

appendices



Elected Members Briefing Session
4 December 2018

and

Ordinary Meeting of Council
11 December 2018

TABLE OF CONTENTS

ITEM	TITLE	PAGE NO
10.1	Appendix 1 – Annual Report 2017-2018.....	3
11.1	Appendix 1 – Current version of planning delegations.....	50
11.1	Appendix 2 – Draft amended planning delegations 2018	55
11.2	Appendix 1 – Repeal Local Law 2018	62
11.2	Appendix 2 – Signs Local Law 2006.....	64
11.3	Appendix 1 – 693 Albany Highway – Site plan and floor plan.....	81
11.3	Appendix 2 – 693 Albany Highway – Applicant cover letter	86
11.3	Appendix 3 – 693 Albany Highway – Signage proposal	89
11.3	Appendix 4 – 693 Albany Highway – Site inspection photos	92
11.4	Appendix 1 – Applicant justification – 53-63 Burswood Road, Burswood.....	97
11.5	Appendix 1 – Draft Parklet Policy	128
11.5	Appendix 2 – Draft Parklet Policy Guidelines	131
12.1	Appendix 1– John Mactivation Project Concept Plan and 3D Renders	149
14.1	Appendix 1 – Audit Completion Report and Independent Auditor’s Report	153
14.1	Appendix 2 – Annual Financial Report.....	166
14.2	Appendix 1 – Payment Summary Listing– October 2018	222
14.4	Appendix 1 – Victoria Park Centre for the Arts 2018 Auditor’s Report.....	233
14.4	Appendix 2 – Victoria Park Centre for the Arts Payroll Summary	236
14.4	Appendix 3 – Victoria Park Centre for the Arts 2018 Profit and Loss.....	238
14.4	Appendix 4 – Victoria Park Centre for the Arts 2018 Balance Sheet	241
14.5	Appendix 1 – Draft Revised Local Planning Policy 3	
	‘Non-Residential Uses In or Adjacent to Residential Areas’ (as modified).....	243
14.5	Appendix 2 – Draft Revised Local Planning Policy 4 ‘Mixed Use Development	
	and Residential Uses in Non-Residential Areas’ (as modified).....	250
14.5	Appendix 3 – Ordinary Council Meeting Minutes of 10 July 2018.....	254
14.6	Appendix 1 – Draft Revised Local Planning Policy 31 ‘Serviced Apartments	
	and Residential Buildings including Short Term Accommodation’	260
14.6	Appendix 2 – Existing Local Planning Policy 31 ‘Specialised Forms of Accommodation Other Than Dwellings’	274
14.7	Appendix 1 – Draft Revised Local Planning Policy 6 ‘Family Day Care	
	and Child Care Premises’ (as modified)	297
14.7	Appendix 2 – Draft Revised Local Planning Policy 37 ‘Community Consultation	
	on Planning Proposals’ (as modified)	308
14.7	Appendix 3 – Ordinary Council Meeting Minutes of 14 August 2018	321
14.7	Appendix 4 – Ordinary Council Meeting Minutes of 11 September 2018.....	327

10.1 Appendix 1 – Annual Report 2017-2018

Annual Report 2017-2018

Introduction

As one of the most sought-after urban destinations in Perth, known for its food, diversity, arts, culture, and entertainment offerings, the Town of Victoria Park is located just 10 minutes from Perth's CBD, across the causeway on the south east side of the Swan River and is a growing cosmopolitan community.

In recent years the area has transformed into a highly desirable inner city location set apart by its multitude of offerings for residents. It's also a prime location for development given its proximity to the CBD, access to the Swan River foreshore and entertainment precinct of Burswood, including Crown, Optus Stadium and Belmont Park Racecourse, as well as significant public transport and education facilities with Curtin University and the Perth Airport nearby.

It is also one of Australia's fastest-growing metropolitan areas with the population forecast to soar from an estimated 36,700 to 54,700 by 2036 and potentially 75,000 plus by 2050.

The Town needs to get ready for this growth, expected economic development and increased service demand.

Billions of dollars are being invested to continue to turn the Town into Perth's premier place for entertainment and entrepreneurship. We will soon see people living in mixed-use precincts, and the creation of transit-oriented developments to enrich a cosmopolitan, inner-city lifestyle that brings more energy and vibrancy to the area.

The Town has contributed to this with a strong resolve to activate its spaces, deliver events and support local businesses. We aim to continue this and build a destination brand around all things to see and do in Vic Park.

With all this happening and ahead of us, we also know as a progressive local government body that strives to enable, empower and engage its community, we need to remain passionate and focused on supporting Vic Park... the place, its people and our partnerships.

WHO WE ARE

Our demographic is young, smart, ethnically diverse and engaged

Estimated resident population 36,549 <i>(Estimated 2017)</i>	40% of people were born overseas	20.4% of households are couples with children, while 25.6% are couples without children
47.8% of dwellings are medium or high density	63% of people work full time while 35% work part-time	17.8% of the population are doing some form of voluntary work

Mayor's message

The 2017-18 year was a busy one for the Town as we worked toward setting ourselves up to meet a hugely aspirational new Vision and Mission under a revised Strategic Community Plan.

