in health inspection costs to align with decrease in revenue by Public Health of \$210,000;
- Works & Operations Services savings of \$42,485 from footpath maintenance being done internally and new drainage truck in use.

An increase in **other expenditure** of \$70,882 mainly due to an increase in Beatty Park repairs and maintenance of geothermal and pool filters.

Rates Waivers

Several properties within the City are currently zoned as vacant land but are designated for road reserve purposes. These properties are privately owned and are not available for development or private use due to their designation as future road reserves.

Title Details	Rates Waiver 2024/25 \$
Lot 198 D/P 39921	1,331.75
Lot 889 D/P 426986	1,331.75
Lot 201 D/P 422599	1,331.75
Lot 300 D/P 425918	1,432.82
Lot 300 D/P 428786	1,105.53
Lot 301 D/P 428786	1,105.53
Lot 69 D/P 425941	1,331.75
Lot 888 D/P 426994	882.97
Lot 300 D/P 87141	660.40
Total	10,514.25

Despite their restricted use, these properties remain subject to local government rates with differential minimum payment applying to all of these properties.

Section 6.47 of the *Local Government Act 1995* provides discretionary power for the Council to waive, grant concessions, or write off rates and charges under circumstances deemed appropriate.

Cash Backed Reserves

Details of the cash backed reserves amendments are included in **Attachment 3**. The net proposed increase in reserves is \$3,621,883 with key movements below:

Transfer to reserves has increased by \$3,629,024 mainly due to an increase in CRC reserves and capital works deferred to FY26.

- CRC Reserves \$2,083,333;
- Asset Sustainability Reserve capital carry forwards \$1,1012,347 and an additional transfer from a budget surplus of \$485,377;
- Higher interest income \$300,000; and
- POS reserve general reserve for the telecommunications tower lease \$48,000.

Transfer from reserves has increased by \$307,141 mainly due to the capital works deferred to FY26 and new capital works:

- Asset sustainability transfers from reserve increased by \$354,003 mainly due to:
 - o purchase of drainage truck of \$665,000, partially offset by:
 - o the postponed Bicycle network works (\$250,000),
 - o the delays in purchase of plant (\$33,000), and
 - o delays in asset renewals for buildings (\$27,997).
- Cash in lieu parking reserve increase (North Perth Traffic Study) \$60,638; and
- Percentage of Public Art Reserve (COVID Artwork Relief project & Public Artlets) (\$107,500).

As detailed in the Statement of Financial Activity at **Attachment 1**, the revised budget forecast at 30 June 2025 is a surplus of nil.

Budget Surplus

The combination of higher opening surplus funds and an improved operating result for 2024/25, has resulted in additional surplus funds being available in the budget. The following recommendations have been included in the Mid-Year Budget Review:

- Transfer to the Asset Sustainability Reserve to support long term financial sustainability and the 4-year capital works plan \$485,377; and
- Repayment of high interest debt \$480,000.

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.

LEGAL/POLICY:

The *Local Government Act 1995* requires that a budget review be undertaken each financial year, in the period between January and February of a financial year.

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

- (1) *Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.*
 - (2A) *The review of an annual budget for a financial year must –*
 - (a) *consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local government's financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *The review of the annual budget for a financial year must be submitted to council on or before 31 March in that financial year.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*
- (4) *Within 14 days after a council has made a determination, a copy of the review is to be provided to the Department.*

RISK MANAGEMENT IMPLICATIONS

Low: Conducting this budget review ensures the City is properly managing its finances to meet current priorities and commitments.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

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

SUSTAINABILITY IMPLICATIONS:

The Annual Budget, Capital Works Program and Long-Term Financial Plan provide resources to support the City of Vincent's Sustainability Programs.

PUBLIC HEALTH IMPLICATIONS:

The Annual Budget, Capital Works Program and Long-Term Financial Plan provide resources to support the City of Vincent's Public Health Programs.

FINANCIAL/BUDGET IMPLICATIONS:

The various budget amendments set out in this paper decreases the budget surplus at 30 June 2025 from \$1,187,352 to nil.



CITY OF VINCENT

CITY OF VINCENT
MID YEAR BUDGET REVIEW 2024/25
STATEMENT OF FINANCIAL ACTIVITY
Attachment 1

	Adopted Budget	First Quarter Year Budget	Updated Budget Estimates (a)	Year to Date Actual	Estimated Year at End Amount (b)	Predicted Variance (a) - (b)
	2024/25	2024/25	2024/25	31-Jan-25	2024/25	2024/25
OPERATING ACTIVITIES						
Net current assets at start of financial year - surplus/(deficit)	4,689,661	6,962,305	6,962,305	6,962,305	6,962,305	0
Revenue						
Operating grants, subsidies and contributions	1,693,715	1,043,715	1,620,724	352,515	1,620,724	0
Fees and charges	24,628,387	24,542,802	25,508,840	15,848,375	25,508,840	0
Interest earnings	2,080,000	2,080,000	2,517,700	1,942,651	2,517,700	0
Other revenue	1,332,125	1,332,125	1,337,125	1,339,104	1,337,125	0
Profit on asset disposals	451,752	451,752	401,654	178,903	401,654	0
Profit on Assets Held for Sale (CRC Joint Venture)	3,750,000	3,750,000	5,833,333	3,541,667	5,833,333	0
	33,935,979	33,200,394	37,219,376	23,203,215	37,219,376	0
Expenses						
Employee costs	(33,656,433)	(33,656,433)	(33,914,360)	(19,283,127)	(33,914,360)	0
Materials and contracts	(24,802,697)	(24,802,697)	(25,460,634)	(13,276,012)	(25,460,634)	0
Utility charges	(1,968,786)	(1,968,786)	(2,009,836)	(1,000,816)	(2,009,836)	0
Depreciation on non-current assets	(13,122,588)	(13,122,588)	(13,961,448)	(8,162,236)	(13,961,448)	0
Interest expenses	(378,943)	(378,943)	(395,811)	(165,288)	(395,811)	0
Insurance expenses	(801,318)	(801,318)	(725,468)	(467,439)	(725,468)	0
Other expenditure	(881,243)	(881,243)	(952,125)	(657,017)	(952,125)	0
Loss on disposal of assets	(13,043)	(13,043)	(4,204)	(981)	(4,204)	0
	(75,625,051)	(75,625,051)	(77,423,886)	(43,012,916)	(77,423,886)	0
Net Operating excluding Rates	(41,689,072)	(42,424,657)	(40,204,510)	(19,809,701)	(40,204,510)	0
(Profit) on disposal of assets	(451,752)	(451,752)	(401,654)	(161,824)	(401,654)	0
Loss on disposal of assets	13,043	13,043	4,204	981	4,204	0
Depreciation and amortisation on assets	13,122,588	13,122,588	13,961,448	8,162,236	13,961,448	0
Profit/loss on Assets Held for Sale - CRC Joint Venture	(3,750,000)	(3,750,000)	(5,833,333)	(3,719,589)	(5,833,333)	0
Non-cash amounts excluded from operating activities	8,933,879	8,933,879	7,730,665	4,281,804	7,730,665	0
Amount attributable to operating activities	(32,755,193)	(33,490,778)	(32,473,845)	(15,527,897)	(32,473,845)	0
INVESTING ACTIVITIES						
Capital grants, subsidies and contributions	4,552,261	9,270,338	9,139,882	2,734,697	9,139,882	0
Proceeds from disposal of assets	552,350	552,350	479,293	236,322	479,293	0
Proceeds from Joint Ventures	3,750,000	3,750,000	5,833,333	3,541,667	5,833,333	0
Purchase of property, plant and equipment	(9,197,061)	(9,777,998)	(10,337,556)	(4,717,544)	(10,337,556)	0
Purchase and construction of infrastructure	(10,935,546)	(16,267,480)	(15,497,012)	(5,150,641)	(15,497,012)	0
Amount attributable to investing activities	(11,277,996)	(12,472,790)	(10,382,060)	(3,355,499)	(10,382,060)	0
FINANCING ACTIVITIES						
Principal elements of finance lease payments	(264,318)	(264,318)	(264,318)	(164,432)	(264,318)	0
Repayment of long term borrowings	(1,498,010)	(1,498,010)	(1,961,142)	(788,050)	(1,961,142)	0
Transfers to reserves (restricted assets)	(6,179,099)	(6,428,903)	(10,357,927)	(5,373,208)	(10,357,927)	0
Transfers from reserves (restricted assets)	2,982,397	3,927,814	4,234,955	1,934,642	4,234,955	0
Amount attributable to financing activities	(4,959,030)	(4,263,417)	(8,348,432)	(4,391,048)	(8,348,432)	0
Net current assets - surplus/(deficit)	(44,302,558)	(43,264,680)	(44,242,032)	(16,312,139)	(44,242,032)	0
Total amount raised from general rates	44,452,032	44,452,032	44,242,032	44,196,684	44,242,032	0
Net current assets - surplus/(deficit)	149,474	1,187,352	0	27,884,545	0	0

Attachment - 2

1

CITY OF VINCENT
MID YEAR BUDGET REVIEW 2024/25
CASH BACKED RESERVES
Attachment 3

Reserve Particulars	First Quarter Review		Mid Year Review		First Quarter Review		Mid Year Review		First Quarter Review		Mid Year Review		First Quarter Review		Mid Year Review	
	Opening Balance	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget
	1/07/2024	30/06/2025	30/06/2025	30/06/2025	30/06/2025	30/06/2025	30/06/2025	30/06/2025	30/06/2025	30/06/2025	30/06/2025	30/06/2025	30/06/2025	30/06/2025	30/06/2025	30/06/2025
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Asset Sustainability Reserve	9,406,909	1,649,941	3,147,665	319,765	439,677	(2,650,608)	(3,004,611)	8,726,008	9,989,641							
Beatty Park Leisure Centre Reserve	273,462	0	0	8,772	12,061	(85,000)	(85,000)	197,234	200,523							
Cash in Lieu Parking Reserve	1,014,538	0	0	32,029	44,040	(633,162)	(693,800)	413,405	364,778							
Hyde Park Lake Reserve	175,492	0	0	6,481	8,911	0	0	181,973	184,403							
Land and Building Acquisition Reserve	323,439	0	0	11,944	16,423	0	0	335,383	339,862							
Leederville Oval Reserve	107,344	0	0	2,782	3,826	(75,344)	(75,344)	34,782	35,826							
Loftus Community Centre Reserve	149,712	0	0	5,529	7,602	0	0	155,241	157,314							
Loftus Recreation Centre Reserve	285,115	72,895	72,895	4,565	6,277	(216,813)	(216,813)	145,762	147,474							
Office Building Reserve - 246 Vincent Street	216,638	0	0	7,999	10,998	0	0	224,637	227,636							
Parking Facility Reserve	114,926	0	0	4,244	5,836	0	0	119,170	120,762							
Percentage For Public Art Reserve	303,870	0	0	8,260	11,357	(166,750)	(59,250)	145,380	255,977							
Plant and Equipment Reserve	138	0	0	0	0	(138)	(138)	(0)	(0)							
POS reserve - General	1,409,951	0	48,000	52,055	71,576	0	0	1,462,006	1,529,527							
POS reserve - Haynes Street	100,340	42,543	42,543	3,122	4,293	0	0	146,005	147,176							
State Gymnastics Centre Reserve	152,078	13,524	13,524	5,613	7,718	(100,000)	(100,000)	71,215	73,320							
Strategic Waste Management Reserve	271,472	100,000	100,000	10,097	13,884	0	0	381,569	385,356							
Catalina Land Sales Reserve	6,022,134	3,750,000	5,833,300	222,533	305,983	0	0	9,994,667	12,161,417							
Underground Power Reserve	2,551,268	0	0	94,210	129,538	0	0	2,645,478	2,680,806							
	22,878,826	5,628,903	9,257,927	800,000	1,100,000	(3,927,815)	(4,234,956)	25,379,915	29,001,798							

CITY OF VINCENT
MID YEAR BUDGET REVIEW 2024/25
CAPITAL BUDGET INCLUDING CARRY FORWARDS
Attachment 4

Description	Current Budget	Proposed Revised Budget	Net Movement	Carry forward to Future Years - as at MYBR	Comments
<u>Land and Building Assets</u>					
Air Conditioning & HVAC Renewal					
Air Conditioning & HVAC Renewal - Admir	483,560	483,560	-		
Air Con & HVAC Renew - Miscellaneous	91,570	91,570	-		
Air Con/HVAC Renew - Mt Hawthorn Comm Centre (Leased)	100,000	-	(100,000)	100,000	Carry forward to 2026FY
Leederville Oval - HVAC Renewal - East Perth Function Room	120,000	191,000	71,000		Reallocate savings from Admin Lift, Admin Centre Stage 1 & DLGSC balcony tiling renewal
Public Toilet Renewal Program					
Britannia Road Pavilion Toilets - Roof Resheeting	70,000	89,910	19,910		Reallocate savings from Misc Asset Renewal & Lease Property Renewal
BPLC - Construction of Indoor Changerooms					
BPLC - Construc & Fit Out Indoor Pool Changerooms	738,509	772,509	34,000		Reallocate savings from BPLC - Facilities Infrastructure Renewal
Litis Stadium changeroom redevelopment					
Infrastructure Works - Litis Stadium	1,759,921	1,831,921	72,000		Reallocate from Painting Renewal and Water and Energy Efficiency
Floreat Athena Clubroom Refurbishment - Litis Stadium	175,918	481,918	306,000		Increased in line with additional grant funding to be received in FY26
Beatty Park Leisure Centre - Facilities Infrastruc					
BPLC - Facilities Infrastructure Renewal	250,000	210,000	(40,000)		Reallocate savings to BPLC - Pool Change Rooms Construction
BPLC - Pool Tiling Works	9,063	9,063	-		
BPLC - Eastern Side Grandstand - Water Ingress	350,000	859	(349,141)	349,141	Carry forward to 2026FY
BPLC - Repair and Maintain Heritage Grandstand	22,629	954,277	931,648		Due to Asbestos Removal and Encapsulation proposal
Miscellaneous Asset Renewal (City Buildings)					
Misc Asset Renewal - City buildings	100,000	80,403	(19,597)		Reallocate to Britannia Road Pavilion Toilets
Loftus - Gymnastics WA - Renew Fans and Ventilation	100,000	100,000	-		
Forrest Park Croquet - Kitchen Renewal	15,000	-	(15,000)	15,000	Carry forward to 2026FY
City Buildings Painting Renewal	30,000	-	(30,000)		Reallocate to infrastructure works at Litis Stadium
Land and Building Asset Renewal Projects					
DLGSC - Lighting Renewal	243,302	243,302	-		
Lease Property Non Scheduled Renewal	101,500	93,100	(8,400)		Reallocate savings to Britannia Road Pavillion & Leederville Oval - HVAC Renewal
Library Renewals - Upgrades to Accessibility	85,000	85,000	-		
Gym roof repairs (Leased Belgravia)	60,000	60,000	-		
Lift Renewal - Administration & Civic Centre	240,000	220,000	(20,000)		Reallocate savings to Leederville Oval HVAC Renewal
Leederville Oval - Misc Buildings Renewal	12,436	12,436	-		
Administration Centre Stage 1 - Accessibility (2024)					
Stage 2 - Customer Service and Foyer Renewal (2025)	300,000	280,000	(20,000)		Reallocate savings to Leederville Oval HVAC Renewal
Loftus - Gymnastics WA - Roof Renewal	100,000	100,000	-		
Mt Hawthorn Com Centre - Roof Renewal	200,000	-	(200,000)	200,000	Carry forward to 2026FY
DLGSC - Renew balcony tiling and waterproofing	35,000	-	(35,000)		Reallocate savings to Leederville Oval - HVAC Renewal & Floreat Athena Clubroom
North Perth Bowling Club - conversion of bowling green	66,000	66,000	-		
Water and Energy Efficiency Initiatives					
Water and Energy Efficiency Initiatives	50,000	10,000	(40,000)		Reallocate savings to infrastructure works at Litis Stadium
Litis Stadium					
Litis Stadium Floodlights	10,000	10,000	-		
<u>Land & Building Assets Total</u>	5,919,408	6,476,828	557,420	664,141	

Furniture & Equipment Assets**Beatty Park Leisure Centre - Furniture & Equipment**

BPLC - Non Fixed Assets Renewal	195,000	195,000	-
BPLC Non-Infrastructure Fixed Asset Renewal	100,000	100,000	-

ICT Renewal Program

ICT Infrastructure Renewal	120,000	150,000	30,000
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Upgrades to council chamber

Public Arts Projects

COVID-19 Artwork relief project	146,750	56,750	(90,000)
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90,000 Carry forward to 2026FY - William Street and final payment Leederville

Miscellaneous Asset Renewal (City Buildings)

Furniture and Equipment Renewal - (Admin, Library and Depot)	40,000	40,000	-
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Parking Machines Asset Replacement Program

Parking Infrastructure Renewal Program	226,012	226,012	-
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Accessible City Strategy Implementation Program

Accessible City Strategy Implementation - Capex for future years subject to Cash-in Lieu Reserve Funds received	56,362	117,000	60,638
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Increase in cost for North Perth traffic Study - Milestones 5 to 8

Furniture & Equipment Assets Total	884,124	884,762	638	90,000
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Plant & Equipment Assets**Major Plant Replacement Program**

Heavy Fleet Replacement Program	1,785,000	1,805,000	20,000
Rubbish Compactor Rear Loader Tidy Bin Truck			
Trailer – Emergency Management (Rangers)			
10 Tonne Rubbish Compactor Side Arm - late carry forward from 2024FY			
10 Tonne Rubbish Compactor Side Arm - Volvo			
Tractor - Kubota (Parks Mowing)			
Tractor - Kubota (Parks Mowing)			
Mower / Ride On Rotary John Deere 1570 (Hyde Park)			
Mower / Ride On - Jacobsen (5 Gang reel mower)			
Mower - Wing Deck Roller mower			
Fertiliser Spreader - Vicon			

To purchase a mowing trailer to suit new mower

Other Major Plants

Drainage Truck	-	665,000	665,000
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Bring forward purchase of the drainage truck from FY26

Fleet Management Program

Light Fleet Replacement - Annual Allocation	-	-	-
P1267 - Toyota Camry Hybrid 2.5Lt. Rego. 1GUX039	50,000	-	(50,000)
P1262 - Toyota Corolla Hybrid 1GRY421	50,000	50,000	-
P1270 - Toyota Corolla Hybrid 1GWG751, Ascent Hatch	50,000	-	(50,000)
P1271 - Toyota Corolla Hybrid 1GWG752, Ascent Hatch	50,000	-	(50,000)
P1272 - 1GWH072, Nissan LEAF EV 18MY, Artic White/Black	50,000	-	(50,000)
P1273 - 1GWH073, Nissan LEAF Ev 18MY	50,000	-	(50,000)
P1281 - HYUNDI - Ioniq EV Hatch - 1HCJ354 Rangers	50,000	-	(50,000)
P1282 - Toyota Corolla Sedan Hybrid - 1HDR934	50,000	-	(50,000)
P1289 - Kluger Hybrid Wagon 1HNG494	65,000	65,000	-
P2186 - Fiat Dobl 1.6L MTA SWBILR VAN Diesel - 1GEA133	50,000	-	(50,000)
P2193 - Nissan Navara 4x2 - 1GQG990	50,000	-	(50,000)
P2212 - Nissan Navara 4X DSL Auto DC RX - 1HCO126	50,000	-	(50,000)
P2213 - Renault Kangaroo 1HIY67	50,000	-	(50,000)
P2215 - NAVARA 4X2 1HK0697	50,000	-	(50,000)
P4006 - Trailer – Signage (Rangers)	8,000	-	(8,000)
P4009 - Box Trailer - 8WL891	3,000	3,000	-

25,000 Carry forward muni portion to 2026FY

28,000 Carry forward muni portion to 2026FY

32,000 Carry forward muni portion to 2026FY

Not required as previously replaced

20,000 Carry forward muni portion to 2026FY

24,480 Carry forward muni portion to 2026FY

35,000 Carry forward muni portion to 2026FY

36,200 Carry forward muni portion to 2026FY

33,060 Carry forward muni portion to 2026FY

50,000 Carry forward muni portion to 2026FY

30,970 Carry forward muni portion to 2026FY

33,500 Carry forward muni portion to 2026FY

Reallocate to heavy fleet

P4020 - Trailer - Polmac 7x4 - 1THI414	5,000	5,000	-	
P4022 - Trailer - Polmac 7x4 Tipper - 1THR345	-	-	-	
P4026 - Trailer - 6 X 4 Tradesman - 1TIX236	7,500	7,500	-	
P4029 - Trailer 6X4 14inch One Door 1TNN265	5,000	5,000	-	
P4030 - Trailer 8X6 2 tonner Flat Top	5,000	5,000	-	
P4032 - Trailer 6x4 Galvanized Import - 1TQH625	5,000	5,000	-	
P4035 - 7x4 Cage Trailer with ramp 1TSS280	5,000	5,000	-	
P2171 - Toyota Corolla Hybrid Hatch	25,000	-	(25,000)	Not required to replace
P2209 - VW Caddy Maxi TDI250	69,894	69,894	-	
P2200 - VOLKSWAGEN Caddy Maxi TDI250	69,894	69,894	-	
P1279 - Toyota Camry Hybrid SL	28,000	-	(28,000)	Not required to replace
P2212 - Nissan Navara 4x DSL	45,000	-	(45,000)	Not required to replace
P1286 - Corolla Sedan Hybrid 1HKS151	-	-	-	
New Vehicle - Light fleet addition	-	40,000	40,000	Reallocate savings from Minor Traffic Improvements
Artlets				
Artlets - Public Art - Sculpture	20,000	2,500	(17,500)	Final milestone
Miscellaneous				
Belgravia / Loftus Rec Centre - Purchase of Gym Equipments	156,813	156,813	-	
Parks Irrigation Upgrade & Renewal Program				
Weather Stations and Soil Moisture Probes	16,365	16,365	-	
Plant & Equipment Total	2,974,466	2,975,966	1,500	348,210
Infrastructure Assets				
Robertson Park Development Plan - Stage 1				
Robertson Park Stage 1A - Tennis Centre	378,015	378,015	-	
Greening program - Robertson Park	15,283	15,283	-	
Robertson Park Stage 1B/1C - Tennis Centre	1,579,000	1,579,000	-	
Robertson Park Stage 1B - Contingency	-	-	-	
Robertson Park Stage 1A - Contingency	28,929	28,929	-	
Robertson Park Development Plan - Stage 2				
Dog & Leisure Park - Upgrade & Construction	-	86,000	86,000	Bring forward FY26 project and reallocation from Banks Reserve
MISCELLANEOUS				
Temporary at-grade car park	450,000	450,000	-	
Parks Fencing Renewal Program				
Shakespeare St Res - renew perimeter fencing	30,000	30,000	-	
Jack Marks Reserve - renew perimeter fencing	50,000	50,000	-	
Footpath Upgrade and Renewal Program				
Footpath Upgrade and Renewal Program	185,500	210,266	24,766	Reallocate savings from Annual Local Roads Program
Parks Irrigation Upgrade & Renewal Program				
Britannia Reserve - renew groundwater bore (south) No 40	45,000	5,000	(40,000)	Investigations determined renewal not required. Reallocated savings to various projects.
Keith Frame Res - renew ground irrigation system and electrical cubicle and bore renewal	119,386	91,440	(27,946)	Reallocate savings to Tree Removals due to significantly increased number of tree removals
Hyde Park - renew groundwater bores No 24 and 29	90,000	60,000	(30,000)	Reallocate savings to Parks maintenance (Opex)
Robertson Park - renew groundwater bore No 31	50,000	50,000	-	
Gladstone St Res - renew irrigation, elec cabinet and ground water bore	120,000	80,000	(40,000)	Reallocate savings to Forrest Park Irrigation due to groundwater bore renewal not required
Ellesmere St Res - renew groundwater bore & electrical cabinet	75,000	75,000	-	

Brentham St Res - renew groundwater bore and electrical cabinet	75,000	30,000	(45,000)	Reallocate savings to Forrest Park Irrigation due to groundwater bore renewal not required
Oxford St Res - renew groundwater bore, electrical cabinet and install iron filter	170,000	-	(170,000)	Works to be deferred due to Carpark Redevelopment and reallocated to various projects (Capex & Opex)
Forrest Park - upgrade irrigation system and electrical cabinet	250,000	335,000	85,000	Reallocate savings from Gladstone St Irrigation and Brentham St Irrigation due to quotes being assessed
Litis Stadium - Inground Irrigation Renewal	90,000	90,000	-	
Road Maintenance Programs – MRRG				
Annual MRRG Program - bgt to be split	79,508	-	(79,508)	
MRRG - Brady Street South Bound	185,689	185,689	-	
MRRG - Bulwer Street EB	233,936	275,213	41,277	Reallocate savings from Annual Local Road Program
MRRG - Angove Street EB	242,747	275,213	32,466	Reallocate savings from Annual Local Road Program
MRRG - Leederville Pde	368,120	376,002	7,882	Reallocate savings from Annual Local Road Program
Road Maintenance Programs – Local Road Program				
Annual Local Roads Program - bgt to be split	548,455	-	(548,455)	Reallocate savings to Roads to Recovery, Footpath Upgrade and Renewal programs
LRP - Melrose St - Oxford St to Leicester St	159,830	159,830	-	
LRP - Stamford St - Melrose Street to Freeway Off Ramp	86,845	86,845	-	
LRP - Barnet St - Bourke Street to Barnet place	182,820	182,820	-	
LRP - Vine St - View Street to Alma Road	66,000	66,000	-	
LRP - Amy St - Lake St to Cul-De-Sac	89,870	89,870	-	
LRP - Halyey Ave - Bruce St to Richmond St	-	41,271	41,271	
LRP - Eton St - Ellesmere St to Green St	191,785	191,785	-	
LRP - Old Aberdeen Place - Golding St to Cul De Sac	92,840	92,840	-	
LRP - Broome Street - Beaufort St to Smith St	181,555	181,555	-	
LRP - Glebe Street - View St to Alma Rd	-	-	-	
LRP - Raglan Rd - Fitzgerald St to Norfolk St	-	-	-	
LRP - Forrest Street - Norfolk St to William St	-	104,107	104,107	
LRP - Forrest Street - William St to Walcott St	-	112,910	112,910	
LRP - Chamberlain Street - Loftus Street to Pennant Street	-	-	-	
LRP - Hardy Street - Howlett Street to Scarborough Beach Road	-	-	-	
LRP - Richmond Street - Oxford Street to Leicester Street	-	-	-	
LRP - Albert Street - Barnet Street to Charles	104,182	104,182	-	
LRP - Dunedin Street - Woodstock Street	-	-	-	
LRP - Pennant Street - Kadina Street to	-	-	-	
LRP - Stuart Street - Fitzgerald Street	-	-	-	
Parks Greening Plan Program				
Greening plan	150,000	150,000	-	
Post PSHB Restoration Works	125,000	125,000	-	
Traffic Management Improvements				
Minor Traffic Management Improvements	283,736	260,391	(23,345)	Reallocate savings to purchase of Light Fleet
Parks Infrastructure Upgrade & Renewal Program				
Parks Infrastructure Upgrade & Renewal - BBQ provision	45,000	45,000	-	
Axford Park - replace flag poles	10,000	10,000	-	
Accessible City Strategy Implementation Program				
Wayfinding Implementation Plan - Stage 1	126,800	126,800	-	
Road Maintenance Programs – State Black Spot				
Blackspot - Broome/Wright, Highgate	218,994	218,994	-	
Blackspot - Brady Street & Tasman Street	-	7,754	7,754	
Road Maintenance Programs – Roads to Recovery				
Annual Roads to Recovery Program - bgt to be split	27,244	-	(27,244)	

R2R - Albert Street - Tay St to Barnett St	-	123,769	123,769		Reallocate savings from Annual Local Road Program
R2R - Brentham Street - Egina and Raglan	-	2,577	2,577		Reallocate savings from Annual Local Road Program
R2R - Raglan Road - Hutt to Hyde Street	109,971	216,000	106,029		Increased grant funding for FY25
R2R - Egina Street - Scarborough Beach Road to Ber	-	19,771	19,771		Increased grant funding for FY25
R2R - Haley Ave - Bruce St to Richmond St	36,795	40,000	3,205		Increased grant funding for FY25
R2R - Bramall Street - E Parade to Joel Tce	59,730	66,000	6,270		Increased grant funding for FY25
Public Open Space Strategy Implementation Plan					
Public Open Space Strategy Implementation	30,600	30,600	-		
Birdwood Square - Public Toilets	24,695	24,695	-		
Birdwood Square upgrades - POS elements	59,530	59,530	-		
Parks Lighting Renewal Program					
Lighting Renewal Program - General Provision	50,000	50,000	-		
Community Safety Initiatives					
Laneway Lighting Program	83,200	83,200	-		
Banks Reserve Master Plan Implementation					
Walter's Brook Crossing	248,475	212,475	(36,000)		Reallocate savings to Robertson Park Dog & Leisure Park
General landscape - EPPS Foreshore Upgrades	50,000	50,000	-		
Boardwalk - Interpretation Node	17,569	17,569	-		
General landscape upgrades	50,000	-	(50,000)		Reallocate to Robertson Park Dog & Leisure Park
Gully Soak-well and Minor Drainage Improvement Program					
Minor Drainage Improvement Program	87,893	97,881	9,988		In line with actuals
Catchment Drainage Improvements	500,000	500,000	-		
Gully Soak Well Program	-	11,152	11,152		In line with actuals
Mt Hawthorn West Drain Improv – Stage 1	-	-	-		
Parks Eco-Zoning Program					
Monmouth Street	8,136	8,136	-		
Jack Marks Reserve - Eco-zoning	10,000	20,000	10,000		Increased scope of work. Reallocate savings from Bourke St Eco-zoning
Road Reserves - Eco-zoning	13,000	13,000	-		
Bourke Street Reserve - Eco-zoning	20,000	5,000	(15,000)		Minor works required. Reallocate savings to Jack Marks Eco-zoning & Leake/Alma Eco-zoning
Leake/Alma Street Reserve - Eco-zoning	7,000	12,000	5,000		Increased scope of work. Reallocate savings from Bourke St Eco-zoning
Blackford Street Reserve - Eco-zoning	-	-	-		
Parks Pathways Renewal Program					
Venables Park - re-asphalt existing bitumen pathways	50,000	50,000	-		
Banks Reserve - re-asphalt existing bitumen pathways	50,000	50,000	-		
Car Parking Upgrade/Renewal Program					
Minor Capital Improv of City Car Parks (General Provision)	-	-	-		
Access and Inclusion (DAIP) – ACROD Parking Improve Program	30,000	30,000	-		
Accessibility audits and proposed project implementation	50,000	50,000	-		
Bus Shelter Replacement and Renewal Program					
Bus Shelters - Replace & Upgrade	40,000	40,000	-		
Parks Playground / Exercise Equipment Upgrade					
Britannia Reserve - replace exercise equipment	80,000	80,000	-		
Edinboro St Res - repl playground equipment and soft fall	160,000	170,000	10,000		Landscaping works reallocate savings from playground installation & Oxford St Irrigation
Hyde Park - renew playground and softfall (east)	150,000	157,000	7,000		Reallocate savings from Oxford St Irrigation
Auckland & Hobart St Reserve - replace shade sails	25,000	16,593	(8,407)		Reallocate savings to Braithwaite Park Playground

Beatty Park Reserve - Renew Playground Equipment and Softfall	170,000	180,000	10,000	Landscaping works reallocate savings from playground installation & Oxford St Irrigation
Birdwood Square - Renew Playground Equipment and Softfall	170,000	170,000	-	
Leased Properties Margaret Kindy - Playground Equipment and Softfall Renewal	100,000	100,000	-	
Braithwaite Park - playground and soft fall replac (south)	85,793	94,200	8,407	Reallocate savings from Auckland/Hobart Shade Sails
Lynton St Res - Renew/rep playground equipment	-	-	-	
Hyde Park - water playgrounc	-	-	-	
Bicycle Network				
Bicycle Network	511,001	4,837	(506,164)	250,000 Project postponed. Carry forward reserve portion to future years
Bicycle Network - Travel Smart Actions	25,475	25,475	-	
Rights of Way Rehabilitation Program				
Rights of Way Rehab Program	126,000	126,000	-	
Street Lighting Renewal Program				
Street Lighting Upgrade Program	30,000	30,000	-	
Skate Space at Britannia Reserve				
Mt Hawt Skate Park - Youth Skate Facility (Election Commitment)	165,440	165,440	-	
Car Parking Upgrade/Renewal Program				
HBF Stadium Car Park	54,220	54,220	-	
Sullivan Logistics Stadium Turf & Lighting Upgrade				
Sullivan Logistics Stadium Turf Upgrade	2,506,175	2,506,175	-	
Sullivan Logistics Stadium Lighting Upgrade	2,619,712	2,619,712	-	
Infrastructure Assets Total	16,267,479	15,497,011	(770,468)	250,000
Total	26,045,477	25,834,567	(210,910)	1,352,351

CITY OF VINCENT
MID YEAR BUDGET REVIEW 2024/2025
OPERATING BUDGET ANALYSIS

Attachment - 5

Accounts	Annual Current Budget	YTD Actuals upto Jan 2025	Annual Revised Budget	Revised budget vs Current budget	Revised Budget comments
01000 - Chief Executive Officer					
99.00001859.0307.0411 - Operating Initiatives	-	1,971.00	36,720.00	36,720.00	Transfer between accounts for PICG
99.00003506.0118.0411 - Operating Initiatives	30,000.00	8,663.72	20,000.00	(10,000.00)	Transfer between accounts for PICG
99.00003869.0101.0300 - Salaries	-	63,129.96	12,527.00	12,527.00	Higher PICG costs
99.00003869.0307.0411 - Operating Initiatives	36,720.00	84,395.29	16,863.00	(19,857.00)	Transfer between accounts for PICG
01000 - Chief Executive Officer Total	502,493.00	391,097.26	512,729.00	10,236.00	
01010 - Corporate Strategy and Governance					
99.00001533.0107.0612 - Legal Fees	105,000.00	41,909.47	40,000.00	(65,000.00)	Transferred to Major Projects
01010 - Corporate Strategy and Governance Total	596,247.00	279,430.84	536,869.00	(59,378.00)	
01015 - Human Resource					
99.00001535.0104.0321 - Staff Training	55,000.00	24,855.31	65,000.00	10,000.00	Additional training for staff
99.00001535.0104.0325 - Employment Advertisement	20,000.00	13,630.36	30,000.00	10,000.00	Additional funding for promotional materials and more advertising
99.00001535.0106.0407 - Subscription/Publications	70,000.00	4,212.52	50,000.00	(20,000.00)	Adjustments based on actuals
99.00001535.0107.0400 - Consultants	-	-	15,000.00	15,000.00	Employee Engagement Survey
01015 - Human Resource Total	1,054,251.00	543,353.15	1,066,319.00	14,068.00	
01020 - Information Technology					
99.00001541.0100.0418 - Software Licence Fees	1,613,385.00	1,082,112.62	1,503,385.00	(110,000.00)	Savings from non renewal of security system
99.00001541.0100.0506 - Furniture & Equipment Purchased	61,000.00	72,863.16	91,000.00	30,000.00	Additional funds for addition PC and printer lease
99.00001541.0107.0400 - Consultants	701,500.00	419,097.86	751,500.00	50,000.00	Additional funds for transition to new security system
01020 - Information Technology Total	2,954,584.00	1,910,490.09	2,930,885.00	(23,699.00)	
01050 - Rates					
01050.0900.0001 - Rates - Interim	(400,000.00)	(90,988.82)	(200,000.00)	200,000.00	Decrease in interim rates due to reduction in property development activity
01050.0900.0004 - Rates Waiver	130,000.00	120,270.10	140,000.00	10,000.00	Additional waiver for approval
01050.0900.0013 - Rates - Instalment Interest	(220,000.00)	(233,146.42)	(235,000.00)	(15,000.00)	Adjustments based on actuals
01050.0900.0064 - Administration Fees Income	(150,000.00)	(130,992.00)	(132,000.00)	18,000.00	Adjustments based on actuals
99.00001771.0118.0411 - Operating Initiatives	50,000.00	-	30,000.00	(20,000.00)	Lower applications received
01050 - Rates Total	(266,848.00)	(156,021.19)	(72,953.00)	193,895.00	
01055 - Insurance and General Purpose					
99.00001433.0001.0028 - Interest Received Banks & Others	(860,000.00)	(843,206.74)	(980,000.00)	(120,000.00)	Interest earnings adjusted due to higher cash balances and interest rates
99.00001434.0001.0028 - Interest Received Banks & Others	(800,000.00)	(680,802.04)	(1,100,000.00)	(300,000.00)	Interest earnings adjusted due to higher cash balances and interest rates
99.00001540.0100.0607 - Municipal Property Multi Risk/General	344,634.00	201,040.00	277,248.00	(67,386.00)	Adjustments based on actuals
01055 - Insurance and General Purpose Total	(858,682.00)	(1,056,569.78)	(1,354,532.00)	(495,850.00)	
01065 - Rec Centre / Beatty Park					
99.00000842.0500.0515 - Contractors	189,000.00	98,231.91	199,000.00	10,000.00	In line with actuals
99.00001458.0001.0063 - Admission Fees Income	(40,000.00)	(31,177.23)	(50,500.00)	(10,500.00)	Higher in line with increased revenue
99.00001459.0001.0063 - Admission Fees Income	(520,000.00)	(330,214.89)	(555,000.00)	(35,000.00)	Higher in line with increased revenue
99.00001464.0001.0071 - Enrolment Fees Income	(330,000.00)	(195,806.11)	(365,000.00)	(35,000.00)	Higher in line with increased revenue
99.00001466.0001.0071 - Enrolment Fees Income	(120,000.00)	(93,265.53)	(162,000.00)	(42,000.00)	Higher in line with increased revenue
99.00001467.0001.0071 - Enrolment Fees Income	(1,180,000.00)	(763,758.92)	(1,380,000.00)	(200,000.00)	Higher in line with increased revenue
99.00001468.0001.0071 - Enrolment Fees Income	(120,000.00)	(103,409.88)	(169,000.00)	(49,000.00)	Higher in line with increased revenue
99.00001475.0001.0067 - Merchandise Sales Income	(740,000.00)	(488,023.53)	(768,000.00)	(28,000.00)	Higher in line with increased revenue
99.00001477.0001.0063 - Admission Fees Income	(110,000.00)	(75,043.68)	(120,000.00)	(10,000.00)	Higher in line with increased revenue
99.00001481.0001.0065 - Usage Fees / Charges	(60,000.00)	(78,674.67)	(102,000.00)	(42,000.00)	Higher in line with increased revenue
99.00001548.0001.0061 - Membership Fees Income	(3,800,000.00)	(2,445,105.08)	(3,912,000.00)	(112,000.00)	Higher in line with increased revenue
99.00001548.0106.0617 - Bank Fees & Charges	69,000.00	51,445.57	89,000.00	20,000.00	Additional bank fees associated with increased member transactions
99.00001548.0107.0400 - Consultants	65,000.00	36,190.00	125,000.00	60,000.00	Increase off set by Membership income to allow for Heritage project, wellness and Recreation consultancies
99.00001549.0100.0535 - Plant Maintenance	70,000.00	110,980.19	125,000.00	55,000.00	Repairs of Geothermal pump and pool filters
99.00001554.0100.0500 - Materials Purchased	370,000.00	239,335.06	400,000.00	30,000.00	Increased patronage leading to increased sales requires additional stock
99.00001556.0107.0515 - Contractors	185,000.00	115,715.64	205,000.00	20,000.00	Additional patronage requires more classes
99.00001623.0110.0615 - Interest Payments Bank Loans	149,478.00	86,477.25	186,297.00	16,848.00	Estimated additional interest payment for \$480k
99.00001623.0522.0413 - Gas	30,000.00	48,598.97	70,000.00	40,000.00	To allow for increase in utilities during repairs of geothermal pumps
01065 - Rec Centre / Beatty Park Total	(3,880,031.00)	(2,697,587.20)	(4,174,053.00)	(294,022.00)	
01070 - Marketing and Communication					
99.00003788.0120.0448 - Programmes and Events	15,000.00	-	-	(15,000.00)	Transfer between accounts
99.00003791.0120.0448 - Programmes and Events	22,500.00	40,163.85	93,000.00	70,500.00	Transfer between accounts
99.00003827.0120.0448 - Programmes and Events	30,000.00	-	-	(30,000.00)	Transfer between accounts
99.00003828.0120.0448 - Programmes and Events	15,500.00	-	-	(15,500.00)	Transfer between accounts
99.00003830.0120.0448 - Programmes and Events	10,000.00	-	-	(10,000.00)	Transfer between accounts
01070 - Marketing and Communication Total	915,129.00	511,406.98	926,055.00	10,926.00	
01080 - Community Partnership					
99.00001205.0302.0448 - Programmes and Events	74,000.00	7,101.40	45,000.00	(29,000.00)	Transfer between accounts
99.00001563.0108.0422 - Donations/Sponsorship Expenses	90,000.00	98,502.73	122,000.00	32,000.00	Transfer between accounts
01080 - Community Partnership Total	625,493.00	375,847.12	638,914.00	13,421.00	
01110 - Development and Design					
01110.0110.0116 - Development Application Panel Fees	(36,000.00)	(29,544.00)	(48,000.00)	(12,000.00)	Adjustments based on actuals
01110.0110.0117 - Development Application Fees	(430,000.00)	(303,977.33)	(500,000.00)	(70,000.00)	Adjustments based on actuals
99.00001570.0100.0430 - Professional Services	-	52,187.33	85,000.00	85,000.00	Based on actuals
01110 - Development and Design Total	613,725.00	304,981.25	627,625.00	13,900.00	
01115 - Health Admin and Food Control					
01115.0110.0100 - Food Premises Licences	(290,000.00)	(19,145.00)	(50,000.00)	240,000.00	Decrease in expense due to delays in procuring a supplier to carry out the food business inspections
01115.0110.0107 - Public Buildings Licences	(60,000.00)	(5,394.00)	(15,000.00)	45,000.00	Decrease in expense due to delays in procuring a supplier to carry out the food business inspections
01115.0110.0113 - Food Hygiene Fines	(15,000.00)	(2,000.00)	(5,000.00)	10,000.00	Adjustments based on actuals
99.00001572.0107.0612 - Legal Fees	30,000.00	-	15,000.00	(15,000.00)	No known legal action expected in short term
99.00003706.0100.0464 - Materials and Contracts	195,000.00	-	-	(195,000.00)	Decrease in expense due to delays in procuring a supplier to carry out the food business inspections
01115 - Health Admin and Food Control Total	679,879.00	421,934.88	765,163.00	85,284.00	
01125 - Building Control and License					
01125.0110.0125 - Building Licences/Permit	(200,000.00)	(191,391.43)	(250,000.00)	(50,000.00)	Higher in line with increased revenue
01125 - Building Control and License Total	262,613.00	7,945.89	213,822.00	(48,791.00)	
01130 - Policy and Place Services					
99.00001238.0001.0020 - Federal Grants and Subsidies - Operating	-	-	(577,009.00)	(577,009.00)	Housing Study Project grant
99.00001238.0200.0448 - Programmes and Events	80,000.00	54,980.13	657,009.00	577,009.00	Increase to offset the grant of Housing Study Program and the works to be carried out
99.00001247.0118.0448 - Programmes and Events	50,000.00	-	-	(50,000.00)	Transfer between accounts
99.00001277.0204.0448 - Programmes and Events	40,000.00	21,087.84	102,750.00	62,750.00	Transfer between accounts
99.00001236.0203.0448 - Programmes and Events	60,000.00	460.55	112,935.00	52,935.00	Transfer between accounts. Higher Business Enhancement Grants
99.00001248.0118.0448 - Programmes and Events	20,000.00	-	-	(20,000.00)	Transfer between accounts
99.00001251.0204.0448 - Programmes and Events	60,000.00	10,000.00	50,000.00	(10,000.00)	Transfer between accounts
99.00001253.0118.0448 - Programmes and Events	40,000.00	212.73	30,000.00	(10,000.00)	Transfer between accounts

CITY OF VINCENT
MID YEAR BUDGET REVIEW 2024/2025
OPERATING BUDGET ANALYSIS

Attachment - 5

Accounts	Annual Current Budget	YTD Actuals upto Jan 2025	Annual Revised Budget	Revised budget vs Current budget	Revised Budget comments
99.00001301.0204.0448 - Programmes and Events	30,000.00		8,394.00	(21,606.00)	Transfer between accounts
99.00001302.0204.0448 - Programmes and Events	30,000.00	1,803.98	5,870.00	(24,130.00)	Transfer between accounts
99.00001303.0204.0448 - Programmes and Events	40,000.00	(11,275.00)	10,000.00	(30,000.00)	Transfer between accounts
99.00001858.0205.0448 - Programmes and Events	60,000.00	46,142.82	80,000.00	20,000.00	Transfer between accounts
99.00001930.0204.0448 - Programmes and Events	30,000.00	-	10,000.00	(20,000.00)	Transfer between accounts
99.00001579.0101.0300 - Salaries	1,422,711.00	732,602.73	1,433,757.00	11,046.00	Align with FBA increase
01130 - Policy and Place Services Total	2,015,122.00	877,966.82	1,993,414.00	(21,708.00)	
01140 - Ranger Services/Administration					
99.00001583.0100.0434 - CCTV Maintenance	90,000.00	38,606.64	70,000.00	(20,000.00)	Transfer between accounts
99.00001583.0100.0506 - Furniture & Equipment Purchased	110,000.00	54,951.69	140,000.00	30,000.00	Transfer between accounts
99.00001583.0101.0300 - Salaries	2,578,642.00	1,324,011.55	2,598,663.00	20,021.00	Align with FBA increase
99.00001583.0101.0317 - Workers Compensation	32,727.00	19,089.00	43,592.00	10,865.00	Adjustments based on actuals
99.00001583.0106.0409 - Postage and Courier	30,000.00	42,169.70	45,000.00	15,000.00	Adjustments based on actuals
01140 - Ranger Services/Administration Total	2,882,369.00	1,483,447.13	2,923,255.00	40,886.00	
01150 - Local Laws and Abandoned Vehicles					
01150.0110.0115 - Work Zones Licences and Permits	(80,000.00)	(66,476.05)	(90,000.00)	(10,000.00)	Higher in line with increased revenue
99.00001589.0100.0421 - Towing expenses	30,000.00	1,569.00	15,000.00	(15,000.00)	Higher in line with increased revenue
01150 - Local Laws and Abandoned Vehicles Total	(50,000.00)	(64,907.05)	(75,000.00)	(25,000.00)	
01160 - Infringement and Inspectorial Control					
99.00001508.0001.0075 - Infringements Fines & Penalties	(3,750,000.00)	(2,477,293.75)	(3,900,000.00)	(150,000.00)	Higher in line with increased revenue
99.00001593.0100.0455 - Fine Lodgement Fees	300,000.00	160,320.00	280,000.00	(20,000.00)	Higher in line with increased revenue
01160 - Infringement and Inspectorial Control Total	(3,447,000.00)	(2,316,973.75)	(3,619,000.00)	(172,000.00)	
01165 - Car Parks and Kerbside Parking					
99.00001129.0001.0081 - Parking Ticket Machine Revenue	(152,440.00)	(108,557.78)	(170,000.00)	(17,560.00)	Higher in line with increased revenue
99.00001131.0001.0081 - Parking Ticket Machine Revenue	(247,200.00)	(154,038.36)	(260,000.00)	(12,800.00)	Higher in line with increased revenue
99.00001132.0001.0081 - Parking Ticket Machine Revenue	(100,000.00)	(80,761.46)	(110,000.00)	(10,000.00)	Higher in line with increased revenue
99.00001139.0001.0081 - Parking Ticket Machine Revenue	(164,800.00)	(112,929.10)	(180,000.00)	(15,200.00)	Higher in line with increased revenue
99.00001141.0001.0081 - Parking Ticket Machine Revenue	(135,853.00)	(106,609.55)	(160,000.00)	(24,147.00)	Higher in line with increased revenue
99.00001145.0001.0081 - Parking Ticket Machine Revenue	(190,000.00)	(253,407.40)	(400,000.00)	(10,000.00)	Higher in line with increased revenue
99.00001146.0001.0081 - Parking Ticket Machine Revenue	(329,600.00)	(205,360.76)	(340,000.00)	(10,400.00)	Higher in line with increased revenue
99.00001147.0001.0081 - Parking Ticket Machine Revenue	(30,000.00)	(25,188.72)	(40,000.00)	(10,000.00)	Higher in line with increased revenue
99.00001150.0001.0081 - Parking Ticket Machine Revenue	(150,000.00)	(107,312.86)	(160,000.00)	(10,000.00)	Higher in line with increased revenue
99.00001156.0001.0081 - Parking Ticket Machine Revenue	(340,000.00)	(228,907.52)	(360,000.00)	(20,000.00)	Higher in line with increased revenue
99.00001173.0001.0081 - Parking Ticket Machine Revenue	(1,250,000.00)	(791,417.54)	(1,350,000.00)	(100,000.00)	Higher in line with increased revenue
99.00001174.0001.0081 - Parking Ticket Machine Revenue	(930,000.00)	(601,171.44)	(980,000.00)	(50,000.00)	Higher in line with increased revenue
99.00001175.0001.0081 - Parking Ticket Machine Revenue	(82,815.00)	(103,134.18)	(120,000.00)	(37,185.00)	Higher in line with increased revenue
99.00001715.0001.0084 - Commercial Parking Permit	(6,125.00)	(69,545.46)	(69,545.00)	(63,420.00)	Higher in line with increased revenue
99.00001728.0001.0065 - Usage Fees / Charges	(63,000.00)			63,000.00	Once off FBA event prior year - but not required
01165 - Car Parks and Kerbside Parking Total	(4,616,183.00)	(3,112,602.81)	(4,960,545.00)	(344,362.00)	
01170 - Engineering Design Services					
99.00001596.0106.0409 - Postage and Courier	2,921.00	13,903.04	13,896.00	10,975.00	Adjustments based on actuals
99.00001596.0107.0400 - Consultants	152,736.00	62,465.27	102,736.00	(50,000.00)	Transfer between accounts
99.00001597.0107.0430 - Professional Services	-	8,600.00	50,000.00	50,000.00	Transfer between accounts
01170 - Engineering Design Services Total	1,172,941.00	595,248.69	1,162,206.00	(10,735.00)	
01175 - City Buildings					
99.00001603.0107.0400 - Consultants	125,000.00	(10,748.15)	100,000.00	(25,000.00)	Adjustments based on actuals
01175 - City Buildings Total	843,826.00	426,533.68	821,715.00	(22,111.00)	
01185 - Parks and Environmental Services					
99.00000919.0702.0515 - Contractors	135,000.00	56,198.77	90,000.00	(45,000.00)	Transfer between accounts & adjustments based on actuals
99.00000919.0706.0515 - Contractors	23,000.00	31,919.15	35,000.00	12,000.00	Transfer between accounts & adjustments based on actuals
99.00000931.0523.0515 - Contractors	50,000.00	17,889.23	16,000.00	(34,000.00)	Transfer between accounts & adjustments based on actuals
99.00000931.0702.0515 - Contractors	20,000.00	40,290.21	37,500.00	17,500.00	Transfer between accounts & adjustments based on actuals
99.00000925.0702.0515 - Contractors	40,000.00	60,488.06	95,000.00	55,000.00	Adjustments based on actuals
99.00000928.0702.0515 - Contractors	200,000.00	158,683.83	220,000.00	20,000.00	Adjustments based on actuals
99.00000933.0702.0515 - Contractors	41,000.00	44,249.51	60,500.00	19,500.00	Adjustments based on actuals
99.00000930.0523.0515 - Contractors	2,100.00	12,523.19	12,100.00	(400.00)	Adjustments based on actuals
99.00000930.0702.0515 - Contractors	30,000.00	51,062.59	60,500.00	30,500.00	Transfer between accounts & adjustments based on actuals
99.00000932.0702.0515 - Contractors	20,000.00	10,337.81	10,000.00	(20,000.00)	Transfer between accounts & adjustments based on actuals
99.00000919.0707.0520 - Materials Purchased	13,000.00	3,905.36	3,000.00	(10,000.00)	Transfer between accounts & adjustments based on actuals
99.00000934.0702.0515 - Contractors	55,000.00	28,022.23	45,000.00	(10,000.00)	Transfer between accounts & adjustments based on actuals
99.00000936.0706.0515 - Contractors	200.00	12,075.75	13,200.00	13,000.00	Adjustments based on actuals
99.00000936.0702.0515 - Contractors	23,000.00	32,875.32	43,000.00	20,000.00	Transfer between accounts & adjustments based on actuals
99.00000940.0702.0515 - Contractors	70,000.00	37,351.85	50,000.00	(20,000.00)	Transfer between accounts & adjustments based on actuals
99.00000959.0701.0515 - Contractors	70,000.00	114,638.57	122,386.00	52,386.00	Adjustments based on actuals
99.00000961.0702.0515 - Contractors	70,000.00	11,060.62	15,000.00	(55,000.00)	Transfer between accounts & adjustments based on actuals
99.00000963.0708.0515 - Contractors	47,000.00	10,380.77	97,000.00	50,000.00	Transfer between accounts & adjustments based on actuals
99.00000929.0702.0515 - Contractors	40,000.00	35,604.31	50,000.00	10,000.00	Transfer between accounts & adjustments based on actuals
99.00000965.0702.0515 - Contractors	10,000.00			(10,000.00)	Transfer between accounts & adjustments based on actuals
99.00000974.0706.0515 - Contractors	60,000.00	48,733.90	100,000.00	40,000.00	Adjustments based on actuals
99.00000975.0706.0515 - Contractors	13,000.00	-	24,000.00	11,000.00	Adjustments based on actuals
99.00001255.0715.0448 - Programmes and Events	31,500.00	1,263.27	11,500.00	(20,000.00)	Transfer between accounts & adjustments based on actuals
99.00001257.0715.0448 - Programmes and Events	50,000.00	27,071.09	75,000.00	25,000.00	Transfer between accounts & adjustments based on actuals
99.00000975.0702.0515 - Contractors	120,000.00	45,166.85	60,000.00	(60,000.00)	Transfer between accounts & adjustments based on actuals
99.00003702.0610.0515 - Contractors	40,000.00	66,292.92	101,500.00	61,500.00	Transfer between accounts & adjustments based on actuals
01185 - Parks and Environmental Services Total	1,467,700.00	1,086,215.63	1,619,586.00	151,886.00	
01195 - Works Depot					
99.00001615.0108.0441 - Other Expenses	22,000.00	9,824.27	69,000.00	47,000.00	Adjustments based on actuals
01195 - Works Depot Total	187,717.00	66,847.75	239,703.00	51,986.00	
01215 - Public Works					
99.00000980.0606.0515 - Contractors	80,340.00	60,225.22	70,340.00	(10,000.00)	Adjustments based on actuals
99.00000981.0600.0515 - Contractors	407,120.00	37,116.90	329,114.00	(78,006.00)	Adjustments based on actuals
99.00000982.0612.0515 - Contractors	32,960.00	7,240.03	22,960.00	(10,000.00)	Adjustments based on actuals
99.00000983.0614.0515 - Contractors	181,280.00	54,064.62	100,000.00	(81,280.00)	Adjustments based on actuals
99.00000989.0610.0515 - Contractors	96,408.00	58,170.88	86,408.00	(10,000.00)	Adjustments based on actuals
99.00001882.0903.0515 - Contractors	36,400.00	-	(36,400.00)	(72,800.00)	Adjustments based on actuals
99.00003744.0606.0515 - Contractors	-	113,126.50	113,127.00	113,127.00	Adjustments based on actuals
01215 - Public Works Total	883,771.00	357,621.18	729,235.00	(154,536.00)	
01230 - Public Halls					
99.00000858.0500.0515 - Contractors	41,200.00	25,088.35	76,200.00	35,000.00	Additional cleaning due to increased usage
01230 - Public Halls Total	117,930.00	51,364.00	167,930.00	50,000.00	
01245 - Reserves Pavilions and Facilities					
99.00000891.0500.0515 - Contractors	-	6,205.91	10,000.00	10,000.00	Additional cleaning due to increased usage
99.00000895.0500.0515 - Contractors	113,300.00	27,631.45	100,000.00	(13,300.00)	Adjustments based on actuals
99.00000895.0524.0515 - Contractors	7,126.00	11,424.46	27,126.00	15,000.00	Additional cleaning due to increased usage
99.00000900.0524.0515 - Contractors	30,900.00	3,351.99	20,000.00	(10,900.00)	Adjustments based on actuals

CITY OF VINCENT
MID YEAR BUDGET REVIEW 2024/2025
OPERATING BUDGET ANALYSIS

Attachment - 5

Accounts	Annual Current Budget	YTD Actuals upto Jan 2025	Annual Revised Budget	Revised budget vs Current budget	Revised Budget comments
99.00000907.0500.0515 - Contractors	-	3,441.32	10,000.00	10,000.00	Additional cleaning due to increased usage
99.00000911.0524.0515 - Contractors	1,612.00	7,523.00	13,612.00	12,000.00	Additional cleaning due to increased usage
01245 - Reserves Pavilions and Facilities Total	389,152.00	158,412.26	433,507.00	44,355.00	
01255 - Road Reserves					
99.00000976.0702.0515 - Contractors	40,000.00	17,545.57	30,000.00	(10,000.00)	Adjustments based on actuals
01255 - Road Reserves Total	42,100.00	18,107.08	31,100.00	(11,000.00)	
01265 - Operational Buildings					
99.00000834.0500.0515 - Contractors	137,565.00	30,218.15	100,000.00	(37,565.00)	Adjustments based on actuals
99.00000834.0524.0515 - Contractors	144,200.00	128,007.61	244,000.00	99,800.00	Adjustments based on actuals
99.00000834.0702.0515 - Contractors	90,000.00	-	80,000.00	(10,000.00)	Adjustments based on actuals
99.00000837.0524.0515 - Contractors	164,800.00	15,115.75	100,000.00	(64,800.00)	Adjustments based on actuals
99.00000838.0500.0515 - Contractors	79,712.00	32,002.74	40,000.00	(39,712.00)	Adjustments based on actuals
99.00000839.0524.0515 - Contractors	18,005.00	3,443.94	36,005.00	18,000.00	Adjustments based on actuals
99.00000870.0524.0515 - Contractors	61,800.00	19,752.55	40,000.00	(21,800.00)	Adjustments based on actuals
99.00003861.0001.0040 - Rental / Lease Properties Income	-	(48,000.00)	(48,000.00)	(48,000.00)	Adjustments based on actuals
01265 - Operational Buildings Total	758,420.00	193,785.48	641,865.00	(116,555.00)	
01270 - Depot Buildings					
99.00003870.0524.0515 - Contractors	-	-	10,500.00	10,500.00	Based on maintenance works to be carried out at Depot building
01270 - Depot Buildings Total	-	-	10,500.00	10,500.00	
01300 - Major Projects					
99.00003859.0100.0411 - Operating Initiatives	100,000.00	41,942.20	233,520.00	133,520.00	Additional requirements due to unsolicited bid in major projects and consultant costs for car park redevelopment
99.00003859.0107.0612 - Legal Fees	-	-	65,000.00	65,000.00	Transfer from Governance
99.00003862.0100.0411 - Operating Initiatives	125,000.00	44,100.00	142,000.00	17,000.00	Additional works at Depot - Western Power project
01300 - Major Projects Total	225,000.00	86,042.20	440,520.00	215,520.00	
Grand Total	16,770,848.00	6,304,068.09	15,960,195.00	(810,653.00)	

11.5 OUTCOME OF ADVERTISING AND ADOPTION OF AMENDMENTS TO COMMUNITY FUNDING POLICY

- Attachments:**
1. **Community Funding Policy** [↓](#) 
 2. **Community Consultation Comments** [↓](#) 

RECOMMENDATION:

That Council ADOPTS the Community Funding Policy at Attachment 1.

PURPOSE OF REPORT:

To present the outcome of community consultation and seek approval of the proposed Community Funding Policy 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 existing Community Funding policy was scheduled for review in December 2025. This was brought forward following the [18 June 2024](#) Council meeting where a report recommending the revocation of Policy No 7.6.9 - Heritage Assistance Fund was considered. At this meeting, Council resolved:

'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'.

The revocation of Policy No.7.6.9 Heritage Assistance Fund is discussed in a separate item on this Council Meeting agenda.

At its 10 December 2024 meeting, Council approved conducting community consultation of its intention to amend the Community Funding Policy.

In accordance with the City's [Community and Stakeholder Engagement Policy](#), community consultation was undertaken between 28 January – 18 February 2025.

DETAILS:

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 captures the various funding streams provided by the City and 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.

Examples of Current / Best Practice

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.

The review of this policy has considered similar local government policies including:

City of Stirling: [Community Grants Funding Policy](#)

City of Swan: [City Grant and Sponsorship Funding](#)

CONSULTATION/ADVERTISING:

Stakeholders and the broader community were provided with a number of ways to submit their feedback including an online survey on Imagine Vincent, in person, in writing, via email and by phone.

Communications Reach

Communications supporting the advertising of the policy amendment generated a reach of approximately 11,739 and comprised:

- News item on City's website on 28 January 2025;
- E-news sent to over 10,000 subscribers on 30 January and 13 February 2025;
- Business e-news with an estimated reach of 1,200 on 31 January 2025;
- Public Notice Advertising in Perth Now Central on 30 January 2025; and
- Notice on display at the Community Centre, Administration Centre and Library & Local History Centre.

The consultation page on Imagine Vincent attracted 63 views with ten link clicks.

Two submissions - one survey response and a submission in writing were received as at **Attachment 2**. The survey response has been noted by Administration.

The matters raised in the written submission relating to the Heritage Assistance Fund have been addressed in the report on that item.

Other matters raised in the submission are addressed below:

Lack of policy detail

Administration response: The intention of the revised policy is to provide a framework for funding while allowing flexibility to respond to community needs. The policy sets broad funding priorities with detailed criteria outlined in supporting guidelines.

Funding amounts can fluctuate depending on the annual budget. Removing funding limits or details of funding amounts from the policy ensures that funding decisions align with strategic objectives and allows adaptability in response to emerging issues.

Guidelines for each funding stream include eligibility criteria, funding limits and details of the assessment processes. These are publicly available on the City's website.

Accountability and oversight

Administration response: Council sets the strategic direction and funding priorities through the policy, while the administration manages the operational aspects. This is consistent with governance best practice.

Council will continue to have visibility of funding allocations through the annual budget process.

Fairness, consistency, and avoiding favouritism

Administration response: Clear assessment criteria and process for each funding stream ensures all applicants are treated equitably. Funding decisions align with the policy objectives.

The comment related to end-of-year allocations is noted.

Role of policies

Administration response: Policies define the overarching intent, principles and strategic direction. Procedures outline the step-by-step processes for implementation of the policy principles. This ensures that administrative matters can be amended as needed without requiring Council endorsement, ensuring efficiency and adaptability.

Community Support Grants

After additional internal consultation, it is proposed to change the name of the 'Community Support Grants' to 'Connected and Healthy Community Support Grants'. This aligns with the Strategic Community Plan priority and some of the objectives outlined in the Public Health Plan 2020-25. The grants could include help funding an activity that encourages, supports and celebrates health and wellbeing on topics such as mental health and wellbeing, physical activity or healthy eating.

LEGAL/POLICY:

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

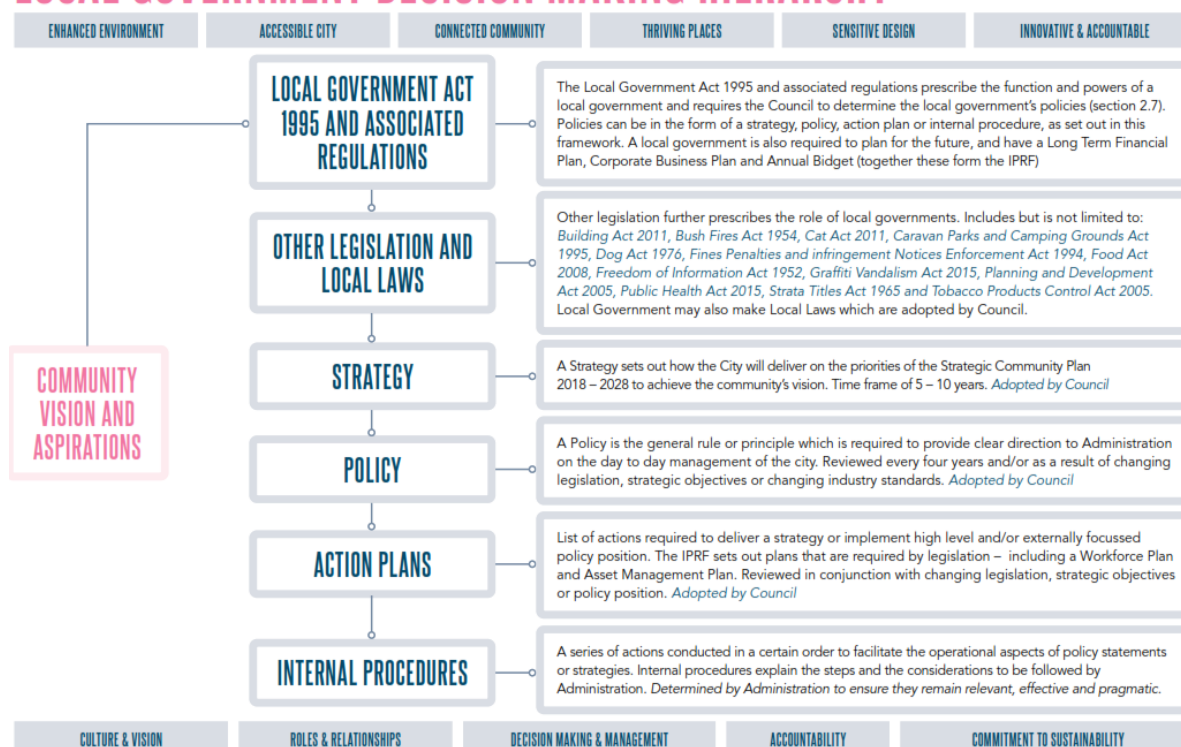
The City's [Policy Development and Review Policy](#) sets out the process for the development and review of the City's policy documents.

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 policy is to provide financial assistance through grants, donations, sponsorships, waivers, and in-kind support to local groups, organisations, and individuals. The support is intended to help deliver positive outcomes for the local community, enhance social participation, promote inclusion, and strengthen connections within the City of Vincent. The policy outlines various funding categories, each with specific purposes and eligibility criteria, to align with both Council and community priorities.

LOCAL GOVERNMENT DECISION MAKING HIERARCHY



RISK MANAGEMENT IMPLICATIONS

Low: Adopting the proposed policy is low risk as the policy sets out how we spend money on grants, outlines council's position on grant spending, provides transparency to the community on areas where grant funding is available and reduces the risk of unplanned spending.

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.

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	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
Connected & Healthy Community Support Grants	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.
Youth Development Grants	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.

COMMUNITY FUNDING



CITY OF VINCENT

Funding Category	Eligibility	Overview
Collaborative Grants	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.
Sports Participation Grants	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.
Festival and Event Sponsorship	Not-for-profit organisations, clubs, associations, social enterprises, and registered charities	<p>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.</p> <p>Funding amounts are awarded based on alignment with the Guidelines and Criteria as well as Council priorities.</p>
Town Team Grants	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.
Environmental Grants	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> .
Heritage Assistance Fund	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	<p>Funding towards heritage conservation projects to places of heritage significance.</p> <p>Applicants should also refer to the applicable Policy or Guidelines as amended.</p>
Heritage Plaques Program	Property owners and not-for-profit organisations	<p>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.</p> <p>Applicants should also refer to the applicable Policy or Guidelines as amended.</p>
Active Transport Schools Grants	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.

COMMUNITY FUNDING



CITY OF VINCENT

Funding Category	Eligibility	Overview
Active Transport Community Initiatives Grants	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.
Transport Assistance	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.
Property Assistance Fund	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 <i>Health Act 1911</i> "Unfit for Human Habitation" or Schedule 3.1 of the <i>Local Government Act 1995</i>. 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>
Donations	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.
Waiving of Fees	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"> • The hire of community facilities and town halls (bonds excluded) • Banner pole hire • Road closures/obstructions and special event parking • The hire of parks, reserves and playing fields • Street entertainment and busking permits • Stall Holder / Trader Permits (except food related stalls) • Beatty Park Leisure Centre and facility usage fees. <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>

COMMUNITY FUNDING



CITY OF VINCENT

Funding Category	Eligibility	Overview
Emergency Relief Donations	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>
Trees of Significance Assistance Fund	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>
Business Enhancement Grants	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.

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

Attachment 2: Community Consultation Comments

	Do you support the proposed amendments to the Community Funding Policy	Please provide any comments about the Community Funding Policy	Would you like to be kept updated on this Policy?
1	Yes	No	No

COMMUNITY FUNDING / HERITAGE ASSISTANCE

I strongly object to the removal of the Heritage Assistance Fund Policy. I also have concerns with the move to water down the funding policy so that is nothing more than a wishy-washy list of areas for dishing out money to community groups, with very little detail as to what will be funded and what won't be funded, and providing very little oversight by the council.

Policies exist provide guidance to the community, staff and decision makers about how the City will deal with various situations. The reason for having policies include ensuring that people are treated fairly, equally and consistently. It aids the staff by giving guidance about what is acceptable and what is not acceptable.

Ratepayers and residents elect council members to represent their interests, and one of the roles is to develop and maintain policy in the best interests of the community.

Over time the council has been abrogating this responsibility and leaving it up to the administration to manage areas without providing any clear policy guidance. Unfortunately, this funding policy, and the proposal to remove the heritage funding policy, and simply go to a system of 'guidelines' that are developed by the administration without council input or review, are classic examples.

The policies should explicitly state what criteria will be used when deciding who will get ratepayers' money and how much they will get. If you read through the draft policy you see that the bulk of it is made up of vague 'overviews' that give very little detail. For example: what can you tell from *"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."* That is as vague as all hell. And there isn't even an indication if we are talking about \$1,000 projects or \$100,000 projects!

The staff are continually using the argument that "this is an administrative matter" to remove the council from the process. While the actual processing of requests, making payments, and reviewing acquittals is administrative, the criteria used should be policy based and should be decided by the community's representatives.

One of the reasons for having policies that I previously mentioned is for consistency. By that I mean consistency within a funding round, but also across years. Without having publicly available policies there is a risk that different groups will be treated in an inconsistent manner. When you have inconsistent treatment it raises questions of fairness, favouritism and possible conflicts of interest.

There have been suggestions that amounts to be paid may vary over time depending upon how much money is available, which is a polite way of saying how much money is left over. It is a common 'public service' practice to have an end-of-year spendathon to spend unallocated funds. I expect that this happens in Vincent, or will happen in

COMMUNITY FUNDING / HERITAGE ASSISTANCE

Vincent if it is left to the administration to be able to modify guidelines at the drop of a hat. I think there have even been suggestions that this may happen in the heritage funding area (i.e. we didn't get as many applicants, so we decided to raise the maximum funding from \$5,000 to \$10,000).

Of course, there will be denials but I'd suggest looking back at Town Team Grants over the last few years and seeing how many were made at the end of the financial year, for uses that looked questionable.

By having exact criteria and stipulating maximum levels for each individual grant the community can see that everybody is treated the same. In previous policies a maximum was set with the proviso that it be adjusted to reflect CPI changes. While this resulted in odd figures it seemed to work. The alternative is for the budget to specify a total for a funding stream with a maximum for any one claim (i.e. \$65,000 with a maximum payment to any one application of \$5,000).

So I totally reject the direction the administration is leading the council.

As to the heritage funding grants: I believe the policy should be retained and modified and that funding grants be restricted to Category 1 properties; or possibly Category 1 and Category 2. These were properties which were previously identified as 'conservation essential'. I believe that the payments should only be made on the basis of repairs that are essential to retain heritage elements. They should not be used for maintenance payments that are just the result of the age of the building.

A lot of payments have been made for work that has nothing to do with heritage elements/characteristics. In many cases they have just been a form of middle-class welfare. Owners of buildings on the list (albeit as old category B or in 'heritage areas') have received grants to do works whereas owners in the immediate area who have had similar properties, but which were not listed, have received no assistance to do similar work. The fact that one property was listed and another was not reflects the poor listing process and not the actual state of the properties.

So I think the Heritage Assistance Funding policy should be retained but it should be modified so that only true heritage work is funded.

12 CHIEF EXECUTIVE OFFICER**12.1 LATE REPORT: MANAGEMENT ORDER FOR PORTION OF WESTERN POWER'S VACATED MOUNT CLAREMONT DEPOT**

This report will be finalised and published prior to the Council Meeting 11 March 2025.

In accordance with clause 2.5 of the City's [Meeting Procedures Policy](#) this report will supplement the Council Meeting / Council Briefing Agenda as a late report due to the following circumstances:

- the urgency of the business is such that the business cannot await inclusion at a subsequent meeting;

Justification for inclusion

Council is required to consider entering into a Deed of Acknowledgement and Release requested by Western Power in relation to acceptance of a Management Order previously considered by Council at its meeting [14 November 2023](#).

12.2 ADVERTISING OF AMENDED EXECUTION OF DOCUMENTS POLICY

- Attachments:**
1. Execution of Documents Policy (Marked up)  
 2. Execution of Documents policy (Clean copy)  
 3. Delegated Authority 2.2.18 Proposed Amendments  

RECOMMENDATION

That Council **APPROVES** the proposed amendments to the Execution of Documents Policy, at Attachment 1, for the purpose of community consultation.

PURPOSE OF REPORT:

For Council to approve, for the purpose of community consultation, the amended Execution of Documents 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 City's [Execution of Documents Policy](#) (Policy) was last reviewed on 15 September 2020 and was due for periodic review in 2024.

The review is required to ensure that the appropriate officers at the City who have delegated authority have corresponding authority to execute the documents related to their delegated functions.

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

Unlike other provisions that are delegated through Council to the CEO there is not clear criteria outlining the limits or who may exercise the function. This policy provides a necessary documented position to set out how these functions are required to be exercised and who has authority for signing various documents.

Review of Execution of Documents Policy

A review of the existing Policy:

- clarifies existing responsibilities and streamlines the execution process reducing any potential risk to the City associated with the execution of documents;
- ensures compliance with the provisions of the *Local Government Act 1995* while promoting consistency, efficiency and transparency.

The tracked changes to the Policy are shown in **Attachment 1**. The substantial changes to the Policy are to align the changes to the specific delegations below:

Delegation	Changes
<i>2.2.18 Disposing of Property by Leases and Licenses</i>	<p>This delegation was amended 20 June 2023 (agenda item 12.1) to include the authority to approve and execute:</p> <ol style="list-style-type: none"> variation, extension, assignment, termination, surrender, special conditions and payment schedules of an approved lease, licence or management agreement for Category 1 - Small Community Group, or Category 2 - Sporting Clubs and Community Groups and Organisations; and any minor variations (being non-material and does not alter the substantive terms of a lease or licence), extension, assignment (including consent to a deemed assignment), termination, surrender, subletting, special conditions or payment schedules of an approved lease or licence for Category 3 – Commercial Entities, State and National clubs, Associations and Community Organisations; and Category 4 – Government Agencies. <p>The Policy now reflects the authority to execute documents approved for the above as a Category 2 document.</p>
<i>2.2.30 Execution of documents</i>	<p>This delegation will be deleted from the Register of Delegations, Authorisations and Appointments as s9.49A(4) of the Act requires Council to authorise (<i>and not delegate</i>) the CEO or another employee to sign documents on behalf of the City.</p> <p>The specific functions of this delegation have been incorporated into this Policy.</p>
<i>2.2.33 Power to modify documents in the control and management of City</i>	<p>Documents relating to this delegation have been incorporated as a Category 2 document for execution.</p>

Changes to Register of Delegations, Authorisations and Appointments (Delegations Register)

As a result of the review of the Policy, changes to Delegation 2.2.18 of the Delegations Register are proposed. The tracked changes of delegation 2.2.18 are at **Attachment 3**.

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.

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; and
- notice posted to the City's social media.

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

LEGAL/POLICY:

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

[Section 9.49A](#) of the *Local Government Act 1995* governs the execution of documents by local governments, particularly when the common seal is required to be affixed and who can witness the affixation of the common seal.

Subsection (1) provides that:

"A document is duly executed by a local government if –

- the common seal of the local government is affixed to it in accordance with subsections (2) or (3); or*
- it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so."*

Subsection (3) provides that:

“The common seal of the local government is to be affixed to a document in the presence of –

- (a) the mayor or president; and*
- (b) the chief executive officer or a senior employee authorised by the chief executive officer,*

each of whom is to sign the document to attest that the common seal was so affixed.”

Subsection (4) provides that:

“A local government may, by resolution, authorise the chief executive officer, or another employee or an agent of the local government to sign documents on behalf of the local government, either generally to subject to conditions or restrictions specified in the authorisation.”

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 provide authority to appropriate officers at the City to execute the documents related to their delegated functions.

LOCAL GOVERNMENT DECISION MAKING HIERARCHY



RISK MANAGEMENT IMPLICATIONS

Risk Category	Risk Appetite/ Tolerance Statement	Descriptor/clarification
<i>Less than better practice for Governance, Due diligence, Accountability and Sustainability</i>	The City has a low risk tolerance for less than better practice decision making for governance, due diligence, accountability, and sustainability, as measured by accepted industry standards and practices.	The City's Governance Framework (Framework) supports this tolerance level by defining the systems, policies, processes, and a methodology for ensuring accountability and openness in the conduct of City business. The Framework describes the principles and key roles that guide Council in its decision-making and demonstrates to the community the processes which the City uses to achieve its strategic priorities and undertake its service delivery.
<i>A breach in Delegated Authority</i>	The City has a very low risk tolerance for breach in delegated authority.	

Low: It is low risk for Council to undertake community consultation of the proposed Amended Execution of Documents policy. The proposed changes correctly identify that the applicable clause of the *Local Government Act 1995* does not provide a delegation and the existing delegations within Council's adopted register are incorrect. The reviewed policy more appropriately captures administrative decisions that would have accompanying documents to be executed. This review aligns with Council's Adopted Appetite and Tolerance Statements above.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable (select the priority outcome below or delete if not applicable)

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

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes.

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

EXECUTION OF DOCUMENTS POLICY



CITY OF VINCENT

Legislation / local law requirements	Section 9.49A of the <i>Local Government Act 1995</i> Execution of documents
Relevant delegations	Delegation 2.2.29—Execution of Documents 2.2.18 Disposing of Property by Leases and Licenses 2.2.33 Power to modify documents in the control and management of City
Related policy procedures and documents	Nil

OBJECTIVE

For the City to execute documents in a consistent and transparent manner, in accordance with the Local Government Act 1995 (Act).

PURPOSE

The purpose of this Policy is to ensure that the City's common seal is used, and documents are executed in accordance with the provisions of the Local Government Act 1995 (Act).

Pursuant to section 9.49A of the Act, a document is duly executed by a local government if:

- (a) the common seal is affixed to it in the presence of:
 - (i) the Mayor ~~or President~~; and
 - (ii) the Chief Executive Officer (CEO) or a senior employee authorised by the CEO (Senior Employee),
 each of whom must sign the document to attest the common seal was affixed; or
- (b) it is signed on behalf of the local government by a person authorised by the Council ~~by an Officer authorised~~ to do so (Officer).

A Council resolution or a decision under delegated authority ~~is required to approve~~ approving a particular course of action is required prior to the execution of any document/s relating to that course of action. For example, until the Council makes a resolution approving the City to enter into a lease on particular terms and conditions with another party, the Mayor and CEO are not authorised to execute the subject lease on behalf of the City.

The following ~~takes precedence~~ over this Policy, in the order listed below:

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EXECUTION OF DOCUMENTS POLICY



CITY OF VINCENT

1. legislation;
2. the formal requirements of a Commonwealth or State department, authority or agency (as described in a City policy or procedure);
3. a Council decision; expressly specifying a particular way in which a document is to be executed.

SCOPE

This Policy applies to all City of Vincent officers who have been authorised through the provisions of this policy to execute documents on behalf of Council.

POLICY

Category 1(A): Documents requiring the Common seal & a specific Council resolution

Category 1(A) documents ~~require; require a specific resolution of Council to sell, lease or enter into an agreement along with an authority to affix the common seal; are executed by having the common seal affixed, under the authorisation of Council, in~~

~~(a) the the presence of and being attested to by the Mayor and CEO or (pursuant to s9.49A(3)(b) of the Act) the Mayor and a senior employee authorised by the CEO to do so; City's common seal to be affixed. The Act requires the common seal to be affixed in the presence of the Mayor and CEO or a Senior Employee;~~

~~(b) at least two specific Council resolutions; the approval to:~~

~~(i) do the act or enter into an agreement; and~~

~~(ii) execute the document related to the approval in (b)(i) above in accordance with the Policy.~~

~~The following is a list of~~ Category 1(A) documents:

	Description
1	Deeds or contracts in respect to sale, purchase or other commercial dealing relating to City assets including equitable interests.
2	Local Planning Schemes and Amendments to the same.;
3	Lease <u>and licence</u> documents, <u>except those lease or licence documents specified in Category 2. This category includes, but is not limited to:</u> <u>Variation of Lease;</u> <u>Assignment of Lease; and</u> <u>Surrender of Lease;</u> <u>except where granted under delegated authority;</u>

EXECUTION OF DOCUMENTS POLICY



CITY OF VINCENT

	Description
3	<u>Transfer of Land forms.</u>
4	<u>Local Laws.</u>
5	<u>Agreements relating to grant funding or contribution, when the funder requires that the agreement be signed under seal.</u>
6	<u>General legal and service agreements not listed in this Policy.</u>
5	<u>Licence documents, except those licence documents specified in Category 2.</u>

1. Category 1(B) Documents requiring the common seal without a specific Council resolution

Category 1(B) documents are those of a general form or category and which may be subject to time constraints for execution. These documents are to be sealed as part of a "class of documents" authorised by Council to be executed under the common seal without a specific Council resolution to affix the seal. Please note that a Category 1(B) document may not require a specific Council resolution in order to be executed under seal however the decision to undertake a particular course of action may still require Council approval.

The following is a list of Category 1(B) documents;

	Description
1	<u>Agreements relating to grant funding, when the funder requires that the agreement be signed under seal.</u>
2	<u>Debenture documents for loans which Council has resolved to raise.</u>
3	<u>General legal and service agreements not already listed in this Policy.</u>
4	<u>Extension of Lease Deed, where the extension is occurring pursuant to an option term granted in accordance with a provision of the original lease.</u>
5	<u>Sub-lease for a portion of the premises by the lessee; to a third party, where the City's consent (as landlord under the head lease) is required for the sub-lease.</u>
6	<u>Variation of Lease Deeds relating to minor variations that do not alter the substantive terms of the lease as previously approved by Council (for example: where the lessee changes its name).</u>

Category 2: No common seal – Officers authorised by Council

Category 2 documents do not require the City's common seal to be affixed.

In accordance with s9.49(A)(4) of the Act, the Council authorises the Officers listed in the table below to sign documents on behalf of the City.

The following is a list of Category 2 documents and the corresponding authorised Officers:

EXECUTION OF DOCUMENTS POLICY



CITY OF VINCENT

Description	Authority to Execute
Documents required in the management of land as a landowner, including a development application, building permit, easement or agreement in respect to City owned or managed land.	CEO; Executive Manager Corporate Strategy and Governance; and the responsible Executive Director; <u>Director Major Projects and Deputy Director Major Projects.</u>
Documents required to enact a decision of Council, a Council Committee or the Development Assessment Panel (i.e. contractual documents resulting from a <u>procurement tender</u> process, transfer of land forms, Landgate documents notification on title as required by a condition of approval, memorandum of understanding etc.).	CEO; responsible Executive Director; <u>Director Major Projects;</u> <u>Deputy Director Major Projects;</u> and responsible Executive Manager <u>and the Officer exercising the delegated authority.</u>
Documents required to enact a decision made under delegated authority or as a condition of approval given under delegated authority (i.e. caveats, restrictive covenants, and or s 70A Notifications).	CEO; the responsible Executive Director; <u>Director Major Projects;</u> <u>Deputy Director Major Projects</u> <u>and the Officer exercising the delegated authority.</u>
Where a condition of approval given under delegated authority has subsequently been met, documents that are required to remove, withdraw or extinguish the earlier document or registration (e.g. withdrawal of caveat or a document that removes a restrictive covenant modification or removal of an existing encumbrance, right or burden)	CEO; the responsible Executive Director; <u>Director Major Projects;</u> <u>Deputy Director Major Projects;</u> <u>Executive Manager Corporate Strategy and Governance;</u> and the Officer exercising the delegated authority.
<u>Debenture documents for loans which Council has resolved to raise.</u>	<u>CEO</u>
<u>Leases, licences, management agreement and other land agreements including:</u> <ul style="list-style-type: none"> <u>Approved grant of lease, licence or management agreement</u> <u>Variation, extension, assignment, termination, surrender, special conditions and payment schedules of an approved lease, licence or management agreement of lease, licence or management agreement consistent with delegated authority</u> <u>Sublease or sublicense</u> 	CEO; responsible Executive Director; <u>Director Major Projects;</u> <u>Deputy Director Major Projects and Executive Manager Corporate Strategy and Governance.</u>
<u>Sponsorship, grant or contribution agreements and related documents (incoming or outgoing) which Council has resolved to receive or grant.</u>	CEO; responsible Executive Director; <u>Director Major Projects;</u> <u>Deputy Director Major Projects and responsible Manager.</u>

EXECUTION OF DOCUMENTS POLICY



CITY OF VINCENT

Description	Authority to Execute
<u>Finance leases, contracts, agreements or service legal agreements</u>	<u>CEO;</u> <u>the responsible Executive Director;</u> <u>Director Major Projects;</u> <u>Deputy Director Major Projects and</u> <u>Executive Manager Corporate</u> <u>Strategy and Governance.</u>
<u>Memorandum of Understanding</u>	<u>CEO;</u> <u>responsible Executive Director;</u> <u>Director Major Projects;</u> <u>Deputy Director Major Projects and</u> <u>Executive Manager Corporate</u> <u>Strategy and Governance.</u>

Category 3: No common seal – Officers defined in Policy

Category 3 documents are created in the normal course of business and are consistent with the City's policies and procedures. Category 3 documents are to be executed by an Executive Director, Director, Executive ~~or~~ Manager, or an Officer where the authority has been extended to that Officer through a City policy, ~~or~~ procedure or position description.

Category 3 ~~These~~ documents include but are not limited to the following:

	Description
1	Agreements in the normal course of business for the purchase of goods or services identified within the service unit's budget (other than for tenders) and conforming to the requirements of the City's Purchasing Policy and other relevant policies
2	General correspondence required to discharge the duties of your position
3	Contracts for grant funding conducted in accordance with the City's policies
<u>43</u>	Regular hire arrangements.

EXECUTION OF DOCUMENTS POLICY



CITY OF VINCENT

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance
Initial Council Adoption	04/11/2003 REF#D20/165439
Reviewed / Amended	DATE: 22/04/2008, 26/02/2013, 07/03/2017, 04/04/2018 DATE: 22/04/2018, 15/09/2020
Next Review Date	MM/YYYY

EXECUTION OF DOCUMENTS POLICY



CITY OF VINCENT

Legislation / local law requirements	Section 9.49A of the <i>Local Government Act 1995</i> Execution of documents
Relevant delegations	<i>2.2.18 Disposing of Property by Leases and Licenses</i> <i>2.2.33 Power to modify documents in the control and management of City</i>
Related policy procedures and documents	Nil

OBJECTIVE

For the City to execute documents in a consistent and transparent manner, in accordance with the *Local Government Act 1995* (Act).

PURPOSE

The purpose of this Policy is to ensure that the City's common seal is used, and documents are executed in accordance with the provisions of the Act.

Pursuant to section 9.49A of the Act, a document is duly executed by a local government if:

- (a) the common seal is affixed to it in the presence of:
 - (i) the Mayor; and
 - (ii) the Chief Executive Officer (CEO) or a senior employee authorised by the CEO (Senior Employee),
 each of whom must sign the document to attest the common seal was affixed; or
- (b) it is signed on behalf of the local government by a person authorised by the Council to do so (Officer).

A Council resolution or a decision under delegated authority approving a particular course of action is required prior to the execution of any document/s relating to that course of action. For example, until the Council makes a resolution approving the City to enter into a lease on particular terms and conditions with another party, the Mayor and CEO are not authorised to execute the subject lease on behalf of the City.

The following takes precedence over this Policy, in the order listed below:

1. legislation;
2. the formal requirements of a Commonwealth or State department, authority or agency (as described in a City policy or procedure);
3. a Council decision; expressly specifying a particular way in which a document is to be executed.

EXECUTION OF DOCUMENTS POLICY



CITY OF VINCENT

SCOPE

This Policy applies to all City of Vincent officers who have been authorised through the provisions of this policy to execute documents on behalf of Council.

POLICY

Category 1: Common seal & a specific Council resolution

Category 1 documents require:

- (a) the City's common seal to be affixed. The Act requires the common seal to be affixed in the presence of the Mayor and CEO or a Senior Employee;
- (b) at least two specific Council resolutions; the approval to:
 - (i) do the act or enter into an agreement; and
 - (ii) execute the document related to the approval in (b)(i) above in accordance with the Policy.

Category 1 documents:

	Description
1	Deeds or contracts in respect to sale, purchase or other commercial dealing relating to City assets including equitable interests.
2	Local Planning Schemes and Amendments to the same.
3	Lease and licence documents, except those lease or licence documents specified in Category 2.
3	Transfer of Land forms.
4	Local Laws.
5	Agreements relating to grant funding or contribution, when the funder requires that the agreement be signed under seal.
6	General legal and service agreements not listed in this Policy.

Category 2: No common seal – Officers authorised by Council

Category 2 documents do not require the City's common seal to be affixed.

In accordance with s9.49(A)(4) of the Act, the Council authorises the Officers listed in the table below to sign documents on behalf of the City.

Category 2 documents and the corresponding authorised Officers:

Description	Authority to Execute
Documents required in the management of land as a landowner, including a development application, building permit, easement or agreement in respect to City owned or managed land.	CEO; Executive Manager Corporate Strategy and Governance; responsible Executive Director; Director Major Projects and Deputy Director Major Projects.

EXECUTION OF DOCUMENTS POLICY



CITY OF VINCENT

Description	Authority to Execute
Documents required to enact a decision of Council, a Council Committee or the Development Assessment Panel (i.e. contractual documents resulting from a procurement process, Landgate documents as required by a condition of approval, memorandum of understanding etc.).	CEO; responsible Executive Director; Director Major Projects; Deputy Director Major Projects; responsible Executive Manager and the Officer exercising the delegated authority.
Documents required to enact a decision made under delegated authority or as a condition of approval given under delegated authority (i.e. caveats, restrictive covenants, or s 70A Notifications).	CEO; responsible Executive Director; Director Major Projects; Deputy Director Major Projects and the Officer exercising the delegated authority.
Where a condition of approval given under delegated authority has subsequently been met, documents that are required to remove, withdraw or extinguish the earlier document or registration (e.g. modification or removal of an existing encumbrance, right or burden)	CEO; responsible Executive Director; Director Major Projects; Deputy Director Major Projects; Executive Manager Corporate Strategy and Governance; and the Officer exercising the delegated authority.
Debenture documents for loans which Council has resolved to raise.	CEO
Leases, licences, management agreement and other land agreements including: <ul style="list-style-type: none"> Approved grant of lease, licence or management agreement Variation, extension, assignment, termination, surrender, special conditions and payment schedules of an approved lease, licence or management agreement of lease, licence or management agreement consistent with delegated authority Sublease or sublicense 	CEO; responsible Executive Director; Director Major Projects; Deputy Director Major Projects and Executive Manager Corporate Strategy and Governance.
Sponsorship, grant or contribution agreements and related documents (incoming or outgoing) which Council has resolved to receive or grant.	CEO; responsible Executive Director; Director Major Projects; Deputy Director Major Projects and responsible Manager.
Finance leases, contracts, agreements or service legal agreements	CEO; the responsible Executive Director; Director Major Projects; Deputy Director Major Projects and Executive Manager Corporate Strategy and Governance.

EXECUTION OF DOCUMENTS POLICY



CITY OF VINCENT

Description	Authority to Execute
Memorandum of Understanding	CEO; responsible Executive Director; Director Major Projects; Deputy Director Major Projects and Executive Manager Corporate Strategy and Governance.

Category 3: No common seal – Officers defined in Policy

Category 3 documents are created in the normal course of business and are consistent with the City's policies and procedures. Category 3 documents are to be executed by an Executive Director, Director, Executive Manager or an Officer where the authority has been extended to that Officer through a City policy, procedure or position description.

Category 3 documents include but are not limited to the following:

	Description
1	Agreements in the normal course of business for the purchase of goods or services identified within the service unit's budget (other than for tenders) and conforming to the requirements of the City's Purchasing Policy and other relevant policies
2	General correspondence required to discharge the duties of your position
3	Regular hire arrangements.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance
Initial Council Adoption	04/11/2003 REF#D20/165439
Reviewed / Amended	DATE: 22/04/2008, 26/02/2013, 07/03/2017, 04/04/2018 DATE: 22/04/2018, 15/09/2020
Next Review Date	MM/YYYY



CITY OF VINCENT

Delegation of authority

Delegation	2.2.18 - Disposing of Property by Leases and Licenses
Head of power	02 Delegations made under the Local Government Act 1995
Delegator	Local Government
Express power to delegate	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	<i>Local Government Act 1995:</i> s.3.58 Disposing of Property
Function	<ol style="list-style-type: none"> 1. Authority to approve and execute variation, extension, assignment, termination, surrenders, special conditions or payment schedules of an approved lease, license or management agreement for Category One (1) – Small Community Group, or Category Two (2) Sporting Clubs and Community Groups and Organisations; and 2. Authority to approve and execute any minor variations (being non-material and does not alter the substantive terms of a lease or licence), extension, assignment (including consent to a deemed assignment), termination, surrender, subletting, special conditions or payment schedules of an approved lease or licence for Category Three (3) – Commercial Entities, State and National clubs, Associations and Community Organisations; and Category (4) – Government Agencies. 3. <u>Authority to provide consent to any assignment, sublease or sublicence where there is a request by a lessee or licensee under a land arrangement.</u>
Delegates	CEO
Conditions	<ol style="list-style-type: none"> 1. Requests from community or sporting groups not currently occupying a City building in Category One (1) or Category Two (2), will require a specific resolution of Council. 2. <u>The delegation does not extend to Category Three (3) or Four (4) of the Property Management Framework. Any leases or licences in accordance with Category Three (3) or Four (4) will require a specific resolution of Council.</u>
Express power to subdelegate	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Deputy Director Major Projects Director of Major Projects Executive Director Community and Business Services Executive Director Infrastructure and Environment Executive Director Strategy and Development Executive Manager Corporate Strategy and Governance
Statutory framework	Local Government Act 1995 –s.3.58 Disposal of Property Local Government (Functions and General) Regulations 1995 –r.30 Dispositions of property excluded from Act.






CITY OF VINCENT

Delegation of authority

Date adopted	20 June 2023
Adoption references	20/06/2023 - Item 12.1
Last reviewed	21 May 2024

12.3 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT (NGA) 2025: ELECTED MEMBER PROPOSED ATTENDANCE & 40KM/H SPEED ZONE MOTION

- Attachments:**
1. National General Assembly of Local Government (NGA) 2025 - Invitation [↓](#) 
 2. ALGA Motion 40km - draft [↓](#) 
 3. PICG 40km Expansion Project Overview [↓](#) 

RECOMMENDATION:**That Council:**

1. **APPROVES** the attendance of Mayor Alison Xamon at the 2025 National General Assembly of Local Government (NGA) in Canberra from 24 – 27 June 2025.
2. **ENDORSES** the draft motion for the National General Assembly of Local Government Annual Meeting on 40km/h speed zones in residential streets at Attachment 2.

PURPOSE OF REPORT:

To seek approval for the Mayor Alison Xamon to attend the 2025 National General Assembly of Local Government (NGA) and for Council to endorse the draft motion for the NGA on 40km/h speed zones in residential streets at **Attachment 2**.

DELEGATION:

Section 2 of [Council Member Continuing Professional Development Policy](#) states that Council approval is required for a council member to attend a course or conference outside of the Perth metropolitan region.

There is no delegation for this decision.

BACKGROUND:

Attendance at the 2025 National General Assembly of Local Government (NGA) is considered valuable for the City, offering key insights into national priorities and technological advancements in local government.

This aligns with the City's strategic initiatives, enhancing our ability to address local challenges. The NGA presents a unique opportunity for advocacy on major projects such as the Leederville Oval Redevelopment, East Perth Power Station, and others, while also providing a platform to showcase the City's achievements in road safety and smoke-free initiatives.

Additionally, it offers networking opportunities, policy influence, knowledge sharing, and professional development, all of which are critical for fostering collaboration and staying informed on emerging national issues that impact local communities.

DETAILS:

The [Australian Local Government Association 2025 National General Assembly](#) will be held in Canberra from 24 - 27 June 2025, with the theme "National Priorities Need Local Solutions." This event will focus on the role of local governments in delivering place-based initiatives to address national challenges. Key activities include:

- Debate on motions submitted by councils.
- Opportunities to shape or refocus government priorities on local needs.

While in attendance at the NGA the City is proposing to table a motion contained in **Attachment 2** in relation to a request that: the Australian Government work with State and Territory Governments to Reduce the default Speed Limit in Australia on Residential Local Roads from 50km/h to 40km/h. This is supported by the project overview that was prepared and being supported by the Inner City Group at **Attachment 3**.

At the WALGA Central Metropolitan Zone Meeting held at the City of Vincent on 20 February, the following motion proposed by City of Vincent was adopted unanimously:

That the State Council adopt an advocacy position to reduce the default speed limit in WA from 50km/h to 40km/h on local residential roads.

This zone motion will now be considered by State Council in March. Subject to State Council's consideration, the City of Vincent would submit the attached motion with potentially some amendments approved by WALGA State Council.

BACKGROUND

The default speed limit in built-up areas in Australia was progressively lowered from 60 km/h to 50 km/h during the late 1990s and early 2000s. This change was to improve road safety particularly for pedestrians and cyclists.

Since 2000, Australia's population has increased by nearly 8 million people from 19 million to 27 million and the number of registered vehicles has increased by 7 million from 12 million vehicles to 19 million vehicles. Nearly all this growth has occurred in major cities with increased traffic and vehicle related accidents.

Impact speed is the main determinant of injury outcome.

A 20% reduction in speed from 50km/h to 40km/h results in a 200% increase in the likelihood of surviving a collision.

Dropping the speed on all our local roads is the single most effective way to make our streets safer and the lowest cost.

And it has a negligible impact on travel time across urban areas.

In 2018 the City of Vincent proposed a 40km/h speed zone trial within Vincent's southern suburban residential areas to study the impact of slower speed limits. The objective was that the trial would make neighbourhood streets safer and provide a better street environment for all road users and residents living close by.

The trial was a success and in 2023 Main Roads WA (MRWA) approved permanent 40km/h speed limits in parts of North Perth, in addition to an existing trial area in Vincent's southern-most suburbs. This covered 40 per cent of City of Vincent's local access roads.

Community consultations by City of Vincent demonstrated significant support for the reduction of the speed limits, with almost 60 per cent of respondents showing they were in favour of the change.

MRWA has now granted approval for the speed to be permanently reduced on all local access roads within the City of Vincent. The 40km/h speed limits will apply to local access roads only. Suitable adjoining 50km/h distributor roads may be considered for 40km/h and subject to an application to MRWA for approval on a case-by-case basis.

The Perth Inner City Group are now collaborating on the expansion of the 40km/h zones to the City of Perth, City of Subiaco, City of South Perth and Town of Victoria Park.

CONSULTATION/ADVERTISING:

Not applicable.

LEGAL/POLICY:

Section 2 of the *Council Members Continuing Professional Development Policy*, states that Council approval is required for a council member to attend a course or conference outside of the Perth metropolitan region.

RISK MANAGEMENT IMPLICATIONS

Risk Category	Risk Appetite/Tolerance Statement	Descriptor/Clarification
<i>Negotiate with Regulators, State & Federal Government Agencies</i>	The City has a high risk appetite to consult and negotiate with regulators, State & Federal Government Agencies to achieve the City's objectives.	Nil

Low: It is low risk for Council to approve the Mayor's attendance at this event as it presents an opportunity to network with colleagues nationally to achieve the City's objectives and is aligned with Council's adopted Risk Appetite and Tolerance statements (above). The costs incurred for travel to the event are within the existing approved Professional Development budget.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

Section 3 of the *Attendance at Events Policy* states that if a fee is payable for attendance at an Approved Event, the event can be paid for, provided the cost of attendance is within the approved budget.

Event	Admission cost	Airfares	Accommodation	Meals	Total Budget required
National General Assembly 2025 24 – 27 June 2025 National Convention Centre Canberra.	\$979 <ul style="list-style-type: none"> Access to all Assembly Sessions Access to the Exhibition Hall General Assembly Satchel and Materials Catered breaks each day Welcome Reception & Exhibition Opening 	Approx \$1000 <i>Based on the average cost of a roundtrip flight from Perth to Canberra in the month of June.</i>	Approx. \$600 <i>Based on the average cost of a corporate hotel in Canberra for 5 nights.</i>	Approx \$300 <i>Based on the average cost of food for a 5 day trip without including food served during the conference.</i>	\$2,329

Dear Mayor/Shire President

Registrations open for 2025 NGA and Local Government Tech Leadership Summit

I am pleased to invite you, your Councillors and council staff to register for ALGA's [2025 National General Assembly of Local Government \(NGA\)](#), and our [Local Government Tech Leadership Summit](#).

2025 National General Assembly

Our 31st NGA will be held in Canberra from 24-27 June 2025, and once again incorporate the Regional Cooperation and Development Forum on the first day of the event.

The theme of this year's event will be "National Priorities Need Local Solutions", focusing on the key role that we all play delivering local-place based initiatives that help address our nation's big challenges.

A key part of every NGA is the debate on motions, and we are now accepting your council's motions [through our website](#).

NGA 2025 will provide a great opportunity to help shape a new government or refocus a returned government on the needs of councils across Australia.

You can [register for the NGA online](#), with discounted early bird registrations available until 23 May.

Local Government Tech Leadership Summit

Our Local Government Tech Leadership Summit is a new one-day event that will be held at the Sheraton Sydney Hyde Park Hotel on Wednesday 12 March.

This will be an opportunity to hear from councils embracing technological change to more effectively deliver in our communities and also receive an update on the current state of cyber security in our nation.

[Registrations are now open](#), and we are encouraging Mayors, Shire Presidents, Councillors, CEOs and Corporate Services and IT managers to attend.

I hope you can join us at one of – or both – of these events.

Yours sincerely,

Mayor Matt Burnett
President



Mayor Matt Burnett
ALGA President

Reducing Default Speed Limit on Residential Local Roads from 50km/h to 40km/h

By City of Vincent

Category: Roads and infrastructure

Motion Subject: Reducing Default Speed Limit in Australia on Residential Local Roads from 50km/h to 40km/h

Motion:

This National General Assembly calls on the Australian Government to work with the State and Territory Governments to reduce the default speed limit in Australia on Residential Local Roads from 50km/h to 40km/h.

National Objective

In 2024, there were 1,300 road crash deaths in Australia. In 2024, approximately 45% of the road crash deaths in Australia occurred in urban areas.

This means around 585 fatalities were in urban settings, reflecting the ongoing challenges of road safety in densely populated regions. 151 deaths occurred in 50km/h speed zones in 2024 and only 36 occurred in speed zones less than 40km/h.

Impact speed is the main determinant of injury outcome.

A 20% reduction in speed from 50km/h to 40km/h results in a 200% increase in the likelihood of surviving a collision.

Dropping the speed on all our local roads is the single most effective way to make our streets safer and the lowest cost. And it has a negligible impact on travel time across urban areas.

BACKGROUND

The default speed limit in built-up areas in Australia was progressively lowered from 60 km/h to 50 km/h during the late 1990s and early 2000s. This change was to improve road safety particularly for pedestrians and cyclists.

Since 2000, Australia's population has increased by nearly 8 million people from 19 million to 27 million and the number of registered vehicles has increased by 7 million from 12 million vehicles to 19 million vehicles. Nearly all this growth has occurred in major cities with increased traffic and vehicle related accidents.

In 2018 the City of Vincent proposed a [40km/h speed zone trial](#) within Vincent's southern suburban residential areas to study the impact of slower speed limits. The objective was that the trial would make neighbourhood streets safer and provide a better street environment for all road users and residents living close by.

The trial was a success and in 2023 Main Roads WA (MRWA) approved permanent 40km/h speed limits in parts of North Perth, in addition to an existing trial area in Vincent's southern-most suburbs. This covered 40 per cent of City of Vincent's local access roads.

Community consultations by City of Vincent demonstrated significant support for the reduction of the speed limits, with almost 60 per cent of respondents showing they were in favour of the change.

MRWA has now granted approval for the speed to be [permanently reduced on all local access roads](#) within the City of Vincent. The 40km/h speed limits will apply to local access roads only. Suitable adjoining 50km/h distributor roads may be considered for 40km/h and subject to an application to MRWA for approval on a case-by-case basis.

The Perth Inner City Group are now collaborating on the expansion of the 40km/h zones to the City of Perth, City of Subiaco, City of South Perth and Town of Victoria Park.



Project Overview

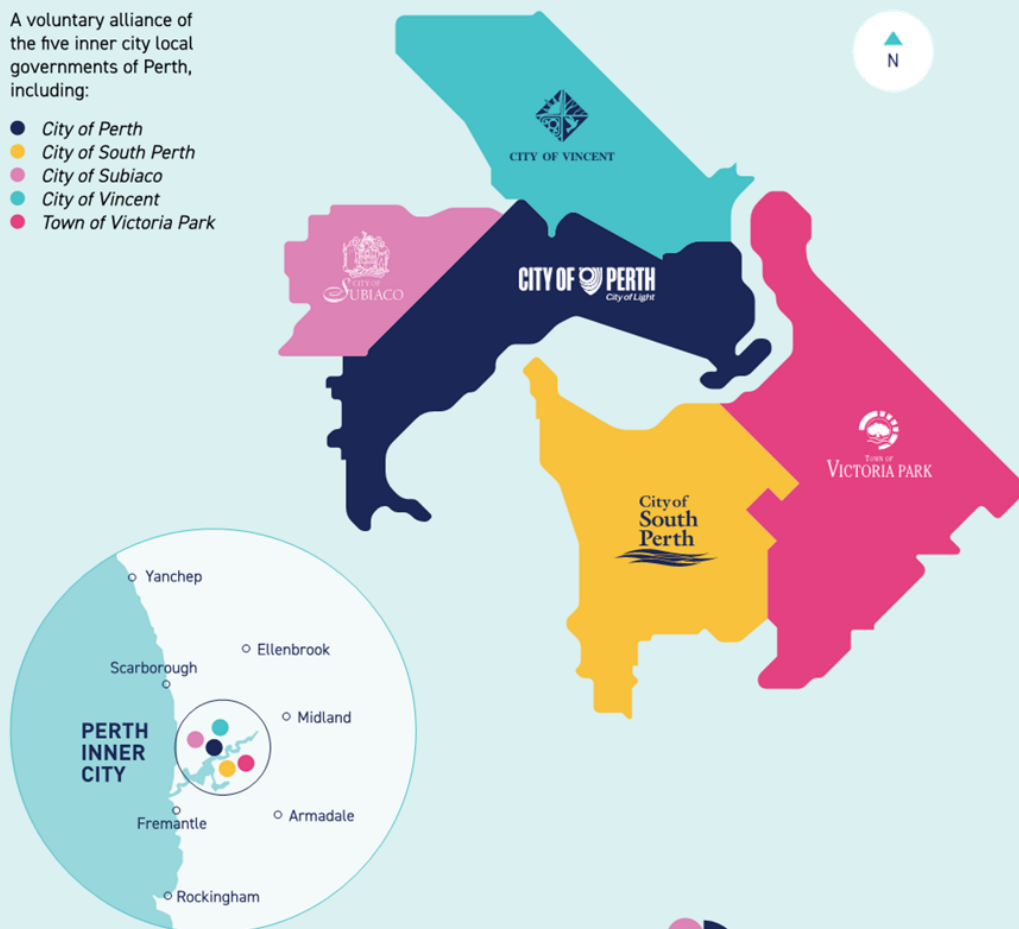
40km/h on local streets



PREPARED FOR
Perth Inner City Group

A voluntary alliance of the five inner city local governments of Perth, including:

- City of Perth
- City of South Perth
- City of Subiaco
- City of Vincent
- Town of Victoria Park



PROJECT CODE: 08036
February 2025

PJA



Read more at
www.perthinnercitygroup.org.au



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1 Executive Summary

Project Purpose

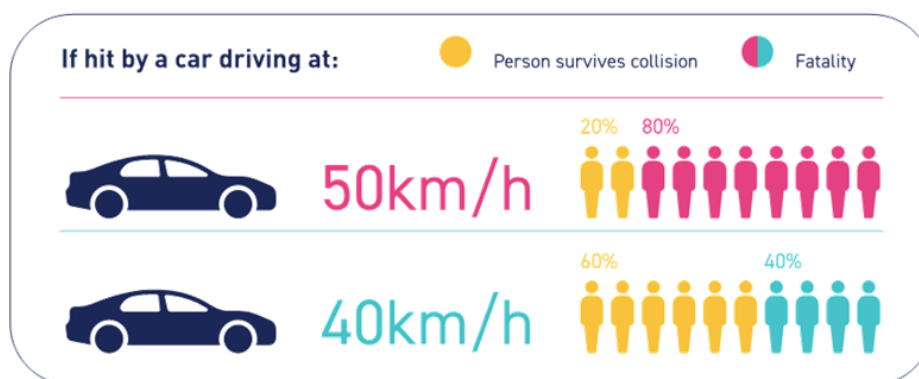
We want to reduce the speed limit on all of our local streets to 40km/h, creating a safer driving, walking and riding environment for everyone and making our neighbourhoods safer.

Evidence Based Approach

International research demonstrates that the human body can withstand only a certain amount of force (energy) before a person is seriously injured or killed.

While the size or overall mass of a vehicle plays a role in the outcome of a crash, it is the vehicle's speed (velocity) which is the primary determinant in the severity of injury and harm.

Research shows a **20% reduction in speed results in a 200% increase in the likelihood of surviving a collision**, as shown in the below graphic. This illustrates that a person walking or riding a bike or e-scooter will have a 60% chance of surviving the crash with a vehicle travelling at 40km/h compared to only a 20% chance of surviving the crash with a vehicle travelling at 50km/h.