As the CEO and administration internally restructured the business to suit, Council continued to work with Town staff on ensuring community feedback given during the consultation to inform the plan, could come to realisation over the longer term, by supporting and endorsing key strategic documents that will guide us to meet expectations going forward. Some of these included:

- Social Infrastructure Plan
- Healthy Vic Park Plan
- ICT Strategic Plan
- Activity Centres Strategy and Local Planning Strategy
- Disability Access and Inclusion Plan

Into the new financial year, we look forward to finalising and adopting a few more of these, including our first Reconciliation Action Plan, developed in collaboration with our Aboriginal Engagement Advisory Group, an Economic Development Strategy and the much anticipated Urban Forest Strategy, which will be the first strategic document fully delivered in collaboration with an engaged community working group.

In September 2017, Council took a bold step and decided to fly the rainbow flag in a symbolic display of support for our LGBTQI community, at the time of the Federal Government's marriage equality vote.

With an election in October, we saw for the first time in the Town's history, a female dominant elected council, with three new members joining the team. In June we ventured into new territory for local government and appointed some independent committee members. These members are volunteers with subject matter expertise that relate to each of the committee's terms of reference, and were recruited to independently assist with broader knowledge and more informed decision-making.

With the opening of Optus Stadium in January 2018, Council supported local businesses looking to capitalise on this new drawcard based in the Town, and seized the opportunity to increase patronage to our hospitality outlets with a destination campaign called Eat Ride 'n' Enjoy. This message encouraged people to eat and drink in Vic Park on their way to and from the stadium, park for free at Curtin University and catch public transport to their event and enjoy all that this new local experience has to offer. Businesses were engaged to choose the campaign concept and offer special deals and discounts to stadium event ticketholders. We achieved high awareness, great feedback and ongoing interest in expanding the brand concept and opportunities connected to stadium events.

In March we hosted the State Government's Community Cabinet Meeting in our Council Chambers and have since worked hard to continue developing good working relationships with parliamentary members and will continue to advocate for our priority projects.

In June, Council appointed up to two 'other persons' as independent members to each of its four committees. These volunteers are independent and committed people who complement each Committee's existing skill set, and are expected to help achieve the vision and mission of the Town. They are positioned to bring a unique external perspective and subject matter expertise to the table.

Over the year, the Lathlain Precinct Redevelopment Project progressed well with Zone 3, incorporating construction of the West Coast Eagles and Wirrpanda Foundation training, administration and community facility, advancing quickly. Works remain on track for completion in early 2019. This partnership aims to set new standards in the delivery of active community recreation spaces and includes substantial long-term benefits to the people of the Town of Victoria Park and the broader community. Along with the building opening next year, preparation has been underway to engage the community on developing a much anticipated Community Benefits Strategy also in the next financial year.

On reflection, it's certainly been a year of growth and change for staff and councillors and I wish to thank them all for always working hard and contributing positively to improve services and outcomes for our community. The leadership and culture of the organisation is at an all-time high. This can only mean many more good things are still to come as we strive to create 'A dynamic place for everyone'.

CEO foreward

The Town has continued to transform the business to better meet and respond to community needs. The Administration's function is to deliver on the strategic decisions that Council makes whether they relate to strategies, policies or advocacy decisions. After completing the new Strategic Community Plan, developing a new customer service model, and undertaking operational reviews, the next points of focus included a restructure of the organisation and performance measurement.

The Administration placed a freeze on non-essential recruitment for approximately two to three years, which enabled us to rebuild staffing numbers and refocus our attention to areas of greatest need. A more commercial, hybrid matrix, flat style structure has been the outcome with a focus on cross-functional service delivery. The executive leadership roles have been reduced from five to four with middle management stable at nine. We now have a number of new roles and focus areas which were created within the existing 211 fulltime equivalent staffing allocation across Stakeholder Relations, Governance Support, Governance Compliance, Organisational effectiveness, Organisational development, Place Management, Transport Planning, Business Services, Digital Marketing and Volunteering. chaye

To better reflect the organisation's performance, the Town is developing a performance dashboard, which will be used within the organisation and is displayed publicly. As part of the Strategic Community Plan process the Town committed to develop performance scorecards to ensure community was aware of the organisation's performance levels at any given moment. As this is new to the organisation it is expected to transform and the quality of information improve over time.

To better reflect the organisation's performance, the Town is developing a performance dashboard, which will be used within the organisation and displayed publicly. As part of the

Strategic Community Plan process the Town committed to develop performance scorecards to ensure community was aware of the organisation's performance levels at any given moment.

Significant progress has been made on the development of the Local Planning Strategy which will inform the creation of Town Planning Scheme number 2. With significant growth identified in the Town and initial conversations occurring through the Strategic Community Plan development, the Local Planning Strategy is a very significant guiding document for the Town's future. Consent to advertise the document is expected to occur by the end of 2018, subject to the WA Planning Commission's approval.

As the Town is striving to create 'A dynamic place for everyone', and taking a very holistic approach to community outcomes, in June 2017 the Council agreed to sign a Memorandum of Understanding in partnership with the Shire of Morawa which will benefit both Councils in terms of service delivery, sustainability and growth.

Lastly and most importantly this year, to ensure a high performance culture is maintained, Executive and Council jointly signed and committed to a charter of signature behaviours and the organisation's values, with the aim of instilling a partnership approach to our leadership.