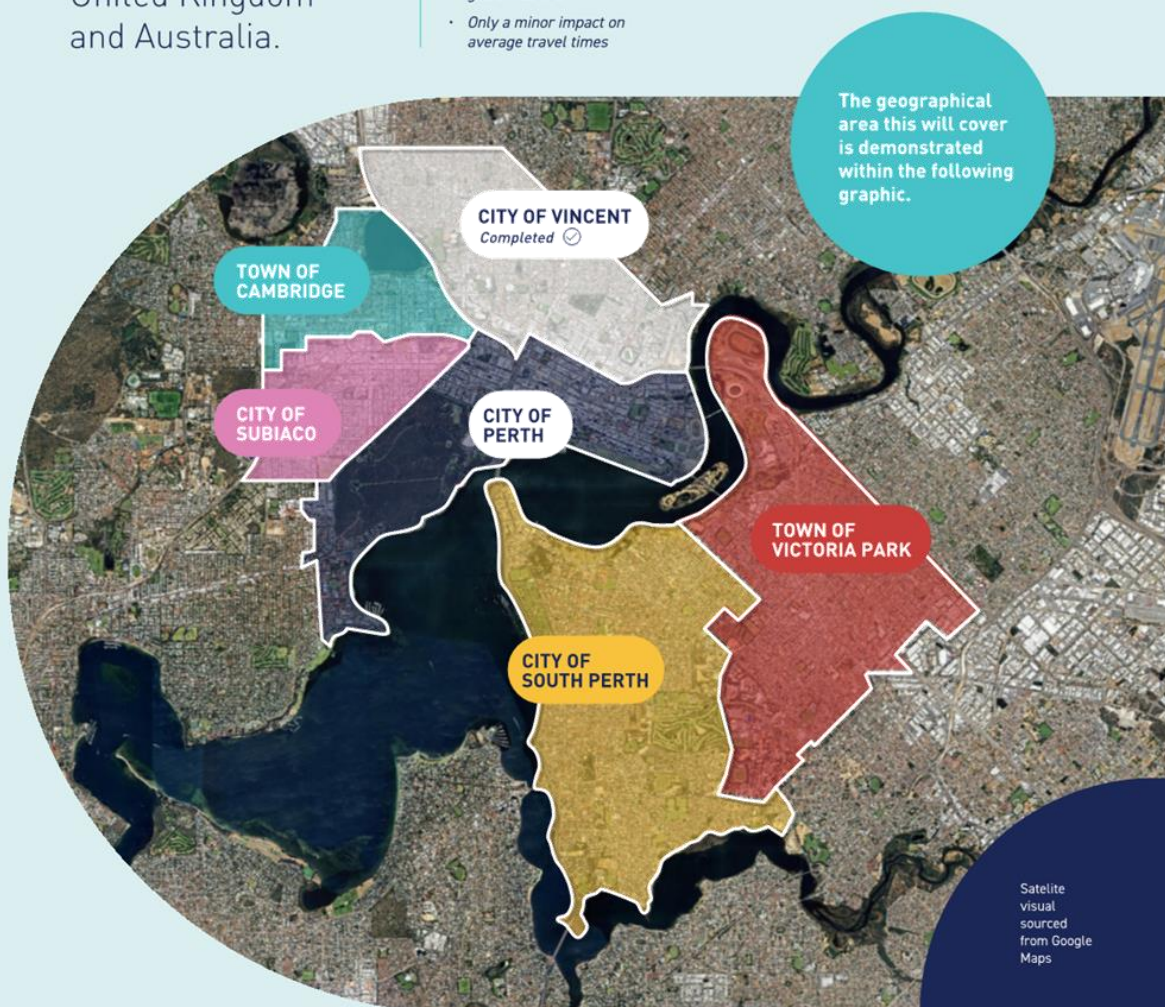
Reducing the speed limit to 40km/h on our local streets is a harm minimisation approach which follows the success seen in many cities across the world, including in Scandinavia, the United Kingdom and Australia.

The key benefits of slower speeds can result in:

- A reduction in the number of road crashes
- A reduction in the severity of road crashes
- Streets become safer for all road users including people walking and riding
- Local government can better direct resources for road safety infrastructure
- Slower neighbourhoods support more connected communities
- A reduction in greenhouse gas emissions
- Only a minor impact on average travel times

Pedestrian priority user hierarchy

- 1 People who are walking
- 2 People who are cycling
- 3 People catching public transport
- 4 People who are choosing to drive



2

Introduction

Road safety is a challenge shared by many communities and governments across the world.

As cities become bigger and busier, the speed of traffic is well known to have a significant impact on liveability and place, especially within our inner-city residential streets.



Our local streets are where people live, work, play and connect. All other roads in our inner-city are for transit and vehicle movement, and can accommodate speeds over 40km/h.



Project aim for the Perth Inner City Group

Speed limits are currently set by State Government based on how people are using roads and streets. It is only where there is inappropriate use (like speeding) or, a high number of crashes, where agencies may respond with engineering treatments to the street and, in some instances, reduce the speed limit.

The aim of this project is to flip the current paradigm, by:

1. Setting speed limits first, to make clear this is the maximum speed we expect drivers to travel at and to behave when driving on our streets.
2. Followed by ongoing monitoring program and budgeting for physical interventions where streets do not see an acceptable drop in operating speed.

We aim to deliver a harm minimisation approach, to be carefully monitored and evaluated in close consultation with State Government agencies and our communities.



Background

The default speed limit in built-up areas in Australia was progressively lowered from 60 km/h to 50km/h during the late 1990s and early 2000s. This change was to improve road safety particularly for pedestrians and cyclists. Since 2000, Australia's population has increased by nearly 8 million people from 19 million to 27 million and the number of registered vehicles has increased by 9 million from 12 million vehicles to 21 million vehicles. Nearly all this growth has occurred in major cities with increased traffic and vehicle related accidents.



Project scope

Our project scope is based on:

- **Creating a slower inner-city precinct:**
The geographical area in scope for the change to 40km/h is shown above. This is comprised of five local governments (in addition to the City of Vincent) and a total of approximately 62km². This area has been identified based on what is needed to be meaningful for community and road users for change, and to best support engagement and education on a mass scale.
- **Making our neighbourhoods safer:**
The scope of 40km/h relates to on local access roads only (residential streets), with main roads or distributor roads being considered by Main Roads WA only by exception.

3 Key evidence



The role of speed in road safety

The evidence behind this project is based on kinetics and the laws of physics.

This is expressed within the equation

$$Ek=mv^2$$

Where:

Ek = Kinetic energy (Joules)

m = Mass (kg)

v = Velocity (m/s)

While the size or overall mass of a vehicle plays a role in the outcome of a crash, it is the vehicle's speed (velocity) which is the primary determinant in the severity of injury and harm.

Research shows a 20% reduction in speed results in a 200% increase in the likelihood of surviving a collision, as shown below. This illustrates that a person walking or riding a bike or e-scooter will have a 60% chance of surviving the crash with a vehicle travelling at 40km/h compared to only a 20% chance of surviving the crash with a vehicle travelling at 50km/h.

Below: Infographic showing the role of speed in road safety





Leading evidence

The Stockholm Declaration

In 2020, the Stockholm Declaration was updated through the United Nations to call for default 30km/h speed limits on all urban streets, and the prioritisation of Safe System design to enable walking and riding of bikes.

These changes focus on speed management, including the strengthening of law enforcement to prevent speeding and mandating a maximum road travel speed of 30 km/h in areas where vulnerable road users and vehicles mix in a frequent and planned manner. This notes that efforts to incrementally reduce speed in general will have a beneficial impact on air quality and climate change as well as being vital to reduce road traffic deaths and injuries.

Bloomberg Initiative for Global Road Safety (BIGRS)

The World Health Organisation delivered the BIGRS in 2020, due to evidence that devastatingly, road traffic fatalities remain the leading cause of death for young people aged 5–29.

Through BIGRS there is continued collaboration across governments to influence road safety, and implement projects that calm traffic and create safer walking environments.



The difference between local streets and main roads

Local streets (residential streets) serve primarily a start or end of trip function, allowing people to travel to or from individual places within a suburb. On local streets, the movement of vehicles is no more important than the needs of other transport modes and activities that occur within a local street.

This means that a fair and equitable approach to road safety should ensure anyone can use any mode of transport within a safe environment.

Overall, our local streets are where people live, work, play and connect. All other roads in our inner-city are for transit and vehicle movement, and can accommodate higher speeds over 40km/h.



Main Roads WA are the lead agency for setting speed limits, and determine the number and placement of speed signs on all streets and roads.



State and Local Government responsibility

Local governments are responsible for infrastructure on local streets as well as some roads within their locality. This includes infrastructure for pathways, kerbs, signage and the road surface itself. Many local governments also choose to be proactive in encouraging and supporting road safety within their communities.

State Government are responsible for all other roads and highways, and regulate road safety across the state.

State Government have prepared the Road Safety Strategy for WA, 'Driving Change (2020-2030)'. This high-level strategic approach notes that safer speeds through revised speed limits and/or greater driver compliance to speed limits, while often sensitive, remain the most powerful, quickest-acting options available to us that can be progressed in partnership with local governments and local communities.

While State Government have provided the strategic direction to road safety for the state and own operation of the state road network, local government still have the responsibility to operate approximately 85% of the road network.



Movement, Place and Speed

Traditionally, the focus for people movement has been centred around 'Journey to Work' or 'Commuting' purposes as this is the key movement during the peak morning and afternoon periods of travel.

While this still holds true, increasingly, there is a need to consider more than just Journey to Work, with more 'everyday' journeys to school, local shops, parks, social centres also needing to be understood and planned for within a safe transport system. Making communities and local streets easier and safer to move around is a key focus for local governments where all elements of the street should be considered (such as street trees, footpaths, crossings) and speed.

As noted within Main Roads WA Speed Zoning Guidelines, each roadway provides a movement function within the road network. Movement describes the use of the roadway for travel (including traffic, freight, public transport, pedestrian and cycling movements). Generally, the higher the road hierarchy classification, the greater the movement value of the roadway.

Every road is surrounded by various land uses, from residential or commercial activity, to pastoral or remote. The degree to which a roadway forms an integral part of the place it travels through can indicate its Place value. Place values describe the significance of the destination value of the roadway and adjacent land uses.

Operationally, the Movement and Place Framework can be used for identifying appropriate Target Speed(s). The Movement and Place Framework can also be used to assess the factors that may influence a driver's perception of risk which in turn may influence driver behaviour and naturalistic Operational Speed.

The key rationale for the proposed speed limit changes is to be proactive in managing the role of safe speed on our local roads.

FAQs

Appendix A

Why reduce speed limits?

The key rationale for the proposed speed limit changes is to be proactive in managing the role of safe speed on our local streets.

Q?

What is being proposed?

A The Perth Inner City 40km/h Speed Zones Project proposes to create a slower inner-city neighbourhood precinct across five local governments (in addition to the City of Vincent) and a total of approximately 62km².

The geographical area includes local streets within the City of Perth, South Perth, Subiaco, the Town of Victoria Park, and a portion of the Town of Cambridge. These areas have been identified based on what is needed to be meaningful for community and road users for change, and to best support engagement and education on a mass scale.

The scope of 40km/h relates to on local roads only (residential streets), with main roads or distributor roads being considered by Main Roads WA only by exception.

Q?

Why Local Streets? Why 40km/h?

A Local streets are where people live, children play and local residents carry out everyday tasks, like walking the dog, going for a run, walking to and from school or the local shops. As such, making these places as safe as possible for people to live and enjoy by reducing traffic speed is a key.

The current speed limit on local streets is 50km/h (the default built up area speed). Reducing this to a posted 40km/h speed limit will reduce traffic speed and, should a crash occur between a car and a person walking or riding, the person walking or riding will have a better chance of surviving the crash and not being seriously injured.

A 20% reduction in speed limits results in a 200% increase in the likelihood of surviving a collision.



Q?

Why not 30km/h?

A 30km/h is widely considered as the key threshold speed and the aim to reduce the likelihood of people walking or riding being killed in the event of a crash with a vehicle.

However, it is considered that adopting 40km/h for all local streets is a crucial step forward for Perth and will work toward reducing people killed and seriously injured on our roads and streets.

For more information on Speed Management, the science behind safer travel speeds, and studies showcasing the benefits of safer speeds, please refer to the [City of Vincent Safe Speed Trial Evaluation Report](#).

Q?

Will it impact travel times?

A Research notes that local speed limits typically have a negligible effect on travel times, particularly because small variations in trip time associated with travel on local streets at the start and end of journeys are not perceptible or significant when considered in the frame of whole trips (Haworth et al. 2001).

The two case studies referenced in the City of Vincent report (The Padbury Experiment and the Australian College of Road Safety Journal article on Safer Speeds), notes that opposition to the introduction of lower speed limits in local neighbourhood streets impacting travel times is not justified, with minimal travel time reductions when travelling at a safer speed.

Further, travel time analysis undertaken in the 40km/h trial area further demonstrates this (presented within the City of Vincent report), with only seconds difference between travelling at the existing default 50km/h and traveling at safer speeds of 30km/h and 40km/h.

Q?

What are the benefits?

A Throughout the world, there is great concern that road traffic crashes kill more than 1.35 million people every year, with over 90% of these casualties occurring in low- and middle-income countries and that these collisions are the leading cause of death for children and young adults aged 5–29 years, and that the projected up to 500 million road traffic deaths and injuries worldwide between 2020 and 2030 constitute a preventable epidemic and crisis that to avoid will require more significant political commitment, leadership and greater action at all levels in the next decade.

Evidence from international research for safer speeds indicate that reductions in vehicle speeds on local streets may also result in reductions of traffic noise and can promote walking and riding, which have clear flow-on health, wellbeing, social, and economic benefits (Box and Bayliss 2012; James et al. 2014). The impacts of noise and air pollution resulting from traffic also reach minimal levels at a speed of 40 km/h (Elvik 2009b, p. 37).

Overall, the key benefits of slower speeds can result in:

A reduction in the number of road crashes	A reduction in the severity of road crashes	Streets become safer for all road users including people walking and riding	Local government can better direct resources for road safety infrastructure	Slower neighbourhoods support more connected communities	A reduction in greenhouse gas emissions	Only a minor impact on average travel times
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Q?

Is there an existing speeding and road safety issue on our local streets?

A The City of Perth, the City of South Perth and Town of Victoria Park provided geo located traffic speed data. This has been mapped to the local street network. This indicates that within the local street network a large proportion of streets already experience 85th percentile speeds at or below 48km/h, indicating that reducing the posted speed to 40km/h would see a reduction to operating traffic speeds over the longer term.

There are also a number of streets (mainly within the City of South Perth and Town of Victoria Park) that experience speeds above 52km/h. These streets will also see a reduction in the 85th percentile speed following the implementation of area-wide 40km/h speed zoning. However, the reduction in speeds may not be to 40km/h. But as noted, any reduction in speed is a road safety benefit to all road users.

There have been 1,052 casualty crashes within the inner-city area within the last five years (2019 to 2023). Casualty crashes are those crashes that resulted in either someone requiring medical treatment at the scene of the crash, or someone requiring hospitalisation or, someone who has died. Table 1 illustrates the crash rates for each local government area.

These crashes have also been spatially mapped and presented below.

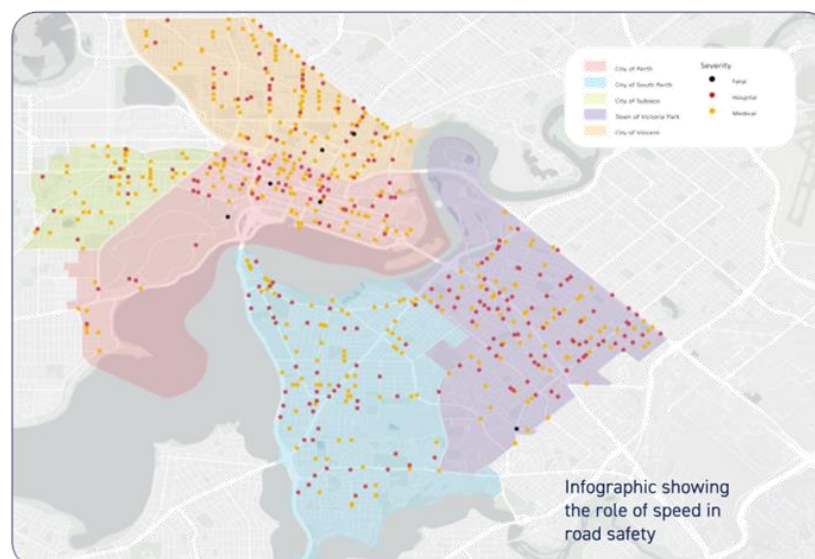


Table 1 Project Scope – Casualty Crashes 2019 to 2023

Local Government Area	Medical	Hospital	Fatal
City of Perth	195	59	3
City of South Perth	142	52	0
City of Subiaco	55	10	0
Town of Victoria Park	216	102	2
City of Vincent	161	53	2
Town of Cambridge	85	22	1
Total	854	298	8

While a number of the crashes are noted as occurring in roads, that are not classified as local streets, a reduced speed limit is expected to prevent and reduce the outcome of future crashes on local streets.

Q?**How will the change occur?**

A Main Roads WA are the lead agency for setting speed limits, and determine the number and placement of speed signs on all streets and roads. Once approved, Main Roads WA will work with the project team and each individual member council to plan the roll out of new signs across the Perth inner-city region. This will likely take over 12 months to implement.

Q?**What will happen to streets that current have posted speed limits less than 40km/h?**

A There are a number of streets within the inner-city area that currently have posted speed limits less than 40km/h. These largely being Safe Active Streets and shopping strips. There are also temporary School Zones of 40km/h.

Safe Active Streets and shopping strips with posted speeds less than 40km/h will remain as they are. School Zones will still be signed, accompanying the 40km/h posted speed limit sign, with school zone times removed.



City of Vincent

Appendix B

Case Study

40km/h on local roads in City of Vincent

This project was completed by the City of Vincent between 2018 and 2024, supported by Road Safety Commission (RSC), Main Roads WA (MRWA), WALGA, RAC WA and the WA Police (WAPOL).

Overview

In 2018 the City of Vincent proposed a 40km/h speed zone trial within Vincent's southern suburban residential areas to study the impact of slower speed limits. The objective was that the trial would make neighbourhood streets safer and provide a better street environment for all road users and residents living close by.

The trial was a success and in 2023 MRWA approved permanent 40km/h speed limits in parts of North Perth, in addition to an existing trial area in Vincent's southern-most suburbs. This covered 40 per cent of City of Vincent's local access roads.

Community consultations completed by the city demonstrated significant support for the reduction of the speed limits, with almost 60 per cent of respondents showing they were in favour of the change.

In mid-2024, MRWA granted approval for the speed to be permanently reduced on all local access roads within the City of Vincent. The 40km/h speed limits will apply to local access roads only.

Project objectives

In recent history, road design and function have often been dictated by the needs of private vehicles to the convenience of their drivers.

This has resulted in streets and roads that have pushed people to the stage where they are uncomfortable places for pedestrians and discourage active transport, further embedding dependence on private vehicles.

In response to this, the city has been pursuing a more holistic approach to the design of streets that prioritises people walking, people riding and people using public transport, above private vehicles on their streets.

Vincent's Accessible City Strategy (2020-2030) defines a pedestrian priority user hierarchy. As these transport modes all share the same space, balancing the often conflicting needs of different users is a key challenge and requires collaboration and negotiation to shift this balance.

Overall, the city's goal is to increase trips completed by walking, riding and public transport. To achieve this the city puts people first when designing and upgrading streets. Getting around Vincent neighbourhoods is safe, easy, environmentally friendly and enjoyable.

The City of Vincent's pedestrian priority user hierarchy

People who are walking

1

People who are cycling

2

People catching public transport

3

People who are choosing to drive

4

Case Study City of Vincent

Project outcomes

A trial evaluation report was undertaken to assess the effectiveness of the 40km/h speed zone trial within the City of Vincent's southern suburbs following the first twelve months of its implementation. The Safe Speed Trial Evaluation Report was delivered in October 2022 by PJA Research carried out on behalf of the Road Safety Commission.

Overall, this report demonstrates that local speed management schemes are an effective and cost-efficient mechanism to prevent fatalities and injuries occurring as a result of a traffic crash.

Key findings from the report noted, as a result of the reduced speeds:

- Some speed reduction effects. Mean (average) vehicles speeds have reduced by about 1km/h, about 2.4%.
- The 85th percentile speed on trial roads dropped by just over 1km/h or about 2.5%.
- The reduction in average vehicle speeds is of a similar magnitude to the reduction seen with the introduction of the default 50 km/h limit in 2001.
- The number of vehicles observed at twelve months was comparable to the baseline, and no significant change was observed on distributor roads which were not subject to any change in speed limit.
- After twelve months, crash records indicated that there was some crash reduction effect on the trial roads. This reduction coincided with a long-term decline in overall crashes within the City of Vincent. There was also a less substantial crash reduction in overall crashes within the control set of local roads (the northern part of the City of Vincent) not subject to the new limit.
- The reduction in total crashes matches (triangulates) with the reductions in observed vehicle travel speeds and aligns with established road safety theory. Therefore, it is very likely that the 40 km/h limit would have long-term crash reduction benefits.

- Significant increases in walking and cycling were observed at the four observation sites within the City of Vincent. A total of 14% more pedestrians and cyclists were observed in the twelve-month surveys, compared to the February 2019 baseline.

Process and approvals

The City of Vincent Council (Elected Members) and then MRWA formally approved the trial and the trial area becoming permanent.

The City of Vincent Council (Elected Members) and then MRWA approved the expansion to all local roads in the City of Vincent.

Project funding

The Road Safety Commission funded the evaluation report. The City of Vincent funded the cost to implement the 40km/h signs, a total of \$550,000.

Lessons learned

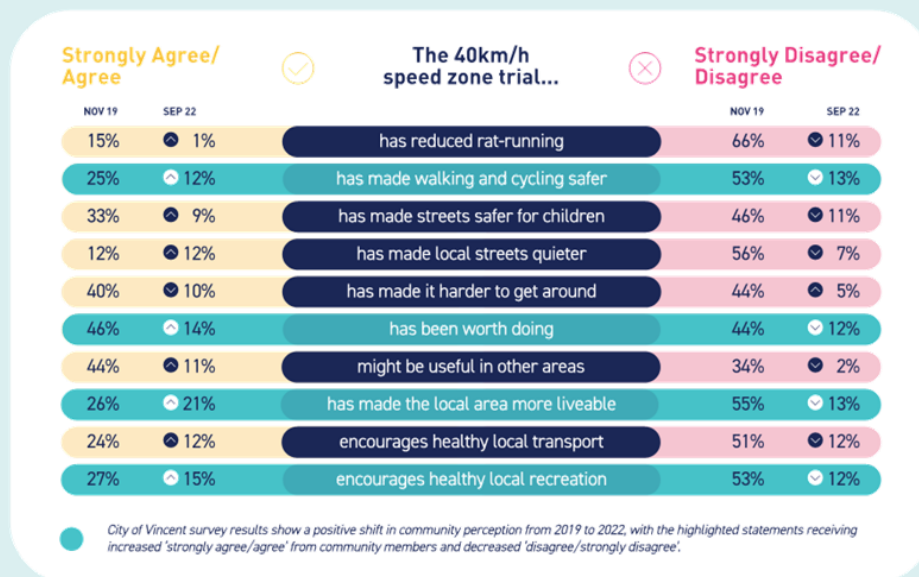
For city leaders, this work has reinforced that speed management is at the core of a forgiving road transport system. Key insights include:

- Impact speed is the proven primary determinant of injury outcome, and the travel speed influences a vehicle controllability and crash likelihood. Reducing urban travel speeds by 5km/h is likely to reduce urban casualty crashes by approximately 26% and lead to major reductions in pedestrian and cycle injuries.
- Decreases in vehicle speeds on local roads also improve local amenity and promote walking and riding, which leads to improvements in health, wellbeing, social cohesion, as well as economic benefits.
- Area speed management strategies are often effective at delivering significant benefits for local communities. However, area speed management treatments should be appropriate for road and street environments, in keeping with local and regional planning, and be broadly supported by local communities.

Testimonials and community sentiment

During the initial trial of 40km/h within Vincent's southern suburban residential areas, residents were surveyed to understand the impact the reduced speeds on local streets was having on their everyday lives. A series of questions was asked within the survey, with the survey being carried out in 2019 (12 months of the trial being in place) and in 2022 (36 months of the trial being in place). A summary of respondents supporting and not supporting the trial is shown below.

This illustrates that the Vincent community surveyed had a more positive view of the reduced speeds having lived with the trial 40km/h for three years, with more people realising that the 40km/h trial made walking and riding safer, made local streets quieter and more liveable encouraging healthy choices for transport and recreation.



More recent testimonials for the change within the City of Vincent include:

- 40km/h Speed Zones - Local resident Maria
- 40km/h Speed Zone - Local cyclist Carlia
- 40km/h Speed Zones - Local resident Aoife

This case study is also featured in the Safer Speeds and Better Places Community Toolkit vol 1:

<https://www.townteammovement.com/safer-speeds-better-places/>

More localised case studies are featured within this toolkit, including:

<https://www.townteammovement.com/the-roxy-revamp/>
<https://www.townteammovement.com/case-study-4-the-bike-hub/>
<https://www.townteammovement.com/case-study-7-inglewood-tactical-urbanism-inglenooks/>
<https://www.townteammovement.com/case-study-9-hannah-lane-revitalisation/>



perthinnercitygroup.org.au
pja.com.au

12.4 REPORT AND MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 26 FEBRUARY 2025

- Attachments:
1. Audit and Risk Committee Minutes - 26 February 2025 [↓](#) 
 2. Audit and Risk Committee Attachments - 26 February 2025 - Confidential

RECOMMENDATION:

That Council:

1. RECEIVES:

- 1.1 The Minutes of the Audit and Risk Committee Meeting of 26 February 2025, at Attachment 1 and the Confidential Attachments Paper at Attachment 2;
- 1.2 The reports from the Office of the Auditor General for the Local Government sector issued from May 2024 to June 2024;
- 1.3 The Better Practice Guide: Supplier Master Files report from the Office of the Auditor General for all State and local government entities;
- 1.4 The review of the Fraud and Corruption Prevention Policy;
- 1.5 Swimming Pool Barrier Inspections Audit; and
- 1.6 The City's Corporate Risk Register;

2. ADOPTS the Compliance Audit Return for the period 1 January 2024 to 31 December 2024.**3. AUTHORISES the Compliance Audit Return 2024 to be certified by the Mayor and Chief Executive Officer in accordance with Regulation 15 of the *Local Government (Audit) Regulations 1996*.****4. SUPPORTS the presentation of the updated Fraud and Corruption Prevention Policy, to Council for approval to advertise****5. APPROVES:**

- 5.2 The risk management actions for the high and extreme risks;
- 5.2 The management actions for the high and extreme risks; and
- 5.3 Closure of action items noted in the City's Audit Log.

6. NOTES:

- 6.1 The audit planning summary for the 2024/2025 financial year;
- 6.2 The key findings of the Swimming Pool Barrier Inspections Audit and that the findings and management actions arising will be added to the City's Audit Log;
- 6.3 That the City of Vincent's Compliance Audit Return for the period 1 January 2024 to 31 December 2024 was reviewed by the Audit Committee at its 26 February 2025 meeting;
- 6.4 The JLT Public Sector's report on the City's cyber security controls.
- 6.5 The alignment of Corporate Risks to risk appetite and tolerance ratings;
- 6.6 The 2025 Audit and Risk Committee Forward Agenda; and
- 6.7 The Status of the City's Audit Log.

PURPOSE OF REPORT:

To report to Council the proceedings of the Audit and Risk Committee at its meeting held on 26 February 2025 in accordance with clause 2.21(1) of the City's Meeting Procedures Local Law 2008.

DELEGATION:

In accordance with Section 5.22(2) of the *Local Government Act 1995* the minutes of a meeting of a committee are to be submitted to the next ordinary meeting of the council for confirmation.

BACKGROUND:

The City's Audit and Risk Committee is a statutory committee of Council, established in accordance with Section 7.1A of the *Local Government Act 1995*. The role of the Audit and Risk Committee is to provide independent advice and assurance to Council over the City's risk management, internal controls, legislative compliance and financial management.

The Audit Committee meets approximately every three months and comprises of up to three external independent members (one of which is the Audit and Risk Committee Chair) and four Elected Members.

DETAILS:

The Chairperson managed the order of agenda items for discussion for the convenience of the meeting, visiting representatives of the Officer of the Auditor General and presenting members of Administration.

5.1 OAG Reports issued for Local Government Entities

The Committee were presented with reports from the Office of the Auditor General for the Local Government sector issued from May 2024 to June 2024 and Supplier Master Files report. The presentation of this information was acknowledged as being good practice and should be compiled annually as a snapshot of the City's standing.

5.2 Review of the Fraud and Corruption Prevention Policy

The Committee discussed the proposed policy and noted that the policy updates mainly focused on integration with the integrity framework, updated standards and OAG better practice guide. The policy review naturally follows the recent review of the City's Fraud and Corruption framework and development of fraud risk register.

5.3 Local Government Statutory Compliance Audit Return

Section 7.13(1)(i) of the *Local Government Act 1995* (Act) requires local government to undertake an audit of compliance "in the prescribed manner and in a form approved by the Minister". In accordance with section 7.13(1)(i) of the Act, the Department of Local Government, Sport and Cultural Industries (DLGSC) requires that all local governments complete a Compliance Audit Return (CAR) by 31 March 2025.

In accordance with Regulation 14(3a) of the *Local Government (Audit) Regulations 1996*, the Audit and Risk Committee is to review the CAR prior to the CAR being presented to Council for approval.

The report identifies one area of non-compliance. The Audit and Risk Committee were satisfied that this issue would be addressed moving forward with the implementation of the Attain software which is used to manage the Primary and Annual return process.

5.4 Internal Audit Report (Y3 Audit 1) - Swimming Pool Barrier Inspections

The report presents the findings of the internal audit, management responses and proposed actions.

The Manager Public Health & Built Environment provided an update on Administrations response to the swimming pool barrier inspections audit and acknowledged that Administration were aware of the findings and have been working towards rectifying them. The Committee discussed the importance of having independent audits of this nature to verify information and processes are accurate as the management of swimming pool barriers presents a significant risk to the organisation.

5.5 Cyber-Security Controls Review 2024 From JLT Public Sector

The Executive Manager ICT presented the JLT public sector's report on the City's cybersecurity controls. Discussion centred around action the organisation is taking to mitigate risks where the City did not perform as well.

5.6 Review of the City's Corporate Risk Register

The report presents the City's Corporate Risk Register (Register), proposed risk management actions for high and extreme risks and alignment of Corporate Risks to Risk Appetite and Tolerance Statements.

The committee reviewed the City's corporate risk register, discussing the importance of addressing tree canopy risks and requested that the July meeting include a deep dive into this risk.

5.7 Audit Committee - Forward Agenda 2024

The Audit and Risk Committee Forward Agenda (Agenda) is a 'live' document developed in consultation with Committee Members. The Agenda identifies key issues, performance, monitoring and/or reporting requirements scheduled for presentation to the Committee throughout the year.

The Committee noted amendments to the Forward Agenda as captured in the minutes.

5.8 Review of the City's Audit Log

The report provides an update on the status of all outstanding items in the City's Audit Log. The Audit Log tracks all open audit items from audits and reviews, until closure, and provides a summary of the progress made against the management actions. Five actions were recommended for closure, six actions remain open with four overdue.

6.1 OAG Entrance Meeting 2024/25 Audit

Representatives from the Office of the Auditor General (OAG) presented the Audit Planning Summary for the entry meeting.

6.2 Briefing by CEO - City's Strategy, progress of key initiatives, and external events impacting the City

The Chief Executive Officer provided an overview of the City's corporate business plan, highlighting key focus areas, strategic projects, and the importance of the underground power program and tree canopy revitalisation.

6.3 Audit & Risk Committee - self-assessment survey

The Presiding Member reminded Committee members to complete the Audit & Risk Committee Self-Assessment Survey and noted that the results will be presented to the Committee for consideration at its meeting on 2 July 2025.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

In accordance with Section 5.22(2) of the *Local Government Act 1995* the minutes of a meeting of a committee are to be submitted to the next ordinary meeting of the council for confirmation.

The Audit and Risk Committee Terms of Reference govern the functions, powers and membership of the Committee.

RISK MANAGEMENT IMPLICATIONS:

Low: It is low risk for Council to consider the report and minutes of the Audit and Risk Committee meeting on 26 February 2025 as the Committee provides advice and assists the Council to fulfil its governance and oversight responsibilities in relation to financial reporting, risk management, internal controls, legislative compliance, ethical accountability, and the internal and external audit functions.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

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

PUBLIC HEALTH IMPLICATIONS:

There are no implications to the priority health outcomes of the City's Public Health Plan 2020-2025.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.



CITY OF VINCENT

MINUTES

Audit and Risk Committee

26 February 2025

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

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AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

**MINUTES OF CITY OF VINCENT
AUDIT AND RISK COMMITTEE
HELD AT THE E-MEETING AND ADMINISTRATION AND CIVIC CENTRE
244 VINCENT STREET, LEEDERVILLE
ON WEDNESDAY, 26 FEBRUARY 2025 AT 4.15PM**

PRESENT:	Mr George Araj	Independent External Member (Chair)
	Mr Conley Manifis	Independent External Member
	Mr Baptiste Isambert	Independent External Member
	Cr Alex Castle	North Ward
	Cr Jonathan Hallett	South Ward (from 4.12pm)
	Mayor Alison Xamon	Presiding Member
IN ATTENDANCE:	David MacLennan	Chief Executive Officer
	Rhys Taylor	Executive Director Community & Business Services
	Joslin Colli	Executive Manager Corporate Strategy & Governance (from 4.09pm)
	Emma Simmons	Chief Audit Executive
	Peter Ferguson	Executive Manager Information & Communication Technology
	Main Bhuiyan	Manager Financial Services
	Carrie Miller	Corporate Strategy & Governance Officer
	Prue Reddingius	Manager Public Health & Built Environment (Item 5.4 only)
	Cait McGowan	OAG, Director Financial Audit (Item 6.1 only)
	David Kilgren	Office of the Auditor General (Item 6.1 only)

1 INTRODUCTION AND WELCOME

The Presiding Member, George Araj, declared the meeting open at 4.09pm and read the following Acknowledgement of Country statement:

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

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Cr Ron Alexander

3 DECLARATIONS OF INTEREST

Conley Manifis declared an impartiality interest. The extent of his interest is that his company is contracted by the Office of the Auditor General to complete external audits.

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

4 CONFIRMATION OF MINUTES**COMMITTEE DECISION****Moved:** Mr Manifis, **Seconded:** Mr Isambert

That the minutes of the Audit and Risk Committee held on 7 November 2024 be confirmed.

CARRIED (5-0)**For:** Mr Araj, Mr Manifis, Mr Isambert, Cr Castle and Mayor Xamon**Against:** Nil

(Cr Alexander was an apology for the Meeting.)

(Cr Hallett was absent from the Council Chamber and did not vote.)

As the Office of the Auditor General representatives were in attendance, the Presiding Member decided that this item would be moved to the first item of business for consideration.

At 4.12pm, Cr Jonathan Hallett arrived at the meeting during the OAG presentation.

6 GENERAL BUSINESS**6.2 OAG ENTRANCE MEETING 2024/25 AUDIT**

Cait McGowan from the OAG presented the Audit Plan Summary for the City, highlighting no significant changes in processes, a reduction in on-site hours, and a focus on procurement and asset valuation.

6.1 OAG ENTRANCE MEETING 2024/25 AUDIT**Attachments:** 1. Planning Summary - 30 June 2025 - Confidential**RECOMMENDATION:**That the Audit Committee recommends to Council that it **NOTES** the audit planning summary for the 2024/2025 financial year.**COMMITTEE DECISION ITEM 6.1****Moved:** Mayor Xamon **Seconded:** Cr Castle,

That the recommendation be adopted.

CARRIED (6-0)**For:** Mr Araj, Mr Manifis, Mr Isambert, Cr Castle, Cr Hallett and Mayor Xamon**Against:** Nil

(Cr Alexander was an apology for the Meeting.)

At 4.21pm Cait McGowan and David Kilgren left the meeting and did not return.

Page 4

AUDIT AND RISK COMMITTEE MINUTES**26 FEBRUARY 2025**

At 4.22pm, the Manager Public Health & Built Environment arrived at the meeting prior to general business.

5 BUSINESS ARISING

As the Manager Public Health & Built Environment was in attendance to speak to Item 5.4, the Presiding Member decided that this item would be moved to the second item of business for consideration.

5.4 INTERNAL AUDIT REPORT (Y3 AUDIT 1) - SWIMMING POOL BARRIER INSPECTIONS

Attachments: 1. Swimming Pool Barrier Inspections Audit - Final - Confidential

RECOMMENDATION:

That the Audit Committee recommends to Council that it:

1. **RECEIVES** the Swimming Pool Barrier Inspections Audit at Attachment 1;
2. **NOTES** the key findings of the review, as detailed in this report; and
3. **NOTES** that the findings and management actions arising from the review will be added to the City's Audit Log.

COMMITTEE DECISION ITEM 5.4

Moved: Mayor Xamon, **Seconded:** Mr Manifis

That the recommendation be adopted.

CARRIED (6-0)

For: Mr Araj, Mr Manifis, Mr Isambert, Cr Castle, Cr Hallett and Mayor Xamon






Against: Nil

(Cr Alexander was an apology for the Meeting.)

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

5.1 OAG REPORTS ISSUED FOR LOCAL GOVERNMENT ENTITIES

- Attachments:
1. Local Government IT Disaster Recovery Planning [↓](#) 
 2. Local Government Management of Purchasing Cards [↓](#) 
 3. Local Government Physical Security of Server Assets [↓](#) 
 4. Staff Exit Controls at Large Local Government Entities [↓](#) 
 5. Better Practice Guide Supplier Master Files [↓](#) 

RECOMMENDATION:

That the Audit Committee RECEIVES:

1. The reports from the Office of the Auditor General for the Local Government sector issued from May 2024 to June 2024; and
2. The Better Practice Guide: Supplier Master Files report from the Office of the Auditor General for all State and local government entities.

COMMITTEE DECISION ITEM 5.1Moved: Mayor Xamon, Seconded: Cr Hallett

That the recommendation be adopted.

CARRIED (6-0)**For:** Mr Araj, Mr Manifis, Mr Isambert, Cr Castle, Cr Hallett and Mayor Xamon**Against:** Nil

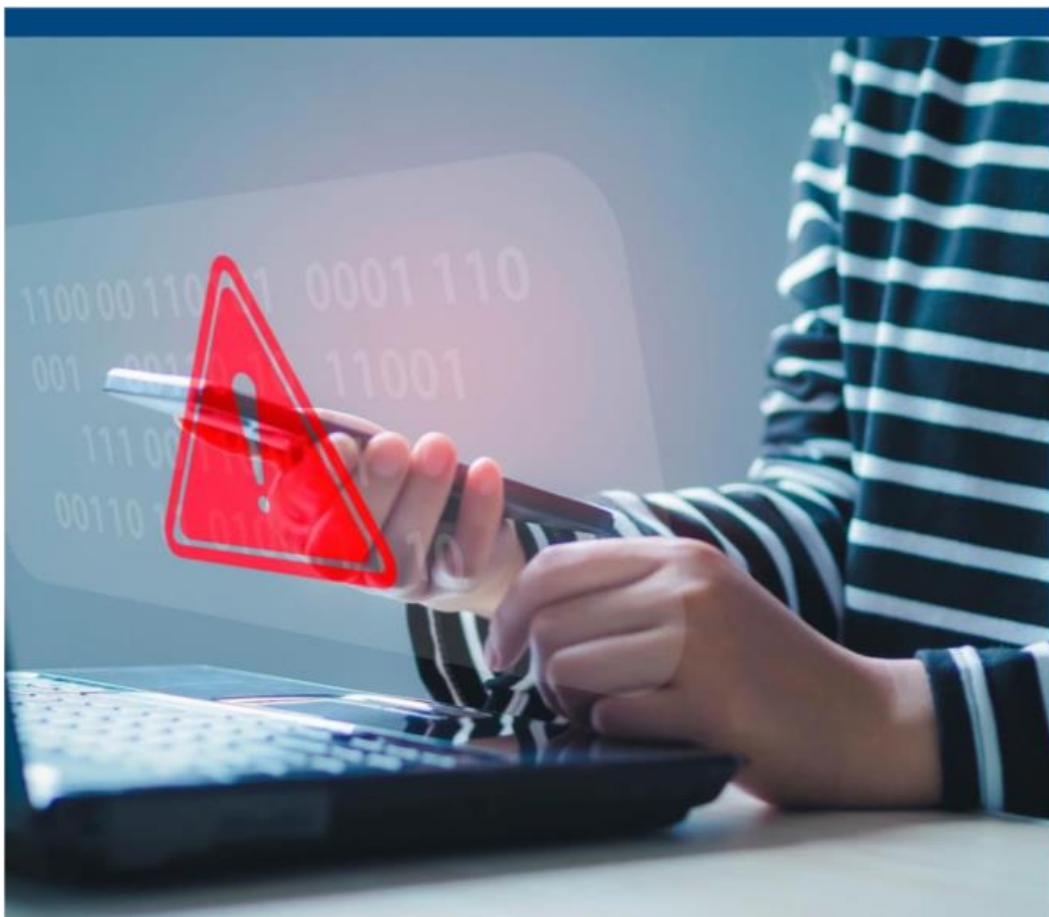
(Cr Alexander was an apology for the Meeting.)



Report 17: 2023-24 | 31 May 2024

PERFORMANCE AUDIT

Local Government IT Disaster Recovery Planning



AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

**Office of the Auditor General
for Western Australia****Audit team:**

Aloha Morrissey
Paul Tilbrook
Adam Dias
Lyndsay Fairclough
Information Systems Audit team

National Relay Service TTY: 133 677
(to assist people with hearing and voice impairment)

We can deliver this report in an alternative format for
those with visual impairment.

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ISSN: 2200-1913 (print)
ISSN: 2200-1921 (online)

*The Office of the Auditor General acknowledges the traditional custodians throughout
Western Australia and their continuing connection to the land, waters and community. We
pay our respects to all members of the Aboriginal communities and their cultures, and to
Elders both past and present.*

Image credit: shutterstock.com/Panya_photo

WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

**Local Government IT Disaster Recovery
Planning**

Report 17: 2023-24
31 May 2024

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AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025



THE PRESIDENT
LEGISLATIVE COUNCIL

THE SPEAKER
LEGISLATIVE ASSEMBLY

LOCAL GOVERNMENT IT DISASTER RECOVERY PLANNING

This report has been prepared for submission to Parliament under the provisions of sections 24 and 25 of the *Auditor General Act 2006*.

Performance audits are an integral part of my Office's overall program of audit and assurance for Parliament. They seek to provide Parliament and the people of WA with assessments of the effectiveness and efficiency of public sector programs and activities, and identify opportunities for improved performance.

This audit assessed whether six non-metropolitan local government entities of varying sizes effectively plan and test their ability to recover their information technology systems following a disaster.

I wish to acknowledge the entities' staff for their cooperation with this audit.

A handwritten signature in black ink, appearing to be 'Caroline Spencer'.

Caroline Spencer
Auditor General
31 May 2024

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

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AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

Auditor General's overview

Local government entities, like other public sector organisations, rely heavily on information technology (IT) systems to operate and deliver a vast range of services to their communities. This makes it increasingly important for all entities, regardless of their size, to have planned their response to disruptions such as cyber attacks and natural disasters.

My Office's previous information systems audits have consistently found issues with local government disaster recovery planning¹. This audit was an opportunity to delve a little deeper into entities' preparedness. Encouragingly, all the entities we audited were aware of the importance of disaster recovery planning to recover their IT systems and most had developed plans. However, none were fully prepared.

Further, as all the entities we audited relied on third party vendors to manage and recover their IT systems, it is important that vendor service agreements clearly define what is to be delivered.

I encourage entities to use the better practice principles we have included in this report to improve disaster recovery planning across the local government sector. Timely recovery of IT systems after a disaster can reduce financial and reputational losses, and minimise delays in delivering services to the public.



¹ Office of the Auditor General, [Local Government 2022-23 – Information Systems Audit Results](#), OAG, 27 May 2024, accessed 28 May 2024.

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

Executive summary

Introduction

This audit assessed whether six non-metropolitan local government entities of varying sizes effectively plan and test their ability to recover their information technology (IT) systems following a disaster.

We have anonymised findings throughout this report to not compromise the security and continuity of systems and information at the entities. Detailed findings were provided to each entity.

Background

There are 147 local government entities in WA who provide key services and facilities to their communities. This may include waste management, road repair or broader services such as administration of marinas, cemeteries, airports, medical centres and retirement homes. All entities depend to some degree on functioning IT systems. These systems can be disrupted by disasters such as damage to equipment, cyber attacks, fire or flood. Any such disruption may impact an entity's ability to provide its services.

Entities can best prepare themselves to deal with the impact of a disaster on their systems through the process of IT disaster recovery planning. Good planning should consider several elements, including how and when the plan should be activated, who is responsible, and a clear description of recovery procedures (Appendix 1). These steps are typically captured in a disaster recovery plan (DRP). DRPs generally focus on major disruptions and are not concerned with minor issues such as system glitches or brief losses of communications that occur as part of normal day-to-day operations.

Conclusion

None of the audited entities were ready to recover their IT systems following a disaster as they had not effectively planned or tested their DRPs. All acknowledged the importance of disaster recovery planning and most had developed DRPs. However, only one DRP was adequate and none had tested if their plans would work. Appropriate planning and testing help reduce the likelihood of prolonged system outages that can disrupt business operations, the delivery of services to the community, and be costly to fix.

All the audited entities used third party vendors to manage and recover their IT systems. However, none had adequate service agreements in place. The agreements did not clearly define entities' recovery expectations or vendors' obligations to prepare and test plans. In one case, the entity did not have a formal arrangement in place and relied on a verbal understanding. Clear and appropriate service agreements help ensure vendors understand an entity's needs and will prepare for and respond to a disaster as expected.

Findings

Entities did not appropriately document how they plan to recover their IT systems

Most entities did not fully document how they will respond to a disaster. Five entities developed DRPs, but only one of these included enough information to be effective. The others were missing key elements, such as:

- roles and responsibilities
- when and how to activate the plan
- recovery objectives aligned to entity needs
- which business systems are most important, the associated IT systems and the order in which they need to be restored
- detailed recovery steps.

One entity did not document how it planned to recover its IT systems at all. Entities were aware of the need to recover their IT systems and all had developed high-level business continuity plans which included a requirement to recover IT systems. However, these plans did not have enough detailed information to help manage IT disasters and fully recover key systems. Disasters are inherently disruptive, stressful and unusual situations. If entities do not have a clear, documented plan, they may not be able to respond effectively and restore systems to provide needed services to the community.

Entities did not know if their plans would work as expected

The five entities with DRPs did not test if these plans would successfully recover IT systems and information to meet business needs. As part of day-to-day operations, all had restored individual data files from their backups. However, they had not tested if full IT systems recovery was possible or if recovered data was consistent across applications. Without periodic testing of system recovery, entities cannot be confident their recovery plans and the steps they contain are achievable, up-to-date and effective.

Entities did not determine the nature and frequency of the testing they needed. For example, testing can range from desktop exercises to the recovery of full systems and may include part or all of the DRP (Figure 1). As testing comes at a cost, can be disruptive to entity operations and can lead to accidental outages, entities need to determine the combination of levels of testing most appropriate for their business.

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

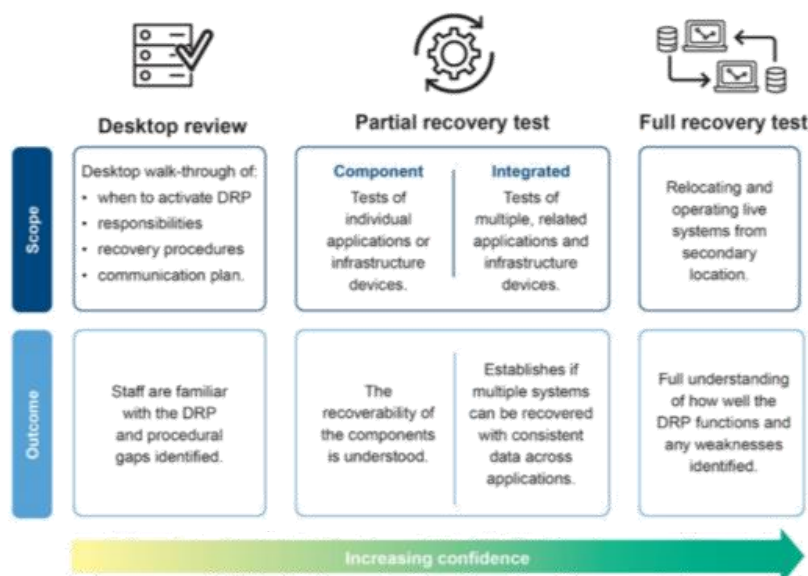
Source: OAG based on ISO/IEC 27031:2011²

Figure 1: Levels of disaster recovery testing

Service agreements with IT vendors were not adequate

Entities' agreements with IT vendors were not detailed enough to deal with disasters. All the entities relied on IT vendors to participate in disaster recovery planning and testing and to respond in case of disasters. Five had service agreements in place but these were missing all or some of the following:

- a clear description of the disaster recovery service required
- where the disaster recovery services are to be provided
- a description of the hardware required and delivery timeframes
- a clear requirement for the vendor to participate in disaster recovery planning
- how vendors are involved in testing (nature and frequency)
- timeframes for recovering from a disaster
- processes for monitoring, tracking and evaluating vendor performance
- recourse if expectations are not met.

² International Organization for Standardization and the International Electrotechnical Commission, [ISO/IEC 27031:2011 Information technology — Security techniques — Guidelines for information and communication technology readiness for business continuity](#), ISO, 2011.

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

One entity only had a verbal understanding with its IT vendor. In response to the audit, the entity started developing a written agreement. If entities do not have clear and detailed agreements with their vendors, there may be misunderstandings about the service to be supplied. This could impact entities' ability to prepare for a disaster and prolong the restoration of IT systems after an event.

Case study 1: Inadequate service agreement could delay recovery

One entity had a single physical server running its IT systems. If a disaster damages this server, the entity's DRP requires the IT vendor to provide a replacement within 48 hours. However, the agreement with the vendor did not include the 48-hour timeframe nor outline hardware specifications for the replacement.

If the hardware requirements are not clearly stated, the vendor may not be able to deliver appropriate equipment in the required timeframe. This may prolong the entity's reliance on manual processes and increase the time needed to enter the backlog of information after restoration.

Recommendations

The six audited local government entities should:

1. assess their recovery requirements and appropriately document detailed disaster recovery plans. Consideration should be given to key elements as outlined in Appendix 1
2. periodically test their recovery plans, to verify that key IT systems and information can be restored in line with entity expectations
3. review and update their IT vendor service agreements to include obligations for disaster recovery planning, testing and response. Any recourse if services are not met should also be documented.

In accordance with section 7.12A of the *Local Government Act 1995*, the six audited local government entities should prepare a report on any matters identified as significant to them for submission to the Minister for Local Government within three months of this report being tabled in Parliament, and within 14 days of submission publish it on their website.

Response from the audited local government entities

Audited entities generally accepted the recommendations and confirmed that where relevant, they have amended plans and procedures or will improve practices for effective disaster recovery planning.

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

Audit focus and scope

This audit assessed whether six non-metropolitan local government entities of varying sizes across WA had effective plans to manage IT disruptions.

Our criteria were:

- Are plans aligned to current business needs?
- Are plans tested to verify effectiveness and continuous improvements?

We visited each entity and:

- reviewed their policies and procedures for disaster recovery planning and testing
- examined other relevant documents and records
- conducted interviews with key staff.

This was an independent performance audit, conducted under section 18 of the *Auditor General Act 2006*, in accordance with Australian Standard on Assurance Engagements ASAE 3500 *Performance Engagements*. We complied with the independence and other ethical requirements related to assurance engagements. Performance audits focus primarily on the effective management including compliance with legislative and other requirements of entity programs and activities. The approximate cost of undertaking the audit and reporting was \$230,000.

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Appendix 1: Better practice principles – key elements of IT disaster recovery plans

The table below shows key elements of a disaster recovery plan to help guide an effective plan. These elements are not exhaustive and entities should assess their own needs as part of their preparation.

Key elements	Description
Purpose and scope	The purpose and scope of the plan should be defined and agreed with senior management. It should include: <ul style="list-style-type: none"> • details and location of the main technology supporting the business • an overview of the organisation and people that manage the technology • the security classification of systems • the relationship of this plan to other business continuity, incident response and cyber security response plans.
Roles and responsibilities	Clearly define the positions, teams and IT vendors with responsibilities for governance, incident escalation and IT disaster recovery. These should have the appropriate skills and knowledge, or contractual arrangements in place. Decision-making and spending authorities should also be clearly documented.
Contact details	Contact details for all key external and internal stakeholders.
Plan activation	Clearly document the circumstances and timeframes that cause the plan to be invoked.
Recovery objectives	Entities should assess the risks and effects a disaster will have to key IT systems. Plans should reflect the current business needs of the entity and outline: <ul style="list-style-type: none"> • critical business functions and their supporting IT systems. These should be listed in order of importance • recovery time objectives (RTO) - the timeframes in which the IT systems are to be recovered • recovery point objectives (RPO) - the amount of data which can be lost, measured in time.
Recovery procedures	A description of, or direction to, recovery procedures for: <ul style="list-style-type: none"> • networks, servers, applications and databases • security systems • data synchronisation within and between applications, including potential procedures to handle a backlog of information • data restoration • handover of services to users.
Communication plan	Plans should outline the method and frequency of communication to key stakeholders such as the public, enforcement authorities and other government departments.
Document control and storage	Plans should include clear approvals, version control and where the plan will be stored.
Testing	Plans need to be tested to ensure they can recover IT systems and will work as expected. They should detail the intended frequency, nature and scope of testing.

Source: OAG based on ISO/IEC 27031:2011³

³ International Organization for Standardization and the International Electrotechnical Commission, [ISO/IEC 27031:2011 Information technology — Security techniques — Guidelines for information and communication technology readiness for business continuity](#), ISO, 2011.

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Number	Title	Date tabled
17	Local Government IT Disaster Recovery Planning	31 May 2024
16	Local Government 2022-23 – Information Systems Audit Results	27 May 2024
15	Government Campaign Advertising	15 May 2024
14	State Government 2022-23 – Information Systems Audit	12 April 2024
13	Provision of Supplementary Information to the Standing Committee on Estimates and Financial Operations – Opinions on Ministerial Notifications	5 April 2024
12	Digital Identity and Access Management – Better Practice Guide	28 March 2024
11	Funding for Community Sport and Recreation	21 March 2024
10	State Government 2022-23 – Financial Audit Results	20 December 2023
9	Implementation of the Essential Eight Cyber Security Controls	6 December 2023
8	Electricity Generation and Retail Corporation (Synergy)	8 November 2023
7	Management of the Road Trauma Trust Account	17 October 2023
6	2023 Transparency Report: Major Projects	2 October 2023
5	Triple Zero	22 September 2023
4	Staff Exit Controls for Government Trading Enterprises	13 September 2023
3	Local Government 2021-22 – Financial Audit Results	23 August 2023
2	Electricity Generation and Retail Corporation (Synergy)	9 August 2023
1	Requisitioning of COVID-19 Hotels	9 August 2023

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Office of the Auditor General
for Western Australia



Report 19: 2023-24 | 12 June 2024

PERFORMANCE AUDIT

Local Government Management of Purchasing Cards



AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

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Western Australia

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We can deliver this report in an alternative format for
those with visual impairment.

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ISSN: 2200-1913 (print)
ISSN: 2200-1921 (online)

*The Office of the Auditor General acknowledges the traditional custodians throughout
Western Australia and their continuing connection to the land, waters and community. We
pay our respects to all members of the Aboriginal communities and their cultures, and to
Elders both past and present.*

Image credit: shutterstock.com/Suradech Prapairot

WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

**Local Government Management of
Purchasing Cards**

Report 19: 2023-24
12 June 2024

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THE PRESIDENT
LEGISLATIVE COUNCIL

THE SPEAKER
LEGISLATIVE ASSEMBLY

LOCAL GOVERNMENT MANAGEMENT OF PURCHASING CARDS

This report has been prepared for submission to Parliament under the provisions of sections 24 and 25 of the *Auditor General Act 2006*.

Performance audits are an integral part of my Office's overall program of audit and assurance for Parliament. They seek to provide Parliament and the people of WA with assessments of the effectiveness and efficiency of public sector programs and activities, and identify opportunities for improved performance.

This audit assessed whether three regional local government entities effectively managed the issue, use and cancellation of purchasing cards.

I wish to acknowledge the entities' staff for their cooperation with this audit.

A handwritten signature in black ink, appearing to be 'C. Spencer'.

Caroline Spencer
Auditor General
12 June 2024

AUDIT AND RISK COMMITTEE MINUTES

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Auditor General's overview

Purchasing cards offer benefits for local government entities by streamlining purchasing activities. However, these benefits come with the risk of misuse and loss of public money if the purchasing cards are not effectively managed.

In this audit, we looked at the management of purchasing cards at three regional entities. While we found poor management of some important controls, we did not find clear evidence that cardholders misused public money, in part because the entities did not have policy guidance to underpin allowable and reasonable use.

This audit follows on from our 2018 audit of local government entities' use of credit cards¹, which found generally satisfactory controls but noted shortcomings of varying significance in policies and procedures. In addition, our *Local Government 2021-22 - Financial Audit Results*² report found 20 entities with credit card anomalies.

For a more comprehensive review of purchasing cards, this audit looked beyond the use of credit cards and included other cards such as store cards. In reviewing each entity's controls, we did not apply a 'one size fits all' approach as the diversity of the sector means some very small entities, with few cardholders, may not need the same controls as larger entities with more cardholders.

I encourage the sector to use our better practice guidance in Appendix 1 - it contains considerations to help mitigate the risks associated with the use of purchasing cards and for creating an effective control environment.

I thank the staff at each audited entity for their cooperation and assistance in completing this work, and strongly encourage all local government entities to assess their own policies and management of purchasing cards against the focus areas of this audit.



¹ Office of the Auditor General, [Controls Over Corporate Credit Cards](#), OAG website, 9 May 2018.

² Office of the Auditor General, [Local Government 2021-22 Financial Audit Results](#), OAG website, 23 August 2023.

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Executive summary

Introduction

The audit assessed whether three regional local government entities (City of Albany, City of Kalgoorlie-Boulder and Shire of Murchison) effectively managed the issue, use and cancellation of purchasing cards. We last audited this topic in the local government sector in 2018³.

In conducting the audit, we considered the requirements of the *Local Government Act 1995* (LG Act) and associated regulations, guidelines issued by the Department of Local Government, Sport and Cultural Industries (DLGSC) and our better practice guidance in Appendix 1.

Background

Purchasing cards represent an approved line of credit and are a well-established part of modern purchasing systems. They include corporate credit cards, store cards⁴, fuel cards and taxi cards. These cards provide entities with a cost effective, convenient and timely way to pay for goods and services of low value.

Local government entities need to have effective controls, appropriate to their size and risk, to prevent and detect inadvertent or deliberate misuse of their purchasing cards and meet their legislated responsibilities around the allocation of finances. This includes being able to demonstrate that purchases meet a business need and meet the expectations of ratepayers in the responsible use of public money. Improper, wasteful or unauthorised purchases that are not identified and resolved can result in financial loss to the entity.

The *Local Government Act 1995* (LG Act) and associated regulations require:

- entities to develop procedures for the payment of accounts to ensure there is effective security for, and properly authorised use of purchasing cards⁵.
- the CEO to keep proper accounts and records in accordance with regulations⁶
- the council to oversee allocation of the local government's finances and resources and determine policies⁷
- entities to provide information about each purchasing card transaction in a payment listing to council and in council minutes to increase transparency, accountability and council oversight of incidental spending⁸.

An effective control environment for purchasing cards should include:

- controls to prevent misuse and errors. These controls establish requirements up-front, and before a purchase is made. Examples include clear policies and procedures,

³ Office of the Auditor General, [Controls Over Corporate Credit Cards](#), OAG website, 9 May 2018.

⁴ Australian Securities and Investments Commission, [store card](#), Moneysmart.gov.au, n.d., accessed 29 April 2024.

⁵ Local Governments (Financial Management) Regulations 1996, regulation 11(1)a.

⁶ *Local Government Act 1995* section 6.5(a).

⁷ *Local Government Act 1995* sections 2.7(2)(a) and (b).

⁸ Local Government (Financial Management) Regulations 1996, regulation 13A took effect from 1 September 2023.

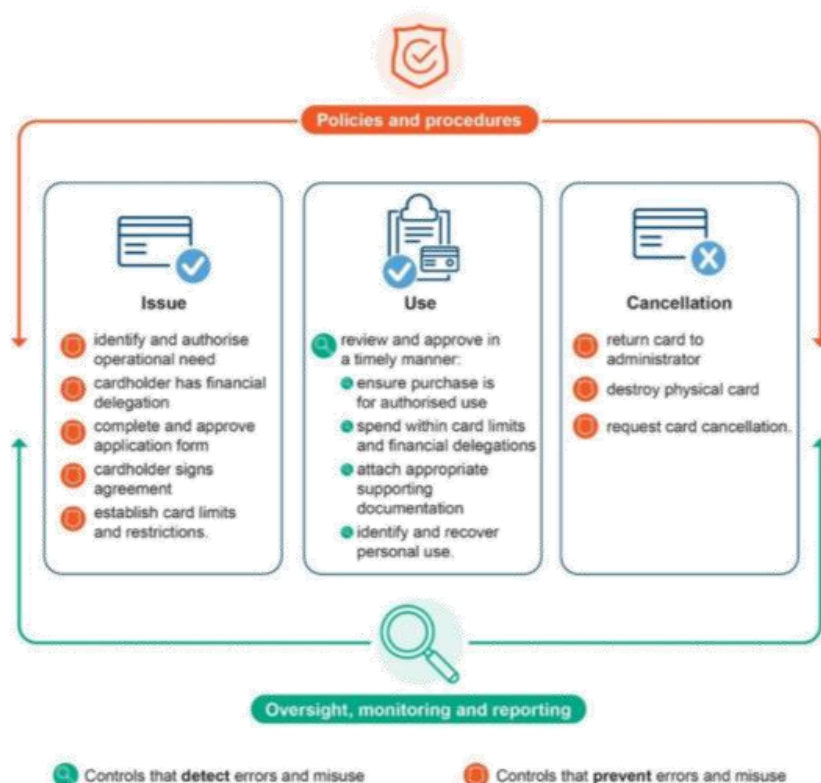
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delegations to purchase, preset card limits and appropriate card authorisation and destruction processes.

- controls to detect errors and misuse after a purchase is made. These include processes to review and approve purchases, and the monitoring, reporting and oversight of card use.

Figure 1 provides an overview of the key components of purchasing card management, highlighting the controls we assessed during the audit and our better practice guidance (Appendix 1).



Source: OAG

Figure 1: Overview of the key components in purchasing card management and controls

The DLGSC provides the sector with broad guidance on the management of purchasing cards and changes in legislation through accounting and operational guidelines, circulars, alert bulletins and monthly webinars.

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Conclusion

The three audited entities had varying controls in place to manage the issue, use and cancellation of their purchasing cards, but weak implementation and control gaps meant their controls were only partly effective.

Appropriately, the entities only issued cards to staff who had delegations to purchase and cardholders generally provided receipts to support their purchases. These controls help entities to meet their legislated responsibilities and ratepayers' expectations around the responsible use of public money.

However, we found gaps and weaknesses in all areas of purchasing card management that increase the likelihood of cards being inadvertently or deliberately misused, which can cause loss of public money:

- There was inadequate policy guidance on what each entity considered was allowable and reasonable expenditure on such things as travel, accommodation, food and drink. In addition, purchases were not always adequately reviewed and approved in a timely manner.
- The operational need for a purchasing card was not always established, cardholder obligations and responsibilities were not made clear, and cards were not promptly returned and destroyed when no longer needed.
- A lack of oversight and monitoring of control effectiveness meant entities were missing opportunities to identify and promptly address the risks of card misuse and financial loss.

Although our audit found poor management of some important controls relating to purchasing cards, our transaction sample testing did not find clear evidence that cardholders misused public money, in part because the audited entities had no policy guidance on what is allowable and reasonable card use and expenditure.

Findings

Controls over the use of purchasing cards were partly effective

We found cardholders generally provided receipts for their purchases and had appropriate delegations to purchase. However, we identified control weaknesses of varying significance across the three audited entities which increased the likelihood of unreasonable or unauthorised purchases. Detailed findings were provided to each of the audited entities.

Entities need to develop clear policy guidance on what is allowable and reasonable business expenditure, regardless of the payment mechanism, and improve card expenditure review and approval processes to prevent and detect inadvertent or deliberate misuse.

The three entities varied in the number of cards issued and the number of purchases over the audit period (Figure 2). All were using their purchasing cards to make low value purchases with most transactions being for items less than \$500.



Source: OAG based on information provided by each entity

* City of Albany: 5 credit cards (1,018 transactions and \$318,543) and 24 store cards (347 transactions and \$23,092).

** City of Kalgoorlie-Boulder: 30 credit cards (4,434 transactions and \$759,181) and 2 store cards (122 transactions and \$10,426).

Figure 2: Key purchasing card statistics for 1 November 2022 to 31 December 2023

Our analysis found card purchases generally fell into the following categories:

- general retail (e.g. industrial and construction supplies, hardware and equipment, and office supplies and printing)

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- travel and accommodation
- food and drink purchases
- government services (e.g. postal services, licenses, registrations and permits)
- information technology and digital goods
- training and development
- vehicle fuel, parts and services
- others.

We further analysed credit card purchases, which made up most of the purchases over the audit period.⁹ Figure 3 shows the percentage spend and the number of purchases in each category by entity.



Source: OAG based on credit card information provided by each entity

Figure 3: Purchase categories for 1 November 2022 to 31 December 2023

⁹ Credit card purchases were allocated using standard merchant information. Store card purchases were not analysed as merchant categories were not readily available.

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Inadequate policy guidance on allowable and reasonable business use

None of the three audited entities had adequate policy guidance for staff on what they considered was allowable and reasonable business expenditure. The entities regularly purchased air fares, accommodation and food and drink¹⁰ (including alcohol) in the absence of any guidance around what was allowable and reasonable.

Policies are an important preventive control designed to assist staff in their decisions prior to them making a purchase and reduce instances of unreasonable and excessive spending. The community has a right to expect that public money will be spent carefully and only for legitimate business purposes. The following case study provides examples of purchases we identified where, in the absence of clear policy guidance, we queried if the spending was reasonable.

Case study 1: Reasonableness of business use*Air travel*

- One entity spent \$6,302 for its CEO to fly business class interstate. The entity's current policy only allows business class air fares for elected members and there is no policy to guide allowable and reasonable expenditure on staff air travel.

Food and drink

- An entity purchased alcohol including 24 bottles of wine, 12 bottles of champagne and 15 cartons of beer and cider (\$1,290) and dessert (\$900) for a 'staff celebration'.
- An entity spent \$726 on 'reward and recognition catering' that included \$394 for alcohol and beverages (including five bottles of wine) and \$332 for food.
- An entity paid \$260 for food for a workshop. The approved receipt detailed the purchase of 'raw oysters'.

Supporting documentation did not show who and how many people attended, or the business purpose of the events, so the necessity and reasonableness of expenditure could not be clearly demonstrated.

We also found that none of the entities had documented processes or timeframes to recover money when cards were used to pay for personal items. Corporate purchasing cards should not be used to purchase personal items under any circumstances, even when the cardholder plans to reimburse the entity. If purchases cannot be clearly split into personal and business components at the time of purchase, a better approach is to pay with a personal account and then seek a reimbursement from the entity for the business component.

Entities need to have processes in place to promptly recover the cost of personal purchases to prevent loss of public money.

Case study 2 highlights examples where a purchasing card was used for personal use and an entity failed to promptly recover the money:

¹⁰ DLGSC Operational Guideline, *Use of Corporate Credit Cards*, requires local government entities to establish strict guidelines for expenditure on entertainment.

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Case study 2: Personal use

An entity used a purchasing card to pay for the air travel of a staff member's partner who was not travelling in a business capacity. There was a considerable lapse of time (118 days after the transaction) before repayment of the partner's travel costs.

Inadequate review and approval of purchases

The audited entities did not always adequately review and approve purchasing card transactions. We identified:

- none of the entities complied with their own policy and procedures on the review and approval of purchases. For example, staff who were not authorised were approving purchases and purchases were not reviewed within specified timeframes
- CEO purchases approved by a Mayor despite Mayors' having no established administrative authority (City of Albany)
- purchases were approved by a subordinate of the cardholder (City of Kalgoorlie-Boulder).

To ensure expenditure represents allowable and reasonable business use, a direct manager¹¹ who is aware of the cardholder's role and purchasing requirements should conduct a timely review and approval of the purchases. This reduces the likelihood of unreasonable, inappropriate or unauthorised transactions going undetected.

We also found:

- card sharing while the cardholder was absent from the office (Shire of Murchison). This increases the likelihood of unauthorised or fraudulent purchases and makes it difficult to identify the purchaser
- collection of personal reward scheme points on business purchases that were not identified nor reported as part of the approval process (City of Albany and City of Kalgoorlie-Boulder). A risk exists with reward schemes that cardholders may make purchases through a particular supplier to gain a personal advantage.

The following case study is an example of approval timeframes set in the entity's policy and procedures that were not met.

Case study 3: Management approval exceeded timeframes

One entity's corporate policy and procedures require all purchases to be approved by a supervisor/manager within specified timeframes.

We found significant delays in the approval of card purchases during our audit.

- 63% were approved outside of the policy timeframes and included:
 - A significant number of purchases that were only approved in December 2023, after we initiated our audit, through three bulk approval actions. Some of these were for purchases spanning back 10 months to March 2023. The bulk approvals suggest very little actual scrutiny of necessity and reasonableness of expenditure.

¹¹ In the case of the CEO, the chief finance officer (or equivalent) or a suitably senior staff member.

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- o Significant delays in approval with delays of up to 218 days.

Entities need to promptly review and approve purchases to ensure the expenditure represents allowable and reasonable business use and to detect inadvertent and deliberate misuse.

Controls over the issue and cancellation of cards were partly effective and require improvement

The three audited entities' management of the issue and cancellation of purchasing cards were only partly effective. New cardholders had the necessary financial delegations to purchase, and purchasing card policies were made available to cardholders. However, we identified the following control weaknesses:

- policies and procedures were missing key elements including an application process to approve eligibility and need for a card, and a cardholder agreement form outlining cardholder legal obligations and responsibilities (Shire of Murchison and City of Kalgoorlie-Boulder)
- no management approval of applications to ensure cards are issued to approved staff and spending limits are based on operational need (City of Albany)
- delays of around one and two months in cancelling cards when staff exit the entity (City of Kalgoorlie-Boulder and City of Albany) which can lead to continued card use and unnecessary card administration fees
- purchasing card registers were missing key information such as an acknowledgement of card return and date of card destruction (City of Albany and City of Kalgoorlie-Boulder).

There is an increased likelihood of inadvertent or deliberate misuse and financial loss to entities when cards are not appropriately issued and cancelled.

Lack of appropriate oversight of purchasing card controls

Payment listings provided by the three audited entities to their councils generally met legislated requirements. However, we identified instances where the included descriptions were vague or inaccurate and could have better identified the expenditure to facilitate proper scrutiny.

None of the audited entities had appropriate management oversight of purchasing card control effectiveness. The entities informed us card administrators and line managers did not monitor controls to issue, use and cancel cards or report on shortcomings to management. Regular monitoring would assist entities to identify control gaps and address weaknesses in a timely manner. We noted during the audit that the City of Kalgoorlie-Boulder does have some insight into control effectiveness, but this is limited as it only reviews one month's card use by one randomly selected cardholder as part of its monthly executive meetings.

Case study 4 provides examples that illustrate the need for management oversight over control effectiveness. Our better practice guidance in Appendix 1 provides entities with a range of oversight activities to consider.

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Case study 4: Lack of management oversight

We found the following examples where a lack of management oversight limited entities' ability to identify and improve controls:

- Several 'top-up' payments were made in the monthly card statement period as cardholders exceeded their monthly limits. Regular monitoring and reporting may have identified a need to reassess card limits based on operational need. Transactions may be declined and service delivery disrupted when credit limits are exceeded.
- A staff member had stored their entity's card information in a personal online accommodation account, resulting in personal use. The entity recovered the money but did not consider if control improvements were needed to prevent further occurrences.

We found the audited entities had reviewed their financial management systems and procedures at least every three years as required by legislation¹². While these included a limited review of purchasing card procedures, they did not provide ongoing confirmation that purchasing card controls are appropriate or effective. Oversight should be enhanced by other regular monitoring and reporting activities.

¹² Local Government (Financial Management) Regulations 1996, regulation 5(2)c.

Recommendations

The three audited entities, as relevant, should:

1. develop and implement clear policy guidance for staff on what is allowable and reasonable business use expenditure on items such as travel and food and drink
2. have suitable controls in place to manage the issue and timely cancellation of purchasing cards
3. review and approve purchasing card transactions in a timely manner
4. keep proper records of the review and approvals of purchasing card transactions and card cancellations
5. include sufficient accurate detail in council papers to allow purchasing card expenditure to be appropriately scrutinised
6. regularly monitor and report on purchasing card controls to allow management to oversee usage and control effectiveness. The results of reviews should be documented and retained.

In accordance with section 7.12A of the *Local Government Act 1995*, the three audited local government entities should prepare a report on any matters identified as significant to them for submission to the Minister for Local Government within three months of this report being tabled in Parliament, and within 14 days of submission publish it on their website.

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Response from the City of Albany

The City of Albany accepts the recommendations and learnings contained in the performance audit. While the audit did not find clear evidence that cardholders misused public money, the City recognises the importance of continuous improvement in the management of its purchasing cards. The City has begun addressing the audit's findings.

Response from the City of Kalgoorlie-Boulder

The City of Kalgoorlie-Boulder has already begun reviewing and updating internal control processes and updated staff training in the use of cards within the City to ensure that processes and systems for the management cards are in line with best practice.

Response from the Shire of Murchison

The audit review of credit card use and overall recommendations for administrative improvements is welcome and as indicated in the Murchison Shire's responses will be actioned as a matter of course.

In context the Shire is very small and has only one credit card which has historically been assigned to the Chief Executive Officer when he or she commences employment. Whilst there has been no documentation on the actual purpose and operational use, the card has always been predominately used as a corporate card, which the CEO is responsible for, rather than for the CEO's work-related use. This form of usage is essential operationally as from time to time some organisations will only accept credit card payments rather than through the formal purchasing order / account payable system.

Whilst on the surface allowing others to use the credit card increases the risk of unauthorised or fraudulent transactions, the smallness of the organisation with only three in the administrative area other than the CEO, and normal checks and posting of transactions means that there is minimal risk of this actually occurring. Future improved documented policy and procedures will assist in demonstrating this situation.

Council's current policy and operational practices also requires credit card transactions to be authorised by the Chief Executive Officer as card holder and checked by an independent Financial Accountant. Details of credit card transactions are included in the list of payments presented to Council for each Council Meeting and as required included the resolution whereby Council have accepted the payment listing. Councillors are well experienced and familiar with the operations of the Shire, which by and large are relatively straight forward, and regularly ask questions and seek clarification.

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Audit focus and scope

The focus of this audit was to assess whether three regional local government entities effectively manage the issue, use and cancellation of purchasing cards.

Our criteria were:

- Are there effective controls over the issue and cancellation of purchasing cards?
- Are there effective controls over the use of purchasing cards?

The City of Albany, City of Kalgoorlie-Boulder and Shire of Murchison were included in the audit.

The audit reviewed the issue, use and cancellation practices of each entity over the period of 1 November 2022 to 31 December 2023.

We visited each entity and assessed their policies and procedures against legislative requirements, DLGSC operational guidelines and our better practice guidance in Appendix 1. At each entity, we also assessed a sample of CEO purchasing card transactions and whether there was adequate independent review of CEO use.

This was an independent audit, conducted under section 18 of the *Auditor General Act 2006*, in accordance with Australian Standard on Assurance Engagements ASAE 3500 *Performance Engagements*. We complied with the independence and other ethical requirements related to assurance engagements. Performance audits focus primarily on the effective management of entity programs and activities including compliance with legislative and other requirements. The approximate cost of undertaking the audit and reporting was \$300,000.



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Appendix 1: Better practice guidance

Local government entities need to have purchasing card policies and procedures that are up to date and accessible to staff. These policies and procedures should include key controls for the issue, use and cancellation of purchasing cards and be regularly reviewed.



The table lists requirements for effective purchasing card management, which guided our audit. It is not intended to be an exhaustive list.

Purchasing card management	Outcome	What we expect to see
 Issue	Cardholder eligibility and operational need is established, an application is appropriately approved and the cardholder is made aware of their legal obligations and responsibilities	<ul style="list-style-type: none"> cardholder has appropriate financial delegation to incur expenditure. Delegations should also be set for certain types of expenditure an application form is appropriately approved card limits are based on cardholders need cardholder and their manager signs agreement that clearly sets out legal obligations and responsibilities and the purposes for which a card may or may not be used cardholder acknowledges that they understand and will comply with purchasing card policy and procedures cardholder receives training on procedures and requirements card administrator updates the purchasing card register with key cardholder information
 Use	Purchases are for business use, and are properly reviewed and approved in accordance with the purchasing card policies and procedures	<ul style="list-style-type: none"> purchases should be within the transaction and card limits. They should not be split to circumvent these limits entity sets out appropriate delegations for approval of expenditure timely review and approval of transactions: <ul style="list-style-type: none"> <u>cardholder</u>: reviews statements to ensure accuracy of reported purchases, attaches adequate supporting documentation, codes purchases and provides sufficient details to identify the purchase <u>cardholder's direct manager¹³</u>: reviews and approves purchases to ensure appropriate business use, consistency with cardholder's role and responsibilities, and compliance with policies and guidelines review and approval processes have adequate documentation processes to repay any personal purchases guidance for purchases where cards are not physically present such as online telephone and internet purchases

¹³ In the case of the CEO, the chief finance officer (or equivalent) or a suitably senior staff member.

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Purchasing card management	Outcome	What we expect to see
		<ul style="list-style-type: none"> treatment of reward schemes and loyalty programs as purchasing cards should not be used to gain a personal benefit procedures for when a cardholder is on leave to ensure card security
 Cancellation	Timely cancellation of purchasing cards to prevent unauthorised purchases and unnecessary card fees	<ul style="list-style-type: none"> immediate cancellation once a cardholder exits or has a change in employment requirements cardholder returns card to the administrator cards should be destroyed, and evidence of destruction recorded administrator enters cancellation and destruction information in cardholder register
 Oversight	<p>Regular monitoring and reporting to provide management with insights into use and the effectiveness of controls and to address shortcomings in a timely manner</p> <p>Evidence of reviews should be retained</p>	<p>Examples of monitoring and reporting include:</p> <ul style="list-style-type: none"> Continuously: <ul style="list-style-type: none"> disclose information about each purchasing card transaction in a payments listing to council and in council minutes record instances of personal use, inappropriate use, and disputed and fraudulent transactions. Take corrective action when required assess the timeliness of reviews and approvals by cardholders and managers, and act when timeframes are not met provide reports to managers on usage within their areas to assess operational need reinforce requirements to cardholders and approvers Annually: <ul style="list-style-type: none"> identify inactive or under-used cards that may require cancellation review appropriateness of transaction and card limits audit and update purchasing card registers review relevance and effectiveness of policies and procedures as part of an annual risk assessment Periodically: <ul style="list-style-type: none"> sample test transactions for appropriate business use and compliance with policies and procedures analyse usage and supplier patterns to inform procurement practices review purchasing card policy against operational guidelines and better practice principles

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Purchasing card management	Outcome	What we expect to see
		<ul style="list-style-type: none">○ review the appropriateness and effectiveness of financial management systems and procedures as required by legislation

Source: OAG

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Auditor General's 2023-24 reports

Number	Title	Date tabled
19	Local Government Management of Purchasing Cards	12 June 2024
18	Local Government 2022-23 – Financial Audit Results	6 June 2024
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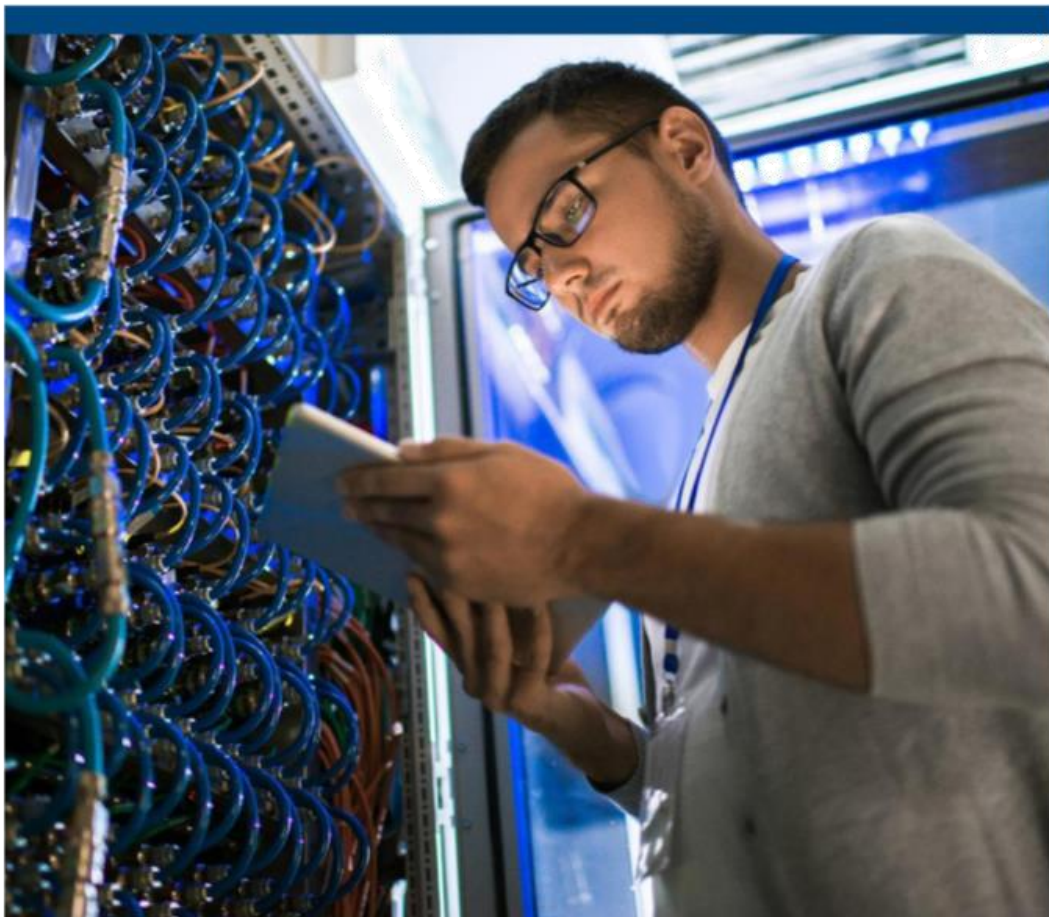
Office of the Auditor General
for Western Australia



Report 20: 2023-24 | 24 June 2024

PERFORMANCE AUDIT

Local Government Physical Security of Server Assets



AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

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ISSN: 2200-1913 (print)
ISSN: 2200-1921 (online)

*The Office of the Auditor General acknowledges the traditional custodians throughout
Western Australia and their continuing connection to the land, waters and community. We
pay our respects to all members of the Aboriginal communities and their cultures, and to
Elders both past and present.*

Image credit: shutterstock.com/SeventyFour

WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

**Local Government Physical Security
of Server Assets**

Report 20: 2023-24
24 June 2024

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AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025



THE PRESIDENT
LEGISLATIVE COUNCIL

THE SPEAKER
LEGISLATIVE ASSEMBLY

LOCAL GOVERNMENT PHYSICAL SECURITY OF SERVER ASSETS

This report has been prepared for submission to Parliament under the provisions of sections 24 and 25 of the *Auditor General Act 2006*.

Performance audits are an integral part of my Office's overall program of audit and assurance for Parliament. They seek to provide Parliament and the people of WA with assessments of the effectiveness and efficiency of public sector programs and activities, and identify opportunities for improved performance.

This audit assessed whether 16 non-metropolitan local government entities of varying sizes effectively manage access to server assets and protect them from environmental hazards.

I wish to acknowledge the entities' staff for their cooperation with this audit.

A handwritten signature in black ink, appearing to be 'C Spencer'.

Caroline Spencer
Auditor General
24 June 2024

AUDIT AND RISK COMMITTEE MINUTES

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AUDIT AND RISK COMMITTEE MINUTES

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Auditor General's overview

Many local government entities rely on server assets to run their information technology (IT) systems and applications that are integral to their operations. These server assets need to be protected against physical and environmental hazards that can disrupt continuous IT service and the delivery of services to the community.



All 16 local government entities in this audit had physical server assets located onsite, but each had their own unique IT needs, risks and resources. It was encouraging to find that all the audited local government entities had some protections in place to restrict physical access to their server assets and reduce the risk of accidental or malicious damage. They had also taken steps to reduce the impact of environmental hazards such as high temperatures and humidity on these assets. However, we found many audited local government entities could better use and maintain the protections they have and improve their monitoring of hazards.

We have raised similar issues in our previous information systems audits of local government entities. Most recently, our 2022-23 information systems audits found 45% of the local government entities we tested needed to improve the physical security of their server assets.¹

This report includes recommendations and better practice principles that local government entities of all sizes can use to protect their server assets against damage.

¹ Office of the Auditor General, [Local Government 2022-23 – Information Systems Audit Results](#), OAG, 27 May 2024.

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

Executive summary

Introduction

This audit assessed whether 16 non-metropolitan local government entities (entities) of varying sizes effectively manage access to server assets and protect them from environmental hazards. The entities were from the Gascoyne, Goldfields, Great Southern, Kimberley, Pilbara and Wheatbelt regions.

Detailed findings were provided to each entity. However, we have anonymised findings throughout this report to not compromise the security and continuity of their systems and information.

Background

Entities rely on server assets to run key IT systems and applications. Our 2022-23 local government information systems audits found a substantial proportion (45%) of the entities we tested needed to improve the physical security of these assets.² Inadequate protections can lead to accidental or malicious damage; compromising the security of an entity's information and its ability to maintain continuous IT service.

Server assets include the entities' servers, as well as storage devices and network equipment. These assets provide shared access to applications, such as web pages, email and back office systems that are integral to the delivery of services to the community. In this report we have used the term server room to describe where the server assets are housed, whether this is in a dedicated server room or a shared space.

There are several actions entities can take to protect their server assets (Appendix 1). Server assets should be mounted in specialised enclosures called a rack. These racks protect the assets, channel airflow, and include cable management systems. Some racks can also include power distribution and protection, cooling fans and sensors for monitoring temperature and humidity.

It is good practice to house racks in a dedicated server room. However, when this is not possible, and server assets are housed in shared spaces, they require additional controls such as cages to prevent unauthorised access.

To protect server assets, the rooms and racks should have the following:

- access controls to prevent malicious or accidental damage
- fire detection and suppression to limit fire damage
- power filtering and redundancy through uninterruptible power supplies (UPS³). This may be augmented with a generator
- room or rack-based cooling to remove heat generated by the server assets
- environmental sensors throughout the room to measure temperature and humidity and issue alerts when these vary beyond acceptable limits
- cable management systems to improve access, workplace safety, fault detection and airflow within a rack.

² Office of the Auditor General, [Local Government 2022-23 – Information Systems Audit Results](#), OAG, 27 May 2024.

³ A UPS is a device containing batteries that provides backup power and protection to server assets when the mains power fails or fluctuates.

AUDIT AND RISK COMMITTEE MINUTES

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Conclusion

All 16 audited entities had controls to partly protect their server assets from unauthorised access and environmental hazards. Despite the audited entities' different IT requirements and facilities, most need to better protect their server assets.

Half the audited entities need to improve their storage and tracking of the keys that give access to server assets. While all entities used racks, only four made appropriate use of them. Twelve entities had racks that were missing panels or had unlocked doors unnecessarily exposing the server assets to damage from anyone passing through the server room.

All audited entities had some environmental controls in place to cool their server assets, extinguish a fire and manage power interruptions. However, most did not service or test all their controls to ensure they worked as expected. Concerningly, nine did not have adequate systems to alert them of a fire in the server room, or in some cases, anywhere in the building. Only three entities appropriately monitored their server room environment for high temperature and humidity.

AUDIT AND RISK COMMITTEE MINUTES

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Key findings

The entities we visited had varying approaches to storing and securing their server assets, reflecting the different IT needs and the available facilities. Five entities had dedicated server rooms, only accessible by selected staff. Eight entities kept their server assets in multipurpose rooms accessible to all staff with no public access. The other three entities stored their server assets in areas that were accessible by the public.

Entities can better control access to their server assets

While most entities had taken steps to protect server assets, more can be done to tighten access and reduce the risk of both accidental and malicious damage.

Keys are not always well managed

Half of the audited entities need to improve how they store and track the keys that grant access to server rooms and racks. While all had installed locks to help secure their server assets, including some with electronic systems (Case study 1), common issues we found included:

- Physical keys kept in easily accessed areas such as office drawers, in the rack door lock, or on pegs next to the server rack.
- A record of who used physical keys to access server assets was not maintained. Without this kind of record, entities cannot easily track when physical keys are used and returned.
- A lack of policy or procedure to help guide staff on key allocation and usage.

Locks on server rooms and racks are effective ways to control access, but their success depends on proper key management.

Case study 1: Electronic locks

Electronic access locks offer advantages over traditional, physical keys. As they grant access using a code or swipe card instead of a physical key, entities can quickly and easily allocate and revoke access. Further, as these systems keep an entry log, entities can easily track who has unlocked the room.

Four of the entities had installed these systems.



Source: OAG

Figure 1: Photo of electronic lock

Servers, network devices and cabling were exposed

All entities used server racks, but only four made appropriate use of them. Twelve entities had racks with missing panels or unlocked doors (Case study 2). One of these entities had installed a rack that was too small for their server and as the asset extended beyond the frame, the door could not be attached. In some cases, we observed the missing panels being stored nearby. If the server assets are not enclosed, they are exposed to unauthorised

access that can lead to accidental or malicious damage from anyone passing through the area.

Case study 2: Open rack risks damage

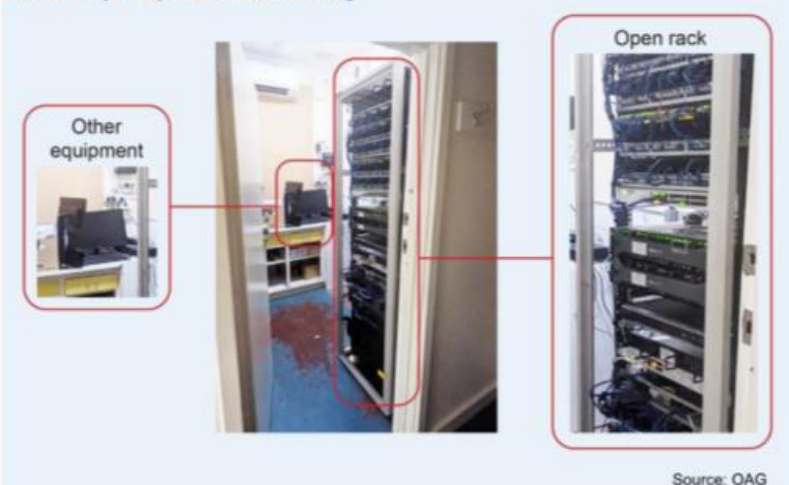


Figure 2: Photo of rack with no panels

One entity had not enclosed its server assets at all.

While the rack was kept in a locked room, the room was also used to store other equipment. This meant staff accessed the room for various reasons, exposing the server to increased traffic and risk of accidental damage.

Source: OAG

Server assets could be better protected against heat, moisture, fire and other environmental hazards

All entities' server rooms had some environmental controls in place to cool their server assets, extinguish a fire and manage power interruptions. More can be done to monitor emerging hazards and service environmental controls.

Detection of environmental hazards could be improved

Nine entities did not have adequate fire alert systems. This included not having smoke detectors in their server room or anywhere in the building, and smoke detectors that were not monitored externally. A lack of warning systems delays response and places server assets and office staff at increased risk.

Only three entities monitored the temperature and humidity of their server rooms. Monitoring room conditions is important as inappropriate temperatures or excessive humidity can lead to poor performance and damage to server assets. We note that 10 entities did monitor the internal temperature of their server assets.

While all the entities had a UPS, four were not monitoring the unit to be warned of power irregularities. Failure to monitor may not give the entity enough time to gracefully shut down

AUDIT AND RISK COMMITTEE MINUTES

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its server assets prior to losing power which may result in information loss or equipment damage.

Environmental controls were not regularly serviced

Entities did not adequately service and test their environmental controls to ensure they would work when needed (Case study 3). We found:

- only one entity regularly serviced their UPS. At three other entities the UPS or its batteries had reached the end of useful life and needed replacing
- three entities had not regularly serviced the air conditioners that kept their server assets cool
- fire extinguishers at four entities were not inspected every six months, as recommended by the Australian Standards⁴.

Case study 3: Failure of power backups

During a recent power outage an entity's backup power systems failed. This damaged a critical storage device and required data and systems to be restored from backups. It took the entity three weeks to fully recover its IT systems.

While this entity had both a UPS and a generator in place to protect its server assets, these had not been adequately tested.

When the mains failed, the UPS operated as expected and supplied emergency power for a short period of time. However, the generator failed to start and once the UPS battery ran flat the server assets stopped operating.

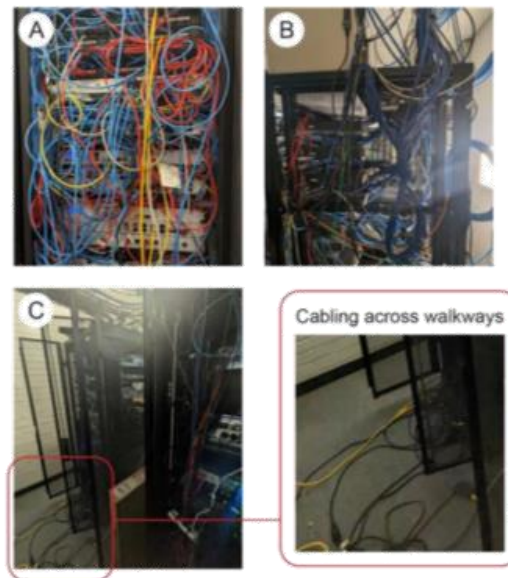
Network and power cabling could be improved

Fourteen entities did not have structured cable management or had not used this effectively. Structured cabling is a system of cable ties and supports that minimise the risk of hazards posed by uncontrolled cables. We observed:

- excessive cabling within the racks, which may restrict airflow to cool the server assets and increase time to diagnose issues (Figure 3, A)
- unsupported cables which may wear electrical connectors and cause failures (Figure 3, B)
- cabling across walkways which create tripping hazards and may result in outages (Figure 3, C).

Disorganised cabling can cause accidents, outages or additional wear and tear on the server assets.

⁴ AS1851-2012 Routine service of fire protection systems and equipment.



Source: OAG

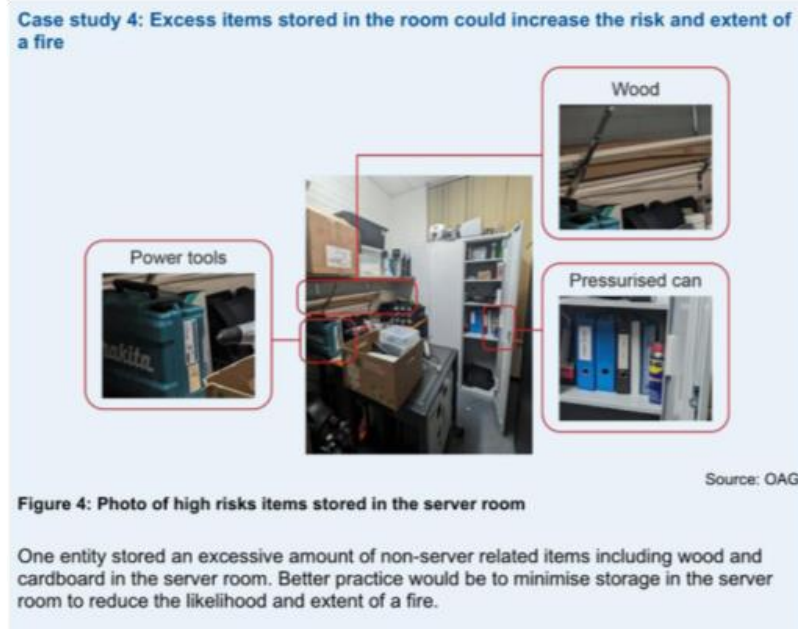
Figure 3: Photos of poor cabling

Server rooms are not kept clear of other hazards

Seven entities have not appropriately managed risks when storing other items in their server rooms or near their server assets when these are housed in a multipurpose room (Case study 4). We observed:

- flammable or explosive items, such as cardboard and pressurised containers, stored close to and between racks
- boxes blocking the air conditioner
- dust building up on server assets which can cause overheating, static electricity and damage the assets.

Other items should be kept to a minimum and stored appropriately, and the room kept clean to reduce the likelihood of damage from fire, pests, overheating and electrical issues.



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Recommendations

The 16 audited entities should consider the key elements outlined in Appendix 1 to manage access and protect the physical security of their server assets. In particular:

1. Improve their physical security access controls to prevent accidental and malicious damage to their server assets. Consideration should be given to:
 - a. management of keys to ensure only approved staff can access the server assets and access is logged and monitored
 - b. use of racks to fully enclose server assets
 - c. additional physical controls where racks are accessible to the public.
2. Improve their environmental controls to protect server assets by:
 - a. implementing and monitoring environmental changes such as fire, temperature and humidity
 - b. regularly servicing all environmental controls
 - c. implementing structured cable management
 - d. minimising or better managing the storage of other items around or near their server assets.

In accordance with section 7.12A of the *Local Government Act 1995*, the 16 audited local government entities should prepare a report on any matters identified as significant to them for submission to the Minister for Local Government within three months of this report being tabled in Parliament, and within 14 days of submission publish it on their website.

Response from the audited entities

Audited entities generally accepted the recommendations and confirmed that where relevant, they will improve their controls to better protect their server assets against unauthorised access and environmental hazards.

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Audit focus and scope

This audit assessed whether 16 non-metropolitan local government entities effectively manage access to server room assets and protect them from environmental hazards. The entities were from the Gascoyne, Goldfields, Great Southern, Kimberley, Pilbara and Wheatbelt regions.

Our criteria were:

- Are server room assets protected from unauthorised access?
- Are appropriate environmental controls in place to protect server rooms?

We visited each entity and:

- reviewed policies and procedures
- conducted interviews with key staff
- carried out physical inspection of server rooms and environmental controls
- examined relevant documents and records.

This was an independent performance audit, conducted under section 18 of the *Auditor General Act 2006*, in accordance with Australian Standard on Assurance Engagements ASAE 3500 *Performance Engagements*. We complied with the independence and other ethical requirements related to assurance engagements. Performance audits focus primarily on the effective management and operations of entity programs and activities. The approximate cost of undertaking the audit and reporting was \$288,500.

Appendix 1: Better practice principles – key elements of physical security of server assets

The table below shows key elements to help manage access and protect the physical security of server assets. These elements are not exhaustive and entities should assess their own physical security needs.

Key elements	Description
Policies and procedures	<p>Policies and procedures identify the server assets that need protection and how the risk of damage, compromise or loss will be minimised. Areas to consider include:</p> <ul style="list-style-type: none"> access to server rooms and racks environmental controls including their servicing and monitoring server room upkeep. <p>Policies should be easily accessible by staff, clearly outline roles and responsibilities and detail appropriate record keeping.</p>
Access controls	<p>Only authorised staff should have access to server assets. Access controls restrict and manage who can access server assets and include:</p> <ul style="list-style-type: none"> physical barriers to entry to the server racks and room. Server assets should be suitably secured and enclosed user access management. Allocated keys, cards and fobs should be stored securely and tracked. Access should be removed when an individual's employment or engagement ends or they have a change in role routinely checking access to identify instances of unauthorised entry.
Environmental controls	<p>Environmental controls protect server assets from environmental hazards and can include:</p> <ul style="list-style-type: none"> UPS and backup generators to provide emergency power in the event of a power failure rack based cooling (fans) or room air conditioning to prevent overheating fire detection and suppression to limit fire damage <ul style="list-style-type: none"> fire detection can include smoke detectors and very early smoke detection apparatus (VESDA) fire suppression can include fire extinguishers, dry pipe sprinkler systems and gas suppression systems room sensors to detect water and measure if temperature and humidity vary beyond acceptable limits. <p>Environmental controls should be regularly serviced and tested to ensure they will work when needed.</p>
Server racks	<p>Server racks provide a framework to protect and organise server assets. Entities should install racks that meet their individual needs including the type of facility, available space and the size, power, cooling and cabling requirements of server assets. Server racks should be kept locked to prevent unauthorised access.</p> <p>Racks can come preconfigured with power protection and distribution, cooling, cable management and environmental monitoring.</p>
Cable management	<p>Cable management systems improve access to server assets and fault detection and airflow within a rack. Cables should be appropriately labelled, colour coded and secured using structured cabling.</p>

Source: OAG

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

Auditor General's 2023-24 reports

Number	Title	Date tabled
20	Local Government Physical Security of Server Room Assets	24 June 2024
19	Local Government Management of Purchasing Cards	12 June 2024
18	Local Government 2022-23 Financial Audit Results	6 June 2024
17	Local Government IT Disaster Recovery Planning	31 May 2024
16	Local Government 2022-23 – Information Systems Audit Results	27 May 2024
15	Government Campaign Advertising	15 May 2024
14	State Government 2022-23 – Information Systems Audit	12 April 2024
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Report 25: 2023-24 | 28 June 2024

PERFORMANCE AUDIT

Staff Exit Controls at Large Local Government Entities



AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

**Office of the Auditor General
for Western Australia****Audit team:**

This audit was conducted by Paxon Group engaged under section 29 of the *Auditor General Act 2006*.

The audit was conducted under the direction of Nayna Raniga and Andrew Harris.

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ISSN: 2200-1913 (print)
ISSN: 2200-1921 (online)

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WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

**Staff Exit Controls at Large Local Government
Entities**

Report 25: 2023-24
28 June 2024

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AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025



THE PRESIDENT
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THE SPEAKER
LEGISLATIVE ASSEMBLY

STAFF EXIT CONTROLS AT LARGE LOCAL GOVERNMENT ENTITIES

This report has been prepared for submission to Parliament under the provisions of sections 24 and 25 of the *Auditor General Act 2006*.

Performance audits are an integral part of my Office's overall program of audit and assurance for Parliament. They seek to provide Parliament and the people of WA with assessments of the effectiveness and efficiency of public sector programs and activities, and identify opportunities for improved performance.

This audit assessed whether eight large metropolitan local government entities effectively and efficiently manage the exit of staff to minimise security, asset and financial risks.

I wish to acknowledge the entities' staff for their cooperation with this audit.

A handwritten signature in black ink, appearing to be 'C. Spencer'.

Caroline Spencer
Auditor General
28 June 2024

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

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Auditor General's overview

This audit assessed the effectiveness of staff exit controls at eight large metropolitan local government entities. It follows similar audits in both State government entities and government trading enterprises (GTE). The eight entities employ a large number of staff, often across multiple locations, many of whom are casual and temporary employees. In our audit period they also incurred significant staff turnover.



Overall we found that payroll and finance controls were largely effective, but physical security and information technology risks were not always minimised and there were gaps in the documentation of the return of assets. Although this exposes the entities to increased risk, I am pleased that we did not find any instances where information systems had been accessed inappropriately or where assets had been lost or stolen.

All the entities had processes in place for staff exits but their maturity and design varied. Similar to State government entities and GTEs we found that they did not effectively document the assessment of risk and adjust controls to take account of staff leaving high integrity positions.

The risks and challenges identified in my report are not confined to the eight entities we audited. I encourage all public sector entities to look at the findings and recommendations in this report, and draw on the better practice guidance provided in Appendix 1. These should be applied by entities to meet their operational requirements to ensure they have effective staff exit controls in place.

Staff Exit Controls at Large Local Government Entities | 5

AUDIT AND RISK COMMITTEE MINUTES

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Executive summary

Introduction

Our Office regularly conducts audits to ensure that controls are effective and working as intended. Our recent audits of staff exit controls in State government entities and government trading enterprises (GTE) found access to work premises and information technology (IT) were not consistently cancelled immediately, and exit controls were not assessed for risk and were not adjusted for high integrity positions.

This audit assessed whether eight large metropolitan local government entities (entities) effectively and efficiently manage the exit of staff to minimise security, asset and financial risks. We considered if these entities have appropriate policies and procedures, and whether these are complied with to effectively manage staff exits. This report names local government entities in highlighting good practice and areas to improve. These learnings can be applied more broadly across local government entities and the public sector. Entities have not been named where financial controls are applicable.

Background

The risks relating to staff exits are common to all public sector entities. The local government sector is no exception. It employs a large number of staff, often across multiple locations, many of whom are casual and temporary employees. Entities often see large movements in staff. Our audit covered staff exits during the period 1 January 2023 to 31 December 2023 (Table 1).

City	Headcount	Total staff exits	Casual and temporary staff exits	Permanent staff exits
Armadale	701	213	100	113
Canning	813	270	125	145
Gosnells	671	112	47	65
Joondalup	1,014	207	134	73
Rockingham	725	194	88	106
Stirling	1,490	289	169	120
Swan	1,118	235	67	168
Wanneroo	957	187	43	144
Total	7,489	1,707	773	934

Source: OAG using audited entity information

Table 1: Headcount and the number of staff exits at the eight local government entities in 2023

Entities need to ensure when a staff member leaves that premises and information are protected, and all public assets recovered. Ineffective controls increase the risk of security breaches and the loss of information, physical assets and public money.

When staff leave by resignation, retirement, end of contract or through dismissal the entity should:

- immediately cancel access to information systems, premises and confidential information

AUDIT AND RISK COMMITTEE MINUTES

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- revoke all physical controls such as identity cards, security access passes (fobs or cards) and keys
- collect all entity owned property
- offer exit interviews
- issue a reminder of the individual's ongoing obligations not to disclose entity information.

Entities should also consider and assess risks presented by staff leaving high integrity positions, or are terminated for misconduct or other adverse reasons. Risk assessments help entities to identify and understand security implications and reduce risks to information, assets and finances. Information to assist entities to manage these risks is included in Appendix 1.

Risk assessments are better managed by adopting a systematic approach that is documented in exit procedures and checklists used by entities. This includes considering post-employment integrity risks and making clear the ongoing requirement for staff to maintain security of information and return all IT assets when the person's employment ends.¹

To manage staff exits effectively entities require policies and procedures that coordinate activities across multiple business units (these can include human resources, payroll, finance, security, IT and fleet). Entities also need to monitor staff exits to ensure compliance with their policies and procedures, and reduce risk.



Source: OAG using audited entity process maps and information

Note: The business unit names and configurations may vary at different entities.

Figure 1: Five key business units generally involved in the staff exit management process

¹ Office of the Auditor General, [Local Government 2022-23 – Information Systems Audit Results](#), OAG, 27 May 2024.

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

Conclusion

The entities we audited were partly effective in managing staff exits to minimise security, asset and financial risks. Payroll and finance controls in all eight entities were largely effective, but physical security and IT risks were not always minimised and there were gaps in the documentation of the return of assets. Although this exposes the entities to increased risk, we did not find any instances where information systems had been accessed inappropriately or where assets had been lost or stolen.

All the entities had processes in place for staff exits but their maturity and design varied. Entities' monitoring and oversight of the completion and effectiveness of exit controls was limited. Documentation of end-to-end processes varied across the eight entities, and only two entities had processes in place which enabled them to monitor that all exit activities have been completed. Data to check whether IT and security access had been cancelled was inadequate in most entities, mainly because the ageing systems in use at these entities lacked effective reporting functionality.

Similar to State government entities and GTEs, local government entities are not yet mature in assessing risk and adjusting staff exit controls to take account of high integrity positions. Factors such as access to confidential information and/or critical systems are not subject to risk assessment and exit controls are not adjusted accordingly. Although exit interviews or surveys were offered, completion rates were low restricting analysis of results. We did find some entities do not review outcomes of exit interviews and surveys. This reduces opportunities to improve business processes and staff retention, which is a key challenge for many entities.

AUDIT AND RISK COMMITTEE MINUTES

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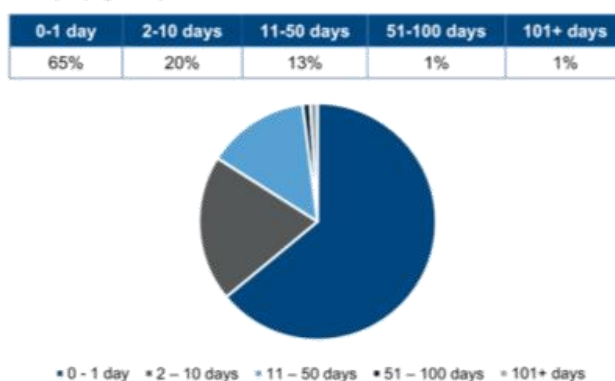
Findings

Access to buildings and IT was not consistently removed on a timely basis when staff left**Cancelling access to buildings often took more than a day risking unauthorised access to premises**

Physical access cancellation at all eight entities was not always performed on a timely basis, specifically within a day of the employee exit. This exposes the entities to increased risk in terms of unauthorised access to buildings, misappropriation of assets and possible damage to premises.

Almost one third of the staff exits we examined showed access was not cancelled within a day after the employee's last day of employment. We tested 15 exits at each entity.

Across the three entities where data analysis could be performed for the population of exits (Table 2), access was cancelled on a timely basis in 65% of cases, with 35% between two and 101 plus days (Figure 2).



Source: OAG based on exit data provided by three local government entities

Figure 2: Days taken to remove physical access

We were able to determine from our sample exits that security cards had been disabled. Processes were also in place for the return of security access cards but we were unable to evidence the return or destruction of these at all eight entities.

In addition to building access cards, some employees also received staff identify cards. At most entities, it was not possible to determine the date of return of identity cards as the cards are destroyed and no documentation is kept. Identity cards allow the holder to exercise powers, such as performing inspections and if they have not been returned and destroyed it increases the risk of them being used inappropriately after someone leaves. This risk is relatively low as there are processes in place to prompt the return of identity cards on staff exit.

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Access to IT was not always cancelled within 24 hours

IT access cancellation was not performed on a timely basis at seven of the eight entities, with 38% of the samples tested not cancelled within 24 hours of staff exit. This increases the risk of inappropriate or unauthorised access being obtained to the entity's information and data. The City of Wanneroo was the only entity where all the exits we tested showed timely cancellation of less than one day.

There were no instances of unauthorised access by an employee after their exit date. We found a very low number of instances of activity on user accounts after exits, but this was approved IT department activity, rather than inappropriate user activity.

Across the six entities where the data allowed us to perform analysis (Table 2), 43% of the total number of exits were timely cancellations but 57% were not, with 4% over 101 days (Figure 3).

0-1 day	2-10 days	11-50 days	51-100 days	101+ days
43%	34%	16%	3%	4%



■ 0 - 1 day ■ 2 - 10 days ■ 11 - 50 days ■ 51 - 100 days ■ 101+ days

Source: OAG based on exit data provided by six local government entities

Figure 3: Days taken to remove IT access

Of the eight entities only the City of Rockingham had defined target timeframes for the cancellation of access to IT and security access cards. It also performed significantly better than the other entities where we were able to analyse the data across the entire population of staff exits.

The return of assets was not always actioned or documented effectively**The return of assets was not always effectively documented**

While we did not find any instances where assets had been lost or stolen, it was not possible to confirm that assets allocated to exiting staff were returned at the point of exit.

Although all eight entities have processes to administer the return of assets we found that forms were not always in place or completed to identify which assets had been allocated to which staff, and when they were returned.

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IT assets issued to staff are generally not physically returned to IT centrally but provided directly to the replacing employee or to the line manager. IT asset registers were either in place or in development at all eight entities, but there is no clear audit trail of the details of assets being allocated, transferred and returned at most entities leaving uncertainty as to who has the asset at any point in time.

There were instances where exited employees were still included as the custodians of assets within the registers. Where this did occur, entities were able to demonstrate assets had been returned and were still being used within the respective entity.