Org chart

As per artwork in [folder #01996](#)

Councillors

Same content as artwork in folder [02022](#) e.g. Councillors photos, names and wards

Ward map

As per folder 00377 or 00388 or 01414

Elected member meeting attendance

1 July 2017 – 30 June 2018

Committee/Council meeting	Members	Ordinary meetings held	Ordinary meetings present	Special meetings held	Special meetings present
Council	Mayor Vaughan	11	9	5	5
	Cr Hayes	4	4	1	1
	Cr Maxwell	4	4	1	1
	Cr Windram	4	4	1	1
	Cr Ammons Noble	11	9	5	4
	Cr Anderson	11	11	5	5
	Cr Jacobs	11	10	5	2
	Cr Oliver	11	10	5	5
	Cr V Potter	11	9	5	5
	Cr Ife	7	7	4	4

	Cr R Potter	7	7	4	4
	Cr Vernon	7	7	4	4
Briefing Session	Mayor Vaughan	11	9	-	-
	Cr Hayes	4	4	-	-
	Cr Maxwell	4	4	-	-
	Cr Windram	4	4	-	-
	Cr Ammons Noble	11	9	-	-
	Cr Anderson	11	9	-	-
	Cr Jacobs	11	10	-	-
	Cr Oliver	11	11	-	-
	Cr V Potter	11	10	-	-
	Cr Ife	7	7	-	-
	Cr R Potter	7	7	-	-
	Cr Vernon	7	7	-	-
Chief Executive Officer Performance	Mayor Vaughan	7	6	-	-
	Cr Hayes	1	1	-	-
	Cr Ammons Noble	6	6	-	-
	Cr Anderson	2	-	-	-
	Cr Jacobs	5	-	-	-
	Cr Oliver	2	2	-	-
	Cr V Potter	5	5	-	-
Cr Ife	5	5	-	-	
Community Development	Cr Anderson	3	2	-	-
	Cr Jacobs	9	7	1	-
	Cr Oliver	4	4	-	-
	Cr V Potter	9	9	1	1
	Cr Ife	6	6	1	1
	Cr R Potter	6	6	1	1

Economic Development	Cr Windram			-	-
	Cr Ammons Noble	10	9	1	-
	Cr Jacobs	10	5	1	-
	Cr V Potter	4	3		
	Cr Ife	6	4	1	1
	Cr Vernon	6	3	1	1
Finance and Audit	Cr Hayes	3	3	-	-
	Cr Maxwell	3	3	-	-
	Cr Windram	3	3	-	-
	Cr Ammons Noble	12	11	2	1
	Cr Anderson	9	7	2	2
	Cr Oliver	9	9	2	2
	Cr Vernon	9	9	2	2
Future Planning	Cr Hayes	4	4	-	-
	Cr Maxwell	4	4	-	-
	Cr Anderson	11	10	1	1
	Cr Oliver	11	9	1	1
	Cr V Potter	7	7	1	1
	Cr R Potter	7	7	1	1
Parking Management	Cr Hayes	1	1	-	-
	Cr Maxwell	1	1	-	-
	Cr Jacobs	1	-	-	-
	Cr V Potter	1	1	-	-

The year at a glance

(info-graphic double page spread...also to be used as an A3 landscape poster)

Leisure, Library & Digital Services

379,621 visits to leisure facilities

5,900 swimming lesson enrolments

33,000 attendances at group fitness and wellness classes

1,367 people individually tutored on how to use digital hub services

137,708 library visitors

Customer Service & Community Consultation

233,850 phone calls answered by all Town department facilities

15,860 visits to Town administration centre

1,136,011 Town website page views

42 engagement sessions held

18,500 people made aware

10,600 people informed

4,100 people engaged in activities open for public comment

Events

41 Arts events delivered through Arts Season

53,000 people attended 29 community events

1,786 approvals granted for various events, and premises bookings

Parking & Rangers

993,000 free parking tickets printed

473,000 paid parking tickets printed

20,700 parking infringements issued

94.5% of all dogs impounded were either returned to their owner or re-homed

Building & Development

500+ building permits issued = \$147m construction value

426 development applications processed

1,053 building maintenance requests actioned (equal to approximately 20 per week)

54 building capital projects completed

Rates, Roads & Rubbish

97.6% of 2018 rates levied collected

44,087 m² of roads resurfaced

\$1.4 million revenue received for street improvements

782 tonnes of bulk waste collected

1,250 tonnes of green waste collected

Environment

400 new street trees planted

7500 tube stocks planted to revegetate George Street Reserve

16,000+ street trees audited and maintained

Internal Support Services

Over 4,400 IT Helpdesk requests resolved

Over 74,900 documents registered into the Town's electronic document and records management system (TRIM)

27 Service Area Plans developed

157 training and development sessions attended

88 vacancy recruitments and 113 new employees hired

38 communication plans developed

52 media releases delivered

232 graphic design jobs

Strategic Community Plan Annual Reporting

All local governments are required to produce a plan for the future under the *Local Government Act 1995*. The Strategic Community Plan is a 10-year plan for the community it serves, which is reviewed every four years. It is the principal strategy and planning document that reflects the community's long-term aspirational vision, mission and priorities.

In July 2017, the Town of Victoria Park adopted a new Strategic Community Plan.

The single most important aspect of preparing this plan was to genuinely engage the community about their wants and needs for the future of Vic Park.

Going beyond Integrated Planning and Reporting Framework (IPRF) guidelines, the Town rolled out an intensive community engagement project named Evolve, which saw almost 350 people attending 100 workshops and contributing 2,700 participant hours over 12 months

The culmination is the Town's new Strategic Community Plan, which has seen us transition from living a vibrant life, to creating 'a dynamic place for everyone'.

The plan is now being used to define our short and long-term goals. Everything we do links back to the Strategic Community Plan and is focused on achieving its strategic outcomes.

This Annual Report is the first to report on those strategic outcomes under four identified areas of priority: social, economic, environment and civic leadership.