Although fleet assets could be evidenced as returned at six entities, fleet asset documentation was not always completed for the return of vehicles and related assets such as fuel cards. Limited documentation was available at the cities of Gosnells and Armadale, as vehicle return forms are not used by these entities. The return of vehicles and the related fuel card was identified through the allocation of the vehicle to a different employee, but due to the absence or lack of completed forms we could not always determine the timeliness of their return.

Controls over final payments need to be consistently implemented at two entities

Although most entities had effective controls over financial payments, we found:

- at one entity the final payment for 10 exits, considered to be standard exits, was calculated by the system with no further checks occurring
- one person within our sample owed money to an entity, but the value was not established until after they had exited and the final salary payment had been made. This exposes the entity to an increased risk of non-payment, though in this instance the value was not considered high.

Entities need to ensure that their controls over final payments to exiting employees are consistently implemented. Making errors in final payments risks either underpaying exiting employees which is not acceptable or overpaying and then having to recover funds from staff who have left the entity.

Processes for monitoring the timely completion of exit activities vary in their effectiveness

There are gaps in entities' monitoring of whether exit processes have been completed

Exit controls work across multiple business units that don't always interact on a regular basis. Because of this, entities need to have processes in place to make sure these controls are performed. We found limited monitoring had been performed by the entities to confirm all exit activities had been completed contributing to the findings within this report.

At six entities processes were in place to initiate the required exit activities and notify the relevant business unit of the exit of an employee, but there was no reporting of completed actions by the relevant business unit:

- at the cities of Swan and Canning there were no exit checklists to confirm the completion of exit activities by the line manager
- at four other entities checklists were used and completed by the line manager of the exiting member of staff but testing identified that they were not always fully completed. At the City of Armadale use of the checklist was noted as being optional. The City of

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Rockingham was the only entity able to demonstrate completion of exit checklists for all exiting staff tested

- only two entities, the cities of Joondalup and Gosnells, had the capability to monitor the completion of all exit activities (Case study 1). However, this is limited to statements of completion that could not always be evidenced.

Case study 1: Effectively designed exit processes

On notification and acceptance of a staff exit, an entry is created in a database containing the employee's details, last day of employment and through a workflow system, tasks are assigned to the different business units involved in performing exit activities. The process to this point is common for all eight entities.

At the cities of Joondalup and Gosnells, these tasks remain open until they are noted in the database as completed, along with a comment to identify the action taken. Human resources can monitor these responses. Any actions that have not yet been performed can be clearly identified to help assess the timeliness and completeness of exit activity. The other entities do not have this degree of confirmation and accountability.

There is also a step related to post-exit confidentiality with the departing employee informed or required to formally acknowledge these requirements.

These entities with better designed processes may require less effort to ensure that their controls are operating effectively due to the effort already expended on their design.

Entities' data for monitoring exit controls was limited

As part of the audit we compared the date of exit to the IT and physical security access cancellation data for all exits in our audit period. However, limitations in entities systems and reporting capabilities meant that we could not do this for all the entities (Table 2). The lack of data and reporting, often due to a lack of functionality in the systems used, limits the entities' ability to effectively monitor the operation of exit processes.

The lack of timely cancellation of IT and security access increases the risk of unauthorised access to premises and information post-employment or provides a loophole for others to exploit.

City	Security access data analysis	IT access data analysis
Armadale	Data not available	Performed
Canning	Data not available	Data not available
Gosnells	Data not available	Performed
Joondalup	Data not available	Performed
Rockingham	Performed	Performed
Stirling	Performed	Performed
Swan	Performed	Performed
Wanneroo	Data not available	Data not available

Source: OAG based on entity data

Table 2: Summary of data analysis performed

Security access cancellation dates were not available for the total number of exits as information is administered in basic systems with limited reporting functionality. Only three entities could provide this information.

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Information relating to security cancellation for individuals was available, however at the City of Canning it was not possible to obtain complete information on individual exit security cancellation dates as they were manually recorded on spreadsheets or information was missing.

At two entities IT access cancellation dates were only available by individual and not for all exits due to system reporting limitations. Improvements in the availability of this data would enable entities' to implement more effective oversight of these areas and perform comparison of the cancellation dates to assess their completeness and timeliness.

Exit controls are not responsive to the risks with exits from high integrity positions and are not effectively documented

Exit controls are not adjusted to reflect high integrity positions and are not effectively documented

None of the entities had a documented process for assessing risk when someone is leaving a high integrity position or could demonstrate additional measures that might be required to manage their exit. For example, controls may need to be adjusted to manage risks or security concerns of staff who are in high integrity positions where they have access to things like confidential information or payroll systems or bank accounts. Measures were in place for higher risk exits where there were performance or disciplinary issues.

Risks are most effectively identified and managed with a systematic approach to assessing them. Risk assessments assist entities to identify security implications and tailor approaches to minimise risks to information, assets and finances. An understanding of the risks and having documented procedures to mitigate them allows adjustments of controls to be made in the staff exit process to match the circumstances. High integrity positions are not always senior positions and risk assessments need to take account of access to information, systems and resources.

At one entity an employee who left was not removed from the bank authorised signatory listing until 105 days after exiting, which increases the risk of unauthorised transactions or access occurring. This may have been mitigated if the increased risk had been considered. In this instance there were mitigating controls with dual signatories required for all administrative changes to bank accounts and the employee did not have access to the banks online system to make transactions. However, this type of delay greatly increases the risk to the entity if the exiting staff member had greater banking access.

Exiting staff were not consistently reminded of their post-employment confidentiality obligations

There was no confidentiality obligation acknowledgement for employees post-exit at six entities. Processes on entry and during employment through the Code of Conduct were in place, but there was no reminder or agreement signed on exit except for the cities of Joondalup and Gosnells.

Entities should ensure that all exiting staff especially those with access to sensitive or classified information are advised and acknowledge their obligation not to disclose entity information even after they leave. This helps safeguard entity resources and limit potential for the integrity, availability and confidentiality of sensitive information to be compromised.

There were gaps in the documentation of exit processes at all the entities

Exit controls are distributed across multiple business units who need to work together to be effective. However, none of the entities had end-to-end documented processes to facilitate

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the consistency, completeness and timeliness of the operation of exit controls and processes.

High level process documents or team specific documents were in place across the entities, but none of these were comprehensive. The key gaps include:

- exit checklists and completion of process confirmation were not in place at the cities of Swan and Canning
- no specific guidance on the timeliness for performance of activities such as disablement of IT and security access at seven of the eight entities
- lack of information or records for the return or transfer of IT and other assets to evidence what is being transferred, when and to whom, at seven of the eight entities
- no confirmation to exiting employees of resignation acceptance, departure timing and terms at the cities of Swan and Gosnells.

Policy and procedure documents help guide and direct entity staff. They provide a structure for consistency and ensure compliance with regulations and standards. Having incomplete policy and procedure documents makes it hard for entities to align practice with their strategic values and comply with regulations and standards.

Exit surveys and interviews are not frequently completed and there is limited analysis of feedback

Processes for exit interviews and surveys were in place at all entities and were generally offered to all exiting employees, with feedback mechanisms including online surveys and internal forms sent out by email. Only 14 of the 120 exits tested completed the survey and provided feedback, which is a low response rate, although we acknowledge that this is in part because it is a voluntary process. The forms viewed varied in length from 14 to 79 questions, but there was no correlation between length and response.

At seven entities, there were limited or no documented processes to show systematic analysis of results from exit interviews and surveys completed by staff and reported to management to identify improvements. Information from exit interviews and surveys can help entities to assess strengths and vulnerabilities, and focus workforce management strategies to drive talent attraction and retention.

Recommendations

These recommendations are based on the eight entities we audited but are relevant for all local government entities and should be read in conjunction with the staff exit better practice guide at Appendix 1.

1. All entities should:
 - a. review and where required document end-to-end policies and procedures for employee terminations
 - b. regularly review staff exit information allowing effective oversight and monitoring of end-to-end processes and ensure compliance with policies and procedures.

Implementation timeframe: December 2024

Entity response: Supported by local government entities.

2. All entities should evaluate risk posed by different positions and termination types, develop and document procedures to manage the risks effectively and efficiently.

Implementation timeframe: Ongoing

Entity response: Supported by local government entities.

3. To minimise the risk of property and information loss all entities should:
 - a. ensure access to IT systems, buildings and banking delegations are removed or disabled within 24 hours of the exit date
 - b. ensure all assets are returned on or prior to the day of exit
 - c. put in place and complete a documented process for the allocation, return and transfer of identifiable assets between custodians to maintain a clear audit trail in asset registers
 - d. amounts payable to entities by exiting employees should be settled during final payment or repayment plans should be put in place prior to employees exiting
 - e. final payment calculations should be performed and reviewed in a timely manner, with evidence retained.

Implementation timeframe: Ongoing

Entity response: Supported by local government entities.

4. All entities should:
 - a. offer interviews to and/or survey all exiting staff
 - b. assess exit survey feedback processes in an attempt to increase feedback received and perform analysis of feedback received to identify improvement opportunities
 - c. develop post-employment confidentiality requirement confirmation processes in-line with better practice.

Implementation timeframe: December 2024

Entity response: Supported by local government entities.

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Appendix 2 outlines individual local government entity responses to the recommendations above.

In accordance with section 7.12A of the *Local Government Act 1995*, the eight audited local government entities should prepare a report on any matters identified as significant to them for submission to the Minister for Local Government within three months of this report being tabled in Parliament, and within 14 days of submission publish it on their website.

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Summary of recommendations applicable to audited entity

■ Not effective process in place
 ■ Partly effective process in place
 ■ Effective process in place

Recommendation	Armadale	Canning	Gosnells	Joondalup	Rockingham	Stirling	Swan	Wanneroo
1a. Review and where required document end-to-end policies and procedures for employee terminations								
1b. Regularly review staff exit information allowing effective oversight and monitoring of end-to-end processes and ensure compliance with policies and procedures								
2. Evaluate risk posed by different positions and termination types, develop and document procedures to manage the risks effectively and efficiently								
3a. Ensure access to IT systems, buildings and banking delegations are removed or disabled within 24 hours of the exit date								
3b. Ensure all assets are returned on or prior to the day of exit								
3c. Put in place and complete a documented process for the allocation, return and transfer of identifiable assets between custodians to maintain a clear audit trail in asset registers								
3d. Amounts payable to entities by exiting employees should be settled during final payment or repayment plans should be put in place prior to employees exiting								
3e. Final payment calculations should be performed and reviewed in a timely manner, with evidence retained								
4a. Offer interviews to and/or survey all exiting staff								
4b. Assess exit survey feedback processes in an attempt to increase feedback received and perform analysis of feedback received to identify improvement opportunities								
4c. Develop post-employment confidentiality requirement confirmation processes in-line with better practice								

Source: OAG

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Response from local governments entities**City of Armadale**

Thank you for the opportunity to review and comment.

Recommendation 1:

The City agrees and supports the findings of the Audit. Whilst the City has procedures documented and some processes mapped, there is a gap in the mapping of the end-to-end process. The mapping will assist the City identify opportunities for seamlessly integrating the process and optimising the City's corporate business system.

Recommendation 2:

The City agrees with this finding and will facilitate a risk review with the relevant business units, reporting to the Audit Committee.

Recommendation 3:

- a. The findings are agreed and the City will implement an automated workflow to disable access, programmed ahead of time, where notice is provided.
- b & c. The findings are agreed and the City will review its process controls to confirm receipt, custody and allocation of assets. The process, which exists presently is manual paper based will be systemised through the IT ServiceDesk application software. It is also intended to utilise the City's new integrated Enterprise Resource Planning (ERP) system once functionality for transitioning staff is implemented.
- d. The City's business systems cater for final pay processing, including any payables. The City generally does not incur reimbursable costs attributable to employees.
- e. The City's integrated Enterprise Resource Planning (ERP) system calculates final payments and there is a check completed outside the system to confirm.

Recommendation 4:

The City agrees with the findings and has a process in place for exit interviews. The requirement for post-employment confidentiality requirement confirmation processes will be built in the system for certain staff. The City does not agree with the implementation timeframe and the due date proposed to be set by the City is March 2025 to align with the implementation of the City's new ERP and the introduction of additional functionality for transitioning staff.

City of Canning

The City of Canning accepts the findings and welcomes the recommendations contained in the Summary of Findings report. It is pleasing that there was no evidence of loss or misuse and the City values the opportunity to focus on systemising practices to ensure risk is controlled.

City of Gosnells

It is very pleasing to note the audit found no instances where information systems were accessed inappropriately or where assets were lost or stolen. This would indicate that the controls in place are broadly effective and, consequently, the risk is low.

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It is acknowledged that further work can be undertaken to tighten controls, and this will be done in areas where risk can be mitigated cost effectively. However, the City is always mindful about investing monies in internal processes where the risks are low as this detracts from the City's ability to provide much needed services and facilities to the community.

Recommendation 1:

Agreed. The City will consolidate its processes into a single corporate document.

Recommendation 2:

The City currently evaluates risk for different termination types and for staff in higher risk positions based on the circumstance at the time of termination. These circumstances will be formally documented.

Recommendation 3:

The City acknowledges the need to improve record keeping around the timely revocation of building access and the return of identifiable assets.

The City is satisfied that IT access is revoked in a timely manner, however due to limitations in the system this is difficult to evidence. It is noted that there were no specific findings for the City in relation to amounts payable to exiting employees and final payment calculations.

Recommendation 4:

The City is satisfied with its current process for exit interviews. Exit interviews are offered to all staff who resign and are given the choice of a face to face or online interview. Adequate review of feedback is undertaken from a City perspective. It is noted that the City already issues a post-employment confidentiality reminder.

City of Joondalup

The City of Joondalup appreciates the opportunity to participate in the Office of the Auditor General performance audit on staff exit controls within local government entities.

The City has a strong focus on strengthening integrity and conduct controls to assist in mitigating risk exposures including financial loss, breaches of legislation and law and significant reputational damage. The City takes both proactive and reactive measures as required to ensure systems of control are subject to regular review, with corrective action being taken, and control improvements made in a timely manner. Improvements relating to the area under audit have been implemented over the past 12 months.

The City accepts all the recommendations made and will prioritise their implementation, to ensure they are completed by the timeframes included in the report.

City of Rockingham

The City does not agree with the significant finding that there are no effective processes in place to "regularly review staff exit information allowing effective oversight and monitoring of end to end processes and ensure compliance with policies and procedures" (recommendation 1B). The City is of the view that the Office of the Auditor General (OAG) has not taken into consideration that the City undertakes a periodic review of our staff exit information via our internal audit team, against better practice. The City's 2023 staff exit internal audit report and findings were provided to the OAG as evidence of this control. Similarly, the OAG appear not to have considered that the City's Customer Relationship

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Management System is effectively able to track completed requests to cease building and IT access (as a monitoring control) for staff who are ceasing employment.

The City does however agree that the overall Summary of Findings recommendations made for the local government sector are reflective of good practice.

OAG note:

We note the City of Rockingham's response. We have considered all the evidence that was provided to us both during and after the audit conduct and procedural fairness processes. The findings of this report and the specific findings reported to the entity reflect our final assessment against the audit criteria and relative to other entities in this audit, and our previous audits in other public sector segments.

City of Stirling

The City of Stirling thanks the OAG for the review and welcomes the findings contained in the report. The City recognises the importance of an effective staff exit process and is fully committed to implementing the OAG recommendations to strengthen controls over the exit process to minimise security, asset and financial risks.

The City agrees with the summary of recommendations of the report.

City of Swan

The City welcomes the findings and recommendations detailed in the report and acknowledges its staff exit controls were rated to be partly effective. All recommended improvements will be implemented as a priority to ensure the City's staff exit processes are effective and in line with industry best practice. This includes the implementation of an overriding checklist of the end-to-end staff exit process to ensure all actions are appropriately documented and signed off.

Recommendation 1:

End-to-end policies and procedures for employee terminations will be compiled and annual reviews will be conducted by management to monitor compliance and timing of action.

Recommendation 2:

A process for identifying positions that may pose a higher risk at time of separation is being considered to ensure appropriate actions are taken to mitigate the risk exposure associated with that position. The different risk profiles of these positions does not facilitate a standard approach. Each separation involving a position identified as high risk will be addressed according to the specific risk exposure (IT access / \$ authority / Access to confidential data / Asset allocation etc.).

Recommendation 3:

Processes to address 3.(d) and (e) will be reviewed and adjusted to meet the recommendation.

Recommendation 4:

Adjustment to existing processes to address the recommendation will be considered for implementation where applicable.

The City thanks the OAG for this review.

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City of Wanneroo

The City of Wanneroo thanks the OAG for their review and welcomes the findings and recommendations. The City is fully committed to implementing recommendations that will support and strengthen the existing exit process, and appreciates that some processes were found to be effective. The City considers that implementation will further reduce the risks associated with staff that leave the organisation, particularly where they hold roles of additional authority. The recommendations will be progressed within the committed timeframes.

The City supports the summary of recommendations of the report.

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Audit focus and scope

The audit assessed whether eight large metropolitan local government entities effectively and efficiently manage the exit of staff to minimise security, asset and financial risks.

The criteria assessed were:

- Do large local government entities have appropriate policies and procedures to effectively manage staff exits?
- Do large local government entities comply with staff exit policies and procedures?

The audit included the following entities:

- City of Armadale
- City of Canning
- City of Gosnells
- City of Joondalup
- City of Rockingham
- City of Stirling
- City of Swan
- City of Wanneroo.

The audit covered the period 1 January 2023 to 31 December 2023.

In conducting the audit we performed the following:

- held entrance meetings with the entities
- met with the Department of Local Government, Sport and Cultural Industries and local government sector bodies (Western Australian Local Government Association and Local Government Professionals WA)
- reviewed policy and procedure documents and supporting templates
- held meetings with key staff from human resources, payroll, finance, IT and security to gain an understanding of processes and perform walkthroughs
- tested a sample of 15 exits at each entity that covered positions of high level of responsibility or data access, field operatives and casual staff. This included 101, or 10% of, permanent staff and 19 casual staff
- sought evidence of exit processes:
 - termination checklists had been completed before or on the staff exit date and signed by the relevant authority
 - building access cards had been de-activated and/or keys had been collected prior to staff leaving
 - assets issued to staff (computers, tablets, mobile phones, vehicles) were returned
 - credit cards were returned and cancelled
 - access to the entity's IT systems was revoked within 24 hours of their departure

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- an exit interview was offered or conducted
- final payments reviewed and money owed to the entity was identified and paid at the time of leaving
- risks posed by departing staff and circumstances of their exit were assessed
- sought data on all exits to perform data analysis to assess the timeliness of the cancellation of IT and physical security access.

We did not assess termination decisions and whether they complied with the relevant legislation.

This was an independent performance audit, conducted under section 18 of the *Auditor General Act 2006*, in accordance with Australian Standard on Assurance Engagements ASAE 3500 *Performance Engagements*. We complied with the independence and other ethical requirements related to assurance engagements. Performance audits focus primarily on the effective management and operations of entity programs and activities. The approximate cost of undertaking the audit and reporting was \$285,000.

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Appendix 1: Staff exit better practice guide

Key requirements	
Assess and mitigate risks posed by exiting staff	<p>Entities should assess the security implication and other risks posed by the exiting staff member. Exiting staff can include those leaving voluntarily or terminated for misconduct or other adverse reasons.</p> <p>Below is a checklist of actions to be considered in a risk assessment:</p> <ul style="list-style-type: none"> • assigning a risk level by considering the reason for leaving (resignation, retirement, termination for corruption or misconduct) • reducing level of access to IT systems • limiting access to entity premises • monitoring accrued leave balance to reduce overpayments • identifying assigned assets (vehicles, mobile phones, laptops etc.) and assess need for immediate collection • removing access to confidential or secret information • consider position within the entity and level of delegated authority over staff • existing financial delegations and purchasing card limit • existing conflicts with staff.
Collect all entity owned property	<p>Entities should maintain an updated register of all assets issued to staff when they start and during their employment. Using information on the register ensures that all entity owned property is returned when staff leave. These include but not limited to:</p> <ul style="list-style-type: none"> • identification badges and name tags • office, cabinet and safe keys • access security passes and swipe cards • computer and other IT equipment - laptops, tablets, storage devices, headsets, mouse and keyboards • mobile phone and charger • vehicle keys, fuel cards and logbooks. <p>Where access security passes and keys are not returned entities should take immediate action to cancel access cards, reprogram or change locks.</p>

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Key requirements	
Cancel all access to premises and IT systems	<p>Entities should ensure that exiting staff have their access to entity premises and information systems withdrawn or cancelled immediately when staff leave. These include but are not limited to:</p> <ul style="list-style-type: none"> • building (including carpark) access • computer login and network access • changing passwords or access to shared or high privileged accounts • email address • voicemail • remote access • corporate memberships • customer accounts with external organisations. <p>Where physical exit date and formal termination date differ, risks should be mitigated by removing access on the physical exit date.</p>
Issue reminder of ongoing obligations	<p>Entities should ensure that all exiting staff especially those with access to sensitive or classified information are advised and acknowledge their obligation not to disclose entity information. This helps safeguard entity assets and limit potential for the integrity, availability and confidentiality of sensitive information to be compromised.</p>
Offer exit interview	<p>Entities should offer staff exiting the option of an exit interview. This can be a structured discussion or survey to gauge their perception of working in the entity.</p> <p>Entities should also collate the data, report internally and where relevant act on the findings. Information from exit interviews can help entities assess organisational strengths and vulnerabilities, and target workforce management strategies to drive attraction, retention and performance.</p>
Prevent overpayments and recover debt owed	<p>Entities should ensure that they meet their responsibility to recover overpayments and rectify underpayments, while considering the needs and special circumstances of employees.</p> <p>Timely review of payroll information will reduce the likelihood of errors. Overpayments can also be prevented by checking employee leave balances before approving leave and avoiding late changes to booked leave or working arrangements where possible. Where overpayments occur entities need to make timely payment arrangements in-line with section 17D of the <i>Minimum Conditions of Employment Act 1993</i>.</p>
Regularly monitor and review staff exit processes	<p>Entities should periodically review staff exits to ensure that they comply with:</p> <ul style="list-style-type: none"> • entity policies and procedures • better practice.

Source: OAG, using policies from the Australian Government Protective Security Policy Framework

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Auditor General's 2023-24 reports

Number	Title	Date tabled
25	Staff Exit Controls at Large Local Government Entities	28 June 2024
24	Implementation of the Earlier Intervention and Family Support Strategy	27 June 2024
23	Legal Services Provided to the State Solicitor's Office - Opinions on Ministerial Notifications	27 June 2024
22	Fraud Risks in the Management of Client Funds by the Public Trustee	26 June 2024
21	Electricity Generation and Retail Corporation (Synergy)	24 June 2024
20	Local Government Physical Security of Server Room Assets	24 June 2024
19	Local Government Management of Purchasing Cards	12 June 2024
18	Local Government 2022-23 – Financial Audit Results	6 June 2024
17	Local Government IT Disaster Recovery Planning	31 May 2024
16	Local Government 2022-23 – Information Systems Audit Results	27 May 2024
15	Government Campaign Advertising	15 May 2024
14	State Government 2022-23 – Information Systems Audit	12 April 2024
13	Provision of Supplementary Information to the Standing Committee on Estimates and Financial Operations – Opinions on Ministerial Notifications	5 April 2024
12	Digital Identity and Access Management – Better Practice Guide	28 March 2024
11	Funding for Community Sport and Recreation	21 March 2024
10	State Government 2022-23 – Financial Audit Results	20 December 2023
9	Implementation of the Essential Eight Cyber Security Controls	6 December 2023
8	Electricity Generation and Retail Corporation (Synergy)	8 November 2023
7	Management of the Road Trauma Trust Account	17 October 2023
6	2023 Transparency Report: Major Projects	2 October 2023
5	Triple Zero	22 September 2023

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Number	Title	Date tabled
4	Staff Exit Controls for Government Trading Enterprises	13 September 2023
3	Local Government 2021-22 – Financial Audit Results	23 August 2023
2	Electricity Generation and Retail Corporation (Synergy)	9 August 2023
1	Requisitioning of COVID-19 Hotels	9 August 2023

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for Western Australia



Report 1: 2024-25 | 1 August 2024

BETTER PRACTICE GUIDE

Supplier Master Files



AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

Office of the Auditor General
for Western Australia

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ISSN: 2200-1913 (print)
ISSN: 2200-1921 (online)

*The Office of the Auditor General acknowledges the traditional custodians throughout
Western Australia and their continuing connection to the land, waters and community. We
pay our respects to all members of the Aboriginal communities and their cultures, and to
Elders both past and present.*

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WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

Supplier Master Files – Better Practice Guide

Report 1: 2024-25
1 August 2024

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THE PRESIDENT
LEGISLATIVE COUNCIL

THE SPEAKER
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SUPPLIER MASTER FILES – BETTER PRACTICE GUIDE

This report has been prepared for submission to Parliament under the provisions of sections 23 and 24 of the *Auditor General Act 2006*.

This better practice guide aims to help Western Australian (WA) public sector entities improve their management of supplier data. The guide focuses on better practices to reduce the risk of fraud and error in managing supplier data. It has been informed by my Office's examinations of supplier data management and input from WA public sector entities.

A handwritten signature in black ink, appearing to read 'Caroline Spencer'.

Caroline Spencer
Auditor General
1 August 2024

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Auditor General's overview

From the smallest regional council to the largest state department, procurement of goods and services occurs daily in the Western Australian public sector. Vulnerabilities in poorly controlled and managed procurement systems and processes are prime targets for exploitation given the significant volume and value of financial transactions involved. It is therefore essential that these processes are designed and operated in ways that minimise the risks of fraud and corruption involving public money, as well as error.



Our financial and forensic audits across State and local government entities continue to identify shortfalls in the management of information about suppliers, including inadequate record keeping practices, and ineffective controls and weaknesses in data security. These shortfalls not only increase the risk of fraud and corruption occurring they also limit the ability to detect it.

Information about suppliers is a key part of the procurement process where problems can occur, and should be proactively managed rather than considered a static 'set and forget'. We encourage entities to examine systems, processes and controls relating to information about their suppliers to ensure accuracy and completeness as well as to prevent and even identify potential fraud. This guide aims to provide public sector entities with areas of focus to better create, manage and interrogate information about their suppliers to enhance their procurement process.

We acknowledge that each entity has its own level of maturity and capacity to implement the recommendations in this guide, whether due to system limitations or resource constraints. Nevertheless, we encourage entities to use this guide, along with additional resources to enhance their management of supplier information.

I thank the individuals from various public sector entities and professional firms who provided invaluable feedback to this guide.

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Part 1: Introduction

1.1 About this guide

This better practice guide aims to help Western Australian (WA) public sector entities to better structure, manage and interrogate supplier master files to support efficient and transparent procurement processes and reduce the risk of fraud and corruption, as well as error.

Our financial and forensic audits across State and local government entities continue to identify shortfalls in the management of supplier master data. Expanding on the findings and recommendations in our previous audit work¹, our Forensic Audit team recently completed a desktop analytics examination of supplier records from 10 WA public sector entities, each with between 416 and 211,129 individual supplier records.

The observations arising from our supplier data management examination and the feedback received from the participating entities have helped inform this better practice guide.

Part 2 of this guide sets out better practice for the management of supplier master data across three themes (Figure 1). The practical management of supplier master files needs to be underpinned by good governance and administration. These themes can be applied by entities in managing their supplier master data to reduce the risk of fraud or error.



Source: OAG

Figure 1: Overview of better practice themes

While this guide is not intended to provide exhaustive guidance on broader procurement and supplier management practices and principles, we have included other matters to consider that may have a connection with how your supplier master data is managed.

Further guidance² is available through sources including:

- Public Sector Commission
- Department of Finance
- Department of Treasury
- Corruption and Crime Commission.

The term 'supplier' in this better practice guide is used to refer to both suppliers and vendors.

¹ Including Office of the Auditor General, *Management of Supplier Master Files*, OAG website, 7 March 2019.

² We have included a list of additional useful resources which have been prepared by these entities which may assist implementing or improving current supplier master data management practices (Appendix 3).

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1.2 Who should use this guide

We encourage all public sector entities to consider the focus areas in this guide and how they may be best applied to managing supplier data as part of their entity's strong financial management.

In particular, this guide can benefit finance and accounting functions, including those who are owners of system design and implementation, within each entity.

Other business areas of the entity that may also have an interest include:

- procurement
- contract management
- risk and internal audit
- integrity and governance
- information and technology management.

1.3 Background

Procurement processes can be highly susceptible to several forms of fraud and corruption due to the involvement of various internal and external parties, and the significant volume and value of financial transactions involved.

Once supplier information is recorded in an entity's system, it is used for all future transactions and treated as correct. If this information is falsified, it can lead to fraudulent payments.

To mitigate this risk, entities should implement robust controls and procedures, conduct regular checks, and use technology and data analytics to detect errors, anomalies and suspicious patterns within procurement processes. External integrity or accountability bodies (including external audit) should not be seen as a replacement for robust internal controls and management oversight.

To support the principles in this guide and deter fraudulent activities, entities should foster a culture of integrity and ethical behaviour, promote reporting pathways including whistle-blower mechanisms, and provide training to employees on the requirements within procurement processes.

Supplier master information

A supplier master file is a centralised repository that contains important information about all suppliers to the entity, usually captured when onboarding a supplier as part of the procurement process.

Supplier master records are individual records within the supplier master file which relate to each specific supplier to the entity. Supplier master data refers to the actual data that has been collected in respect to each supplier that collectively comprises the supplier master record. Figure 2 details what a supplier master file contains.

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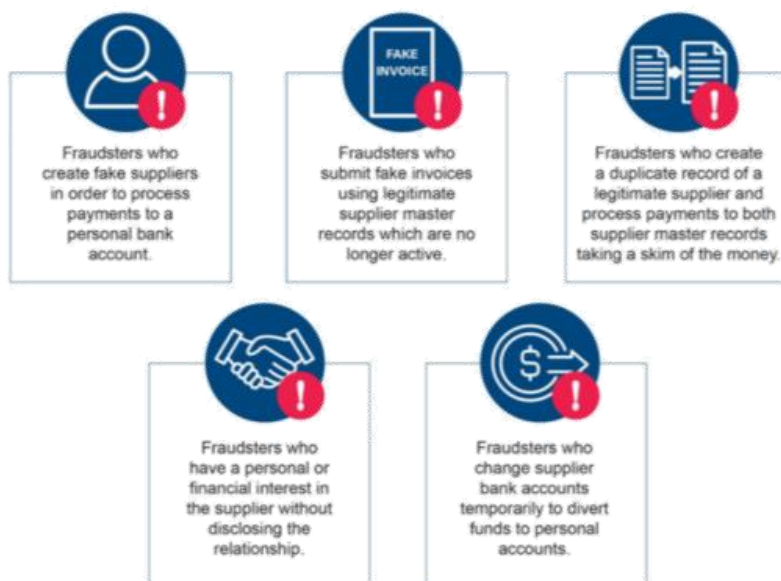


Source: OAG

Figure 2: Supplier master file and supplier master records

The supplier master file should serve as the single authoritative source for all supplier information and be subject to rigorous controls over the creation, amendment and use of the information recorded within it.

Supplier master data that is poorly managed may be exploited for fraudulent purposes, including:



Source: OAG

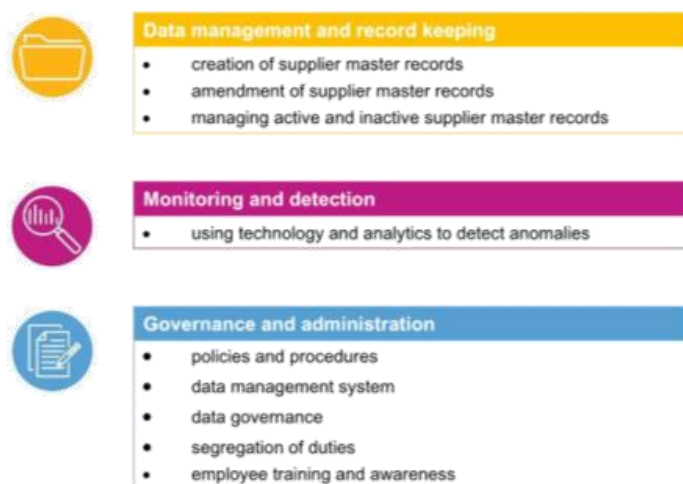
Figure 3: Common fraud scenarios in supplier data management

Part 2: Supplier data management better practice focus areas

The effective management of supplier master data is critical in protecting entities from the risk of error and fraud by ensuring the accuracy, completeness and legitimacy of information the entity holds about its suppliers.

This guide covers the key focus areas outlined in Figure 4 to help improve the WA public sector's practices in governing and managing supplier data.

We have included case studies to illustrate the risks and emphasise the importance of the better practice focus areas. These case studies are based on observations which arose during our supplier data management examination and other forensic audits conducted by our office.



Source: OAG

Figure 4: Overview of supplier data management focus areas

2.1 Data management and record keeping

When creating and amending supplier master records, entities should ensure that all supplier master data is accurate, complete, consistent and secure.

Entities should establish clear procedures which set out the process to be followed as well as templates which set out the detailed information required and relevant approvals for the creation and amendment of records.

Where possible, we encourage entities to automate these processes into its data management systems rather than relying on manual processes.



Source: OAG

Figure 5: Better practice themes in supplier data management and record keeping

2.1.1 Creation of supplier master records

When creating a new supplier master record, there are several steps which should be taken to ensure accuracy, completeness and consistency.

Gather information

Entities should gather all required information from each supplier to enable the accurate identification of the supplier and to conduct thorough due diligence enquiries (see 2.1.4) prior to creating a new supplier master record.

Supplier information that may be collected during onboarding to create a new supplier master record may include:

- business registration documents / details (and company details if relevant)
- contact information
- details of the goods and/or services that will be provided by the supplier
- banking and payment information
- the relevant terms and conditions that will apply to the engagement of that supplier.

Check that the supplier does not already exist in the system

Entities should establish procedures for verifying that a supplier has not already been recorded in the supplier master file prior to creating a new supplier master record to:

- avoid duplication, as this could result in data integrity issues, inefficiencies or the potential for exploitation and fraudulent activities

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- ensure that payments are made to the correct entity and are able to be traced to a unique supplier master record
- improve visibility of spending and financial reporting across the entity's suppliers
- enable consistent and appropriate supplier relationship and communication
- provide clear audit trails of supplier transactions, interactions and compliance with internal policies and procedures.

Case study 1: Duplicate data identified in multiple supplier master records

Our supplier data management examination identified instances of supplier master records with duplicated information including:

- supplier name
- Australian Business Number (ABN)
- bank details
- contact information such as phone numbers or email addresses.

While there may be operational reasons for supplier master records to have duplicate data (for example, franchised entities which are separately operated), duplicate information may indicate:

- records which have been created in error or for fraudulent purposes. For example, fake supplier master records may be created to submit fraudulent invoices or divert payments to unauthorised accounts
- connections of interest between suppliers which may indicate potential collusion
- creation of additional supplier master records in order to subvert delegations of authority and split payment transactions.

We encourage entities to apply data flags to those supplier master records that have known and expected duplicate information (e.g. franchised entities). Entities should also conduct data matching analytics across the supplier master file to identify, investigate and resolve any supplier master records with duplicate information.

Classify record

Entities should identify relevant supplier classifications to be applied to each supplier master record. These classifications should be comprehensive enough to support the broader procurement process as well as aiding in conducting effective data analytics across supplier master data.

These classifications may include:

- clear identification of the record type: by classifying whether the record is a supplier, employee or other type of payee
- supplier activity status: this sets whether the record is active and able to be used for procurement purposes or is inactive
- geographical classification: this may include clearly identifying international suppliers to demonstrate why the data for these records is either not able to be obtained (e.g. Australian Business Number) or why the data is expected to be recorded in a different format (e.g. contact phone numbers)

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- entity type: this may include applying a code to distinguish the type of supplier entity. For example, government, trusts, partnerships, private or public companies
- GST registration status: this identifies whether the supplier is registered for GST purposes.

Case study 2: Limited classification of supplier master records

Our supplier data management examination identified that many supplier master records were not classified in a manner that would enable clear identification of the record type or enable efficient and effective data driven detection analytics.

For example, many entities did not clearly identify and classify international suppliers. This presents challenges in being able to identify and separate those records which have legitimate incomplete data fields, such as an ABN.

This can result in an increased likelihood for false exceptions during data monitoring and detection procedures, and subsequent inefficiencies in identifying actual data integrity issues.

We encourage entities to apply relevant classifications to supplier master records which will enhance operational efficiency, improve data integrity and increase detection capabilities.

Test record creation process has worked

The supplier master record should be tested to ensure it functions correctly, captures all required information and follows the established policies and procedures.

The accuracy and completeness of the data entry should be checked for:

- typographical errors
- missing information
- inconsistencies that may affect data integrity, and which are not in line with the established data formats set by the entity.

All new records should be reviewed by an independent user (i.e. administrator) to ensure accuracy and legitimacy.

Activate the supplier master record

Supplier master records should only be activated in the supplier master file once all the required steps in the supplier onboarding, due diligence and data entry process have been completed and the supplier master record has been independently reviewed and approved.

These records may be referred to as needed during internal and external audits, compliance reviews or investigations.

2.1.2 Amendment of supplier master records

Requests to amend supplier master records may be received from a variety of sources. It is critical that any amendments made to supplier master records are independently validated and approved before being updated in the supplier master file.

When amending an existing supplier master record, there are several steps which should be taken to ensure that all amendments are handled securely, accurately and in compliance with relevant regulations and policies.

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Review current record and validate request

The original supplier master record should be reviewed to identify the specific information already on file. The legitimacy of the request and the accuracy of the new information should be assessed and verified, including the reason for the amendment.

To ensure that the request is legitimate, suppliers should be contacted directly using previously established communication channels, such as a known and validated phone number or email address to confirm the request. Contact information that is included within an amendment request or in a recently received invoice should not be used as this could be illegitimate contact information provided by fraudsters.

Case study 3: Changes to supplier bank details

Requests for changes to bank details should always be managed with extra caution and additional controls.

During a forensic audit, we identified that the entity's employees would use the email address printed on recently received invoices to confirm a change in bank details that was included on that invoice.

Fraudsters may use legitimate supplier names to submit false invoices with alternative bank details to illicitly divert funds.

The entity therefore did not have the appropriate controls in place for the amendment of supplier master records and was subsequently exposed to a greater risk for potential fraud.

We encourage entities to implement controls that require any changes to a supplier's bank details to be independently validated and approved by a separate employee before updating the supplier master record.

Document the request to change details

Details of the request should be clearly documented, including:

- the name and position of the person making the request
- the date of the request
- the specific data fields which are required to be amended
- the reason for the amendment
- any further details and supporting evidence to demonstrate the activities that have been conducted to authenticate the request.

Records of all correspondence with the supplier related to the request should be maintained and filed.

Authorise the change

Appropriate authorisation should be obtained and recorded for the proposed amendments according to the entity's policies and procedures. Depending on the supplier or the type of change requested, this may include approvals from senior officers or other relevant departments including procurement, legal or finance.

Make the change

The supplier master record that is to be amended should be accessed and updated only by an authorised employee, carefully entered and checked to ensure the information is accurate and cross-referenced to supporting documents provided by the supplier.

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We recommend that a second person review the changes to ensure that the information is accurate and complete. This will help to ensure data integrity and prevent errors.

All required approvals for the amendment should be processed, and if possible, executed within the data management system according to the relevant delegations.

Notify stakeholders

Relevant stakeholders should be informed of any amendments to a supplier master record, including formally notifying the supplier in writing and advising any relevant internal departments such as finance or procurement.

Requesting a written response from the supplier acknowledging the amendment can serve as an additional layer of verification.

2.1.3 Managing active and inactive supplier master records

Supplier master records should be clearly marked as inactive when the supplier is no longer used by the entity. Suppliers may be de-activated for a variety of reasons including:

- performance, compliance or legal issues
- financial instability of the supplier creating a risk that the supplier may not be able to deliver on the required goods and/or services
- value for money considerations
- completion of a fixed term contract
- general data management and housekeeping activities conducted by the entity across the supplier master file.

De-activating relevant supplier master records is a critical control measure to ensure that procurement activities (such as contracts and purchase orders) and payments are not able to be processed against those suppliers.

Entities should ensure that they:

- define clear criteria for distinguishing between active and inactive suppliers which may be based on criteria such as transaction frequency, contract status or compliance and performance issues related to the supplier
- implement a process to periodically evaluate and determine whether a supplier master record should be de-activated. Some data management systems may have capabilities which automate or support this process
- document the reasons for marking a supplier master record as active or inactive and maintain a record of the reason for any changes made to a supplier's activity status
- notify suppliers of any changes to their activity status in a timely manner and provide clear instructions on any actions that are required from suppliers based on an activity status change
- clearly mark and segregate active and inactive records in the supplier master file and implement controls to restrict access to inactive records only to authorised employees
- develop a retention policy for inactive supplier master records that outlines the duration that records will be retained as an inactive supplier prior to archiving. Entities should ensure records are archived in a secure and accessible manner to ensure compliance with record keeping obligations

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- establish a process for reactivating inactive suppliers when needed and clearly define the criteria and procedures that are required for reactivating suppliers including all documentary support or verification requirements.

Case study 4: Active suppliers with no payment transactions

Our supplier data management examination tested for supplier master records which were not linked to a payment transaction in a three-year period.

These dormant active suppliers may indicate errors, potential fraud, outdated information or duplicate records which require correction.

We encourage entities to conduct regular reviews to identify any active supplier master records which have not been engaged in a transaction for a period of time (selected at the discretion of the entity based on operational requirements) and should be marked as inactive. This can reduce the risk of fraudulent or erroneous payments against those supplier master records.

2.1.4 Other considerations*Request and review conflict of interest declarations*

When onboarding new suppliers, entities should obtain a declaration from the supplier of any known actual, potential or perceived conflicts of interest. Additionally, entities should regularly obtain conflict of interest declarations from its employees and cross check them against supplier information.

Conduct due diligence procedures

Thorough due diligence procedures should be conducted and documented in order to gain a comprehensive understanding of the supplier, understand potential risks, and assess the suitability of the supplier.

There is a range of due diligence enquiries that may be undertaken including understanding the ownership and management structure, independently validating financial information, ensuring compliance with regulatory requirements, and identifying any potential risks associated with engaging the supplier.

Due diligence procedures should include conducting independent validation checks with third-party sources such as the Australian Business Register (ABR) or the Australian Securities and Investment Commission (ASIC). This will ensure that accurate and validated information is able to be recorded in the supplier master record.

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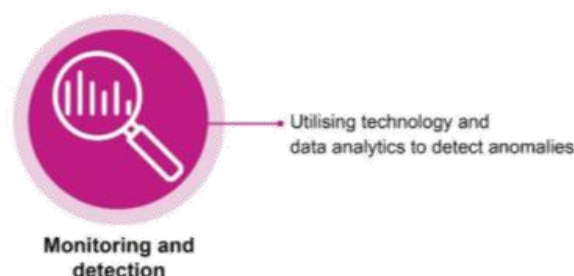
2.2 Monitoring and detection

As part of fraud detection activities, entities should establish routine processes to monitor controls and detect potential anomalies in supplier master files through the use of data analytics.

Regular examination of supplier master data should be conducted to ensure:

- activities that are being conducted by employees are in compliance with relevant policies, procedures and controls
- new records or amendments are appropriately supported and approved
- supplier master data is accurate, complete and consistent
- anomalies are identified and examined in a timely manner.

Employees who perform monitoring and detection activities should not be the same employees who are responsible for managing supplier master data. Segregating these duties will provide for independence in the review process.



Source: OAG

Figure 6: Better practice in monitoring and detection

2.2.1 Utilising technology and data analytics to detect anomalies

Data driven detection analytics involves collecting and analysing a variety of relevant internal and external data sources to produce information in a format that allows for a timely response or investigation and can be regularly repeated to check for unexpected changes and patterns.

Entities should explore the use of various technology options for analysing supplier master data including data analytics, artificial intelligence, and automated detection tools.

When conducting data driven detection analytics in supplier data management, there are several steps which should be taken to ensure that the source data can be relied on and effectively used for analysis.

Identify relevant data sources

Entities should identify the various data sources that are relevant and available to conduct data driven detection analytics in respect of supplier activity. Internally, this may include:

- supplier master file data
- supplier payments data
- employee data

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- audit logs
- user access lists and delegations of authority.

Externally, this may include third party sources such as the ABR which may provide additional data to government agencies (federal, state and local) that is not available to the general public.

Entities should ensure that any users of these data sources:

- have the authority to access the data
- are accessing and storing the data securely and in accordance with relevant policies and procedures
- have been trained in data security and know the requirements of working with various data types which may include the appropriate handling and storage of personal and sensitive data.

Case study 5: Connections of interest between suppliers and employees

Our supplier data management examination used a variety of data sources from within the entities as well as external data sources to conduct data analytics to identify potential connections of interest.

A connection of interest may include similar information that is recorded in an employee and supplier record. These matches may indicate potentially undisclosed conflicts of interest between suppliers and the entity's employees. They may also be contractors onboarded as employees or partners working in the same office.

We identified a number of connections between supplier and employee records that required further examination by the entity to confirm those connections were appropriate and not potential indicators of fraud.

We encourage entities to perform regular connections of interest tests by cross checking the supplier master file with other data sources such as employee master data. This can assist in preventing fraud and corruption by identifying potentially undisclosed conflicts and enhancing transparency.

Confirm your understanding of all data sources

Understanding data before it is used for testing is fundamental to ensure the reliability, accuracy and validity of the testing process. This includes ensuring that:

- data is accurate and complete. Users should ensure that all relevant fields are included, and the data can be reconciled to another source to check for completeness
- data being used is appropriate and relevant to the tests being conducted. Using irrelevant data may result in misleading results
- data being collected is not impacted by potential bias of the user which may skew the results
- data being used has been examined to identify whether it contains any confidential, sensitive or prohibited information which must be managed in accordance with the entity's data security and confidentiality policies.

We encourage entities to identify whether its data management system includes options to conduct monitoring and detection activities from within the system rather than extracting data for external analysis and testing. Where data is required to be extracted and analysed

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external to the system, entities should ensure that this is conducted in a secure data environment and is only accessible by authorised employees.

Prepare data for analysis

Data should be prepared, cleansed and structured before analysis to ensure the accuracy, reliability, and effectiveness of the analysis process.

Data preparation procedures may include:

- identifying missing data
- managing duplicate data
- standardising data to ensure consistent formats across data fields
- correcting errors
- identifying and managing outliers which could skew analysis results
- removing irrelevant data
- performing checks to ensure data integrity and conducting quality review.

Conducting data analytics tests for monitoring and detection

To ensure the accuracy, completeness and consistency of supplier master data, and to check for potential fraud or error, there are various tests which can be conducted by entities using a data driven analytics approach.

Any anomalies that arise from data analytics tests or analysis should be examined first to understand the reason why – for example is there an operational reason, data entry error or potential fraud requiring further investigation.

We provide at Appendix 2 a list of example data analytics tests that can be conducted by entities.

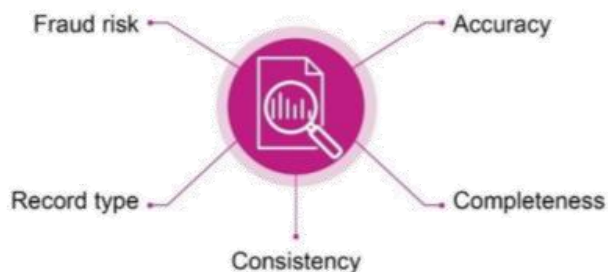


Figure 7: Data analytics testing themes

Source: OAG

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2.2.2 Other considerations*Post detection and reporting activities*

Control weaknesses or supplier master data anomalies that have been identified from monitoring and detection activities should be explored to understand what further steps need to be taken. This may include applying corrective actions to mitigate risks, conducting detailed investigation or initiating formal reporting.

Additional information should be obtained about the weaknesses or anomalies that have been identified including:

- understanding the potential impact of the issue
- identifying the potential risks that may arise from the issue and conducting a risk assessment
- identifying the types of activities or transactions which may have been compromised or impacted
- the extent of the current and potential impact of the issue
- individuals that are involved in or connected to the issue
- the potential cause which may include human error, fraud or system vulnerabilities
- other data or information which is available and may be relevant to examining the matter.

Investigate and report

If further investigation is required, entities should seek to understand whether they have the appropriate internal capacity, capabilities and independence to investigate. Alternatively, entities may seek to engage a third party to conduct detailed investigations.

Findings which arise from internal audits or monitoring and detection activities should be reported to the entity's audit and risk committee, and clearly set out the areas of concern, recommendations and action plan.

Where there is a reasonable suspicion of misconduct, public sector entities are required to report minor misconduct matters to the Public Sector Commission (PSC) and serious misconduct matters to the Corruption and Crime Commission (CCC).

2.3 Governance and administration

The practical management of supplier master files needs to be underpinned by good governance and administration. Governance frameworks outline the policies, procedures, roles and responsibilities that are required to effectively manage an entity's operations in a transparent, accountable and efficient manner.

It is crucial that appropriate guidance for the effective management of supplier master files is incorporated into the entity's broader governance framework to ensure that supplier master data is managed appropriately.



Source: OAG

Figure 8: Better practice focus areas for supplier master file governance and administration

2.3.1 Policies and procedures

In ensuring there is clear governance and administration in place to structure, manage and interrogate supplier master files, key processes should be formalised within policies and procedures, such as:

- Supplier onboarding:
 - defines the criteria and procedures for onboarding new suppliers
 - specifies the documentation that is required to be collected from suppliers to support the data entered into the supplier master record
 - establishes a guide for managing relationships with suppliers including approved communication methods.
- Supplier data management:
 - defines the purpose and scope of the supplier master file, including the type of records that are approved to be included
 - outlines the role of the supplier master file in the broader procurement process
 - establishes the procedures required for creating, amending and maintaining supplier master records to ensure accuracy, completeness and consistency in the data entry process
 - outlines the roles, responsibilities, authorisation and access for employees who create, amend, approve and manage supplier master records

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- specifies data quality standards for supplier information, including clear guidelines for consistent and complete data entry across all required data fields
- specifies how supplier master data is able to be used within the entity.

Entities should ensure that policies and procedures are regularly reviewed and updated, and effectively communicated and available to all employees.

2.3.2 Data management system

Data management systems are software applications or databases that are used to create, maintain and process data. Entities may use a variety of systems to manage the records of its suppliers including enterprise resource planning systems, supplier relationship management systems or finance systems.

Entities should implement a data management system which has the essential capabilities to deliver on the requirements of its governance framework and effectively support the management of supplier master data including:

- Centralised data storage: The data management system should provide a centralised repository for all supplier master data. This centralised data should be the single source of truth for all supplier information.
- Streamlined process: The data management system should enable the supplier master file to be integrated with broader procurement and finance systems. This will enable a more streamlined and efficient procurement process and reduce the risk for potential errors.
- Data validation and verification: Different data management systems have different levels of data validation capabilities which may vary from basic to extensive. Some systems have features which are able to provide alerts for missing data fields, duplicate records or data that has been entered in an incorrect format.
- Auditing and monitoring capabilities: Data management systems should include robust audit and monitoring capabilities which allow entities to track the changes that have been made to supplier master data through access logs and user activity reports. These audit reports can help to identify suspicious activities in real-time, facilitate timely intervention and support investigation activities.
- Data encryption and protection: Data encryption should be used to secure key information against insider threats and data breaches.
- Access controls: Access controls should ensure that only authorised employees can view or amend supplier master data.
- Approvals: The data management system should provide for automated approval flows within the system in accordance with the entity's delegation and approval register. This will ensure that all record creation and amendments are appropriately reviewed and approved, and these duties are appropriately segregated.

2.3.3 Data governance

Limit supplier master file to suppliers

The primary purpose of a supplier master file is to maintain records which relate to suppliers. However, some entities include other types of records within the supplier master file including employees, estate beneficiaries and grant recipients.

We encourage entities to restrict the supplier master file to suppliers only and explore alternative options for managing other types of records and associated payments. For

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example, process employment related payments through the payroll system or a dedicated employee reimbursement system.

Entities should implement controls to manage the types of records that are able to be included in the supplier master file. If other types of records are approved to be added to the supplier master file, entities should assess the risks associated with each type of record, including the potential for fraud and corruption, and clearly distinguish those records.

Case study 6: Employee records identified in the supplier master file

Our supplier data management examination identified that the supplier master file for most entities contained records which were not restricted to suppliers only.

We identified that entities often included employee records to process employee payments such as travel allowances or expense reimbursements, however most entities applied an identifying marker to distinguish them from supplier master records. We did identify a number of instances of additional employee records in the supplier master file which had not been identified and marked by the entity.

The ability to add employee records to the supplier master file, particularly without the requirement to clearly identify the record as being an employee, can increase the risk for employees to generate fraudulent transactions and receive illicit payments against those records.

We encourage entities to restrict the supplier master file to supplier records only. However, if the entity has operational reasons which require other types of records to be included in the supplier master file, including employees, these records should be well controlled and clearly classified at the time of creation.

Consistent and mandatory data

Entities should establish a standardised list of all mandatory data fields which are required to be captured at the time of creating a new supplier master record, as well as a defined format for each data field. Mandatory data fields and standard formats will ensure that each record is complete, accurate and consistent, and is able to be efficiently analysed for potential anomalies.

Where possible, entities should ensure that the data management system is set up so records cannot be completed without input of all mandatory fields in the appropriate format.

Case study 7: Blank or erroneous data in supplier master records

Our supplier data management examination identified blank data fields across a variety of key supplier data fields, including:

- ABN
- payment details
- supplier contact information including phone numbers and email address.

We also identified erroneous information being recorded in some data fields including:

- Australian Company Numbers (ACN) recorded in ABN fields
- numbers recorded in ABN fields which did not meet the required criteria to be an ABN (e.g. 11 111 111 111). Although the field technically contained data, it was clear that accurate information had not been captured

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- numbers recorded in phone number fields which did not meet the criteria for being a phone number (e.g. 000000).

Blank or erroneous data fields may indicate a potential fraudulent supplier master record. We encourage entities to conduct an analysis of its supplier master files to detect both incomplete and inaccurate information and collect the required information to update and correct the supplier master record.

Ensuring that each Australian based supplier has a valid ABN is important in managing potential fraud and corruption risks for several reasons including:

- ensuring the legitimacy and existence of the supplier. An ABN is a unique identifier for businesses operating in Australia and verifying that the supplier has an ABN can prevent fictitious entities from engaging in fraudulent activities
- suppliers with an ABN have undergone the necessary registration processes and are more likely to have a record of legitimate operations. This reduces the likelihood of engaging with unreliable or fraudulent suppliers
- having an ABN indicates that the supplier is operating within the regulatory framework. Suppliers without an ABN may be operating in the informal market which increases the risk of potential fraud or corruption.

Conducting thorough and appropriate due diligence enquiries will assist entities in determining whether a supplier is legitimate, independent of the entity and its employees, and reduce the risk for potential fraud and corruption.

Case study 8: Incomplete and erroneous ABN information

While we expect 100% of supplier master records to have an ABN that matches a legitimate business number in the ABR, our supplier data management examination did identify instances of the following incomplete or erroneous information recorded in the ABN data field:

- an 11-digit number that met the criteria for being an ABN, however the number was not able to be identified and connected to a legitimate business in the ABR
- a nine-digit number that met the criteria for being an ACN, but was recorded in the ABN data field
- a number was recorded in the ABN field, however the number did not meet the criteria for being an ABN (e.g. 11 111 111 111)
- the ABN field was blank and did not contain any data.

Without complete and accurate ABN information, appropriate due diligence enquiries may not be undertaken to determine if a supplier is legitimate.

We encourage entities to implement controls which require validation of each supplier's ABN and entity name with the ABR during the onboarding process, prior to creating the new supplier record. Entities should also periodically conduct analytics on ABN data recorded in the supplier master file to ensure the information is complete and meets the criteria for being a valid ABN.

We have included at Appendix 1 a minimum checklist of the supplier master data fields that should be collected when creating a new supplier master record together with considerations for the format of those data fields.

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2.3.4 Segregation of duties

Segregation of duties within the supplier data management process is essential to ensure integrity and transparency and reduce the risk for potential errors and fraud.