Our vision for the future *(insert graphic from front of SCP)*



Strategic Outcomes

Social – To promote sustainable, connected, safe and diverse places for everyone.

S1 – A healthy community

The principle behind this outcome is that good health is the cornerstone of a happy and connected community. Ultimately we want to create a community with a range of affordable and accessible opportunities, for all residents and visitors to achieve and maintain good health and wellbeing.

How did we do?

Leisure

The Leisurelife centre aims to improve community health and wellbeing and to provide a safe and welcoming environment for the community to meet and socialise, primarily through junior and adult sporting competitions and programs, children services and health and fitness.

In 2017 / 2018 the Leisure Facilities Team were tasked with prioritising and actioning recommendations resulting from the Commercial Viability Project. Key focus areas were efficiency

and reduction of the cost of services to the community whilst retaining a high standard of service delivery.

We consistently undertook to educate the community of our sports and programs for juniors and adults as well as offering affordable health and fitness memberships through Town newsletters, social media.

Aqua

The Aqualife Centre aims to provide and facilitate a wide range of sport, recreation and healthy lifestyle opportunities for the community through the delivery of strategic infrastructure, facility management and leisure programming.

During this financial year the Aqualife Swim School Team provided Learn To Swim classes to 5,955 children. This aims to provide a fun, happy and safe environment where people of all ages can learn to be confident in and around the water.

The indoor aquatic area and change rooms received a refresh at the beginning of the financial year. This project saw the problematic yellow flooring replaced with a much more practical epoxy surface. Water features and a mural now brighten up the children's leisure pool garden. The change rooms were also totally refurbished however flooring issues have arisen and as a result the tiling in all aquatic change rooms will be re-done during September in the next financial year.

In addition to providing swim lessons, gymnasium facilities and group fitness classes, the Aqualife centre hosts six swimming and water polo clubs. These clubs have a long history at the centre and provide an avenue for our swim school participants to continue swimming either for recreation and fitness or competitively.

Café services at the Aqualife Centre ceased operations during the refresh project and did not re-open during the financial year due to the high cost of providing this service.

Healthy Community

During this financial year, the Active Life service area has transitioned to the Healthy Community service area to link directly to our primary outcome and to help the community understand and resonate with the area's primary objectives.

As part of this the team rolled out a number of specific projects and programs to support this strategic outcome area, such as the smoke free signage project at Aqualife, roll out of the blender bike for community hire and introduction of Healthy Community volunteers. Unfortunately, the anticipated roll out of our Healthy Community grants program fell short this year due to a number of competing priorities; however, it will be in full swing next year.

The Healthy Community Team has partnered with a number of national and local organisations to assist with the delivery of services and healthy messaging. These organisations include but are not limited to Act Belong Commit, LiveLighter, Australian Council on Smoking and Health, Heart Foundation, Foodbank, East Metropolitan Population Health Services, Injury Matters, Ngala, CONNECT Vic Park, WA Primary Healthy Alliance and local allied health professionals.

The team also revamped and delivered the internal staff wellness program and worked with Fleet Services to provide electric bikes which are now being used by staff to commute around Town for work purposes.

Leisure/Aqua

- 2900 Leisure Facility members using both Aqualife and Leisurelife centres
- 1029 annual attendance increase for crèche across both sites
- 432 annual enrolment increase for school holiday program
- 379,621 total facility visits for 2017/18
- Over 72,000 Learn to swim annual attendances
- 5900 Learn To Swim enrolments
- 146,000 annual Aquatic attendances
- 33,000 attendance to various group fitness and wellness classes
- 16 school swimming carnivals held throughout March and April 2018

Healthy Community

- Year one roll out of the Healthy Vic Park Plan, the Town's first Public Health Plan
- Various programs delivered over four school terms, primarily focusing on non-traditional physical activity, nutrition and mental health with over 5,000 total visits
- 12 health promotion eNewsletters delivered throughout the year to just over 1,800 subscribers
- Presence at over 10 events in the Town promoting healthy messages with over 1,000 people visited our stalls throughout the summer months

S2 – An informed and knowledgeable community

The principle behind this outcome is that people who have opportunities to learn and explore ideas are happier and more productive. This means providing options for people to access resources, knowledge and technology in a safe, nurturing environment.

How did we do?

Library

This year we focused on setting up an Information Technology support structure between the Town's ICT systems, the Digital Hub and Library Information Services.

Victoria Park Library provides leadership and direction in literacy and learning programs that ensure adherence to best practice in developing, delivering and evaluating initiatives for the community that enhance lifelong learning. In collaboration with service providers several Science, Technology, Engineering and Mathematics (STEM) and sustainability workshops were held which featured wind turbine making, DIY Solar Car, Robotics Coding, War on Waste, managing fruit flies, making natural sunscreens, young re-inventor of the year, worm waste, weed and pest identification. Popular programs including Buzz Week, Story Time, Baby Rhyme Time, school holiday activities and Children's Book Week continued along with regular Family History, Book Clubs and Tech Savvy sessions.

The library has also introduced several outreach programs that encourages non-library members to engage with literacy and learning including Pop-Up Library, Riverside Kids Club, Boronia Prison story

time and parent workshops. We also host bi-monthly Tech Savvy sessions in collaboration with our Digital Hub volunteers.

A Library Operational Review was undertaken to evaluate current service delivery, emerging trends in public libraries, building and infrastructure assessments. Using stakeholder engagement results, performance data and community profile analysis for key information, the outcomes of the review are being assessed against short, medium and long-term recommendations.