Entities should implement effective internal controls to ensure that there is an appropriate segregation of duties which may include:

- the creation of new supplier master records or amendments to existing records, requiring independent validation and approval by a second employee
- employees who create or amend supplier master records are not authorised to process an invoice or approve payment for that supplier.

When it is not possible to segregate duties (for example, within small entities that have a limited number of employees), entities should report the limitations to the entity's audit and risk committee and implement other compensating controls to mitigate key areas of risk.

Where possible, entities should ensure that data management systems are set up to apply any relevant internal controls and the required segregation of duties.

2.3.5 Employee training and awareness

All employees should be provided with training relevant to their role. Employees with responsibilities relating to supplier master files should understand the important role this information plays in the procurement process and the potential consequences of non-compliance with policy and process.

Key training themes should encompass data accuracy and integrity, compliance with governance requirements, proficiency in relevant systems and data security. Additionally, employees should be educated on potential fraud risks in supplier data management and the available mechanisms for reporting such issues.

2.3.6 Other considerations

In addition to the above governance and administrations processes, we have set out related areas that entities may consider in their supplier data management process.

Policies and procedures

- Procurement – supplier master data is treated as being 'true' when purchasing, receipting and paying for goods and services, therefore all procurement processes should consider how they interact and cross reference where appropriate. It is also essential that all employees with responsibilities relating to supplier master data are aware of their obligations around data security and common types of fraud and corruption that may arise in supplier data management.
- Security and confidentiality of records – requirements and procedures for handling of sensitive, restricted or prohibited information, encryption requirements for data storage and transfer, and measures to prevent data breaches and cyber attacks.
- Conflicts of interest – employees with responsibilities relating to supplier master data should be aware of their obligations to declare actual, potential or perceived conflicts of interest as they arise and abstain from the management of supplier master records where they have declared a conflict of interest. Employees should also appreciate how incomplete or inaccurate data management prevents the identification of undisclosed relationships.

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- Data retention and disposal – each entity will have a record keeping plan, which will incorporate how records³ are managed for retention and destruction.
- Audit and compliance – the entity outlines procedures for conducting internal audits, and compliance and risk assessments relating to supplier master records and measures for addressing non-compliance.
- Whistleblower or public interest disclosure – the entity documents the process to be taken in reporting suspected unethical behaviour or conflicts of interest.

Risk identification and assessment

Entities should appropriately analyse, evaluate and mitigate risks.

Risks connected to supplier data management may be identified across the following areas:

- data integrity and accuracy
- compliance with regulations
- accountability and transparency
- confidentiality and security of data
- fraud and corruption
- operational efficiencies
- conflicts of interest.

Training

Training should be delivered regularly to ensure that employees remain informed about the entity's policies and procedures, best practice and any emerging risks. Training schedules may include:

- Initial training: New employees should be provided training as part of the onboarding process. This will ensure they understand the entity's policies and procedures, data management system and the importance of effective supplier data management from the beginning.
- Annual refresher: Employees should complete annual refresher training to reinforce key concepts and update them on any changes to policies and procedures.
- Periodic updates: Training should be conducted at any time there is substantial changes to policies, procedures or regulatory requirements.
- Reactive: Training should be provided following any incidents or audit findings to prevent similar events happening in the future, and to ensure continuous improvement and risk mitigation.

Training can be delivered to employees through a variety of methods including workshops, online courses or through the use of guidance documents and manuals. In larger entities, the content and frequency of training may need to be tailored for the various cohorts of employees with different roles and responsibilities in supplier data management.

³ section 3(1) of the *State Records Act 2000* (WA)

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Compliance and audit

Entities should ensure that an audit trail is maintained and recorded to provide comprehensive details of all financial activities. These records may be referred to as needed during internal and external audits, compliance reviews or investigations.

Audit logs are detailed system-generated records that capture information about actions taken by staff. This may include:

- identification of the user who made changes
- the date and time the activity was conducted
- the description of the action that was taken by the user (creation, amendment or deletion of a record)
- a record of the original and updated data
- the reason for the change
- details of any approvals that were applied to the action.

We encourage entities to ensure that its data management systems are configured to automatically generate and store audit logs for all changes made to its supplier master file. The security of data logs is paramount, as they could be deleted or tampered with to conceal inappropriate actions.

Case study 9: Audit log capabilities not activated

During various audits conducted by our office, we identified that some entities have data management or financial systems with comprehensive audit log capabilities, however these had not been activated. This resulted in key information not being captured about the activities and transactions which were conducted in those systems.

The absence of audit log information can impact an entity's ability to identify and manage risks, ensure accountability, support data integrity, and conduct audits and investigations.

We encourage all entities to explore the audit log capabilities within its various systems and ensure that all audit logs are activated and capturing comprehensive details about the activities being conducted.

Internal audit programs should include regular audits related to supplier data management. Entities may elect to conduct these audits as a focused examination of supplier data management or otherwise incorporate this into its broader procurement audits.

Internal audits which focus on supplier data management should evaluate the policies, procedures, controls and systems in place to manage supplier master files and its data effectively and focus on assessing the accuracy, completeness and security of supplier master data.



Appendix 1: Supplier master data fields

General supplier information	
Unique supplier identifier	This is a unique identifier which is applied to each supplier within the data management system.
Legal name	The supplier's name should be entered in full and match the name that is recorded in company or business registration documents. This includes ensuring that any abbreviations are entered correctly and consistently (e.g. Pty Ltd, Proprietary Ltd, Pty Limited).
Business name	The business name may be different to the legal name and may include trading names.
Entity type	Entities should establish a set reference list of entity types including for example, companies, trusts, partnerships and public sector entities.
Australian Business Number (ABN)	Businesses can be owned by partnerships, trusts, companies and individuals. This is a unique number to identify a business and should be an 11 digit number that meets the criteria for being an ABN and can be identified in the ABR.
Australian Company Number (ACN)	This is a 9 digit number which is issued to every company in Australia when it is registered. The last 9 digits of the ABN usually comprises the ACN.
Goods and Services Tax (GST) status	This identifies whether the supplier is registered for GST purposes.
Contact information	
Physical address	This is the physical address of the supplier's business location. The data management systems should be set up to ensure that address information is able to be entered in a consistent manner (e.g. state should always be entered as either Western Australia or WA for each supplier master record).
Postal address	This is the address where documents such as invoices are required to be sent (if different to the physical address).
Contact name	This should be the primary contact name for the supplier.
Phone numbers	This is the primary contact telephone number for the supplier. Phone numbers should be entered consistently across all supplier master records considering the format of area codes and spacing that is applied.
Email addresses	This is the primary email address for the supplier.

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Financial information	
Bank name	<p>This sets out the supplier's bank name.</p> <p>Entities should establish a consistent format for entering bank names which may include using bank code references. For example:</p> <ul style="list-style-type: none">• CBA: Commonwealth Bank of Australia• NAB: National Australia Bank
Bank account details	<p>This includes:</p> <ul style="list-style-type: none">• bank account name• BSB (Bank-State-Branch)• account number. <p>Entities should ensure that bank account details are required to be entered consistently across all supplier master records.</p> <p>For example, the BSB is required to be entered as 'XXXXXX' rather than 'XXX-XXX'.</p>
Payment method	<p>This sets out the method used to pay the supplier, which may include, for example, electronic funds transfer or cheque.</p> <p>Suppliers which are paid by cheque would not be expected to have a bank name or bank account details recorded in the supplier data.</p>
Payment terms	<p>This sets out the agreed payment terms with the supplier and is usually recorded as the number of days from the invoice date that payment is required to be made (e.g. 14 days, 30 days).</p>

Source: OAG

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Appendix 2: Data analytic tests for monitoring and detection

Entities can develop and implement a monitoring and detection program to identify incomplete, inaccurate or inconsistent data and detect activities which deviate from those that are normal or expected.

Set out in the table below are examples of data driven analytic tests which can be applied by entities to enhance monitoring and detection activities over supplier master data. Tests that were conducted as part of our desktop analytics have been marked with an *:

Theme	Test	Objective	Analysis	Next steps
Record type	Review the nature of records in the supplier master file for compliance with entity requirements*.	To ensure that records in the supplier master file are consistent with entity supplier master file policies and procedures.	Obtain the supplier master file and conduct an analysis to identify any different categories of records (for example, suppliers, employees and contractors). This may include: <ul style="list-style-type: none"> cross referencing to the employee master data to identify employee records cross referencing to a list of contractors to identify short term personnel identifying records which do not have usual data fields completed that would be expected for a supplier (e.g. ABN). 	Entities which do not authorise various types of records to be added to the supplier master file should investigate all records which are not approved suppliers. Entities which do authorise various types of records to be added to the supplier master file should ensure that clear identifiers have been applied to each record to facilitate appropriate management and review.
Accuracy and consistency	Data field format.	To ensure that the data entered into specific fields meets the required format for supplier master records.	Verify that the data entered in each data field meets the required format set by the entity. For example: <ul style="list-style-type: none"> ABN's are required to be 11 digit numbers which meet the algorithmic requirement for being an ABN 	Data that has been entered which does not meet the required format should be further examined to identify: <ul style="list-style-type: none"> reason for discrepancy (e.g. data entry error or factually incorrect information)

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Theme	Test	Objective	Analysis	Next steps
			<ul style="list-style-type: none"> phone and email information has been entered in the required format including area codes and spacing bank details have been entered in the correct format. 	<ul style="list-style-type: none"> corrective action which is required to be taken which may include further enquiries with the supplier or an internal data format cleansing exercise. <p>Entities should provide additional training to employees if it is identified that there is a high level of data entry errors.</p>
Accuracy	Supplier validation*.	To ensure that supplier information has been entered correctly and can be validated to third party sources.	<p>Compare the supplier master data to third party sources such as the ABR to ensure that relevant data fields match the business registration information including:</p> <ul style="list-style-type: none"> supplier name ABN contact details including name, address, phone and email. 	<p>Conduct further enquiries of any supplier master records which have details that do not match third party sources to identify:</p> <ul style="list-style-type: none"> reason for discrepancy (e.g. data entry error or factually incorrect information) corrective action which is required to be taken which may include further enquiries with the supplier or an internal review consider suspending the supplier contract pending the outcome of the internal review.
Accuracy	Duplicate supplier master records*.	<p>To identify whether the same supplier has been added to the supplier master file more than once.</p> <p>Duplicate supplier master records may result from poor record keeping practices or indicate that a record has been created for fraudulent</p>	<p>Analyse the supplier master file to identify any supplier master records which appear to have been entered more than once.</p> <p>This analysis should be focused on identifying records which share the same:</p> <ul style="list-style-type: none"> unique supplier identifier supplier name 	<p>Identify the cause and impact of the duplicate supplier master records. This may include:</p> <ul style="list-style-type: none"> confirming any operational reasons for the record to be entered more than once (e.g. the same supplier which operates from multiple locations) identify whether the duplicate record(s) was created in error, as a

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Theme	Test	Objective	Analysis	Next steps
		purposes (e.g. a duplicated legitimate supplier master record with bank account details changed to a personal account).	<ul style="list-style-type: none"> ABN. 	<p>result of systemic poor record keeping processes or appears to be a fraudulent supplier master record</p> <ul style="list-style-type: none"> identify whether there has been any financial impact as a result of the duplicate record (e.g. erroneous processing of invoices or payments or diverted funds).
Accuracy	Duplicate data fields across more than one supplier master record*.	<p>To identify any supplier master records which share duplicate information.</p> <p>Duplicate information across more than one supplier master record may indicate:</p> <ul style="list-style-type: none"> connections of interest between suppliers (e.g. suppliers which have the same owners or address may indicate potential collusion) fraudulent supplier master records. 	<p>Analyse the supplier master file to identify any data fields which are the same across one or more suppliers.</p> <p>This may include checking for duplicate information across the following primary data fields:</p> <ul style="list-style-type: none"> ABN bank information contact information including names, phone numbers, address or email. 	<p>Conduct further enquiries and examination of information to understand the cause and impact. This may include:</p> <ul style="list-style-type: none"> examining additional information such as third party sources to identify links between suppliers reviewing transactions that have been processed to connected suppliers to identify potential collusion or subversion of delegated authorities.
Accuracy	Pattern analysis.	To identify supplier master records which may contain inaccurate information.	<p>Run pattern analysis to identify inconsistent information. This may include ensuring that:</p> <ul style="list-style-type: none"> all suppliers which are flagged as being a company have an ACN recorded 	Data which does not fit within the expected patterns should be further examined to determine the required corrective action.

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Theme	Test	Objective	Analysis	Next steps
			<ul style="list-style-type: none"> all suppliers from each region have the correct postcode or telephone area code bank names align with a relevant BSB. 	
Accuracy	Dormant suppliers*.	Identify supplier master records which are not actively used in procurement processes.	Conduct an analysis of the supplier master file as compared to supplier payment data to identify any active suppliers which have not been engaged in a payment transaction for a period of time determined by the entity based on its operations (e.g. 18 months).	Conduct further enquiries to determine if the identified suppliers should be marked as inactive in the supplier master file. Further enquiries may include consulting with other business areas including procurement and finance to identify whether there are legitimate reasons the supplier should remain active (e.g. an existing contract). Supplier master records that are confirmed as inactive should be marked accordingly in the supplier master file to ensure that they cannot be used inappropriately.
Completeness	Mandatory data field completeness test.	To identify any supplier master records which have missing information in mandatory data fields. Incomplete supplier data may indicate that due diligence procedures were not complete or the supplier master record may be fictitious.	Analyse the supplier master data to identify any 'blank' or 'null' data fields in mandatory data fields. Refer to Appendix 1 for a list of suggested baseline mandatory data fields.	Missing data should be flagged for further examination and completion. Data entry controls, procedures and approvals should be examined to identify whether these are implemented and working appropriately. Entities should provide additional training to employees if it is identified that there is a high level of data entry errors.
Fraud risk	Employee information recorded in the supplier master file*.	To identify whether there are any connections of interest between suppliers and employees which may include:	Conduct an analysis of the supplier master file as compared to the employee master file to identify any matching data fields which may indicate a connection between employees and suppliers.	The conflict of interest register should be reviewed to identify whether any identified connections have been previously disclosed and are appropriately mitigated.

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Theme	Test	Objective	Analysis	Next steps
		<ul style="list-style-type: none"> employees who have a personal or financial interest in a supplier employees who are using shell companies to channel business for personal gain. 	<p>This may include:</p> <ul style="list-style-type: none"> suppliers and employees which have the same bank details or contact information suppliers and employee emergency contacts which have the same contact information suppliers which have shareholders or directors that match employee records. 	Other connections of interest that are identified that have not been disclosed should be further investigated.
Fraud risk	Segregation of duties.	To identify whether there has been a weakness in controls to segregate duties.	<p>Conduct an analysis of audit log reports to ensure that all required activities have been conducted by different employees. For example, the approval to create a new supplier master record has been performed by an authorised employee who is not the same as the employee who created the record.</p>	<p>Where it has been identified that required activities have not been appropriately segregated, the entity should:</p> <ul style="list-style-type: none"> review the current controls to understand what has caused the weakness and apply corrective action further investigate concerning activities (e.g. multiple suppliers which have been created and approved by the same person).
Fraud risk	Unauthorised access or amendments.	To identify whether the supplier master data has been accessed or amended by an unauthorised person.	<p>Analyse audit log reports and compare to the delegations register to identify if supplier master data has been accessed or changed by:</p> <ul style="list-style-type: none"> unauthorised persons employees who do not have responsibilities that relate to the management of supplier master data. 	<p>Prioritise corrective action to ensure that any unauthorised access is cut off. Conduct further enquiries to understand the persons involved, the information that was accessed, and identify all risks and impact from the unauthorised access.</p>

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Theme	Test	Objective	Analysis	Next steps
Fraud risk	Audit log analysis.	To identify activities which may be considered suspicious or out of the ordinary.	Examine audit log reports to identify unusual activity including: <ul style="list-style-type: none">• bank details for supplier master records frequently changed and changed back• changes made to supplier master records at times which would be considered out of the ordinary (e.g. public holidays, weekends, outside of ordinary work hours, during periods an employee is on leave)• employees accessing or modifying large volumes of data in a short period of time• deletion of large amounts of data• patterns of amendment to supplier master files which is outside that ordinarily expected.	Entities' audit log systems should be regularly monitored and reviewed to proactively identify potential anomalies and unusual activity which could be suspicious.

Source: OAG

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Appendix 3: Additional resources

The additional resources listed may be useful to entities in implementing or improving their current supplier data management practices.

Entity	Description	Link
Office of the Auditor General Western Australia	Report 20 – Fraud Risk Management – Better Practice Guide June 2022	https://audit.wa.gov.au/reports-and-publications/reports/fraud-risk-management-better-practice-guide/
Office of the Auditor General Western Australia	Report 12 – Digital Identity and Access Management – Better Practice Guide March 2024	https://audit.wa.gov.au/reports-and-publications/reports/digital-identity-and-access-management-better-practice-guide/
Office of the Auditor General Western Australia	Report 25 – Staff Exit Controls at Large Local Government Entities	https://audit.wa.gov.au/reports-and-publications/reports/staff-exit-controls-at-large-local-government-entities/
Office of the Auditor General Western Australia	Report 3 – Staff Exit Controls August 2021	https://audit.wa.gov.au/reports-and-publications/reports/staff-exit-controls/
Office of the Auditor General Western Australia	Report 16 – Management of Supplier Master Files March 2019	https://audit.wa.gov.au/reports-and-publications/reports/management-of-supplier-master-files/appendix-1/
Department of Treasury	Treasurer's Instructions including: <ul style="list-style-type: none"> • TI 4 Risk Management & Internal Control Requirement 2: Risk Management • TI 5 Expenditure and Payments Requirement 1: Authorisation of Payments (segregation of duties) • TI 8 Financial Accounting and Reporting Requirement 1: Requirements of Accounting Systems • TI 10 Internal Audit Requirement 1: Internal Audit 	https://www.wa.gov.au/government/publications/financial-administration-bookcase
Department of Finance	Western Australian Procurement Rules	https://www.wa.gov.au/government/publications/general-procurement-direction-202401-western-australian-procurement-rules
Department of Finance	Preventing procurement fraud	https://www.wa.gov.au/service/government-financial-management/procurement/preventing-procurement-fraud
Public Sector Commission	Integrity Framework resources	https://www.wa.gov.au/organisation/public-sector-commission/integrity-framework-resources
Public Sector Commission	Developing Detection Systems	https://www.wa.gov.au/government/multi-step-guides/developing-detection-systems

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Entity	Description	Link
Public Sector Commission	Conflicts of Interest Guide	https://www.wa.gov.au/government/multi-step-guides/conflicts-of-interest-guide
Public Sector Commission	A guide to public interest disclosures in WA public authorities	https://www.wa.gov.au/organisation/public-sector-commission/guide-public-interest-disclosures-wa-public-authorities
Public Sector Commission	Strengthening integrity in financial management	https://www.wa.gov.au/organisation/public-sector-commission/strengthening-integrity-financial-management
Public Sector Commission	Integrity in financial management: Self assessment checklist	https://www.wa.gov.au/government/publications/integrity-financial-management-self-assessment-checklist
Public Sector Commission and Corruption and Crime Commission	Notifying misconduct – A guide for Principal Officers of notifying authorities August 2018	https://www.ccc.wa.gov.au/media/resources
Australian Government: Australian Business Register	Format of the ABN	https://abr.business.gov.au/Help/AbnFormat
Australian Government: Australian Business Register	Type of entity: Entity mapping file	https://www.abr.gov.au/government-agencies/accessing-abr-data/abr-data-dictionary/entity-mapping-file
Office of Digital Government	2024 WA Government Cyber Security Policy	https://www.wa.gov.au/government/publications/2024-wa-government-cyber-security-policy

Source: OAG

Auditor General's 2024-25 reports

Number	Title	Date tabled
1	Supplier Master Files – Better Practice Guide	1 August 2024

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5.2 REVIEW OF FRAUD AND CORRUPTION PREVENTION POLICY

Attachments: 1. Updated Fraud and Corruption Policy - Draft  

RECOMMENDATION:

That the Audit and Risk Committee recommends to Council that it:

1. RECEIVES the review of the Fraud and Corruption Prevention Policy; and
2. SUPPORTS the presentation of the updated Fraud and Corruption Prevention Policy, as detailed in Attachment 1, to Council for approval to advertise.

COMMITTEE DECISION ITEM 5.2Moved: Mayor Xamon, Seconded: Mr Manifis

That the recommendation be adopted.

CARRIED (6-0)**For:** Mr Araj, Mr Manifis, Mr Isambert, Cr Castle, Cr Hallett and Mayor Xamon**Against:** Nil

(Cr Alexander was an apology for the Meeting.)

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FRAUD AND CORRUPTION PREVENTION POLICY



Legislation / local law requirements	<ul style="list-style-type: none"> • <i>Public Interest Disclosure Act 2003 (PID Act)</i> • <i>Corruption, Crime and Misconduct Act 2003</i> • <i>Local Government (Financial Management) Regulations 1996</i> • <i>Local Government (Audit) Regulations 1996</i>
Relevant delegations	17.1.1 - Appointment of Public Interest Disclosure Officer
Related policies, procedures and supporting documentation	<ul style="list-style-type: none"> • Integrity Framework • Governance Framework • Risk Management Framework • Fraud and Corruption Risk Register • Code of Conduct • Public Interest Disclosure Guidelines • Australian Standard AS 8001:2021 – Fraud and Corruption Control • OAG Better Practice Guide

PRELIMINARY

INTRODUCTION

Fraud and corruption pose significant risks to the integrity and effectiveness of any organisation. These unethical practices can lead to financial losses, damage to reputation, and a decrease in public trust. The City recognises the importance of maintaining a robust framework to prevent, detect, and respond to fraud and corruption. This policy outlines the City's commitment to upholding the highest standards of integrity and ethical behaviour, ensuring that all employees and stakeholders act in accordance with established guidelines and procedures. By implementing comprehensive measures for prevention, reporting, and investigation, the City aims to foster a culture of transparency and accountability.

PURPOSE

The purpose of this policy is to:

- Demonstrate the City's zero tolerance for fraud and corruption in all operations;
- Support the City's Integrity Framework by providing a high-level approach to fraud and corruption prevention, detection, and response;
- Promote ethical behaviour, accountability, and public trust by safeguarding the City's resources and reputation.

OBJECTIVE

The objective of this policy is to:

1. Prevent fraud and corruption by embedding a culture of integrity and ethical behaviour;
2. Detect fraud and corruption through effective risk management and reporting mechanisms;
3. Respond promptly and effectively to suspected or actual incidents of fraud or corruption;
4. Ensure alignment with the City's Integrity Framework, which provides detailed roles, responsibilities, and operational guidance.

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FRAUD AND CORRUPTION PREVENTION POLICY



SCOPE

This policy applies to:

- All Council Members, employees, contractors, and volunteers;
- All activities, decisions, and services undertaken on behalf of the City.

DEFINITIONS

Fraud: Dishonest activity causing actual or potential gain or loss to any person or organisation, including theft of money or property by persons internal or external to the organisation. Fraud may also involve deception, misrepresentation, or the misuse of position or authority to achieve an unlawful or unfair benefit (Australian Standard AS 8001:2021).

Corruption: Dishonest or unethical activity by a person in a position of trust (e.g., director, employee, contractor) that breaches their duty to act in the best interests of the organisation. This can include abuse of position, conflicts of interest, or collusion to secure a personal or improper advantage (Australian Standard AS 8001:2021).

Fraud and Corruption Control System (FCCS): Framework for controlling the risk of fraud and corruption against or by and organisation.

Integrity Framework: A guiding document that integrates the City's principles, policies, and practices to promote ethical behaviour, accountability, and compliance. It links internal controls, audits, governance systems, and continuous improvement processes to prevent, detect, and respond to misconduct, creating a shared understanding of integrity across the organisation.

Fraud and Corruption Risk Register: A comprehensive tool that identifies and analyses the City's vulnerabilities to fraud and corruption, prioritising high-risk areas, control effectiveness and risk management actions.

Risk Management Framework: Suite of interconnected documents that guide how the City identifies, analyses, treats, and reports on risks

FRAUD AND CORRUPTION PREVENTION POLICY



POLICY PROVISIONS

POLICY

1. Commitment to Integrity

The City is committed to:

- Maintaining robust systems and controls to prevent and detect fraud and corruption;
- Ensuring all employees and stakeholders act in accordance with the Integrity Framework;
- Investigating all allegations of fraud and corruption promptly and confidentially;
- Meeting statutory obligations to report serious misconduct to external oversight bodies where necessary.

2. Fraud and Corruption Prevention

Fraud and corruption prevention will be achieved by:

- Managing risks through the Fraud and Corruption Risk Register and Corporate Risk Register;
- Implementing strong internal controls, including segregation of duties and validation procedures;
- Conducting fraud awareness training to ensure staff and Council Members understand their obligations;
- Encouraging ethical behaviour as outlined in the City's Code of Conduct and Integrity Framework.

3. Reporting and Investigation

- The City will provide confidential and accessible mechanisms for reporting suspected fraud or corruption, as detailed in the Integrity Framework.
- Investigations will be conducted fairly, transparently, and in accordance with legislative requirements.
- The City will take appropriate corrective action, including referral to external agencies such as the Corruption and Crime Commission (CCC) or WA Police, where required.

4. Oversight and Review

- Oversight of fraud and corruption prevention activities will be conducted in alignment with the City's Integrity Framework.
- This policy will be reviewed biennially, or earlier, if necessary, to ensure its continued effectiveness and relevance.

FRAUD AND CORRUPTION PREVENTION POLICY



DRAFT

OFFICE USE ONLY	
Responsible Officer	Please use title only
Initial Council Adoption	DD/MM/YYYY
Previous Title	Applicable if the policy has been renamed
Reviewed / Amended	DD/MM/YYYY
Next Review Date	MM/YYYY

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

5.3 LOCAL GOVERNMENT STATUTORY COMPLIANCE AUDIT RETURN 2024

Attachments: 1. Compliance Audit Return 2025 

RECOMMENDATION:

That the Audit Committee RECOMMENDS that Council adopts the Local Government Statutory Compliance Audit Return for the period 1 January 2024 to 31 December 2024.

COMMITTEE DECISION ITEM 5.3Moved: Mr Manifis, Seconded: Cr Hallett

That the recommendation be adopted.

CARRIED (6-0)**For:** Mr Araj, Mr Manifis, Mr Isambert, Cr Castle, Cr Hallett and Mayor Xamon**Against:** Nil

(Cr Alexander was an apology for the Meeting.)

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return 2024



COMPLIANCE AUDIT RETURN 2024

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A		Senior Land and Legal Advisor
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	N/A		Senior Land and Legal Advisor
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	N/A		Senior Land and Legal Advisor
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	N/A		Senior Land and Legal Advisor
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Senior Land and Legal Advisor

Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	Yes	Delegation to the Behaviour Complaints Committee was resolved by AMV at the Ordinary Council Meeting 14/12/2021 - Item 9.15 and last reviewed and adopted by AMV 21/05/2024 – Item 12.4.	Coordinator CS&G
2	s5.16 (2)	Were all delegations to committees in writing?	Yes	See Register of Delegations, Authorisations & Appointments	Coordinator CS&G

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AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return 2024



				and Council Minutes available on the City's website	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the <i>Local Government Act 1995</i> ?	Yes	See Register of Delegations, Authorisations & Appointments and Council Minutes available on the City's website	Coordinator CS&G
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	See comment above	Coordinator CS&G
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	Yes	Annual review undertaken by Council see minutes of OMC 21/05/2024 – Item 12.4.	Coordinator CS&G
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the <i>Local Government Act 1995</i> ?	Yes	See Register of Delegations, Authorisations & Appointments .	Coordinator CS&G
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	see minutes of OMC 21/05/2024 – Item 12.4.	Coordinator CS&G
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	Provided in the Register of Delegations, Authorisations and Appointments available as a public document on the City's website.	Coordinator CS&G
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Individual Certificates are provided on appointment. Saved in SC279 prior to 30 June 2024 and managed through Attain Compliance Software since 30 June 2024. Also provided in the Register of Delegations, Authorisations and Appointments available as a public document on the City's website.	Coordinator CS&G
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	All amendments are noted in Revisions section of the Register of Delegations,	Coordinator CS&G

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return 2024



				Authorisations and Appointments	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	See Register of Delegations, Authorisations & Appointments available as a public document on the City's website.	Coordinator CS&G
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	Annual review undertaken by administration 21/03/2024 & by Council at OMC 21/05/2024 Item 12.4.	Coordinator CS&G
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 19?	Yes	Saved to the City's central record keeping system (Content Manager).	Coordinator CS&G


Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the <i>Local Government Act 1995</i> , did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	The council member leaving was recorded in the minutes prior to the relevant item.	Executive Assistant to the Mayor & Council Support
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the <i>Local Government (Administration) Regulations 1996</i> regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A		Executive Assistant to the Mayor & Council Support
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the <i>Local Government Act 1995</i> recorded in the minutes of the meeting at which the disclosures were made?	Yes	No employee declarations, all others recorded in the minutes	Executive Assistant to the Mayor & Council Support

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 Department of Local Government, Sport and Cultural Industries					
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	No	The implementation of Attain compliance software identified an oversight where a designated employee had not completed a required Primary Return after receiving a Certificate of Delegation in September 2022. The Governance team were not notified at the time, and the omission was only discovered through the new system's reconciliation of delegated positions. The CEO reported the matter to the Crime and Corruption Commission (CCC) and the Department of Local Government, Sport and Cultural Industries (DLGSC), both of which have confirmed that no further action will be taken.	Coordinator CS&G
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	Managed through Attain Compliance Software	Coordinator CS&G
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	Managed through Attain Compliance Software	Coordinator CS&G
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> ?	Yes	Managed through Attain Compliance Software	Coordinator CS&G
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the <i>Local Government Act 1995</i> , in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	Register of interests disclosed at Ordinary and Special Council Meetings.pdf	Executive Assistant to the Mayor & Council Support

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 Department of Local Government, Sport and Cultural Industries					
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the <i>Local Government Act 1995</i> , did the CEO remove from the register all returns relating to that person?	Yes	Managed through Attain Compliance Software	Coordinator CS&G
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the <i>Local Government Act 1995</i> been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	Managed through Attain Compliance Software	Coordinator CS&G
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the <i>Local Government Act 1995</i> , in the form prescribed in the <i>Local Government (Administration) Regulations 1996</i> , regulation 28A?	Yes	Registers » City of Vincent	Executive Assistant to the Mayor & Council Support
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	Registers » City of Vincent	Executive Assistant to the Mayor & Council Support
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the <i>Local Government Act 1995</i> , did the CEO remove from the register all records relating to those people?	Yes	Registers » City of Vincent	Executive Assistant to the Mayor & Council Support
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) <i>Local Government Act 1995</i> been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	Registers » City of Vincent	Executive Assistant to the Mayor & Council Support
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	Saved in CM	Executive Assistant to the Mayor & Council Support
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the <i>Local Government</i>	N/A		Executive Assistant to

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		Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?			the Mayor & Council Support
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the <i>Local Government Act 1995</i> , recorded in the minutes of the council meeting at which the decision was considered?	N/A		Executive Assistant to the Mayor & Council Support
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?	Yes	At the 23 March 2021 Ordinary Meeting of Council, a new Code of Conduct to be observed by Council Members, Committee Members and Candidates that incorporates the Model Code was adopted.	Coordinator CS&G
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the <i>Local Government Act 1995</i> ?	Yes	Administration proposed some minor amendments to the Model Code Division 3 (Behaviours) to incorporate behaviours referred to in the 2017 Code. All amendments comply with section 5.104(3) and (4)	Coordinator CS&G
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	Located under 'Code of conduct and CEO standards' Available on the City's website Code of Conduct	Coordinator CS&G

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21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employee of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	The Code of Conduct for City of Vincent Employees and Contractors has been developed and implemented by the CEO. Available on the City's website	Coordinator CS&G
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Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the <i>Local Government Act 1995</i> (unless section 3.58(5) applies)?	N/A		Senior Land and Legal Advisor
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the <i>Local Government Act 1995</i> , did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	N/A		Senior Land and Legal Advisor


Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the <i>Local Government (Elections) Regulations 1997</i> ?	Yes	D23/160848	Executive Assistant to the Mayor & Council Support

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 Department of Local Government, Sport and Cultural Industries					
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the <i>Local Government (Elections) Regulations 1997</i> ?	N/A		Executive Assistant to the Mayor & Council Support
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the <i>Local Government (Elections) Regulations 1997</i> ?	Yes	Electoral Gift Register - 2023_2_.pdf	Executive Assistant to the Mayor & Council Support

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the <i>Local Government Act 1995</i> ?	Yes	Appointment of Council Members and Community Representatives by Absolute Majority at Ordinary Council meeting 21 November 2023 – Item 12.2.	Coordinator CS&G
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the <i>Local Government Act 1995</i> , did it do so by absolute majority?	N/A	No powers have been delegated to the Audit & Risk Committee.	Coordinator CS&G
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	Received on 18 November 2024.	Manager Financial Services
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the <i>Local Government Act 1995</i> required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	All audit matters raised have appropriate action items and are monitored and tracked by the Audit Committee.	Manager Financial Services

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5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	A report to the Minister was not required as no significant matters were raised in the auditor's report.	Manager Financial Services
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the <i>Local Government Act 1995</i> , did the CEO publish a copy of the report on the local government's official website?	N/A	A report to the Minister was not required as no significant matters were raised in the auditor's report.	Manager Financial Services
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	Received on 18 November 2024.	Manager Financial Services

Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	The Strategic Community Plan 2022 - 2032 (SCP) was adopted by AMV at the 9 May 2023 OMC - Item 9.11	Coordinator CS&G
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	The Corporate Business Plan 2024/25 -2027/28 and Four Year Capital Works Program 2024/25 -2027/28 was adopted by AMV at the 18 June 2024 OMC - Item 12.2	Coordinator CS&G
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of <i>Local Government (Administration) Regulations 1996</i> 19DA(2) & (3)?	Yes	The Corporate Business Plan 2024/25 -2027/28 aligns with the legislative requirements	Coordinator CS&G

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Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with <i>Local Government (Administration) Regulations 1996</i> , regulation 18A?	Yes	The Executive Director Community and Business Services was advertised in accordance with the <i>Local Government (Administration) Regulations 1996</i> , regulation 18A	Executive Manager Human Resources
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	Did not recruit for a Chief Executive Officer (CEO) within the last 12 months	Executive Manager Human Resources
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the <i>Local Government Act 1995</i> ?	N/A	Did not recruit for a Chief Executive Officer (CEO) within the last 12 months	Executive Manager Human Resources
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes	The City informed Council of its intention to employ the preferred candidate for the Executive Director Community and Business Services position	Executive Manager Human Resources
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	The intention to employ the preferred candidate for the Executive Director Community and Business Services was not rejected by Council.	Executive Manager Human Resources

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Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	Council appointed the CEO as its complaints officer at the 16 February 2021 OMC - Item 12.4. At the 14 December 2021 OMC Council delegated by AMV to the CEO the authority to appoint an external Complaints Officer to receive complaints and withdrawal of complaints - Item 9.15 Also see Register of Delegations, Authorisations & Appointments 2.2.31.	Coordinator CS&G
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the <i>Local Government Act 1995</i> ?	Yes	No complaints received.	Coordinator CS&G
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	Yes	Template D16/107330 refer D16_107330_Register_Of_Complaints_Referred_To_Under_Local_Government_Act_1995_S5_121.pdf	Coordinator CS&G
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	D16_107330_Register_Of_Complaints_Referred_To_Under_Local_Government_Act_1995_S5_121.pdf	Coordinator CS&G

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Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the <i>Local Government (Financial Management) Regulations 1996</i> regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	Yes	Audit & Risk Committee 23/05/2024 Council 18/12/2024 12.1	Coordinator CS&G
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with <i>Local Government (Audit) Regulations 1996</i> regulation 17 within the three financial years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.	Yes	Audit Committee 29/02/2024 Council	Coordinator CS&G
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the <i>Local Government Act 1995</i> , were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes	Registers » City of Vincent	Executive Assistant to the Mayor & Council Support
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	The Attendance at Events policy was adopted by Council at the 23 March 2021 OMC - Item 12.1	Coordinator CS&G
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the <i>Local Government Act 1995</i> ?	Yes	This information is available on the City's website	Coordinator CS&G
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	The Council Members Senior Governance Continuing Professional Project Officer Development Policy	Coordinator CS&G

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				was adopted by Council at the 17 May 2020 OMC - Item 12.6 and last reviewed 20 August 2024 – Item 12.1	
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2024?	Yes	Registers » City of Vincent	Executive Assistant to the Mayor & Council Support
8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	Yes	The balanced accounts and the annual financial report were submitted to the OAG on 18 September 2024.	Manager Financial Services
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	The City held 4 budget workshops with Elected Members prior to adopting the annual budget on 18 June 2024.	Manager Financial Services

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Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the <i>Local Government (Functions and General) Regulations 1996</i> , regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	The City complied with its Purchasing Policy for all procurements valued at \$250,000 or less.	Coordinator Procurement and Contracts
2	s3.57 F&G Reg 11	Subject to <i>Local Government (Functions and General) Regulations 1996</i> , regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	All procurements worth above \$250,000 were publicly invited as per Regulation 11(1).	Coordinator Procurement and Contracts
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the <i>Local Government Functions and General) Regulations 1996</i> , required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	All tenders were advertised in the West Australian newspaper, VendorPanel and on the City of Vincent website.	Coordinator Procurement and Contracts
4	F&G Reg 12	Did the local government comply with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	The City did not split any contracts into 2 or more contracts to avoid the requirements of regulation 11(1).	Coordinator Procurement and Contracts
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	Any variation of information was distributed as an addenda notice to all Tenderers via VendorPanel or emailed directly to tenderers.	Coordinator Procurement and Contracts
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 15 and 16?	Yes	All tenders were advertised for a minimum of 14 days or	Coordinator Procurement

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 Department of Local Government, Sport and Cultural Industries				more as required under Regulation 15. Two City officers were always present when tenders were opened. Tenders were opened in a public place as published in the relevant request for tender document.	and Contracts
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	All information recorded in the tender register complied with Regulation 17. The City's tender register is published on the City's official website and is publicly available.	Coordinator Procurement and Contracts
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	The City used VendorPanel for all tenders. Any tender not submitted through VendorPanel or within the time and date specified in the tender were rejected. The City does not accept hardcopy tenders and VendorPanel does not allow tender responses to be submitted after the closing time and date.	Coordinator Procurement and Contracts
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	All compliant tenders were evaluated by an evaluation panel and evaluation reports were generated and approved as per the City's Purchasing Policy.	Coordinator Procurement and Contracts
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	All tender respondents were notified of the evaluation	Coordinator Procurement

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AUDIT AND RISK COMMITTEE MINUTES

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return 2024




				outcome via a letter sent by email or via the VendorPanel platform.	and Contracts
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the <i>Local Government (Functions and General) Regulations 1996</i> , Regulations 21 and 22?	N/A	The City did not release any EOIs.	Coordinator Procurement and Contracts
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	The City did not release any EOIs.	Coordinator Procurement and Contracts
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	The City did not release any EOIs.	Coordinator Procurement and Contracts
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 24?	N/A	The City did not release any EOIs.	Coordinator Procurement and Contracts
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with <i>Local Government (Functions & General) Regulations 1996</i> regulations 24AD(4) and 24AE?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996</i> , Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts

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 Department of Local Government, Sport and Cultural Industries					
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of <i>Local Government (Functions and General) Regulations 1996, Regulation 24AG</i> ?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	The City did not establish any panel of prequalified suppliers.	Coordinator Procurement and Contracts
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of <i>Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F</i> ?	N/A	No regional price preference was required or used for the assessment of tenders.	Coordinator Procurement and Contracts

Chief Executive Officer

Date

Mayor/President

Date

AUDIT AND RISK COMMITTEE MINUTES

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5.5 CYBER-SECURITY CONTROLS REVIEW 2024 FROM JLT PUBLIC SECTOR

Attachments: 1. LGIS Vincent City of Cyber Review 2024 - Confidential

RECOMMENDATION:

That the Audit Committee recommends to Council that it NOTES the JLT Public Sector's report on the City's cyber security controls.

COMMITTEE DECISION ITEM 5.5Moved: Mr Isambert, Seconded: Cr Hallett

That the recommendation be adopted.

CARRIED (6-0)

For: Mr Araj, Mr Manifis, Mr Isambert, Cr Castle, Cr Hallett and Mayor Xamon







Against: Nil

(Cr Alexander was an apology for the Meeting.)

AUDIT AND RISK COMMITTEE MINUTES

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5.6 REVIEW OF THE CITY'S CORPORATE RISK REGISTER

- Attachments:
1. Corporate Risk Register - Confidential
 2. Risk Management Procedure  
 3. Risk Appetite and Tolerance Statements  
 4. Risk Rating Alignment to Appetite and Tolerance  

RECOMMENDATION:

That the Audit Committee recommends to Council that it:

1. RECEIVES the City's Corporate Risk Register at Attachment 1; and
2. APPROVES the risk management actions for the high and extreme risks; and
3. NOTES alignment of Corporate Risks to risk appetite and tolerance ratings

COMMITTEE DECISION ITEM 5.6

Moved: Cr Castle, Seconded: Mr Manifis

That the recommendation be adopted.

CARRIED (6-0)

For: Mr Araj, Mr Manifis, Mr Isambert, Cr Castle, Cr Hallett and Mayor Xamon

Against: Nil

(Cr Alexander was an apology for the Meeting.)

NOTE: The Audit & Risk Committee requested Administration to conduct a deep dive into the tree canopy risk, including the impact of climate change and strategies to meet canopy coverage targets. To be presented to the July meeting.

AUDIT AND RISK COMMITTEE MINUTES

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RISK MANAGEMENT PROCEDURE

Responsible directorate	Office of the CEO.
Responsible team	Corporate Strategy and Governance.
Responsible officer	Executive Manager, Corporate Strategy and Governance.
Affected teams	All Staff.
Legislation / local law requirements	Regulation 17 <i>Local Government (Audit) Regulations 1996</i> .
Relevant delegations	Nil.
Related policy procedures and documents	This document supports the Risk Management Policy by further defining the systems and processes in place to facilitate good practice risk management.

PURPOSE

To set out the framework within which the City of Vincent (**City**) will manage its strategic, operational and project risks.

BACKGROUND

The City has a [Risk Management Policy](#) (**Policy**) approved by Council (16 June 2020 Council Meeting). The Policy sets the tone for the City's risk management approach and establishes the risk management responsibilities of Council, the Audit Committee, City employees and contractors and other relevant parties as required.

This Procedure supports the Policy by defining the systems and processes in place to facilitate good practice risk management and the roles and responsibilities of City employees.

PROCEDURE

1. RISK MANAGEMENT APPROACH

The City's approach to risk management determines how the City will go about managing its risks.

The City's risk management approach aligns with the *AS31000:2018 Risk Management – Guidelines*.

AUDIT AND RISK COMMITTEE MINUTES

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RISK MANAGEMENT PROCEDURE



2. OTHER RISK DOCUMENTS

Corporate Risk Register

The Corporate Risk Register (**Register**) lists the City's 'whole of organisation' strategic, operational and project risks. The risks are assessed without controls (*i.e. inherently*), with controls (*i.e. residually*) and following the proposed risk management actions (*i.e. post-treatment*).

The Register is divided into a list of residually-rated medium, high and extreme risks (which require reporting to the Executive Management Committee, Audit Committee and Council) and residually-rated low and medium risks for each service area. Timeframes and ownership for the implementation of the risk management actions are included.

Risk Appetite and Tolerance Statements

'Risk Appetite' sets out the risk type and levels that the City is looking to pursue to meet and optimise opportunities. 'Risk Tolerance' reflects how much risk the City is able to accept in the pursuit of its strategic, operational and project objectives.

Strategy House Service Area Risk Matrix

Each of the City's service areas has a risk matrix which sets out its strategic (where relevant), operational and project risks which are specifically considered, where appropriate, within the context of the specific Strategy House.

A number of documents and guidelines are also relevant to the City's risk management. These include:

- **Business continuity plan (BCP)** – This document describes how the City will respond to and function in the event of a business interruption event. It is a 'mitigative' control as it seeks to reduce the consequences of risks eventuating.
- **ICT disaster recovery plans** – these plans assist the City to recover from Information and Communication Technology (ICT) interruption events, from a routine, operational incident through to a large-scale ICT event. The plans will ultimately align with the City's BCP and, again, are 'mitigative' controls in seeking to reduce the consequence of a risk eventuating.
- **Event risk management plans** – These are formal plans to mitigate any foreseeable risks that may arise from place activation, and planning and delivering events.
- **Procurement risk assessments** – A systematic, documented assessment of risks associated with all significant purchases, as set out in the Procurement Plan. Procurement risk assessments are required for procurement of greater than \$50,000, and the level of detail required for the risk assessment will vary depending on the significance of the purchase. Note that although the \$50,000 mandatory threshold has been set by the City, the contract value of a procurement does not define its

AUDIT AND RISK COMMITTEE MINUTES

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RISK MANAGEMENT PROCEDURE



risk to the City so there is discretion – which should be exercised – in contract values below this figure.

3. RISK CATEGORIES

Strategic Risks

Strategic risks relate to the uncertainty of the City achieving its long-term, strategic objectives. They are usually owned and managed by Council and/or the Executive Management Committee. Strategic level risks may include risks associated with achieving the objectives of the Strategic Community Plan, Corporate Business Plan and the Long-Term Financial Plan.

Operational Risks

Operational risks relate to the uncertainty associated with developing or delivering the City's services, functions and other activities. These risks typically have day to day impacts on the organisation or more widely. These risks are owned and managed by the person who has responsibility for the activity, service or function to the level of their delegated authority or capability.

Project Risks

Project risks typically sit underneath operational risks and will be managed in accordance with the City's Project Management Framework and depending on their progress.

4. RISK MANAGEMENT PROCESS

Step 1 - Establishing the scope, context and criteria

Prior to commencing risk management, the context for the activity is clearly specified. This includes defining:

- the purpose of the risk exercise and the expected outcomes;
- the scope, boundaries, assumptions and interrelationships;
- the environment, objective, strategy, activity, process, function, project, product, service or asset under consideration; and
- the risk assessment methodologies or approach.

Once this is determined, the essential personnel who need to be involved in the assessment are identified.

Step 2 - Risk Assessment

A. Risk Identification

The context defined in the previous step is used as the starting point for identifying risks. A practical and effective approach to risk identification is to consider what is critical to the successful achievement of the

AUDIT AND RISK COMMITTEE MINUTES

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RISK MANAGEMENT PROCEDURE



objectives related to that particular context, and what are the potential opportunities or 'roadblocks' arising from areas of uncertainty (e.g. *assumptions, limitations, external factors, etc*). Included in this consideration are any internal or external events or situations which may give rise to a risk, and also any risks identified through internal or third-party audits, assessments and reviews. Typically, risks are worded either with the use of 'critical success factors' (CSFs) or through 'cause-event-consequence' (CEC) statements:

- 1) **CSFs** - When considering an activity, consider what is critical that you get right about the activity (e.g. *with City reporting, it may be timeliness and accuracy*), and word the risk based on this critical activity (e.g. *failure to ensure timely and accurate City reporting*);
- 2) **CECs** - Consider the event that you are most concerned about (e.g. *timely reporting*), the principal potential cause (e.g. *Inadequate reporting systems*) and the principal potential consequence (e.g. *sub-optimal decision making*). These can then be constructed into a statement (e.g. *Inadequate systems cause untimely reporting leading to suboptimal decision making*).

Both ways of phrasing risks are acceptable to the City. Each risk requires a risk owner who is responsible for managing the risk and is accountable for determining if the risk level can be accepted, reviewing the risk, monitoring the controls and risk treatments. High and extreme risks require the risk management action to be approved by Council, via the Audit Committee.

B. Risk analysis and evaluation

For each risk, possible causes of the risk eventuating are identified. Each risk may have one or more causal factors which can either directly or indirectly contribute to it occurring. Identifying the range of causes assists in understanding the risk, identifying the most appropriate controls, evaluating the adequacy of existing controls and designing effective risk treatments. This step also considers the potential consequences of the risk, including knock-on or cascading effects.

Comparing the level of risk with the contents of the risk assessment criteria determines the acceptability of the risk. Risk analysis is undertaken with varying degrees of detail, depending on the risk, the purpose of the analysis, and the information, data and resources available. Analysis is qualitative, semi-quantitative or quantitative, or a combination of these, depending on the circumstances. Such techniques are comprehensively considered in 'ISO 31010: Risk Assessment Techniques', a companion to AS ISO 31000:2018. Risk analysis and evaluation involves identifying and evaluating any existing controls and analysing the risk in terms of consequences and likelihood, taking into account the effectiveness of the controls (i.e. 'Residual Risk'). Understanding the following terms is key:

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RISK MANAGEMENT PROCEDURE



- Controls - Controls are the measures that are currently in place (*i.e. at the time of the risk assessment*), that materially reduce the consequences and/or likelihood of the risk. Controls are tangible, auditable and documented. A 'Hierarchy of Control' is applied which ensures the most effective controls are considered first (*e.g. eliminate entirely, substitute it, isolate it and engineer it out prior to relying on administrative controls*). At the City, controls are considered to be either 'preventative' (*i.e. affecting likelihood*), 'mitigative' (*i.e. affecting consequence*) or both.
- Consequence - A risk that eventuates may impact the City to a greater or lesser extent across multiple areas. Consequences of the risk can be assessed across the relevant consequence categories, which are defined in the risk assessment criteria tables.
- Likelihood - This describes how likely it is that a risk will eventuate with the defined consequences. Likelihood can be assessed in terms of probability or frequency, depending on what is most appropriate for the risk under consideration. When you are rating the likelihood of residual risk, ask "*How likely is it for this risk to occur, given the existing controls, to the level of consequence identified?*"
- Level of Risk - The Level of Risk (LoR), or Risk Rating, is calculated by multiplying the consequence and likelihood ratings. For any risk, there may be a number of different consequence/ likelihood scenarios. Within each category there may be multiple scenarios ranging from 'minor but likely' to 'catastrophic but rare'. The City expects the most realistic worst-case scenario to be rated. In some instances, it may be appropriate to rate the same consequence category more than once. Where there are multiple ratings for a risk, the highest combination of consequence/likelihood is taken as the LoR. The LoR is then compared to the defined risk criteria to assist the risk owner in determining whether a risk requires further treatment. The City captures three different 'Levels of Risk' – Inherent risk (*i.e. before controls are applied*), Residual risk (*i.e. after controls are applied*) and 'Post-treatment' (*i.e. a prospective level of risk considering further treatments*).

Step 3 - Risk Treatment

Once a risk has been analysed and evaluated, the risk owner makes an informed decision to do one of the following:

- Accept the risk – the opportunity outweighs the risk, the existing controls meet the criteria specified in the Risk Assessment Criteria and the risk is within the defined tolerance and appetite of the City;
- Avoid the risk – do not carry on with the activity that is associated with the risk;
- Treat the risk – reduce the consequence, likelihood or both and/or improve the controls rating by strengthening existing controls or developing new controls so that the risk can be accepted. The treatment selection and implementation will typically be based on financial, technical and operational

AUDIT AND RISK COMMITTEE MINUTES

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RISK MANAGEMENT PROCEDURE



- viability and alignment to the City's values and objectives. Note: It is expected that any risks associated with health and safety are managed to a level which the City considers to be "as low as reasonably practicable" (ALARP).

Risk-based decisions are made in line with the criteria outlined in the risk assessment criteria tables.

Communication and consultation with external and internal stakeholders/interested parties is an essential and valuable part of the risk management process at the City. A collaborative approach is preferred as it provides the opportunity for different perspectives and expertise. The City has an expectation this will occur throughout the steps 1 to 3 documented. Communication and consultation should include, amongst others, staff of the City, Councillors, contractors, rate payers and residents. Some of this consultation and communication will be formalised through workshops and training and some – for example with ratepayers and residents – may be less formal. Risk management training will be provided to staff, commencing at induction. In addition, regular risk management awareness information will be communicated via the Vintranet.

Monitoring and Review and Recording & Reporting are considered integral parts of the planning, management and oversight activities of the City to ensure contemporary, relevant and evidential risk management. The Corporate Risk Register is updated as risks are identified and is reported to the Executive Management Committee monthly, and to the Audit Committee quarterly or more frequently as required.

Ad-hoc review of risks may also occur where:

- There is a change to the risk environment, for example, changes to legislation or to the SCP or the CBP;
- An internal audit or other review highlights a new or changed risk;
- A material risk treatment is implemented or a key control is considered no longer effective or adequate;
- Major changes are made to the organisation including change of key personnel; or
- The complaints or learnings in relation to processes indicate a new or changed risk to the City.

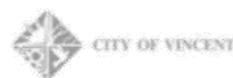
5. RISK MANAGEMENT CULTURE

A risk aware culture is essential to good risk management. The Policy and this Procedure will be communicated across the organisation and embedded into practices and processes rather than be viewed or practiced as a separate activity.

AUDIT AND RISK COMMITTEE MINUTES

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RISK MANAGEMENT PROCEDURE



It's important that all staff support and encourage a positive risk management culture by:

- playing an active part, and not simply mandating production of reports;
- empowering employees to manage risks effectively;
- acknowledging, rewarding and publicising good risk management;
- having processes that promote learning from errors, rather than punishing;
- encouraging discussion and analysis of unexpected outcomes, both positive and negative; and
- not over-responding to problems by introducing restrictive, complicated or one-size-fits-all controls.

Council and the EMC have a key role in promoting risk by setting the tone from the top and in allocating sufficient resources for risk management activities.

6. RISK MANAGEMENT RESPONSIBILITIES

The City's Audit Committee is responsible for:

- Facilitating effective management of the City's risks through regular review and challenge of the City's Corporate Risk Register, and reporting the high and extreme risks to Council for approval of the proposed risk treatment.
- Considering the CEO's performance indicators in relation to the effectiveness of risk management and providing advice to Council on performance in this area.
- On an annual basis, providing a report to Council on the effectiveness of the City's risk management.

The Executive Management Committee is responsible for:

- On a monthly basis, reviewing and updating the Corporate Risk Register and confirming that risks are appropriately captured, rated and managed (or identifying exceptions where they exist).
- Presenting the Corporate Risk Register, including the proposed risk treatments for high and extreme risks, to the Audit Committee on a quarterly basis, or more frequently if required.
- Ensuring all staff are aware of their risk management responsibilities.

Each Executive Director is responsible for:

- Reviewing risks for their directorate to ensure risks are appropriately managed and included in the Corporate Risk Register as appropriate (medium, high and extreme risks to be included in Corporate Risk register).
- Approving the risk treatments for medium level risks.

AUDIT AND RISK COMMITTEE MINUTES

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RISK MANAGEMENT PROCEDURE



Each Manager is responsible for:

- Approving the risk treatment for low level risks.
- Providing updates on new and emerging risks (medium, high and extreme) and control effectiveness to the Governance team so they can be included in the Corporate Risk Register.
- Ensuring their Strategy House Risk Register is contemporary and comprehensive.
- Alerting the relevant Executive Director of changes to the risk environment including changes to control adequacy and effectiveness or increases or decreases to ratings of likelihood and consequence.

The Corporate Strategy and Governance team is responsible for:

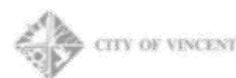
- Ensuring the City's Corporate Risk Register is reviewed monthly and presenting it to the Executive Management Committee.
- Presenting the Corporate Risk Register to the Audit Committee.
- Reviewing the Policy and Procedure annually to ensure they remain relevant and reflect the City's risk management approach.
- Organising annual training for all staff on risk management and communicating the Policy and Procedure to relevant staff.

A flow chart detailing responsibilities for risk management is attached at **Attachment 1**.

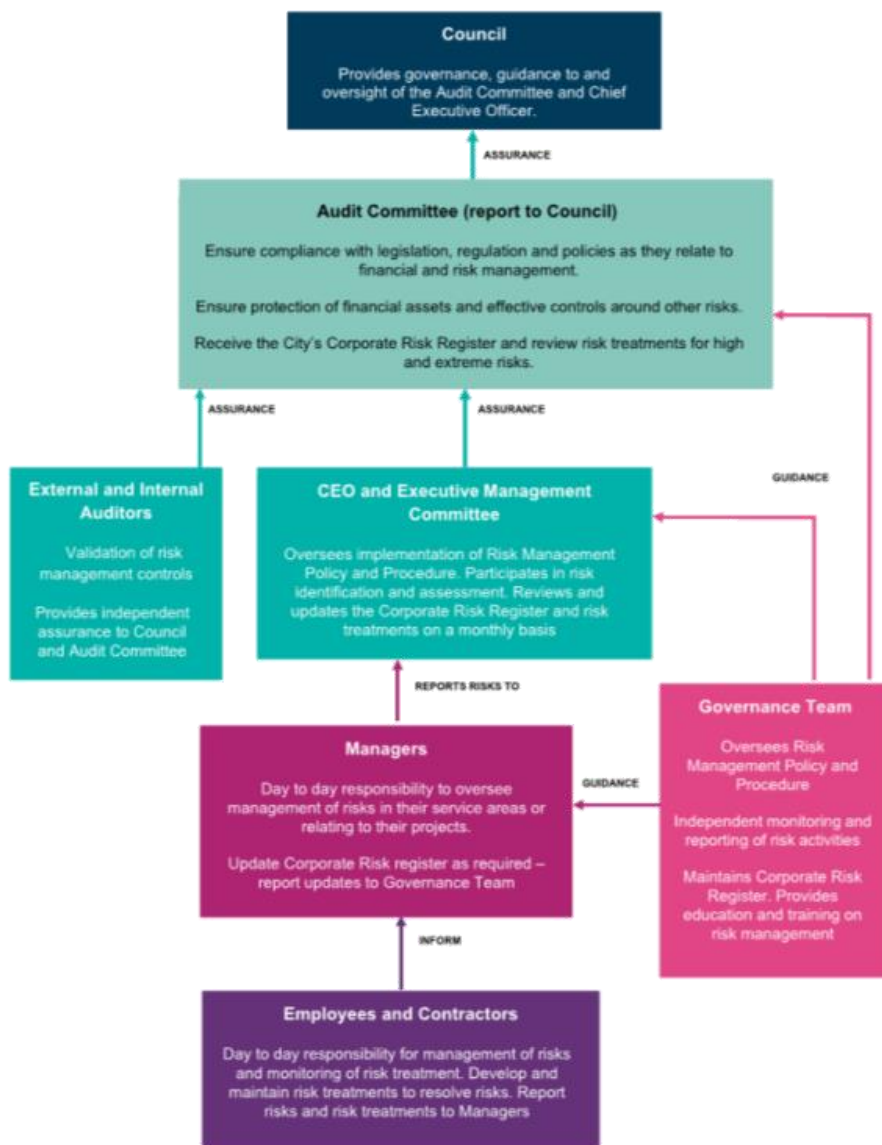
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RISK MANAGEMENT PROCEDURE



ATTACHMENT 1 – RISK RESPONSIBILITY



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Reference: D20/240006

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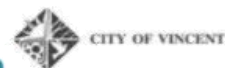
OFFICE USE ONLY	
Approved by CEO and Noted by Audit Committee	DATE: 06/07/2021, REF# D21/116958
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: <REVIEW DATE>.

Risk Management Framework – SC2723 – D20/240006

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AUDIT AND RISK COMMITTEE MINUTES

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RISK APPETITE & TOLERANCE STATEMENTS

Legislation / local law requirements	Regulation 17 of the <i>Local Government (Audit) Regulations 1996</i> .
Relevant delegations	Nil.
Related policies, procedures and supporting documentation	Risk Management Policy – establishes the risk management responsibilities of Council and Administration and determines quantitative and qualitative assessment criteria. Risk Management Procedure – defines the systems and processes of the City's Risk Governance.

INTRODUCTION

Risk appetite refers to the amount and type of risk that the City is willing to accept or retain in order to achieve its objectives. Risk tolerance, on the other hand, is the specific threshold or level of risk that the City considers acceptable.

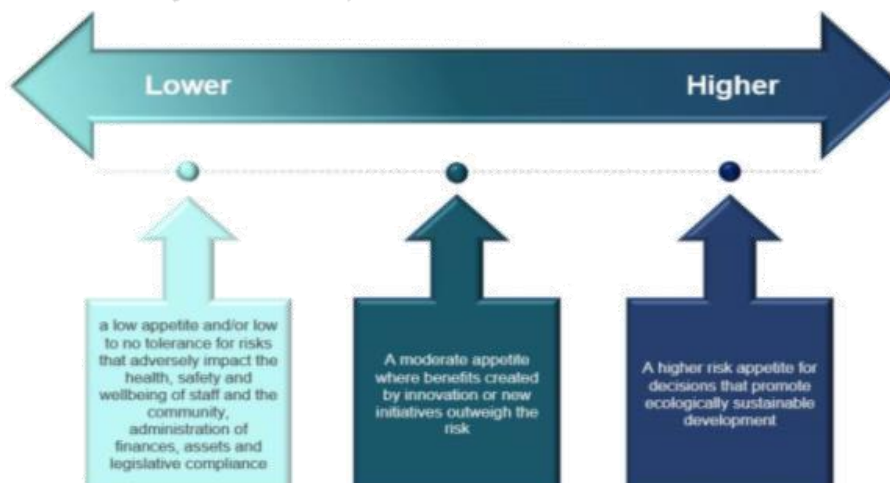
The following statements set boundaries for decision making, ensuring a balance between risk-taking and risk avoidance, and establishes the quantitative and qualitative criteria that determines, classifies, and manages the City's risks.

STATEMENT

The community want us to be a Council and an organisation that is clever, creative, and courageous willing to push the operational boundaries and willing to think and act as an enabler.

We put this into practice in our everyday work and decision making by understanding and managing the risks in being clever and creative but still taking action to meet our strategic goals.

The City seeks to minimise its exposure to key risks relating to people, financial operational and regulatory and compliance responsibilities, while still taking action. We will ensure appropriate measures to mitigate our risks are in place.



City of Vincent Risk Appetite and Tolerance Statements - 023/20561

AUDIT AND RISK COMMITTEE MINUTES

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RISK APPETITE & TOLERANCE STATEMENTS

Detailed Statements and Descriptors

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
Financial Sustainability		
<i>Financially Volatile Decisions</i>	The City has a low appetite for risk in decision making that impacts financial volatility and sustainability	These are for those decisions not specifically considered below: Based on risk consequence criteria - Risk of loss more than \$100,000 (0.035% - 0.17% of operating budget)
<i>Decisions causing Budget Deficiency</i>	The City has a low tolerance for decisions or actions that result in material deficiency in achievement of budgeted: Surplus Balance sheet ratios Profit and loss ratios Rate of return on investments	Based on risk consequence criteria - Risk of loss or missing budget more than \$100,000 (0.035% - 0.17% of operating budget)
Financial Investment & Growth		
<i>Sustainable financial investments</i>	The City has a moderate risk appetite for investments; investments must support strategic initiatives and financial sustainability. Investments must be aligned with the values and principles of the City.	Investments need to be in line with the City's Corporate Business Plan and Strategic Community Plan.
<i>Forwards, hedges, and derivatives</i>	The City has no tolerance for investments in forwards, hedges, and derivatives.	Organisations often use financial instruments to manage the risk in commodity and foreign currency. These can be very risky if not appropriately utilised; and the City has chosen not to use these instruments.
<i>Debt for growth</i>	The City has a moderate appetite to take on risk to fund growth.	This ties into the investment appetite; however specifically considers the use of debt funding. Based on the consequence table, a moderate risk would be in

City of Vincent Risk Appetite and Tolerance Statements - 02/201561

AUDIT AND RISK COMMITTEE MINUTES

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RISK APPETITE & TOLERANCE STATEMENTS



Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
		the vicinity \$100,001 to \$250,000 (0.17% - 0.43% of operating budget).
Specific ratios – No specific rating given as these are set parameters that the City has determined that it must operate within. Ratios (and thresholds) are determined by the State Government.	The City's debt to service ratio must always be above 5. Total Liabilities are never to exceed Total Assets Proposals supporting debt funding must be supported by a cash flow analysis that is financially sustainable	The debt to service ratio measures the City's ability to pay its debt. It is calculated by the annual operating surplus (before depreciation and interest), divided by the debt service cost, and is currently 5.092. Financial sustainability for debt funding will need to consider: Free cash flow for monthly, capital or balloon payments Interest cover – refer above for the level of financial risk acceptable Cost of not undertaking project – i.e., repairs and maintenance of the current solution Future cost of new project once implemented – i.e., for a community centre, insurance, licences etc
Business collaboration		
Commercially viable collaboration	The City has a moderate risk appetite to being more commercially adept and to explore avenues to identify cost efficiency drivers, collaboration with business partners to deliver on objectives through commercially viable arrangements and partnerships.	Within the boundaries of the appetite stated above in respect to investments being within the City's Corporate plans and strategies, the City is willing to consider proposals to use partnerships and contracts to facilitate meeting the City's objectives, where consistent with legislative requirements (<i>Local Government Act 1995</i>). Suggestions would include using outside service providers to deliver current services provided by the City more efficiently, i.e., Waste Collection; or working collaboratively with an Arts organisation to set up a

City of Vincent Risk Appetite and Tolerance Statements - 023/205561

AUDIT AND RISK COMMITTEE MINUTES

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RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
		festival. Other projects may include working with developers.
<i>3rd party Partner (Contractor) failure</i>	The City has a low risk appetite for third party partner (contractors) failure.	The City utilises many outside organisations in delivering on its mandate. This low appetite means that even minor or insignificant breaches in contracts or delays in delivery of products and services will be taken seriously. Accordingly, third party risk must be considered before entering into any contract, including reputation of third party, financial viability, audit clauses etc.
Procurement		
<i>Procurement failure</i>	The City has a low risk appetite for procurement failures that lead to poor value for money or financial loss, poor quality of service; incorrect or substandard products or delayed delivery; wastage of funds or services.	This ties into the above point; and thereby requires appropriate procedures in the procurement process to ensure the required outcomes for the City and appropriate enquiry and planning prior to purchases. Note, appropriate delegations must exist to support this.
	The City has zero tolerance for procurement decisions that endanger our staff and community.	Procurement decision making must consider the risk of injury or harm to the staff & community of Vincent. An example of this would be allowing the Beatty Park pool to use unregulated or unauthorised chemicals.
Asset & Environment management & sustainability		
<i>Sustainable future for our community</i>	The City supports investments, activities and developments that result in a sustainable future for our community while meeting the current needs of our residents.	There is often a payoff. Proposals need to consider the risks and rewards based on the promises made to the community. This has been envisaged with the City's

City of Vincent Risk Appetite and Tolerance Statements - 023/205561

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025



RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
	It recognises that this may at times involve accepting some degree of risk and is comfortable with this, subject to always ensuring that potential benefits and risks are fully understood before planning is approved and that appropriate measures to mitigate risk are established.	Project Management Framework implementation and future actions.
<i>Ecologically sustainable decisions</i>	The City has a high risk appetite for ecologically sustainable decisions and a high risk appetite for decisions that promote ecologically sustainable development.	Activities that favour environmentally conscious actions will more likely be approved than those that don't.
<i>Protecting and preserving the environment</i>	The City is committed to protecting and preserving the environment and has a low risk appetite for activities that would significantly degrade the environment	The City will act swiftly against actions that are detrimental to the environment.
<i>Resource wastage</i>	The City has a low risk appetite for irresponsible use of its resources.	
<i>Activities against ratepayer values & ethics</i>	The City has a very low risk appetite for investments and activities that do not align with the City's values.	The City has set its vision, purpose and guiding values based on the interpretation of those of the community it serves. When entering into new projects, investments and proposals, these values must be considered as one of the key consideration sets.
<i>Activities, structures, projects that present health risk for the community</i>	The City has a low risk appetite for activities, structures and projects that threaten the health of its community.	The City is committed to ensuring the health and wellbeing of its residents, this must be considered within the activities, projects, and new builds it approves or invests in. Activities that do not align with this will only be approved in exceptional circumstances. An example might be the approval of a Neo-Nazi festival to

City of Vincent Risk Appetite and Tolerance Statements - 023/201561

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025



RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
		occur within the City's park space. A multi residential building with no nearby open space may be another example.
Values and Behaviours		
<i>Behaviour or conduct against City values</i>	The City is an equal opportunity employer that employs skilled and experienced employees in positions with clearly defined roles and responsibilities; it has a low risk appetite for actions and behaviours that threaten the people and organisational capacity.	This sets the City's view on the criticality of its employees and the City culture; accordingly, staff must be selected based on appropriate due diligence and fit for purpose considerations including against the City values. Behaviours and actions of current staff must be measured against their job performance criteria and against the values.
<i>Low individual and team performance</i>	The City places high importance on its values and a culture of integrity in conduct, performance excellence, innovation, equality and diversity, dignity and respect, collegiality, and cultural sensitivity. It has a low risk appetite for behaviour or conduct which does not meet these standards.	Refer above.
Human Resource		
<i>Behaviour reducing cultural diversity & awareness</i>	The City has a low risk appetite for practices and behaviours that result in a workforce that is not diverse and culturally aware, be this through recruitment or day to day workplace activities.	Activities and actions to involve and include staff from diverse backgrounds considering culture, age, gender, experience sets etc.
<i>Harm of staff, clients, partners, or visitors</i>	The City has a very low risk appetite for risk in practices or behaviours that lead to the harm of staff, clients, partners, or visitors in its premises or when undertaking work related activities (within its control and responsibility).	The City's continued focus on OH&S matters, staff and contractor induction support this appetite. All new activities and projects should further consider the impact on the City's community.

City of Vincent Risk Appetite and Tolerance Statements - 023/205561

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025



RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
<i>Breach of code of conduct, ethics, and Law</i>	The City has no appetite for conduct that is unlawful, unethical, or otherwise breaches the Code of Conduct or reflects misconduct / serious misconduct.	The City's continued program to educate employees on Code of Conduct, accountability and ethical decision making, performance management and misconduct support this appetite.
Health and Safety		
<i>Inadequate & untimely reporting of breach & near-miss incidents</i>	The City has a low appetite for health and safety risk, and in particular a very low tolerance for inadequate or untimely remedy and reporting of breach incidents, or near misses.	The City's continued focus on OH&S matters, staff and contractor induction support this level of appetite and tolerance.
<i>Negligent & deliberate violations of health & safety requirements</i>	The City has no tolerance for negligent, deliberate, or purposeful violations of health and safety requirements.	
Business Service - The City acknowledges that in order to be innovative and nimble that some degree of risk taking is inevitable, however these risks must be considered in light of maintaining continuity of services to our stakeholders.		

City of Vincent Risk Appetite and Tolerance Statements - 023/201561

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025



RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
<i>Disruption to the operation of the business</i>	The City has a very low tolerance for risks that may result in disruption to the operation of the business. Including loss of statutory services, operational continuity, loss, or lack of documentation of corporate knowledge. These risks will be mitigated and controlled to where the cost of control is equal to the marginal cost of the risk.	Interruption to services has been included in the Consequence criteria. A very low tolerance would be considered where <i>"Failure of assets / disruption which results in inconvenience but no material service interruption (resolved within one day)."</i> So, where there is a disruption, for example the phone lines are down, then a solution needs to be found within one day. The cost of this control must also be considered in the action sought.
<i>Loss or lack of documentation of corporate knowledge</i>	The City has a very low risk tolerance for loss or lack of documentation of corporate knowledge.	In order for the City to continue to provide services to its stakeholders to the degree required, the City must continue to maintain adequate systems and processes that support maintenance of all corporate knowledge.
Governance - The City is committed to best practice governance and practices and behaviours that support ethical, consistent, and informed decision making, compliance with legislation, regulation, and internal and external reporting requirements.		
<i>Breaches in regulations, professional standards, and ethics</i>	The City has a very low risk appetite for any breaches in regulations, professional standards, and ethics.	There is a low, but not zero appetite for breaches. An example would be the submission of a BAS late due to resource constraints within the City. See specific examples below
<i>Bribery or Fraud</i>	The City has no tolerance for bribery or fraud.	The City's Code of Conduct, Fraud and Corruption Prevention Plan, and Accountable and Ethical Decision Making Program, detail behaviour standards and handling of unethical fraudulent, dishonest, illegal, or corrupt behaviour. The City will investigate all allegations and take action to the full extent of its capacity.

City of Vincent Risk Appetite and Tolerance Statements - 023/205561

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025



RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
<i>Less than better practice for Governance, Due diligence, Accountability and Sustainability</i>	The City has a low risk tolerance for less than better practice decision making for governance, due diligence, accountability, and sustainability, as measured by accepted industry standards and practices.	The City's Governance Framework (Framework) supports this tolerance level by defining the systems, policies, processes, and a methodology for ensuring accountability and openness in the conduct of City business. The Framework describes the principles and key roles that guide Council in its decision-making and demonstrates to the community the processes which the City uses to achieve its strategic priorities and undertake its service delivery.
<i>A breach in Delegated Authority</i>	The City has a very low risk tolerance for breach in delegated authority.	
<i>Poor Project or Change Management</i>	The City has low risk tolerance for incidents or impacts which are generated by poor project management or change management practices.	The risk consequence level will need to be considered.
Information & Systems management		
<i>Information security preservation</i>	The City has a very low appetite for information security risk.	Information security is the preservation of the confidentiality, integrity, and availability of information: Confidentiality – information is disclosed only to authorised entities. Integrity – information has been created, amended, or deleted only by authorised individuals. Availability – systems and information are accessible and useable by authorised entities when required.
<i>Threats to personal information</i>	The City has no appetite for threats to breaches of personal information.	The City will: <ul style="list-style-type: none"> Only use personal information provided by an individual for the purposes for which it was collected and for any other authorised use.

City of Vincent Risk Appetite and Tolerance Statements - 023/205561

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025



RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
		<ul style="list-style-type: none"> Only disclose personal information to third parties (including other authorities) where authorised. Take all necessary measures to prevent unauthorised access or disclosure of personal information.
<i>Deliberate misuse of information</i>	The City has no appetite for the deliberate misuse of information.	The City's Code of Conduct and IT Acceptable Use Procedure detail behaviour standards and breach handling.
<i>Systems change and development</i>	The City has a moderate risk appetite for systems change and development where it is within approved strategy, budget, and security procedures.	Systems improvement through change and development comes with an inherent risk factor, accordingly there must be an acknowledgement that for changes to occur some risk must be taken, however appropriate controls and procedures should be in place to manage this risk.
Community Services The City seeks to create a connected community where the City's residents can interact with the built environment and nature to create a vibrant and inclusive place to live, work and play. The City recognises that its purpose is tied to the needs and expectations of its community and in particular the rate payers. In order to meet these needs a certain level of collaboration and co-operation with these stakeholders is beneficial and necessary.		
<i>Community Engagement and Increased Participation</i>	The City has a high appetite for risks that will drive strong community engagement and increased participation.	The City wishes to match its community desire for high levels of engagement, and this is acknowledged to come with more risk. An example is the BMX track, which was highly desired by the community, but has associated risks.
<i>Constructive Community Consultation</i>	The City has a high risk appetite to engage in community consultation to deliver on our strategic objectives. This collaboration cannot be to the detriment of ensuring an efficient and effective decision-making process in the spirit	This point was important in driving the high engagement and participation in delivery of the City's objectives. But this should not be used as a lever to

City of Vincent Risk Appetite and Tolerance Statements - 023/205561

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025



RISK APPETITE & TOLERANCE STATEMENTS

Risk Category	Risk Appetite / Tolerance Statement	Descriptor /clarification
	of sustainability and achievement of objectives. (See sustainability above)	hinder progress or unnecessarily delay decision making.
<i>Activity risking long-term values or reputation of Council</i>	The City has zero risk appetite in any activity that will put its long-term values or reputation at risk.	
<i>Failure to meet customer commitments and/or provide appropriate advice and address regulatory concerns</i>	The City has a very low risk appetite for operational risks arising from failure to meet customer commitments and/or appropriateness of advice.	The City must provide appropriate advice to stakeholders and meet its commitments. The City will promptly take action to address ratepayer/customer complaints and regulatory concerns.
<i>Negotiate with Regulators, State & Federal Government Agencies</i>	The City has a high risk appetite to consult and negotiate with regulators, State & Federal Government Agencies to achieve the City's objectives.	
<i>Leasing of Community Facilities</i>	The City has a moderate risk appetite for financial loss in respect to the use of the City's community facilities provided the use is: <ul style="list-style-type: none"> in the community interest; and satisfies a recognised community purpose 	This is to ensure we are considering the needs of our community together with the financial impacts of decision making.

City of Vincent Risk Appetite and Tolerance Statements - 023/201561



RISK APPETITE & TOLERANCE STATEMENTS

Strategic Risk Categories	
Finance, procurement & contracts	Risks relating to ensuring reliability and timeliness of financial and other information; as well as ensuring the financial sustainability and viability of the City. Risk of failures in the City's procurement and contract engagement and management processes resulting in business loss or disruption.
Asset Management & sustainability, environment management	Risks associated with investing in, developing and maintaining the City's infrastructure to ensure reliability and to meet its Vision and strategy. Risk of the City's current activities compromising the ability for the future residents meeting their needs. This refers to social and environmental needs. Consideration of both physical and investment actions.
OH&S, employment practices	Risks relating to strategies and systems to maintain a workforce and partnerships that are productive, safe, and diverse as well as an effective and accountable organisational environment. Risks include workforce capability and capacity, including staff, volunteers, contractors, and subcontractors.
Business service disruption:	Risks or events that could cause disruption to services or operations; and/or impair or enhance the delivery of the program or project on time and within budget, or the quality of its outcomes; events that could lead to damage to your reputation, assets or compromise the security of sensitive information.
Governance, misconduct & fraud:	Risks resulting in failure to meet regulatory, compliance and accountability requirements; inadequate or unclear definition of roles and responsibilities; lack of effective and transparent decision-making processes; inadequate control and procedural frameworks; the robustness of any third-party systems and processes.
Information & systems management:	Risks that jeopardise information being authentic, appropriately classified, properly secured, and managed in accordance with legislative and operating requirements. Technology solutions must support strong internal control processes and the development of robust system and process solutions for the management and protection of information assets; and align technology, systems, processes and culture with business strategy and goals.
Community services:	Risks or events that hinder the City's ability to meet the current and changing expectations of the ratepayers and community; including ratepayers'/customers' expectations of providing efficient, considerate, and cost-effective services; building positive and collaborative relationships and outcomes for the City.

City of Vincent Risk Appetite and Tolerance Statements - 023/205561

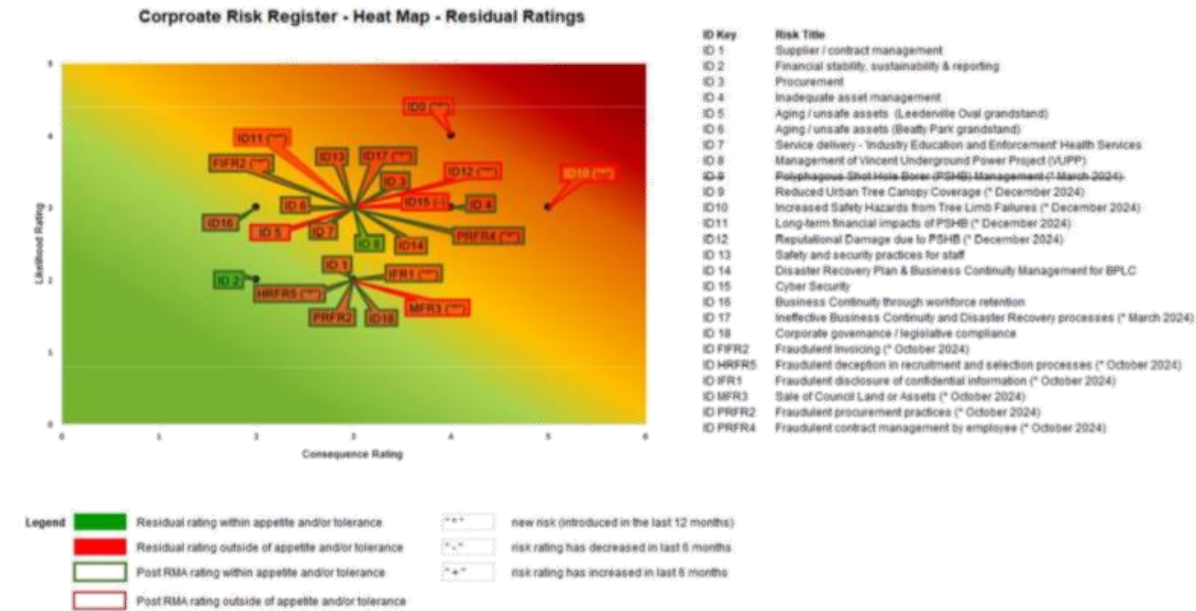
RISK APPETITE & TOLERANCE STATEMENTS



OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance
Initial Council Adoption	17/03/2020
Previous Title	N/A
Reviewed / Amended	12/12/2023 OMC Item 12.4
Next Review Date	12/2025 In accordance with clause 4 of the Risk Management Policy, Statements are to be review within three months of each ordinary local government election.

City of Vincent Risk Appetite and Tolerance Statements - 023/205561

Corporate Risk Rating Alignment to Appetite and Tolerance

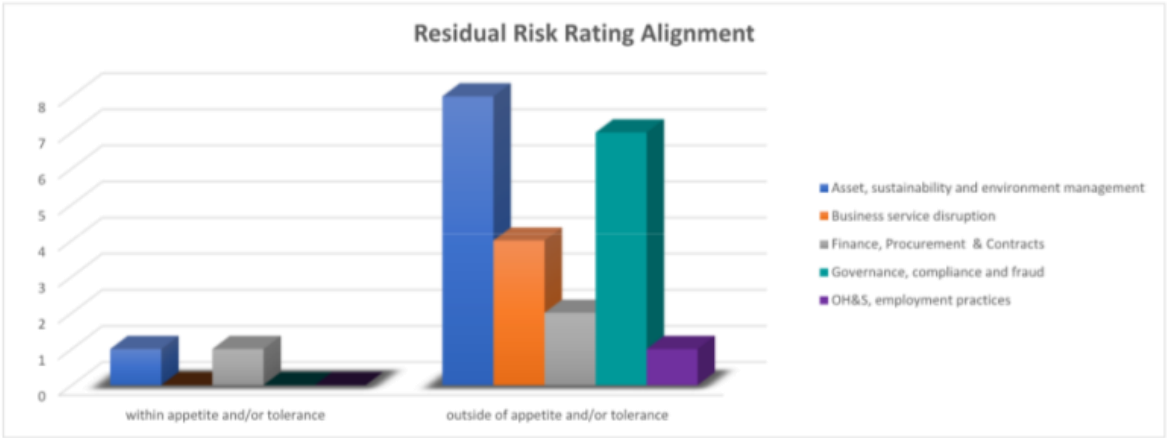


AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

Residual rating alignment is detailed below:

Residual Rating Alignment	Asset, sustainability, and environment management	Business service disruption	Finance, Procurement & Contracts	Governance, compliance, and fraud	OH&S, employment practices	Grand Total
within appetite and/or tolerance	1	0	1	0	0	2
outside of appetite and/or tolerance	8	4	2	7	1	22
	9	4	3	7	1	24

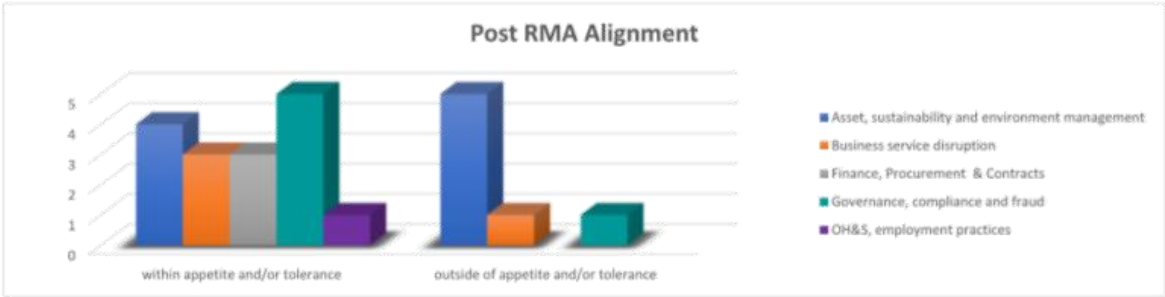


AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

Post RMA alignment is detailed below:

Post RMA Alignment	Asset, sustainability, and environment management	Business service disruption	Finance, Procurement & Contracts	Governance, compliance, and fraud	OH&S, employment practices	Grand Total
within appetite and/or tolerance	1	0	1	0	0	2
outside of appetite and/or tolerance	8	4	2	7	1	22
	9	4	3	7	1	24



AUDIT AND RISK COMMITTEE MINUTES26 FEBRUARY 2025

5.7 AUDIT COMMITTEE - FORWARD AGENDA 2025

Attachments: 1. Audit Committee Forward Agenda 2025  

RECOMMENDATION:

That the Audit and Risk Committee recommends to Council that it NOTES the Audit and Risk Committee Forward Agenda at Attachment 1.

COMMITTEE DECISION ITEM 5.7Moved: Mr Manifis, Seconded: Mayor Xamon

That the recommendation be adopted.

CARRIED (6-0)**For:** Mr Araj, Mr Manifis, Mr Isambert, Cr Castle, Cr Hallett and Mayor Xamon**Against:** Nil

(Cr Alexander was an apology for the Meeting.)

NOTE: The Audit & Risk Committee requested Administration to adjust the forward agenda to:

- Update the 2 June 2025 meeting date to read 2 July 2025
- List the review of the public sector annual submission on integrity and conduct in July.
- Remove the City's Fraud and Corruption Risk Register as a standing item and schedule it for review in September.
- Move the private meeting with the external auditor to November.

Audit Committee Forward Agenda 2025

Standing Items	26 February 2025	March (no meeting scheduled)
<ul style="list-style-type: none">Review and update of Audit Committee Forward Agenda 2025Review status of pending action items from the last meetingReview audit log - internal & external audit recommendationsReview of the internal audit activities, progress against plan, and internal audit reports issued during the periodReview of the City's Corporate Risk RegisterReview the City's Fraud Risk RegisterBriefing by CAE on performance audits or OAG reports carried out for the state government or other LGAs along with any action plans put in place by the City	<ul style="list-style-type: none">Consideration of Audit Committee Forward Agenda 2025Training and professional development session determined by Committee Chair.Entry Meeting - OAGBriefing by CEO on the City's Strategy, progress of key initiatives, and external events impacting the City (e.g., new regulation, macro-economic factors, etc.)Review of the City's Fraud and Corruption Prevention PolicyLocal Government Statutory Compliance Audit Return 2023 - Annual Review <p>Note: Reports and recommendations to 11 March 2025 OMC</p>	
April (no meeting scheduled)	May (no meeting scheduled)	2 June 2025
		<ul style="list-style-type: none">Meet privately with the external auditor (OAG) without management present to discuss any matters deemed appropriate.Meet privately (without management present) with the CAE to discuss any matters deemed appropriate.Review and recommend to Council the proposed annual Internal Audit Plan for next 3 years.Briefing by CEO on the City's Strategy, progress of key initiatives, and external events impacting the City (e.g., new regulation, macro-economic factors, etc.)Review of the City's Risk Management Framework <p>Note: Reports and recommendations 15 July 2025 OMC</p>
July (no meeting scheduled)	August (no meeting scheduled)	3 September 2025
		<ul style="list-style-type: none">Annual acknowledgement of the City's Code of conduct, evaluation of member independence & committee performance.Review adequacy of procedures for the confidential, anonymous submission by employees regarding possible fraud or irregularities <p>Note: Reports and recommendations to 7 October 2025 OMC</p>
October (no meeting scheduled)	12 November 2025	December (no meeting scheduled)
	<ul style="list-style-type: none">Exit Meeting - OAGAnnual financial report for year end 30 June 2025Meet privately (without management present) with the CAE to discuss any matters deemed appropriate. Meet privately with the internal audit service provider every six months.Briefing by CEO on the City's Strategy, progress of key initiatives, and external events impacting the City (e.g., new regulation, macro-economic factors, etc.) <p>Note: Reports and recommendations to 9 December 2025 OMC</p>	

CATEGORIES:

- 1. Committee Operations
- 2. Financial Reporting & External Audit (OAG)
- 3. Internal Audit Activities
- 4. Risk Management & Internal Control
- 5. Ethics and Compliance
- 6. Other Matters

D23/2825

AUDIT AND RISK COMMITTEE MINUTES

26 FEBRUARY 2025

5.8 REVIEW OF THE CITY'S AUDIT LOG

Attachments: 1. Audit Log - Confidential

RECOMMENDATION:

That the Audit Committee recommends to Council that it:

1. NOTES the status of the City's Audit Log at Attachment 1;
2. APPROVES closure of action items noted within this report and at Attachment 1.

COMMITTEE DECISION ITEM 5.8Moved: Mr Isambert, Seconded: Cr Hallett

That the recommendation be adopted.

CARRIED (6-0)**For:** Mr Araj, Mr Manifis, Mr Isambert, Cr Castle, Cr Hallett and Mayor Xamon**Against:** Nil

(Cr Alexander was an apology for the Meeting.)

AUDIT AND RISK COMMITTEE MINUTES26 FEBRUARY 2025

6 GENERAL BUSINESS**6.2 BRIEFING BY CEO - CITY'S STRATEGY, PROGRESS OF KEY INITIATIVES, AND EXTERNAL EVENTS IMPACTING THE CITY**

The Chief Executive Officer provided an overview of the City's corporate business plan, highlighting key focus areas, strategic projects, and the importance of the underground power program and tree canopy revitalisation.

6.3 AUDIT & RISK COMMITTEE - SELF-ASSESSMENT SURVEY

The Presiding Member reminded Committee members to complete the Audit & Risk Committee Self-Assessment Survey and noted that the results will be presented to the Committee for consideration at its meeting on 2 July 2025.

7 NEXT MEETING

Wednesday 2 July 2025

8 CLOSURE

There being no further business the meeting closed at 5.37pm.

These Minutes were confirmed at the 2 July 2025 meeting of the Audit & Risk Committee as a true and accurate record of the Audit Committee meeting held on 26 February 2025

Signed: Mr George Araj

Dated

12.5 INFORMATION BULLETIN

- Attachments:**
1. Catalina Regional Council - Minutes of Meeting held on 20 February 2025 [↓](#) 
 2. Statistics for Development Services Applications as at the end of January 2025 [↓](#) 
 3. Register of Legal Action and Prosecutions Monthly - Confidential
 4. Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 20 February 2025 [↓](#) 
 5. Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current [↓](#) 
 6. Register of Applications Referred to the Design Review Panel - Current [↓](#) 
 7. Register of Petitions - Progress Report - March 2025 [↓](#) 
 8. Register of Notices of Motion - Progress Report - March 2025 [↓](#) 
 9. Register of Reports to be Actioned - Progress Report - March 2025 [↓](#) 
 10. Council Workshop Items since 11 February 2025 [↓](#) 
 11. Council Briefing Notes - 6 February 2025 [↓](#) 

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated March 2025.



Ordinary Meeting of Council

Thursday 20 February 2025

MINUTES

City of Stirling, 25 Cedric Street, Stirling

*Constituent Members:
Cities of Perth, Joondalup, Stirling, Vincent, and Wanneroo
Towns of Cambridge and Victoria Park*

Minutes CRC Ordinary Meeting of Council – 20 February 2025

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Minutes CRC Ordinary Meeting of Council – 20 February 2025

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 Iffe
City of Vincent	Cr Ashley Wallace	Cr Suzanne Worner
City of Wanneroo	Cr Helen Berry Cr Sonet Coetzee	Cr Eman Seif

Minutes CRC Ordinary Meeting of Council – 20 February 2025

PRESENT

Chair	Cr Tony Krsticevic
Councillors	Cr Claire Anderson Cr John Chester Cr Sonet Coetzee Cr Jane Cutler Cr Raj Doshi Cr Lewis Hutton Cr David Lagan Cr Karlo Perkovic Cr Ashley Wallace Cr Eman Seif - alternate for Cr Berry
Alternate Members	Nil
Staff	Mr Chris Adams (Chief Executive Officer) Mr Simon O'Sullivan (Project Manager) Ms Vickie Wesolowski (EA/Office Manager)
Apologies Councillors	Cr Helen Berry
Leave of Absence	Nil
Absent	Cr Suzanne Migdale
Consultants	Nil
Apologies Participant Councils' Advisers	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 Carl Askew (Town of Victoria Park) Mr Stevan Rodic (City of Stirling)
In Attendance Participant Councils' Advisers	Nil
Members of the Public	Nil
Press	Nil

Minutes CRC Ordinary Meeting of Council – 20 February 2025

PRELIMINARIES**1. OFFICIAL OPENING**

The Chair declared the meeting open at 6:02pm.

2. APOLOGIES AND LEAVE OF ABSENCE

Apologies: Cr Helen Berry

3. DISCLOSURE OF INTERESTS

Cr Cutler declared an impartial interest in Item 10.3 (Independent Chair of ARIC) as the Applicant is known to her.

4. PUBLIC STATEMENT/QUESTION TIME

Nil

5. ANNOUNCEMENTS BY CHAIR (WITHOUT DISCUSSION)

Nil

6. PETITIONS

Nil

7. CONFIRMATION OF MINUTES

Moved Cr Lagan, Seconded Cr Hutton.

Recommendation in the Agenda:

That the minutes of the Ordinary Meeting of Council of 5 December 2024 and the Special Meeting of Council of 19 December 2024 be CONFIRMED as true and accurate records of proceedings.

The Motion was put and declared CARRIED (11/0).

For: Councillors Anderson, Chester, Coetzee, Cutler, Doshi, Krsticevic, Hutton, Lagan, Perkov, Seif and Wallace.

Against: Nil.

Minutes CRC Ordinary Meeting of Council – 20 February 2025

8. BUSINESS ARISING FROM MINUTES

Nil

9. ADMINISTRATION REPORTS AS PRESENTED

9.1 BUSINESS REPORT – PERIOD ENDING 31 JANUARY 2025

Moved Cr Lagan, Seconded Cr Cutler.

Recommendation in the Agenda:

That the Council RECEIVES the Business Report for the period ending 31 January 2025.

The Motion was put and declared CARRIED (11/0).

For: Councillors Anderson, Chester, Coetzee, Cutler, Doshi, Krsticevic, Hutton, Lagan, Perkov, Seif and Wallace.

Against: Nil.

9.2 STATEMENT OF FINANCIAL ACTIVITY FOR DECEMBER 2024

Moved Cr Lagan, Seconded Cr Cutler.

Recommendation in the Agenda:

That the Council RECEIVES and NOTES the Statement of Financial Activity for the month ending 31 December 2024.

The Motion was put and declared CARRIED (11/0) by exception resolution.

For: Councillors Anderson, Chester, Coetzee, Cutler, Doshi, Krsticevic, Hutton, Lagan, Perkov, Seif and Wallace.

Against: Nil.

9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR DECEMBER 2024

Moved Cr Cutler, Seconded Cr Anderson.

Recommendation in the Agenda:

That the Council:

1. RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for December 2024 - \$28,883,818.07.

2. APPROVES the Credit Card Statement for December 2024.

The Motion was put and declared CARRIED (11/0).

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Minutes CRC Ordinary Meeting of Council – 20 February 2025

For: Councillors Anderson, Chester, Coetzee, Cutler, Doshi, Krsticevic, Hutton, Lagan, Perkov, Seif and Wallace.

Against: Nil.

9.4 PROJECT FINANCIAL REPORT – NOVEMBER 2024

Moved Cr Chester, Seconded Cr Hutton.

Recommendation in the Agenda:

That the Council RECEIVES the Project Financial Report (November 2024) submitted by the Satterley Property Group.

The Motion was put and declared CARRIED (11/0).

For: Councillors Anderson, Chester, Coetzee, Cutler, Doshi, Krsticevic, Hutton, Lagan, Perkov, Seif and Wallace.

Against: Nil.

9.5 PROJECT FINANCIAL REPORT – DECEMBER 2024

Moved Cr Lagan, Seconded Cr Cutler.

Recommendation in the Agenda:

That the Council RECEIVES the Project Financial Report (December 2024) submitted by the Satterley Property Group.

The Motion was put and declared CARRIED (11/0) by exception resolution.

For: Councillors Anderson, Chester, Coetzee, Cutler, Doshi, Krsticevic, Hutton, Lagan, Perkov, Seif and Wallace.

Against: Nil.

9.6 SALES AND SETTLEMENT REPORT – PERIOD ENDING 31 DECEMBER 2024

Moved Cr Lagan, Seconded Cr Migdale.

Recommendation in the Agenda:

That the Council RECEIVES the Sales and Settlement Report for the period ending 31 December 2024.

The Motion was put and declared CARRIED (11/0) by exception resolution.

For: Councillors Anderson, Chester, Coetzee, Cutler, Doshi, Krsticevic, Hutton, Lagan, Perkov, Seif and Wallace.

Against: Nil.

Minutes CRC Ordinary Meeting of Council – 20 February 2025

9.7 UDIA 2025 NATIONAL CONGRESS

Moved Cr Lagan, Seconded Cr Chester.

Recommendation in the Agenda:

That the Council AUTHORISES the Chair to attend the Urban Development Institute of Australia National Congress in Brisbane to be held on 17-19 March 2025.

The Motion was put and declared CARRIED (11/0).

For: Councillors Anderson, Chester, Coetzee, Cutler, Doshi, Krsticevic, Hutton, Lagan, Perkov, Seif and Wallace.

Against: Nil.

9.8 STATEMENT OF FINANCIAL ACTIVITY FOR JANUARY 2025

Moved Lagan, Seconded Cr Cutler.

Recommendation in the Agenda:

That the Council RECEIVES and NOTES the Statement of Financial Activity for the month ending 31 January 2025.

The Motion was put and declared CARRIED (11/0) by exception resolution.

For: Councillors Anderson, Chester, Coetzee, Cutler, Doshi, Krsticevic, Hutton, Lagan, Perkov, Seif and Wallace.

Against: Nil.

9.9 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR JANUARY 2025

Moved Cr Lagan, Seconded Cr Cutler.

Recommendation in the Agenda:

That the Council:

- 1. RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for January 2025 - \$3,230,219.05.**
- 2. APPROVES the Credit Card Statement for January 2025.**

The Motion was put and declared CARRIED (11/0) by exception resolution.

For: Councillors Anderson, Chester, Coetzee, Cutler, Doshi, Krsticevic, Hutton, Lagan, Perkov, Seif and Wallace.

Against: Nil.

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Minutes CRC Ordinary Meeting of Council – 20 February 2025

10. COMMITTEE REPORTS

AUDIT, RISK and IMPROVEMENT COMMITTEE (13 FEBRUARY 2025)

10.1 CRC FYE 2025 BUDGET REVIEW

Moved Cr Doshi, Seconded Cr Cutler.

Recommendation in the Agenda:

That the Council ADOPTS the Budget Review with the variations for the period 1 July 2024 to 30 June 2025, as detailed in the Budget Analysis Worksheet attached.

The Motion was put and declared CARRIED (11/0) by ABSOLUTE MAJORITY.

For: Councillors Anderson, Chester, Coetzee, Cutler, Doshi, Krsticevic, Hutton, Lagan, Perkov, Seif and Wallace.

Against: Nil.

10.2 COMPLIANCE AUDIT RETURN 2024

Moved Cr Cutler, Seconded Cr Seif.

Recommendation in the Agenda:

That the Council recommends the Compliance Audit Return for the Catalina Regional Council for the year ended 31 December 2024 be ADOPTED, RECORDED in the minutes, CERTIFIED and SENT to the Director General of the Department of Local Government, Sport and Cultural Industries, in accordance with the *Local Government Act* and Regulations.

The Motion was put and declared CARRIED (11/0).

For: Councillors Anderson, Chester, Coetzee, Cutler, Doshi, Krsticevic, Hutton, Lagan, Perkov, Seif and Wallace.

Against: Nil.

10.3 APPOINTMENT OF INDEPENDENT CHAIR – AUDIT, RISK and IMPROVEMENT COMMITTEE

Moved Cr Cutler, Seconded Cr Lagan.

Recommendation in the Agenda:

That the Council:

1. **NOTES that, after two rounds of public advertising for applicants to be members of the CRC Audit, Risk and Improvement Committee (ARIC), one application was received with that Applicant subsequently withdrawing their nomination.**
2. **NOTES that a late application was received from an individual whose Curriculum Vitae indicates that they have relevant experience and skills to fulfill the role of Independent Chair of the ARIC.**

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3. **INVITES** the late applicant to have further discussions with the current Chair of the ARIC and the Chair of the CRC re this role.
4. **Subject to the ARIC Chair and the CRC Chair being supportive of the appointment of the Applicant post the discussions outlined in Point 3 above, APPROVES** the appointment of the Applicant to be the external independent Chair of the ARIC for the term 24 February 2025 to 18 October 2025.

The Motion was put and declared CARRIED (11/0) by ABSOLUTE MAJORITY.

For: Councillors Anderson, Chester, Coetzee, Cutler, Doshi, Krsticevic, Hutton, Lagan, Perkov, Seif and Wallace.

Against: Nil.

10.4 REVIEW OF PAYMENT OF ACCOUNTS POLICY

Moved Cr Cutler, Seconded Cr Hutton.

Recommendation in the Agenda:

That the Council APPROVES the Payment of Accounts Policy (February 2025).

The Motion was put and declared CARRIED (11/0).

For: Councillors Anderson, Chester, Coetzee, Cutler, Doshi, Krsticevic, Hutton, Lagan, Perkov, Seif and Wallace.

Against: Nil.

11. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

12. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

13. URGENT BUSINESS APPROVED BY THE CHAIR

Nil

14. GENERAL BUSINESS

Nil

15. DECISION TO MOVE TO CONFIDENTIAL SESSION

Moved Cr Lagan, Seconded Cr Perkov.

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Minutes CRC Ordinary Meeting of Council – 20 February 2025

That the Council:

Moves into Closed Session and excludes members of the press and public from the meeting of the Closed Session and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld. This action is taken in accordance with Section 5.23 of the *Local Government Act 1995*, as item 15.1 Sale of Lot 2401 Portofino Promenade, Mindarie – Beach Commercial Site deals with:

- 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 5.32(2)(e)).*

The Motion was put and declared CARRIED (11/0).

For: Councillors Anderson, Chester, Coetzee, Cutler, Doshi, Krsticevic, Hutton, Lagan, Perkov, Seif and Wallace.

Against: Nil.

At 6:15pm 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: SALE OF LOT 2401 PORTOFINO PROMENADE, MINDARIE – CATALINA BEACH COMMERCIAL SITE

Moved Cr Lagan, Seconded Cr Hutton.

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 (11/0).

For: Councillors Anderson, Chester, Coetzee, Cutler, Doshi, Krsticevic, Hutton, Lagan, Perkov, Seif and Wallace.

Against: Nil.

Moved Cr Cutler, Seconded Cr Lagan.

That the meeting be REOPENED to the public.

The Motion was put and declared CARRIED (11/0).

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For: Councillors Anderson, Chester, Coetzee, Cutler, Doshi, Krsticevic, Hutton, Lagan, Perkov, Seif and Wallace.

Against: Nil.

16. FORMAL CLOSURE OF MEETING

The Chair declared the meeting closed at 6:18pm.

Statistics for Development Applications As at the end of January 2025

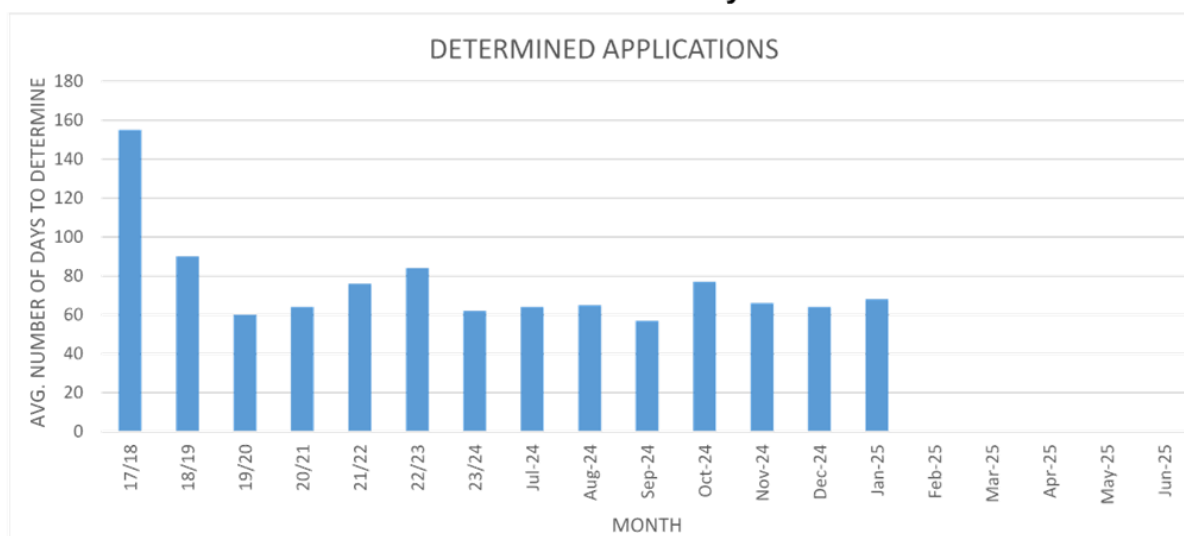
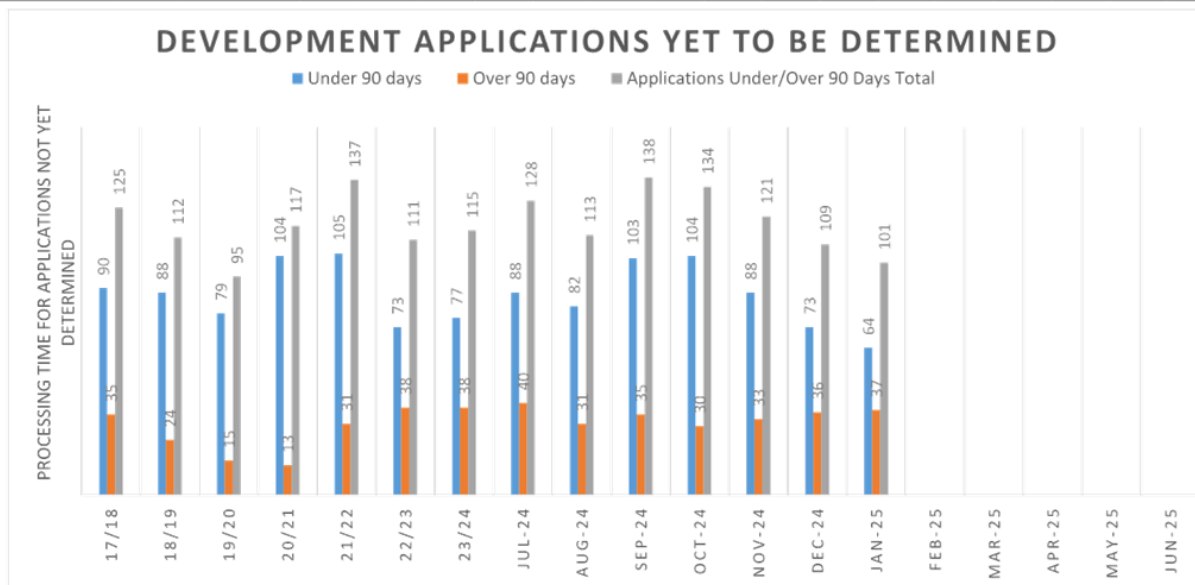


Table 1: Minimum, Average and Maximum Processing Timeframes for determined applications in each financial year since 2017/2018 and each month since July 2024.

Processing Days	17/18	18/19	19/20	20/21	21/22	22/23	23/24	Jul 24	Aug 24	Sept 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	28	6					
Average	155	85	60	64	76	84	62	64	65	57	77	74	64	68					
Maximum	1008	787	499	268	298	280	145	90	177	88	194	226	91	135					

	20/21	21/22	22/23	23/24	Jul 24	Aug 24	Sept 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	28	22					
Value of Determined DA's (in millions)	217	143	417	405	86.5	86.4	12	13.3	22.1	11.6	14.6					



	Jul 24	Aug 24	Sept 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	23	18					
DA's to be Determined	128	113	138	134	121	109	101					
Value of DA's to be Determined (in millions)	126	63.3	73.7	74.5	89.1	90	90.3					

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 7 MARCH 2025**

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. The matter has been scheduled for a further directions hearing on 14 February 2025 with the applicant to provide additional information by 31 January 2025. This information was received by the DAP Executive Director but was not provided to the City. The matter has been listed for a mediation on 9 April 2025.</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 be on or before 28 February 2025 and a further Directions Hearing has been scheduled for 7 March 2025.</p> <p>The applicant formally requested to withdraw the appeal on 19 February 2025 and orders were made by the SAT at the Directions Hearing held on 7 March 2025 to withdraw the appeal.</p> <p><i>Representation by: Administration</i></p>

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 7 MARCH 2025**

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. This has been rescheduled for 10 March 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.</p> <p>Mediation was held on 7 November 2024 and included interested community members presenting to the SAT. A directions hearing was scheduled for 22 November 2024. The directions hearing was vacated, and the matter was listed for a directions hearing on 17 January 2025. At the 17 January 2025 directions hearing the parties agreed for the matter to be scheduled for a further mediation.</p> <p>Mediation was held on 25 February 2025 with the SAT issuing orders setting out:</p> <ul style="list-style-type: none"> • The applicant to provide an amended application to the City on or before 25 March 2025; • Pursuant to s.31(1) of the <i>State Administrative Tribunal Act 2004</i>, Council is invited to reconsider its decision on or before 20 May 2025; • The matter is listed for a directions hearing on 30 May 2025; and • A copy of the orders being provided to the interested residents and their representative that previously presented to the SAT. <p><i>Representation by: Administration</i></p>

**REGISTER OF STATE ADMINISTRATIVE TRIBUNAL (SAT) APPEALS
AS AT 7 MARCH 2025**

NO.	ADDRESS & SAT REVIEW NO.	DATE RECEIVED	APPLICANT	REVIEW MATTER & COMMENTS
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"> • 22 November 2024 – Respondent's Statement of Issues, Facts and Contentions due to SAT. • 13 December 2024 – Applicant's Statement of Issues, Facts and Contentions due to SAT. <p>On 11 December the SAT made orders to extend the time in which the Applicants SIFC is due to the SAT to 20 December 2024 and listed the matter for a Directions Hearing on 7 February 2025. The date for the Applicants SIFC was subsequently extended until 17 January 2025 and was submitted. Following this Directions Hearing the matter has been listed for a preliminary hearing on 22 and 23 July 2025. The purpose of the preliminary hearing is to deal with the legal issues relating to the application being:</p> <ul style="list-style-type: none"> • Issue 1: Does the subject site have the benefit of existing use rights or non-conforming use rights for use as a 'service station'? • Issue 2: If the answer to Issue 1 is yes, is clause 23 of the City of Vincent Local Planning Scheme No. 2 engaged or is clause 60 of Schedule 2 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> engaged, such that development approval is required? <p>The outcome of this preliminary hearing would determine whether a further hearing would be needed to deal with the planning merits of Council's refusal.</p> <p><i>Representation by: Administration & McLeods</i></p>
6.	No. 40 Guildford Road, Mount Lawley	13 December 2024	Western Australian Planning Commission	<p>Application for review of a Council decision to issue a Heritage Conservation Notice for the property on 23 April 2024, with the notice having been issued on 15 November 2024.</p> <p>*****</p> <p>The matter was listed for a directions hearing on 7 February 2025. Following this the matter was listed for a mediation on 13 March 2025.</p> <p><i>Representation by: Administration & McLeods</i></p>

**METRO INNER DEVELOPMENT ASSESSMENT PANEL (DAP)
REGISTER OF APPLICATIONS RELATING TO THE CITY OF VINCENT
AS AT 20 FEBRUARY 2025**

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	18 February 2025	The Responsible Authority Report was submitted to the DAP on 7 February 2025. The DAP meeting was held on 18 February 2025 where the application was approved unanimously as per the City's recommendation. The agenda and minutes of this meeting are available here .
3.	No. 192 Stirling Street, Perth	Element Advisory Pty Ltd	Form 1 – Mixed Use Development	8 November 2024	Not yet scheduled	The application is under reassessment following the submission of additional information on 17 February 2025. The Responsible Authority Report is currently due on 3 April 2025.
4.	No. 5 Bruce Street, Leederville	CF Town Planning & Development	Form 1 – Multiple Dwelling Development	28 November 2024	Not yet scheduled	The application is being advertised for public comment until 25 February 2025 and is on stop-the-clock as the City has requested further information. The due date for the Responsible Authority Report will be updated upon receipt of the information requested by the City.
5.	No. 129 Loftus Street, Leederville	Taylor Burrell Barnett	Form 1 – Multiple Dwelling Development	10 January 2025	Not yet scheduled	The application is under assessment and is being advertised for public comment until 7 March 2025. Responsible Authority Report is currently due on 16 April 2025.
6.	No. 14 & 16 Woodville Street, North Perth	Urbis	Form 1 – Grouped Dwelling Development	18 February 2025	Not yet scheduled	The application is under assessment. A Responsible Authority Report due date has not yet been set.