A number of unforeseeable delays resulted in the new Library Management System and Radio Frequency Identification (RFID) solution not being completed by June 2018. These projects are expected to be completed by June 2019.

Digital Hub

Each of our clients are individually asked ‘what will help your digital literacy?’, and ‘what do you need to achieve?’ Then they are matched with a suitably skilled Digital Literacy Officer or volunteer to coach in the required area. The Digital Hub offers free use of computers and access to the Internet, so clients can experience first-hand digital life and actually see how being knowledgeable opens doors and improves their quality of life.

Community members can also connect via digital resources such as Facebook, the Town’s website and library e-books and podcasts.

Statistics (break-out box or mini-infographic)

Library

- 137,708 Library visitors
- 9,024 active library members
- 210,081 items loaned
- 96 Adult Literacy and Learning opportunity programs
- 233 junior Literacy and Learning opportunity programs
- 20 Tech Savvy Classes at the ToVP Library

Digital Hub

- 141 clients assisted to improve digital literacy
- 1,367 one on one tuition sessions
- 17 people assisted into employment using job search sites
- 4 seminar presentations delivered for not for profits
- 17 volunteers assist our program delivery
- 169 people helped to solve computer glitches

S3 – An empowered community with a sense of pride, safety and belonging

The principle behind this outcome is that people and community groups often have a more intuitive sense of what should happen in their community, especially when it comes to creating a sense of pride, safety and belonging. It means empowering them so the community can benefit.

How did we do?

Rangers are the frontline customer service officers for the Town of Victoria Park contributing directly to this aspect of the Town’s mission, having regular interaction with the community on a daily basis.

By conducting over 200 park and reserve patrols each month, in an effort to minimise potential risk to the users of the Town's public facilities, our rangers have integrated regular contact with the community by changing and evolving work practices.

The collaboration between the Town's rangers, local schools and Parking Management Team has continued over the past year, strengthening relationships and ensuring a regular presence by rangers and parking officers during peak activity times around schools.

Over the past year rangers have continued to engage with community services to foster partnerships and strengthen relationships specifically with groups dealing with homelessness and with vulnerable individuals throughout the Town.

The Town managed the hiring of Parks in 2017-2018 to several community groups, sporting clubs, individuals, event organisers and commercial organisations. Facility bookings actual revenue for was \$268,485.00, which is an additional \$114,685.00 to the original budgeted revenue

Safer Neighbourhoods continued to implement projects aligned to the Safer Neighbourhoods Plan 2017-2022 targeting the Crime Priority Areas. Community ownership is crucial for initiatives such as Street Meet 'n' Greet and Neighbourhood Watch to be effective. Environmental Design has also been a major focus of Safer Neighbourhoods with the implementation of CCTV and lighting projects impacting across the Town. The Town also played a regulatory and enforcement role in partnership with WA Police Force on hot spot properties and locations using authorities under various legislation and policy to influence positive change for the community.

Statistics (break-out box or mini-infographic)

Rangers

- 94.5% of all dogs impounded were either returned to their owner or rehomed
- 55.2% of impounded cats were either returned to their owner or rehomed
- 44.8% of cats impounded were feral
- 10.7% of cars reported as abandoned were impounded
- 127 properties found uncompliant with the bush fire notice were made compliant prior to the end of the season

Safer Neighbourhoods

- 78 Security Incentive Scheme applications were processed, equalling \$11,845.00
- 118 CCTV Partnerships established with the community
- Over \$90,000 in direct grant funding to the community to improve safety and security
- 18 Street Meet 'n' Greet events, with four road closure Street Celebration events
- Over 3000 members of Neighbourhood Watch Groups
- 42 street lights upgraded throughout St James

S4 – A place where all people have an awareness and appreciation of arts, culture, education and heritage

The principle behind this outcome is that the arts, culture, education and heritage are incredibly important in helping to reiterate, reinforce and create a sense of place and belonging.

How did we do?

Art and Culture

This financial year 41 unique arts events were facilitated by the Town in partnership with community stakeholders during Arts Season April 2018. We also facilitated community delivery of eight educational workshops during the Arts Season and partnered with Healthy Community and Leisurelife who also assisted with facilitating certain events.

Once again, the Town was included in the 2018 Banners in the Terrace competition represented by Millen Primary School and facilitated the Mural Arts Plan by Lian Tan in Posier Lane, a project funded through Vic Park Soup (run by the Vic Park Collective).

Council endorsed the revised Public Art Strategy 2018-2023 in August and we replaced the stolen 'Hyatti' artwork located at Duncan Reserve. Visual Art Acquisitions through the year included 'Autumn Falls' and 'Segue' by Di Cubitt, 'Walk with Me 5' and 'Walk with Me 6' by Judy Rogers and 'Dancer (Pendal House)' and 'Threshold' by Darryn Ansted

The 'Know Your Community' initiative was successfully delivered in partnership with the Victoria Park Centre for the Arts and Richmond Wellbeing, which has been established to support diversity, develop culture and community participation and reduce barriers to inclusion.

We held two free English Conversational Classes for culturally and linguistically diverse community in partnership with Curtin University and engaged around 50 seniors in the Victoria Park community, who have told us from evaluation, they feel connected and are more knowledgeable about programs, opportunities and services available to them.

We held a Seniors Week 'Silver is Gold' Festival in November 2017 where 100 seniors from 25 different community groups attended, thanks to grant funds of \$1,000 received from Council on the Aging.

We were also successful in receiving 55+In The Park grant funding from Department of Communities with \$9,400 to put toward a program to be rolled out in 2018-2019.

Community Events

Twenty-nine community events were delivered by the Town, nine of these were in partnership with community stakeholders. Altogether this achieved a total attendance of 52, 850 throughout the year. All events and initiatives follow best practice guidelines for safety and risk management. All events are accessible and inclusive. By partnering with Healthy Community and Leisurelife teams the Town also held a number of pop up activations at community events, attracted Live Lighter sponsorship to Twilight Trio concert series and was conscious offering healthy food options at all Town held events. Event delivery included:

- Citizenship ceremonies (7)
- LotteryWest live broadcast for Black Swan State Theatre Company
- Australia Day celebration including a Citizenship Ceremony
- Sporting Walk of Fame ceremony
- Thank a Volunteer event and Volunteer Week recognition event
- International Day of People with a Disability event
- Seniors Week event
- NAIDOC event in partnership with Millen Primary School
- Harmony Week event
- Remembrance Day
- ANZAC Day
- Silver is Gold Seniors event

- Twilight Trio concerts (3)
- Coffee 'n' Change events (4)
- Queen's Baton Relay national event
- Playtime in the Park events (2)
- International Men's Day
- International Women's Day - Know Your Nation Exhibition displayed at the Vic Park Centre for the Arts at the International Women's Day event
- Summer Street Party attracting around 50,000 attendees (with Up Beat Events)
- Count Down to Christmas event attracting more than 500 attendees (with Curtin University)

Grants and Donations

The Grants and Donations program enables not-for-profits, community groups, schools and individuals to make positive contributions to sport and recreation, community welfare, academic and educational achievements, building community capacity and participation. This financial year, the Town administered 145 Department of Sport and Recreation KidSport vouchers with allocated funding of \$21,385.00, while five community grants were approved with a total expenditure of \$10,325.50. The Town also expended \$10,890.00 in donations for 2017-2018 period, with 10 community group donations to the value of \$3,450, 20, individual donations at \$4,740, and seven school donations for \$2,700.

Sponsorship

The Town rolled out a Sponsorship policy and program in 2017-2018. A \$57,000 sponsorship agreement was entered into between the Town and Fashion Council WA for the Telstra Perth Fashion Festival (TPFF) in 2017-2018. The outcomes of the sponsorship did not meet the council's expectations, resulting in a negotiated outcome with Fashion Council WA for the Town to be a Supporting Partner of the 2018 TPFF, at no further cost to the Town. This was a valuable learning opportunity for the Town, resulting in a review of the sponsorship program for 2018-2019.

Volunteers

A new Volunteers Program is being used to position the Town as a volunteering organisation and to create awareness through the celebration of the important roles volunteers play in creating a strong and connected community. The Town has 54 people registered, active volunteers with 12 new volunteers coming on board in 2017-2018, which is an increase of 29%. Two new service areas incorporated volunteer roles into their portfolios, creating a total of six new volunteer roles for the Town itself. All volunteers are now wearing the new volunteering polo shirt to be easily identifiable and create a positive volunteer culture.

Heritage

The library has begun digitising the local history collection of photographs, maps, oral histories and other information. Once completed the archived documents will be made available in an easily accessible format for the community.

The Town also held its bi-yearly Town Faithful celebration (formerly known as Early Settlers) to acknowledge and honour long-term residents who have made important contributions to the Town's prosperity and lifestyle. On hundred residents and their families attended the event, which was held at Burswood on Swan.

Statistics (break-out box or mini-infographic)

- 41 Arts events delivered
- 29 community events delivered with 52,850 people in attendance
- 1,786 approvals granted for various events, and premises bookings
- 2 English conversation classes held
- 12 new volunteers recruited
- 145 KidSport vouchers awarded
- 5 Grants and 17 donations given to community groups, individuals and schools

Economic - To promote sustainable, diverse, resilient and prosperous places for everyone.

EC1 – A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship

We want to be a desirable place to do business, attracting new businesses and retaining businesses already trading in the Town. Equity, diverse local employment and entrepreneurship are really important priorities in achieving this outcome. This means ensuring the Town reduces red tape, empowers businesses and community groups to show entrepreneurship and provides a resource for business building and marketing skills development.

How did we do?

In 2017-2018 the Town was again proactive in growing the local economy. The Town has drafted a new Economic Development Strategy titled *Pathways to Growth – 2018 2023*, due for public comment and adoption in 2018-19. This strategy recognises the Town has a diverse, complex local economy with enormous potential, especially in light of the development on the new Optus Stadium, development at Crown Perth and Curtin University and the increasing popularity of the Albany Highway strip. This strategy sets the direction for investment and resourcing by the Town over the coming five years.

The Town successfully implemented its first major marketing campaign – Eat, Ride, Enjoy – positioned at celebrating local food and beverage businesses and capitalising on the opening of Optus Stadium. The campaign increased exposure to local food and beverage businesses and marketed the Town as a pre and post stadium event destination.

The Town sponsored two local businesses to participate in Curtin University Ignite program which provides aspiring entrepreneurs, academics and corporate innovators the chance to trial and prepare business ideas for the commercial environment.

The Clubs, Events and Bookings portfolio raised \$268,485.00 of revenue for the Town this financial year.

The Town also delivered a volunteering program that provides opportunities and pathways for volunteers to achieve personal and professional aspirations.

Many local business people, particularly entrepreneurs also visit the Town's Digital Hub regularly to improve their business success.