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 20 FEBRUARY 2025**

ADDRESS	APPLICANT	PROPOSAL	DRP MEETING DATE	REASON FOR REFERRAL
Nos. 173 and 175 Carr Place, Leederville	Urbis	Multiple Dwelling Development	29 January 2025	Pre-lodgement Application The proposal would benefit from referral to the Design Review Panel to consider amendments to the proposal made in response to the comments of the Design Review Panel (DRP) on 4 December 2024 and the appropriateness of the development within its setting.
Nos. 17-39 Robinson Avenue and 38-46 Monger Street, Perth	Lateral Planning	Alterations and Additions to Hotel	29 January 2025	Pre-lodgement Application The proposal would benefit from referral to the Design Review Panel to consider amendments to the proposal made in response to the comments of the Design Review Panel (DRP) on 2 October 2024 and the appropriateness of the development within its setting.
No. 1 The Avenue, Leederville	Human Urban	Commercial Development	30 January 2025	Pre-lodgement Application The proposal would benefit from referral to the Design Review Panel to consider amendments to the proposal made in response to the comments of the Design Review Panel (DRP) on 30 October 2024 and the appropriateness of the development within its setting.
No. 5 Bruce Street, Leederville	CF Town Planning	Multiple Dwellings (6)	12 February 2025	Lodged Application The proposal would benefit from referral to the Design Review Panel to consider amendments to the proposal made in response to the comments of the Design Review Panel (DRP) on 18 September 2024 and the appropriateness of the development within its setting.
Nos. 407 & 409 Charles Street, North Perth	Klopper and Davis Architects	Multiple Dwellings	12 February 2025	Pre-lodgement Application The proposal would benefit from referral to the Design Review Panel to consider the appropriateness of the development within its setting.



CITY OF VINCENT

INFORMATION BULLETIN

TITLE:	Register of Petitions – Progress Report – March 2025
DIRECTORATE:	Chief Executive Officer

DETAILS:

Petitions received by the City of Vincent are read out at the Council Meeting and are referred to the appropriate Director for investigation and report. This normally takes 6-8 weeks and the purpose of this report is to keep the Council informed on the progress of the petitions which have been reported to the Council.

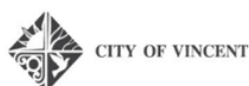
A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following petitions still require action or are in the process of being actioned.

Key Index:	
CEO:	Chief Executive Officer
EDCBS:	Executive Director Community & Business Services
EDIE:	Executive Director Infrastructure & Environment
EDSD:	Executive Director Strategy & Development

Date Rcd	Subject	Action Officer	Action Taken
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	<p>Completed</p> <p>Letter to residents sent. Signage 3-hour P is being installed w/e 28 February 2025.</p> <p>Petition received.</p> <ul style="list-style-type: none"> • 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. • Parking occupancy surveys have been completed by the Rangers. • Community Consultation has been completed with a letter sent to surrounding residents seeking their input on possible parking interventions to ease the parking situation. • As the Community Consultation period has closed, Ranger Services are now analysing the data from the parking surveys as well as the feedback from residents to determine what type of parking intervention is warranted.

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">• Investigation into short term measure to resolve parking issues along street.• City will investigate further options once power is underground which will hopefully result in additional parking spaces.• Consultant reviewing potential left out only onto Charles St.• Internal review conducted and measures have been put in place to ensure residents are consulted in the first instance.• Email response sent to lead petitioner detailing the above.
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INFORMATION BULLETIN

TITLE:	Register of Notices of Motion – Progress Report – March 2025
DIRECTORATE:	Chief Executive Officer

DETAILS:

A status report is submitted to Council as an Information Bulletin item on a monthly basis.

The following Notices of Motion still require action or are in the process of being actioned.

Key Index:

CEO:	Office of the CEO
EDCBS:	Executive Director Community & Business Services
EDIE:	Executive Director Infrastructure & Environment
EDSD:	Executive Director Strategy & Development

Details	Action Officer	Comment
Electric Vehicle Charging Infrastructure in the City of Vincent	EDIE / EDSD	<p>In progress</p> <p>Administration is implementing the NOM outcomes. This is ongoing.</p> <p>Administration attended a meeting with Perth Inner City Group Council's on 21 November to discuss opportunities for EV charging locations across local government areas. A further meeting will be scheduled for mid-2025 to share data outcomes and insights from City of Perth EV charging trial.</p> <p>Advocacy letter sent to relevant State Government Ministers on 9 January 2025.</p>
Rodenticide Use	EDSD	<p>In progress</p> <p>Administration is implementing the NOM outcomes. This is ongoing.</p> <p>Administration has completed item 2.2.1, with the factsheet now available on the City's website 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).</p>
Protection and promotion of trees on private land	EDSD	<p>Ongoing</p> <p>Administration is implementing the NOM outcomes. This is ongoing.</p> <p>Review of Trees of Significance Policy approved by Council at December 2024 meeting for the purposes of community consultation. Consultation concludes 13 February 2025 and a report on the outcomes of consultation will be presented to Council by mid-2025.</p>
Animal Local Law – Cat Containment	EDIE	<p>In progress</p> <p>Administration is seeking legal advice.</p> <p>Advocation to the State Government cannot occur until after the March election.</p>

Item	Meeting	Date	Agenda Report Item	Resolution Action Item	Council Decision	Officer	Comments	Time frame for Completion
13.1	OCM	11/02/2025	Notice of Motion - Mayor Xamon - Animal Local Law - Cat Containment	That Council REQUESTS the Chief Executive Officer to:	Carried unanimously 9-0	EDIE	Seeking legal advice. Cannot advocate to State Government until after March election.	May 2025
				1. Seek further additional external legal advice on whether cat containment provisions are currently enabled within the Cat Act 2011; 2. Request that the State Government bring forward the review of the Cat Act 2011 to include provisions to enable Local Governments to enact Local Laws with cat containment provisions; 3. Present this advice to Council for consideration to go out for consultation on whether the Animal Local Law 2022 should be amended accordingly; and 4. Consider further consultation on amending the Animal Local 2022 to include provisions for cat containment, pending the additional external legal advice received.				
9.3	OCM	11/02/2025	Proposed Amendment No. 13 to Local Planning Scheme No. 2 and Review of Local Planning Policy: Short Term Accommodation	Subject to receiving approval from the Minister for Planning PROCEEDS to advertise Amendment No. 13 to Local Planning Scheme No. 2 pursuant to Clause 47(1) of the Planning and Development (Local Planning Scheme) Regulations 2015;	carried with amendment 9-0	EDSD	Scheme Amendment documentation awaiting signing by Mayor and CEO before being forward to the WAPC for approval by the Minister for Planning. Once approved Administration will arrange for advertising of both Amendment No. 13 and the amended Local Planning Policy.	
9.4	OCM	11/02/2025	Advertising of the Draft Beaufort Street Town Centre Planning Framework	3. NOTES that any submissions received during the advertising period would be presented to Council for consideration.	carried with amendment 9-0	EDSD	Advertising commenced 20 February 2025	
9.4	OCM	11/02/2025	Advertising of the Draft Beaufort Street Town Centre Planning Framework	That Council: 2. AUTHORISES the Chief Executive Officer to advertise the draft Beaufort Street Planning Framework in accordance with Schedule 2, Part 2, Clause 4(1) of the Planning and Development (Local Planning Schemes) Regulations 2015;	carried with amendment 9-0	EDSD	Advertising commenced 20 February 2025	
9.5	OCM	11/02/2025	Advertising of the Draft William Street Planning Framework	4. NOTES that any submissions received during the advertising period would be presented to Council for consideration.	carried with amendment 9-0	EDSD	Advertising commenced 20 February 2025	
9.5	OCM	11/02/2025	Advertising of the Draft William Street Planning Framework	2. AUTHORISES the Chief Executive Officer to advertise the draft William Street Planning Framework in accordance with Schedule 2, Part 2, Clause 4(1) of the Planning and Development (Local Planning Schemes) Regulations 2015;	carried with amendment 9-0	EDSD	Advertising commenced 20 February 2025	
9.6	OCM	11/02/2025	Response to Petition - William Street Town Centre Public Artwork Commission	4. RECEIVES a project closure report following practical completion which includes: • Outline of the EOI process including conception and assessment for this project and how this can be improved for future projects. • Identify a process to obtain Engineering feedback and assess key services; and • Identify an approach for the accurate assessment of proposed projects before financial commitments are made and executed.	carried with amendment 9-0	EDSD	To be commenced after completion of artwork.	TBA
9.6	OCM	11/02/2025	Response to Petition - William Street Town Centre Public Artwork Commission	3. REQUESTS the Chief Executive Officer investigate alternate locations for the artwork and present a report back to Council by June 2025.	carried with amendment 9-0	EDSD	Options to be identified and presented to March Council Workshop. Consultation on proposed options to occur.	June 2025 OCM
12.4	OCM	11/02/2025	Responses to Motions carried at the Annual General Meeting of Electors held on 11 December 2024	Gas Appliances (Incentives) – That Council NOTES Administration is currently investigating opportunities to incentivise electrification as part of the GreenTrack program through the review of Policy No. 7.1.1 – Built Form and 7.5.10 – Sustainable Design that will be progressed in 2025, and the Climate Transition Adaption Plan that is scheduled to be developed in 2025/26.	carried 9-0	EDSD	Review of Built Form Policy to commence in early 2025. Preparation of Climate Transition Action Plan to commence in late 2025.	

12.4	OCM	11/02/2025	Responses to Motions carried at the Annual General Meeting of Electors held on 11 December 2024	<p>Motion 4.3 Gas Appliances (Residential and Businesses) – That Council NOTES: •Administration is currently investigating opportunities to promote electrification within the local planning framework through a review of Policy No. 7.1.1 – Built Form and 7.5.10 – Sustainable Design. This review would be presented to Council by mid-2025 prior to undertaking community consultation.</p>	carried 9-0	EDSD	Review of Built Form Policy to commence in early 2025. Preparation of Climate Transition Action Plan to commence in late 2025.
12.4	OCM	11/02/2025	Responses to Motions carried at the Annual General Meeting of Electors held on 11 December 2024	<p>1. Motion 4.2 – Scheme Amendment – That Council NOTES: •Community consultation on proposed amendments to Policy No. 7.6.3 – Trees of Significance will conclude on 13 February 2025 pursuant to its resolution from its meeting on 10 December 2024. The outcomes of community consultation would be presented to a future meeting by mid-2025; •The review of Policy No. 7.6.3 – Trees of Significance is one part of Administration's broader approach to improving tree canopy on private land. Other measures would include a further review of planning controls in the City's local planning framework, investigation of financial and non-financial incentives, community education and awareness, and advocacy to the State Government; and •If ultimately approved by Council, Administration would continue to monitor the implementation of an amended Policy No. 7.6.3 – Trees of Significance as part of this broader approach to tree protection.</p>	carried 9-0	EDSD	Advertising of Trees of Significance Policy completed 13 February 2025. Submissions being reviewed and will be considered by Council in mid-2025
11.4	OCM	10/12/2024	Advertising of amended Community Funding Policy	That Council APPROVES the proposed amendments to the Community Funding Policy, at Attachment 1, for the purpose of community consultation, subject to the deletion of the proposed change to remove Council endorsement of individual Festival and Event sponsorship applications.	Carried with Amendment	EDCBS	Consultation open until 18 February with outcome to be reported back to Council Meeting in March 2025.
11.6	OCM	10/12/2024	Advertising of Amended Policy No. 4.1.4 - Freedom of Information	That Council APPROVES the proposed amendments to the Freedom of Information Policy, at Attachment 1, for the purpose of community consultation.	Carried en bloc	EDCBS	Public consultation closes on 21st February 2025. The outcome to be reported back to Council in April 2025.
12.3	OCM	10/12/2024	Review of Policy Framework and Advertising of Amended Policy Development and Review Policy	<p>APPROVES the:</p> <p>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.</p>	Carried en bloc	EDSD	To be advertised Feb 25, return to Council March 25.
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	Carried 8/0	EDSD	Amendments approved by Council on 10 December 2024
10.2	OCM	18/06/2024	Advertising of Amended Policy - Stormwater Drainage Connections	That Council APPROVES the proposed amendments to the Stormwater Drainage Connections Policy, at Attachment 1, for the purpose of community consultation.	Carried 9/0	EDIE	Consultation finalised. To be presented to September OCM.
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.	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;	Carried 7/1 with amendments	EDIE	Implementation Plan framework being scoped. Return to Council Workshop February 2025	February 2025
10.4	OCM	21/05/2024 Outcome of Advertising and Adoption of Street Tree Policy ³	Deferred - to bring back to Council in June after it is presented to workshop	Deferred	EDIE	Discussion Paper for Special Council Workshop 4 June 2024 - report to OCM 18 June 2024.	
12.2	OCM	21/05/2024 Advertising of Amended Policy - Council Members Continuing Professional Development	That Council APPROVES BY ABSOLUTE MAJORITY the proposed amendments to the Council Members Continuing Professional Development Policy, at Attachment 1 for the purpose of community consultation.	Carried by Absolute Majority 7/1	CEO	Determined August 2024 OCM Administration is implementing the NOM outcomes. This is ongoing.	August 2024
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.	Carried 9/0	EDSD	Review of Trees of Significance Policy approved by Council at December 2024 meeting for the purposes of community consultation. Consultation concludes 13 February 2025 and a report on the outcomes of consultation will be presented to Council by mid-2025	December 2024
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.	Carried with amendment	EDIE	Investigations for alternate treatment progressing.	March 2025
10.1	OCM	19/03/2024 Beaufort Street Precinct Area Road Safety Treatments	That the motion be deferred for the following reasons: 1. To allow further public consultation on the direction of the one way street; 2. To allow further consideration of a trial, particularly the cost of implementation and removal; 3. To allow for the provision of more information on how this treatment might limit the options the City can undertake in Beaufort Street and the rest of the precinct as per the Road Safety Implementation Plan; A report being prepared and to be returned to the 21 May 2024 Council Meeting.	Carried Deferral 9/0	EDIE	Was presented to Council May 2024	
12.2	OCM	13/02/2024 12.2Advertising of New Policy - Property Investment and Disposal Policy ³¹⁶	That Council APPROVES the proposed Property Investment and Disposal Policy, at Attachment 1, for the purpose of community consultation.	carried en bloc	CEO	Presented to June OMC	
9.6	OCM	13/02/2024 Advertising of New Policy - Healthy Food and Drink Policy	That Council APPROVES the proposed 'Healthy Food and Drink Policy', at Attachment 1, for the purpose of community consultation.	carried 8-0	EDSD	Advertising to commence 28 February 2024. Advertising closed -21 March 2024. MEng - Short-Term concepts regarding to Traffic Calming to be explored before August 2025.	Council report being prepared for June.
10.2	OCM	12/12/2023 Response to Petition - Ellesmere Street, North Perth Parking	RECEIVES a further report at the conclusion of the collection of traffic data and public consultation.	Carried 7/0	EDIE	Longer Term traffic intervention plans to be presented to Council in February 2026	February 2026

10.1	OCM	12/12/2023	Response To Petition - Corner Scarborough Beach Road and Killarney Street - Maintenance and Infrastructure	REQUESTS administration to complete a review of the location of Scarborough Beach Road and Killarney Street for improved and additional signage and if warranted, provide a concept design on road infrastructure improvements to address road safety concerns which will be included in the wider precinct wide traffic modelling for the Mount Hawthorn area.	Carried 7/0	EDIE	MEng - Short-Term concepts regarding to Traffic Calming to be explored before August 2025. Longer Term traffic intervention plans to be presented to Council in February 2026	February 2026
17.1	OCM	21/11/2023	Undertakings relating to the Parking Local Law 2023	2.1AUTHORISES the Chief Executive Officer to provide local public notice in accordance with section 3.12(3) of the Local Government Act 1995, for a period of at least 6 weeks, that: 2.1a is proposed to make the City of Vincent Parking Amendment Local Law 2024 at Attachment 2; 2.2the purpose of this amendment local law is to amend certain provisions of the City of Vincent Parking Local Law 2023; 2.3the effect of this amendment local law is to provide further clarity of the requirements that any person parking a vehicle within the City of Vincent is to comply with these provisions; 2.4copies of the proposed amendment local law are available for inspection at the City's office, Library and Local History Centre and on its website	Carried 8/0	EDIE	Amendment initiated.	
12.10	OCM	21/11/2023	Nomination of Council Members for the vacant local government position on the Central Perth Land Redevelopment Committee	That Council ENDORSES the following Council Member nominations for the vacant local government positions on the Central Perth Land Redevelopment Committee: Mayor Xamon; Cr Alexander; Cr Worner	Carried en bloc	CEO	Confirmation provided to the Minister of nominated members. Mayor Xamon appointed as alternate member for a term commencing 8 April 2024 and expiring 31 December 2025, as confirmed by the Minister.	completed
10.1	OCM	21/11/2023	Advertising of amended policy - Street Trees	That Council APPROVES the proposed amendments to the Street Tree Policy, at Attachment 1, for the purpose of community consultation. That the motion be deferred to seek further advice from the Department of Planning, Lands and Heritage and Main Roads WA regarding the justification for widening in this particular location, supported by traffic studies, applicable standards and potentially requesting some level of detailed design around what is proposed in this area that would necessitate demolition of this structure. An updated report is to be provided to Council by March 2024.	Carried en bloc	EDIE	To Council May 2024	
9.2	OCM	17/10/2023	Amendment to the Municipal Heritage Inventory: 40 Guildford Road, Mount Lawley		Deferred 7-1	EDSD	Application was refused by Council at its meeting on 23 April 2024	April 2024

				1. PREPARES a notice of revocation of Local Planning Policy No. 7.4.9 – Encroachments Over Crown Lands, included in Attachment 1, for the purpose of community consultation, pursuant to Schedule 2, Part 3, Clause 6(b)(i) of the Planning and Development (Local Planning Schemes) Regulations 2015;				
				2. AUTHORISES the Chief Executive Officer to carry out community consultation on the proposed revocation in accordance with Schedule 2, Part 3, Clause 6(b)(ii) of the Planning and Development (Local Planning Schemes) Regulations 2015;				
				3. PUBLISHES the notice of revocation in accordance with Schedule 2, Part 3, Clause 6(b)(ii) of the Planning and Development (Local Planning Schemes) Regulations 2015, if no submissions are received during the community consultation period; and				
				4. NOTES that if any submissions are received during the community consultation period, that these would be presented to Council for consideration.				
9.3	OCM	17/10/2023	Advertising of Proposed Revocation - Local Planning Policy No. 7.4.9 - Encroachments Over Crown Lands		Carried en bloc	EDSD	Advertising of revocation published in October 2023. No submissions received. Notice published in November 2023 that Policy revoked.	End of 2023
11.4	OCM	17/10/2023	Advertising of amended policy – Diversity, Access and inclusion – 2024/25 Forward Planning Grants Round application for consideration by the Department of Local Government, Sport and Cultural Industries, as follows:	That Council APPROVES the proposed amendments to the Diversity, Access and Inclusion Policy, at Attachment 1, for the purpose of community consultation.	Carried en bloc	EMC&E	Advertising commenced 26 October 2023. Outcome of advertising report will be presented to Council in early 2024.	Early 2024
9.3	OCM	19/09/2023	Community Sporting and Recreation Facilities Fund - Annual and Forward Planning Round Application	Priority 1 – Robertson Park Tennis Precinct – Stage 1B Implementation	Carried as recommended 6/0	EDIE	Grant of \$861,000 received 14/3/2024 NFA.	Grants to be awarded February 2024.
				1. PREPARES a notice of revocation of Local Planning Policy No. 7.4.2 – Aged or Dependent Persons' Dwellings, included in Attachment 1, for the purpose of community consultation, pursuant to Schedule 2, Part 3, Clause 6(b)(i) of the Planning and Development (Local Planning Schemes) Regulations 2015;				
				2. AUTHORISES the Chief Executive Officer to carry out community consultation on the proposed revocation in accordance with Schedule 2, Part 3, Clause 6(b)(ii) of the Planning and Development (Local Planning Schemes) Regulations 2015;				
				3. PUBLISHES the notice of revocation in accordance with Schedule 2, Part 3, Clause 6(b)(ii) of the Planning and Development (Local Planning Schemes) Regulations 2015, if no submissions are received during the community consultation period; and				
				4. NOTES that if any submissions are received during the community consultation period, that these would be presented to Council for consideration.				
9.4	OCM	19/09/2023	Advertising of Proposed Revocation - Local Planning Policy No. 7.4.2 - Aged or Dependent Persons' Dwellings		Carried en bloc	EDSD	Advertising of revocation published in October 2023. No submissions received. Public notice published in November 2023 that Policy revoked.	End of 2023
11.4	OCM	19/09/2023	Advertising of New Policy – Child Safe Awareness	That Council APPROVES the proposed Child Safe Awareness Policy, at Attachment 1, for the purpose of community consultation.	Carried en bloc	EMC&E	Advertising commenced 26 October 2023.	Outcome of advertising report will be presented

			Community Sporting and Recreation Facilities Fund - July Small Grants Round Application	That Council ENDORSES the: 1. Community Sporting and Recreation Facilities Fund – 2023/24 July Small Grants Round application for consideration by the Department of Local Government, Sport and Cultural Industries, as follows: 1.1 Priority 1 – Robertson Park Development Plan – Tennis Precinct – Multi Sports Courts conversion; and 2. Club Night Lights Program – 2023/24 July Small Grants Round application for consideration by the Department of Local Government, Sport and Cultural Industries, as follows: 2.1 Priority 1 – Robertson Park Development Plan – Tennis Precinct – Multi Sports Courts flood lighting.	Carried en bloc	EDSD	Council approved the grant application for submission to the Department of Local Government, Sport and Cultural Industries.	Grant received 17 December 23 and council members notified
9.9	OCM	22/08/2023	Lease to Association for Services to Torture and Trauma Survivors Inc (ASeTTS) - No. 286 Beaufort Street, Perth		Carried en bloc	EDSD	Council approval to enter into a five year lease. CEO to finalise negotiation on key terms and execution of lease.	November 2023
10.2	OCM	22/08/2023	Harold Street - Black Spot Project	2. REQUEST the CEO prepare a report on options to slow vehicle speed and increase pedestrian, cyclist and vehicle safety on Beaufort Street, including engagement with stakeholders such as the Town Team, the Beaufort Street Network Place Management and Main Roads by March 2024; and 3. REQUEST the CEO consult with residents, schools and surrounding businesses on the proposal to make Harold Street west of Beaufort Street a one way street and present a report to Council with the results of this consultation by March 2024	Carried with alternative	EDIE	Superseded by Item 10.1 19/03/2024	
10.4	OCM	22/08/2023	Tender - Scooter Shared Scheme Trial	REQUESTS the CEO to provide a report to Council within nine months of practical operation of the trial assessing its impacts and whether an extension of the permit will be issued.	Carried with amendment 7/1	EDIE	to be issued to Council Workshop on the trial in July 2024 & Council Briefing Launch of EES achieved 12 November 2023. One provider (Bird) has withdrawn from trial. Initial report of first week of operations to Council Workshop November 2023.	
11.4	OCM	22/08/2023	Policy		Carried en bloc	EMC&E	Policy adopted at October 2023 Council meeting.	Completed.
11.5	OCM	22/08/2023	Dual Naming of Warndoolier / Banks Reserve	That Council APPROVES consulting with the community on the choice of either dual naming of Warndoolier / Banks Reserve or renaming Banks Reserve to Warndoolier Reserve.	Carried 8-0 with amendment	EMC&E	Consultation to commence Oct 2023 following LG elections.	Return to Council Feb 2024.
9.10	OCM	25/07/2023	Request for Proposals for Redevelopment of Leederville Carparks		Carried 8/0	DMP	Business Plan approved for state-wide consultation.	The results of consultation presented to Council at November
9.1	OCM	20/06/2023	No. 80 (Lot: 102; D/P: 413590) Auckland Street, North Perth - Proposed Single House		Deferred	EDSD	consider Council's reasons for deferral and changes to the proposal. Applicant has sort review by the State Administrative Tribunal of the deemed refusal. Mediation listed for 29 August 2023.	Application presented to Council at its November 2023 Ordinary Meeting and Refused.
5.5	Audit Co	4/05/2023	Review of Audit Committee Terms of Reference		Deferred	CEO	December Meeting.	Completed December Audit Committee and

					"Council endorsed:			
					- Lacey Street Design Guidelines and revocation of Appendix 3, 12, 14, 15, 16 and 18 following consultation at the 25 July 2023 Council Meeting			
					- Brookman & Moir Street Design Guidelines and Heritage Area and Highgate Design Guidelines adopted following consultation at the 22 August 2023 Council Meeting			
					No submissions received on amendment to Local Planning Policy No. 7.1.1 – Built Form to align building height requirements with the heights outlined in Appendix 18 – Design Guidelines for William Street. An Administrative update to the Built Form Policy will be made to correct building height.			
9.2	OCM	4/04/2023	Review of Design Guidelines	Carried in two sections – 7/0 and 6/0	EDSD	Completed		
9.5	OCM	14/03/2023	Minor Amendment to Metropolitan Region Scheme - Leederville Parade Primary Regional Road Reserve	Carried as Recommended	EDSD	Council requested that the WAPC proceed with a Minor Amendment to the Metropolitan Region Scheme to remove the Primary Regional Road reservation. Approved by Minister 2 February 2024		
10.3	OCM	14/03/2023	Waste Strategy Project – Verge Valet Vincent Trial Update	APPROVES the extension of the current Verge Valet trial and contract for 12 months (July 2023 June 2024); and	Carried En bloc	EDIE	Extend trial 12 months (July 2023- June 2024). Further report (inclusive of community consultation feedback)	
12.4-4.2	AGM	14/03/2023	Development Green Space	That Council REQUEST the CEO to present a review of the landscaping requirements in the City's Built Form Policy to Council by December 2023.	Carried En bloc	EDSD	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	Mid 2025
12.4 - Mr	AGM	14/03/2023	Pedestrian Safety (Newcastle / Fitzgerald)	4.5.1 That the City of Vincent addresses the safety issues for pedestrians at the corner of Fitzgerald Street and Newcastle Street in this financial year 2022/23. "" 4.5.2 That the City of Vincent places a bollard or visual deterrent to offer a pedestrian refuge and protection of the Heritage listed building on the corner Newcastle Street and Fitzgerald Street. (similar to what exists on the City of Perth side of the fore mentioned intersection).	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
12.4-4.1	AGM	14/03/2023	Speed Humps	That Council REQUESTS that Administration undertakes a road condition assessment to underpin a program of maintenance and needs assessment for speed humps and other traffic interventions in local areas, and report to Council Workshop on the findings of these assessments by end of 2023."	Carried unanimously	EDIE	Workshop item 29/11/2024. Info Bulletin Item for OCM December 2023	To be presented to Council at the end of the trial. First trial drop-off day highly successful. Second drop-off day being scheduled.
12.4-4.1	AGM	14/03/2023	E-Waste	That Council NOTES the various e-waste disposal options already available to residents and REQUESTS Administration to advertise these disposal options to increase community awareness; and REQUESTS:"	Carried with amendments	EDIE	Superseded by Item 12.4 part 5 OCM 19/03/2024	Anticipated be undertaken during the 2023 - 2024 financial year (funded through the above modelling project); and 2023 - 2024
10.1	OCM	13/12/2022	Stormwater Drainage	That Council SUPPORTS the City's approach to develop a stormwater drainage strategy over the next three (3) financial years predicated on the following:	Unanimous 9/0	EDIE	Commencing within the Mount Hawthorn precinct; Hydraulic modelling to be undertaken in 2023 – 2024 financial year (estimated cost of \$80,000 - \$160,000). Initial works undertaken to address flooding in William Street. Designs finalised for works in Lynton Street.	
10.4	OCM	13/12/2022	Intersection		Carried En bloc	EDIE	Workshop item 29/11/2024. Info Bulletin Item for OCM December 2023	

9.7	OCM	26/07/2022	Beaufort Street and Grosvenor Road Pedestrian Improvement Projects	Carried 5/2	EDSD	Following the trial, concept plan options for a flexible public plaza are being developed, including investigating the feasibility of reconfiguring or integrating the car parks with key consideration given to the key movement issues identified during the trial. A road safety audit would be completed on these plans.	Presented to November Workshop.
9.3	OCM	5/04/2022	Proposed Amendment No. 9 to Local Planning Scheme No. 2 - No. 21 (Lot: 373; D/P: 1939) Eucla Street, Mount Hawthorn	Carried en bloc	EDSD	Amendment advertised and determined by Council at the 22 October Council Meeting. Amendment has been forwarded to the WAPC and approved by the Minister for Planning.	Completed 22/10/2023
9.7	OCM	14/09/2021	Outcomes of Advertising: Draft Precinct Structure Plan and Draft Place Plan – Leederville; and Preparation of Amendment 7 to Local Planning Scheme No. 2	Carried with Amendment	EDSD	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; 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 11 February, details below:

18 February 2025

Development of the Safer Vincent Plan 2025-2029

Highgate and Mt Lawley – Road Safety Treatment Implementation Plan

Review of Available Data and Surveys

Tree Management

Update on Vincents Works Depot and Heidelberg's Claisebrook Concrete Batching Plant
Relocation Project



CITY OF VINCENT

NOTES

Council Briefing

6 February 2024

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

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COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

**NOTES OF CITY OF VINCENT
COUNCIL BRIEFING
HELD AS E-MEETING AND AT THE ADMINISTRATION AND CIVIC CENTRE,
244 VINCENT STREET, LEEDERVILLE
ON TUESDAY, 6 FEBRUARY 2024 AT 6.00PM**

PRESENT:	Mayor Alison Xamon Cr Alex Castle Cr Ron Alexander Cr Suzanne Worner Cr Nicole Woolf Cr Jonathan Hallett Cr Ashley Wallace Cr Sophie Greer Cr Ashlee La Fontaine	Presiding Member North Ward North Ward North Ward North Ward South Ward South Ward South Ward (electronically) South Ward
IN ATTENDANCE:	David MacLennan Peter Varris Jay Naidoo Rhys Taylor Karsen Reynolds Joslin Colli Lisa Williams Mitchell Hoad Wendy Barnard	Chief Executive Officer Executive Director Infrastructure & Environment A/Executive Director Strategy & Development Chief Financial Officer A/Manager Development & Design (left at 6:08pm after Item 5.7) Executive Manager Corporate Strategy & Governance Executive Manager Communications & Engagement A/Manager Strategic Planning & Specialist Planner (left at 6:09pm after Item 5.7) Council Liaison Officer
Public:	There were no members of the public present.	

1 DECLARATION OF OPENING / ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Alison Xamon, declared the meeting open at 6.00pm and read the following Acknowledgement of Country statement:

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

2 APOLOGIES / MEMBERS ON APPROVED LEAVE OF ABSENCE

Nil

3 PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

There being no speakers or written public questions, Public Question Time closed at approximately 6:00pm.

4 DECLARATIONS OF INTEREST

Cr Ashley Wallace declared a financial interest in relation to Item 5.5 Review of Local Planning Policies – Policy Nos. 7.6.1 – 7.6.9 – Heritage Management. The extent of his interest is that his residential home is included on the City's Heritage List and this decision may impact the value of his property. He is not seeking approval to participate in the debate or to remain in Chambers or vote on the matter.

COUNCIL BRIEFING NOTES**6 FEBRUARY 2024**

Cr Ashley Wallace declared a impartiality interest on Item 6.1 License to Minister for Education – Use of Birdwood Square by Highgate Primary School as he lives on Grant Street which is directly between Highgate Primary School and Birdwood Square.

REPORTS

The Presiding Member, Mayor Alison Xamon, requested Council Members to indicate which items they wish to discuss and the following was advised:

COUNCIL MEMBER	ITEMS TO BE DISCUSSED
Cr Wallace	5.4, 5.7, 6.1 and 8.2
Cr Alexander	7.7
Cr Woolf	5.6

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

1. Consultation and Location Plan
2. Development Plans
3. Heritage Impact Statement
4. Determination Advice Notes

RECOMMENDATION:

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

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

- 1.1 Existing Unauthorised Development consisting of the following:

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

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

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

No other development forms part of this approval;

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

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

CR WALLACE:

Was a demolition permit issued for the removal of the outbuilding at the rear of the subject site?

A/MANAGER DEVELOPMENT & DESIGN:

A Demolition Permit was not issued for the demolition of the outbuilding at the rear of the subject site. Upon review of the Building Regulations 2012 it has been determined that in accordance with Regulation 42 a Demolition Permit was not required for these outbuilding was a free-standing structure less than 40 square metres.

CR WALLACE:

Do we usually undertake enforcement for demolition without a permit, and would we be seeking to do so in this instance?

A/MANAGER DEVELOPMENT & DESIGN:

Although a Demolition Permit would not be required under the Building Act 2011, Development Approval under the Planning and Development Act 2005 is still required for the unauthorised works due to the subject sites heritage listing.

Where unauthorised works, including demolition, have been undertaken without Development Approval, Administration considers enforcement action in accordance with Section 2 the City's Development Compliance Enforcement Policy. Each matter is considered on its own merits.

The principles that guide the enforcement approach include but are not limited to:

- Providing a graduated and proportionate response, based on the severity of the alleged breach and any aggravating or mitigating circumstances;*
- The prospects for the unauthorised development to be approved; and*
- The prospects of conviction including availability of evidence.*

In considering these principles, in this instance Administration has not undertaken enforcement for the demolition without an approval. This is because the applicant submitted an updated development application to include the unauthorised works and the landowners have been penalised by way of the Development Application fee being three-times the standard fee. This is in accordance with the Planning and Development Regulations 2009.

Further, the demolition undertaken as unauthorised works did not include structures that contribute to the cultural heritage significance of the place as outlined in the Statement of Significance. The unauthorised works were assessed by Administration as supportable under the planning framework, as detailed in the Officer report.

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

5.6 ADVERTISING OF NEW POLICY - HEALTHY FOOD AND DRINK POLICY

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

RECOMMENDATION:

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

ADDITIONAL INFORMATION:

Specific examples have been removed from the 'unhealthy food and drink' definition in the draft Policy. The definition description does not change.

The unhealthy food and drink examples are best included in supporting documentation (guide and FAQs) to assist for Administration in implementing the Policy and that can be updated readily.

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

**5.7 REQUEST TO EXCISE, SELL AND AMALGAMATE PORTION OF RESERVE 25675
(ADJACENT TO NO. 404 BULWER STREET, WEST PERTH)**

- Attachments:**
1. Aerial and Indicative location of encroachment
 2. Site survey including area of encroachment

RECOMMENDATION:

That Council advises Department of Planning Lands and Heritage that it **SUPPORTS**:

1. The excise, sale and amalgamation of a portion of Reserve 25675 identified as Lot 802 on Deposited Plan 166938, Certificate of Title Volume LR3155 Folio 624 and known as Lot 802 Vincent Street, West Perth with the adjacent property known as No.404 (Lot 20) Bulwer Street, West Perth to the extent of encroachment; and
2. Relinquish of the existing management order and grant of a new management order over Reserve 25675 following the boundary realignment.

CR WALLACE:

What is the process to lift the management order if the Local Government does not support? Can DPLH proceed without the City's consent?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

The City has a management order over the reserve, the first step to consider the acquisition of the land requires the lifting of the management order. The DPLH requires confirmation from the Local Government as to its support or objection to the lifting of the management order. Should the local government not support the lifting of the management order, powers exist under S.50 of the Land Administration Act 1997 which would allow the Minister to intervene and withdraw a Management Order. It is unlikely that these would be used in this circumstance.

CR WALLACE:

Information on how payment from resident to the City could occur as part of this process and what would be the appropriate payment?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

DPLH have advised that any proceeds from the sale of the encroached land would be returned to the Treasury.

CR WALLACE:

Consequences if the Council did not agree to the request. What is the process if they want to install a new fence?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

*Should the Council not grant consent to the lifting of the management order and the proponent wanted to proceed with installation of a new dividing fence this would need to be in line with the current property boundaries. For the reasons outlined in the report and with reference to **Attachment 2** site survey, due to the location of the dwelling and external fixtures installation of a fence on the current boundary alignment would present a number of challenges. These would need to be discussed in further detail with the applicant depending on the outcome of this matter.*

At 6:08pm A/Manager Development & Design left the meeting and did not return.

At 6:09pm A/Manager Strategic Planning & Specialist Planner left the meeting and did not return.

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

6.1 LICENCE TO MINISTER FOR EDUCATION – USE OF BIRDWOOD SQUARE BY HIGHGATE PRIMARY SCHOOL

- Attachments:
1. License Area – Birdwood Square
 2. Birdwood Square Licence – Annual Fee

RECOMMENDATION:

That Council:

1. **APPROVES** the City granting a licence to Minister for Education for the use of Lot 123 on Diagram 12063 and known as 301 Beaufort Street, Perth by Highgate Primary School, as shown in Attachment 1, on the following key terms:
 - 1.1 **Term:** 10 years
 - 1.2 **Licence Area:** 19,249 m²
 - 1.3 **Licence fee:** \$19,013 per annum plus GST, indexed by CPI annually on 1 July
 - 1.4 **Permitted use:** Non-exclusive priority use for Highgate Primary School to use the Licence Area for sporting and recreational use
 - 1.5 **Authorised times of use:** Between 8.00 am to 4.00 pm on school days or such other times as agreed between the City and the Minister (or their representative)
 - 1.6 **Insurance:** Public liability insurance to a minimum value of \$20,000,000 (per claim)
 - 1.7 **Maintenance:** Highgate Primary School must ensure that the Licence Area is kept clean and free from rubbish after each use
 - 1.8 **Access** The City and public utilities may access the Licence Area at any time in connection with its respective services
2. **AUTHORISES** the Chief Executive Officer to negotiate the Licence Agreement with the Minister for Education and **NOTES** that the agreement will be executed in accordance with the Execution of Documents Policy.

CR WALLACE:

Declared that he has an impartiality interest as he lives on Grant Street which is directly between Highgate Primary School and Birdwood Square.

CR WALLACE:

What are the future plans for the school in regards to the development of the school land?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

The Department is considering interim options for the site until a new primary school provides relief.

CR LA FONTAINE:

In relation to the cost allocation for cleaning of the toilet cubicles with new licence agreement, What is the current cost incurred by the City?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

Confirmed no existing facility on the site. Detailed cleaning costs allocated to school during school hours is provided in attachment as well as cost of toilet consumables.

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

CR LA FONTAINE:

Concerns have been raised about parking on Baker Ave, if there is a school carnival on the reserve can we look into a parking management plan being required?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

School carnivals already occur on Birdwood. Parking is available in Brisbane St and other residential streets. As school carnivals are held during the school day more parking is available as residents are at work. Rangers Services note no feedback on issues from parking during school carnivals has been received recently. No other schools are required to provide parking management plans for carnivals.

CR GREER:

In relation to the design of the Facilities – bathrooms and changerooms – has there been any consideration in the plans for use by young children?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

The facility is not a dedicated school facility for younger children. It been designed to meet Australian standards and cater for the community. The school was consulted on the design and is satisfied with it.

CR GREER:

Has the school given any indication as to how the children will cross the road? Any upgrades/amendments required at Bulwer Street?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

There is a crossing guard before and after school. During school hours it is the school's responsibility and duty of care to effectively supervise school children accessing Birdwood for school activities. The City has asked for clarification on how the school plans to manage this. The City will continue to assess the need for a dedicated crossing on Bulwer Street based on traffic and pedestrian flow in the area.

CR WALLACE:

The lease length is 10 years can you confirm what the department's plans are for the development of a new school and the impact on the current site?

Can you confirm if the Dept of Education have a masterplan for the future development and use of the site

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

The Department of Education has advised that it is considering interim options for the site until a new primary school provides relief. It has further advised that the State Government has announced the preferred location for a new primary school is in East Perth. This school will provide relief to Highgate PS. No timeframes have been provided to date.

CR CASTLE:

I am aware we have had similar agreements in place with other primary schools could these be included in the briefing notes as background?

Are the facilities on site at Highgate primary school available for public use outside of school hours?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

The City is aware that schools use our green space in an ad hoc and casual approach. No formal agreements are in place for either government or private schools. Shared use agreements are commonplace with Department of Education on local government land especially in new suburbs or where public open space is at a premium.

The facilities at Highgate Primary School are not currently available for community use outside school hours, as what available space is limited, and consequently the reason for the request for a share use agreement.

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

CR WALLACE:

Is there potential for reciprocal arrangement for the community to access the school site in recognition of our providing access to the reserve?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

The Department has a Community Use of Public School Facilities policy. Refer to attached link <https://www.education.wa.edu.au/web/policies/-/community-use-of-public-school-facilities-policy>
Interest from the community to access school facilities should be directed to the school.

CR WALLACE:

In relation to the turf maintenance schedule and this being every 2 years, how far into the period is the City and what is the view of the current condition and whether we should adjust the frequency and incorporate this in the license?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

The maintenance schedule has been based on current condition assessment and anticipated intensity of use. The schedule will be reviewed over time based on the actual impact of activating the reserve through increased use of space by community sporting groups and the school.

CR WALLACE:

Information on where the grant came from, status of design and procurement and a picture of the design?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

The new facility is partially funded by the State Government, through an election commitment from the Hon. John Carey MLA and more recently the City is formalising a funding contribution from the Department of Education WA. This project was captured in the CBP at line no.22

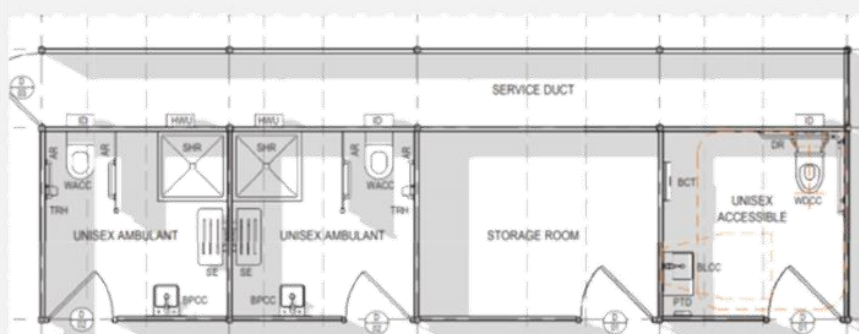
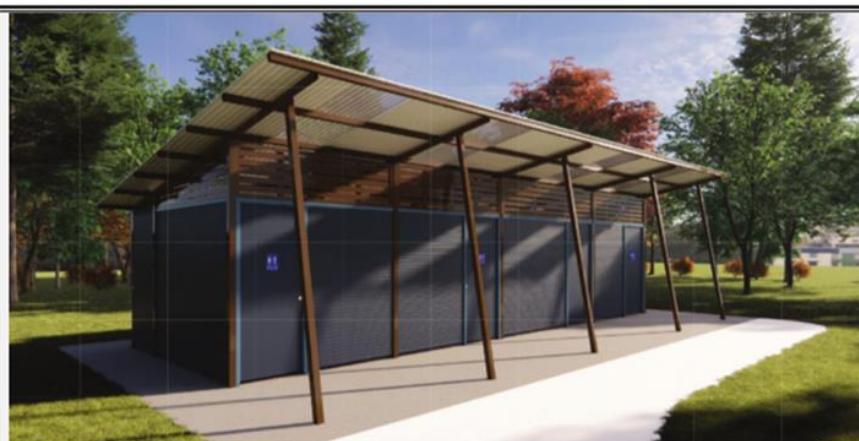
22	Public Open Space Strategy Implementation Plan	Birdwood Square – public toilets	Perth	Enhanced Environment	Renewal/ Upgrade	294,000				294,000
		Public Open Space Strategy Implementation	All	Enhanced Environment	New	30,000	30,600	31,200	31,800	123,600

The public toilets were not referred to the City's Design Review Panel. The site planning for the project has been internally designed by the City's Landscape Architect with the facility planning based on similar recent developments (Banks Reserve) and in response to the requirements of the site users and available budget. The design is based on standard form and function to align with the Australian Standards and the scale of facility required to service passive users and lower-level sporting activities on the reserve.

The City has undertaken a Request for Tender process for the construction of the changerooms and toilets through the WALGA preferred supplier panel. As this was below the \$250,000 tender threshold the outcome of the tender was determined under Delegation. Cost for toilet block is \$201,245 and is due for delivery In April 2024 and installation by EOFY 2024.

The new facility includes;

- 1 x unisex accessible toilet (UAT)
- 2 x unisex changeroom cubicles
- 1 x storage room

**CR WALLACE:**

Is it necessary to grant a license for the entire reserve or could we consider reducing to allow the remainder of the reserve to be available for the community? Could it be reduced?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

The Department is seeking to use the whole of the reserve. The licence is non-exclusive, and the public will be able to use it, reflecting the existing arrangements when sporting clubs access the City's reserves.

CR HALLETT :

Can we get some context around the policy setting that allows development on our land not requiring a decision of Council? Has it been through the DRP?

EXECUTIVE MANAGER STRATEGY AND DEVELOPMENT

Public works on local government land are exempt from development approval. Appropriate design and procurement processes were followed to gain maximum benefit given financial and site constraints.

Broad information is provided to Council through Monthly Financial and Capital Works Program updates.

CR WALLACE:

Additional annual cost of \$2000 for in-servicing– what frequency of collection, what volume does that provide for and how often are the bins collected?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

Currently serviced twice weekly. Will be increased to 3 times per week and additional cost is included in attachment 2.

CR GREER:

With reference to the term of the licence being 10 years, is it a standard length of time?

EXECUTIVE DIRECTOR INFRASTRUCTURE & ENVIRONMENT

Dept of Education is a Category 4 tenant according to the Property Management Framework. Accordingly, as Category 4 tenants, they are entitled to an initial term of 10 years.

We are seeking clarification from the Department if this is a standard-length term for them and will advise prior to the meeting.

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

7.7 OUTCOME OF COMMUNITY CONSULTATION ON NAMING OF BANKS RESERVE

- Attachments:**
1. Community Consultation on Naming of Banks Reserve - Summary of Submissions
 2. Consultation timeline for Banks Reserve naming

RECOMMENDATION:

That subject to the endorsement of the Boordiya Reference Group Council **APPROVES** the submission of an application to Landgate to rename Banks Reserve to Warndoolier.

NO QUESTIONS**MAYOR XAMON:**

Noted that a workshop on community consultation would be beneficial.

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

8.2 ADVERTISING OF NEW POLICY - PROPERTY INVESTMENT AND DISPOSAL POLICY**Attachments:** 1. Draft Policy Investment and Disposal Policy**RECOMMENDATION**

That Council **APPROVES** the proposed Property Investment and Disposal Policy, at Attachment 1, for the purpose of community consultation.

ADDITIONAL INFORMATION:

Attachment 1 has been updated to remove the following, under 2.1 – *sale would not result in net loss of public open space*, which was included in error.

CR WALLACE:

The POS strategy includes the following action: prepare a POS land Acquisition strategy to provide POS in strategic locations where gaps have been identified within the network, can this policy include provisions around the acquisition of POS for this purpose?

EXECUTIVE MANAGER CORPORATE STRATEGY & GOVERNANCE:

This policy is not intended to address the stated POS strategy action. This policy has been developed to provide general guidance on how to acquire and divest land within the City's property portfolio. The POS strategy prepared in 2018 is approaching review and the current actions will need to be considered in the context of strategies that have since been developed such as the Asset Management Strategy.

ITEMS WITH NO DISCUSSION**5.1 NO. 476 (LOT: 50; D/P: 29193) BEAUFORT STREET, HIGHGATE - PROPOSED ALTERATIONS TO COMMERCIAL DEVELOPMENT (PARTIAL DEMOLITION - HERITAGE)****Ward:** South

Attachments:

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

RECOMMENDATION:

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

1. Demolition Plans

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

2. Heritage Impact Statement

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

NO QUESTIONS

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

1. Location and Consultation Plan
2. Development Plans
3. 1996 Building Licence Plan
4. Determination Advice Notes

RECOMMENDATION:

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

1. Development Plans

This approval is for Alterations and Additions to Single House as shown on the approved plans dated 14 November 2023. No other development forms part of this approval;

2. External Fixtures

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

3. Colours and Materials

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

4. Boundary Walls

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

5. Stormwater

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

NO QUESTIONS

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

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

- Attachments:**
1. Consultation and Location Plan
 2. Development Plans
 3. Summary of Submissions - Administration Response
 4. Determination Advice Notes

RECOMMENDATION:

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

1. Development Plans

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

2. Use of Outbuilding

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

3. External Fixtures

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

4. Colours and Materials

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

5. Stormwater

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

NO QUESTIONS

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

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

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

RECOMMENDATION:

That Council:

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

NO QUESTIONS

COUNCIL BRIEFING NOTES6 FEBRUARY 2024

7.1 FINANCIAL STATEMENTS AS AT 30 NOVEMBER 2023

Attachments: 1. Financial Statements as at 30 November 2023

RECOMMENDATION:

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

NO QUESTIONS

COUNCIL BRIEFING NOTES6 FEBRUARY 2024

7.2 FINANCIAL STATEMENTS AS AT 31 DECEMBER 2023

Attachments: 1. Financial Statements as at 31 December 2023

RECOMMENDATION:

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

NO QUESTIONS

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

7.3 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 01 NOVEMBER 2023 TO 30 NOVEMBER 2023

- Attachments:
1. November 2023 Payment by EFT and Payroll
 2. November 2023 Payments Listing by Direct Debit
 3. November 2023 Payments Listing by Cheques

RECOMMENDATION:

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

EFT payments, including payroll	\$6,334,852.48
Cheques	\$68.93
Direct debits, including credit cards	\$110,498.64
 Total payments for November 2023	 \$6,445,420.05

NO QUESTIONS

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

7.4 AUTHORISATION OF EXPENDITURE FOR THE PERIOD 01 DECEMBER 2023 TO 31 DECEMBER 2023

- Attachments:
1. December 2023 Payment by EFT and Payroll
 2. December 2023 Payments Listing by Direct Debit
 3. December 2023 Payments Listing by Cheques

RECOMMENDATION:

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

EFT payments, including payroll	\$8,574,401.14
Cheques	\$194.20
Direct debits, including credit cards	\$161,836.85
 Total payments for December 2023	 \$8,736,432.19

NO QUESTIONS

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

7.5 INVESTMENT REPORT AS AT 30 NOVEMBER 2023

Attachments: 1. Investment Statistics as at 30 November 2023

RECOMMENDATION:

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

NO QUESTIONS

COUNCIL BRIEFING NOTES6 FEBRUARY 2024

7.6 INVESTMENT REPORT AS AT 31 DECEMBER 2023

Attachments: 1. Investment Statistics as at 31 December 2023

RECOMMENDATION:

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

NO QUESTIONS

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

8.1 COUNCIL RECESS PERIOD 2023-2024 - RECEIVING OF ITEMS DEALT WITH UNDER DELEGATED AUTHORITY BETWEEN 13 DECEMBER 2023 AND 5 FEBRUARY 2024

- Attachments:
1. RFT272/2023 Robertson Park Redevelopment Stage 1 - Separable Portion A Construction
 2. RFT272/2023 Robertson Park Redevelopment Stage 1 - Separable Portion A Construction - Attachment 1 - Confidential
 3. Tender RFT IE216/2022 Traffic Management Services
 4. Tender RFT IE216/2022 Traffic Management Services - Attachment 1 - Confidential

RECOMMENDATION:

That Council RECEIVES the report on the items of business dealt with under delegated authority during the over the Council recess period, 13 December 2023 and 5 February 2024:

1. RFT 272/2023 Robertson Park Redevelopment Stage 1 – Separable Portion A Construction; and
2. Tender No. IE216/2022 Traffic Management Services.

NO QUESTIONS

COUNCIL BRIEFING NOTES

6 FEBRUARY 2024

8.3 INFORMATION BULLETIN

- Attachments:
1. Unconfirmed Minutes of the Mindarie Regional Council Meeting held on 30 November 2023
 2. Unconfirmed Minutes of the Mindarie Regional Council Meeting held on 14 December 2023
 3. Minutes of the Catalina Regional Council Meeting held on 7 December 2023
 4. Minutes of the Catalina Regional Council - Special Meeting held on 20 December 2023
 5. Statistics for Development Services Applications as at the end of December 2023
 6. Register of Legal Action and Prosecutions Monthly - Confidential
 7. Register of State Administrative Tribunal (SAT) Appeals - Progress Report as at 25 January 2024
 8. Register of Applications Referred to the Metro Inner-North Joint Development Assessment Panel - Current
 9. Register of Applications Referred to the Design Review Panel - Current
 10. Street Tree Quarterly Report
 11. Register of Petitions - Progress Report - February 2024
 12. Register of Notices of Motion - Progress Report - February 2024
 13. Register of Reports to be Actioned - Progress Report - February 2024
 14. Council Statistics December 2023
 15. Council Workshop Items since 22 November 2023
 16. Council Briefing Notes - 5 December 2023

RECOMMENDATION:

That Council RECEIVES the Information Bulletin dated February 2024.

ADDITIONAL INFORMATION:

Statistics for January 2024 Development Services Applications included as Attachment 6 and remaining attachments renumbered.

State Administrative Tribunal Register:

Updates have been made to the Register of SAT appeals, summarised as follows:

- *No. 129 Loftus Street Leederville (DR 76 of 2023) – On 31 January 2024 the SAT issued the scheduled mediation was vacated and the matter has been withdrawn by the applicant.*
- *Nos. 41-43 & 45 Angove Street, North Perth (DR 81 of 2023) – On 1 February 2024 the SAT advised that the directions hearing scheduled for 2 February 2024 had been vacated and the matter has been listed for a further mediation on 27 February 2024.*

COUNCIL BRIEFING NOTES6 FEBRUARY 2024

5 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

6 REPRESENTATION ON COMMITTEES AND PUBLIC BODIES

Nil

**7 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE
CLOSED**

Item 11.1 went behind closed doors to discuss.

8 CLOSURE

There being no further business, the meeting closed at 6:46pm.

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

Nil

16 URGENT BUSINESS

Nil

17 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED**17.1 UNSOLICITED BID FOR THE ACQUISITION OF LAND**

The Chief Executive Officer is of the opinion that this report is of a confidential nature as it contains information concerning:

Local Government Act 1995 - Section 5.23(2):

- (e(ii)) a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government

LEGAL:**2.14 Confidential business**

- (1) All business conducted by the Council at meetings (or any part of it) which are closed to members of the public is to be treated in accordance with the Local Government (Rules of Conduct) Regulations 2007.

Confidential reports are provided separately to Council Members, the Chief Executive Officer and Directors.

In accordance with the legislation, confidential reports are to be kept confidential until determined by the Council to be released for public information.

At the conclusion of these matters, the Council may wish to make some details available to the public.

18 CLOSURE