Statistics (break-out box or mini-infographic)

- Completion of draft Economic Development Strategy – Pathways to Growth 2018-2023
- Eat Ride Enjoy Campaign was successfully implemented
- Successful completion of five business events
- Sponsorship of the Curtin University Ignition project
- Participation in Grow South East Group
- Public Wi-Fi Renewal and Gigabit Tech Park

EC2 - A clean, safe and accessible place to visit

The principle behind this outcome is that people are more likely to visit and/or recommend a place that is clean, safe and accessible.

How did we do?

Parking Management guides future parking initiatives within the Town, ensuring equitable access for everyone, whilst also monitoring existing parking areas and ensuring a safer community.

In 2017-2018 operations and control for parking management were increased and extended to meet the needs of the community and visitors to the Town for the opening and operations of the new Optus Stadium. This supported the implementation of Town's Eat, Ride 'n' Enjoy campaign with reminders issued to educate residents and visitors following the stadium's opening, as a first time experience.

We also engaged with the community in reviewing and implementing changes to Raphael Park and Burswood parking areas as well as in response to the emerging pressures in the Lathlain precinct.

The implementation of Licence Plate Recognition (LPR) technology continues to roll out as intended following last year's adjustments around recognition of ACROD permits.

We continue to engage employers and employees in the Technology Business Park area to improve on-street parking and reduce parking on sloped verges. The result has created a safe and fair environment for vehicles and pedestrians.

Due to the opening of Optus stadium in January 2018, and the large volume of visitors to the Town across the various transport modes, the parking team has worked with several other government bodies to ensure traffic flow is maintained safely and efficiently, whilst ensuring the Town's residents and ratepayer surroundings are also well protected.

The Healthy Community team introduced smoke free signage and moved its butts bin at Aqualife to limit the exposure of second hand smoke to its customers. We also partnered with The Haven to assist with public donations and a new bin outside of the building.

The Town's Environmental Health Service Area met and surpassed routine inspection targets. *Public Health Act 2016* has been rolled out and the Town's Environmental Health staff have continued to use it as part of their administration tool. There was a large number of requests that were dealt with. A significant noise complaint that has been going on at the Peninsula site between the residents and Crown Perth was satisfactorily completed.

Statistics (break-out box or mini-infographic)

- 993,000 free parking tickets
- 473,000 paid parking tickets
- 1,100 Parking Permits
- 20,700 Parking Infringements

- 1,786 approvals granted for Events, Temporary Food Permits, Development Applications, Noise Management Plans, Liquor Licensing, and new food premises approvals
- 23 Health Notices and prosecutions completed

Environment - To promote sustainable, liveable, healthy and green places for everyone.

EN1 – A land use planning that puts people first in urban design, allows for different housing options for people with different housing needs and enhances the Town’s character

The principle behind this outcome is that as the population increases, people will need to be considered first and foremost in development and urban design. This outcome also acknowledges providing housing options at varying densities which is suitably designed and located will be important in enabling diversity. Finally, the goal will be to take on the challenge of ensuring future development enhances the Town’s character.

How did we do?

Planning

This year we have leveraged many opportunities to work cross-functionally using the Town’s engagement framework and regularly interacting with key external stakeholders to positively influence outcomes, particularly in design which enhances our Town’s character overall.

The Urban Planning Service Area began a review of all 37 of the Town’s existing Local Planning Policies to ensure they are consistent with the Town’s strategic outcomes.

In the next financial year, the Town will be engaging with the community and reviewing the Town of Victoria Park Residential Character Study Area and Local Planning Policy 25 ‘Streetscape’. These are existing planning documents that set out provisions for new development to preserve and/or enhance the Town’s established residential character.

We also started a comprehensive review of the Town’s Local Planning Policies to ensure they are up-to date with current urban planning legislation, best practice principles and the Town’s strategic outcomes.

In 2017-2018 some major milestones were reached in the ongoing transformation of the Town’s Planning Framework.

The Town completed its first Local Planning Strategy which was endorsed and sent to the Western Australian Planning Commission for consent to advertise. This is a major milestone in the ongoing transformation of the Town’s Planning Framework. The Local Planning Strategy sets the strategic direction for the growth and development of the Town and will guide the development of a new Town of Victoria Park Local Planning Scheme, as well several other pieces of work across a variety of areas.

Developing the Local Planning Strategy included a scan of a large range of State and Local level documents and is primarily a response to the State’s direction for the sub-region outlined in Perth and Peel@3.5million.

The preparation of the Local Planning Strategy was informed by a supporting Activity Centres Strategy that was also completed in 2017-2018. The Activity Centres Strategy provided in-depth

analysis on the state and future of the Town's Activity Centres and informed the strategies outlined in the Local Planning Strategy.

Burswood Station East is identified in the Local Planning Strategy as an area of major growth. In 2015 the State Government prepared a District Structure Plan for the entire Burswood Peninsula, providing high level guidance on how the Peninsula will develop. A variety of areas within the Burswood Peninsula require a Local Structure Plan to provide further detail to the guidance set in the District Structure Plan. Burswood Station East is one of these areas and the Town made significant progress in the development of a Local Structure Plan for the area in 2017-2018.

Building

The Town completed the mandatory four-yearly swimming pool inspections in 2017-2018. The Town is grateful to cooperative pool and spa owners, who assisted greatly by maintaining their barriers in compliance with the relevant regulations and standards. Working together makes this mandatory requirement effective and efficient in providing safety in our growing community.

The Town has also become more proactive in explaining some of the major challenges and trends in inner city areas through the Growth Series. Five articles were published in 2017-2018 with more to come.

Social Infrastructure Plan

The Town's population is expected to grow to 56,000 people by 2036 and potentially to 75,000 people by 2050 (WA State Government target). In 2017-2018 the Town undertook a Social Infrastructure Planning process which mapped out current infrastructure and projected need. The Social Infrastructure Plan (SIP) was received by Council in October 2017, and provides a framework to:

- accommodate future growth sustainably and in a way that responds to change positively, and enhances the social, economic and environmental systems that support the Town's liveability;
- ensure social infrastructure planning is consistent with community expectations, taking into account population projections, along with the social, economic and environmental needs of the Town. As such, a forward-looking approach that plans for the coming demographic changes and community needs well in advance is required.
- inform conscious decisions about the future of the Town, rather than maintain a 'business as usual' approach to ensure we retain the unique qualities that make the Town a great place to live, work and visit.

Statistics (break-out box or mini-infographic)

- 426 development applications processed
- 136 subdivision applications and clearances processed
- 3,000 phone calls with planning enquiries responded to
- 8 planning scheme amendments, 1 master plan and 2 local development plans were prepared and progressed to various stages
- 850 permits issued equal to \$149m construction value
- 80 demolition permits issued
- 50 swimming pool approvals

EN2 – A safe, interconnected and well maintained transport network that makes it easy for everyone to get around

This outcome recognises the importance of maintaining the Town's transport network. This will be particularly important as more people live in the Town.

How did we do?

Roads and Transport

The total capital funding revenue received in the 2017-2018 was just over 1.4 million dollars, which included grants from various programs such Metropolitan Regional Road Group, Black Spot, Roads to Recovery and Department of Transport.

Detailed design work on a number of 'Black Spot' intersections began in advance, including the following key locations in the Town:

- Kent Street/Hayman Road Roundabout – pre-deflection treatments on all approached lanes
- Miller Street/Shepperton Road - additional left turn lanes on the eastern leg of Miller Street and northern leg of Shepperton Road. Signals will also be modified to include right arrow phasing and mast-arms. Due to the complexity of some projects, they will be staged over two-years.

As a result of major changes to the road network along Great Eastern Highway for Optus Stadium related transport improvements, the intersection of Teddington Road and Burswood Road was reconfigured to change priority.

The Town completed four right of way designs for future construction works. This a proactive initiative to ensure levels along unmade laneways are set to the standard expected by the Town and will assist future developments.

Traffic calming was installed along Enfield Street as part of staged Lathlain Traffic Management Plan.

A raised 'wombat' crossing was installed on Albany Hwy to improve legibility for pedestrians using the facility and improve compliance.

Right of ways 8A, 14B and 51 were reconstructed to current standards and had street lighting and drainage installed to improve security.

Resurfacing and reconstruction of roads continued to be completed in order of priority to extend life. Some of the main projects included:

- Albany Highway at McMillan Street to Teddington Street
- Bolton Avenue, both northbound and southbound carriageways from Glenn Place to Park Road
- Somerset Street road renewal which incorporated median islands and trees to improve streetscape and reduce traffic speeds in area of high pedestrian movements.

Paths

Detailed design and community consultation was undertaken for a proposed shared path along Rutland Avenue and Goodwood Parade between Welshpool Road and Riversdale Road. All sections are due to be complete in partnership with the Department of Transport in 2019-2020.

New footpaths were constructed on Bolton Avenue and Victoria Park Drive to facilitate movement of crowds in relation to Optus Stadium.

Drainage

New drainage infrastructure was installed on Sommerset Street and Cohn Street as part of the Town's drainage hotspot projects. Detailed design and construction of drainage infrastructure was also completed on Carnavon Street.

Car Parks

Carlisle Reserve car park was fully upgraded with street lighting provided to improve security and drainage upgrade, an ACROD bay has been installed on Harvey Street.

Street Furniture

Bus stops and shelters continued to be brought up to current disability access and inclusion standards in partnership with the Public Transport Authority. A total of five stop shelters were upgraded in 2017-2018. In addition, the Town financially contributed \$4,000 towards a bus shelter upgrade on the boundary between the Town and City of South Perth.

An innovative solar powered smart bench has been installed on Albany Hwy on the verge abutting property No 463 Albany Highway (Town sump), East Victoria Park within the vicinity of Park Centre. The bench is sustainably powered by using solar energy to energise your smart devices. The bench is capable of charging three mobile devices simultaneously, two using wired charging and one using a wireless charging station. In addition, it is equipped with a router, into which a USB mobile modem can be plugged into to facilitate internet access.

Statistics (break-out box or mini-infographic)

- 44087 m2 of road resurfaced
- 3 right of ways upgraded by the Town with new pavement, drainage and lighting
- 96 street light faults reported to Western Power
- 5 Bus stops and shelters upgraded
- Upgraded and repaired underground electrical wiring of the street lights for the stairs of Burswood Train Station

EN3 – A place with sustainable, safe and convenient transport options for everyone

The principle behind this outcome is that the more people walking, cycling, using public transport and other sustainable modes of transport the better from a social, economic and environmental point of view.

How did we do?

The Town of Victoria Park and the City of South Perth embarked on a joint effort to deliver the state's first comprehensive joint bike plan for the community in 2018.

The plan aimed to set out the long-term vision for a strategic cycling network covering both local government areas, in line with the State Government's Perth and Peel@3.5million Transport Plan, whilst understanding the needs of the cycling community and further developing the existing cycling infrastructure.

The two councils appointed a consultant to undertake the development of the bike plan, which included research into the current situation, a gap analysis and best practice solutions suitable for the local community. Community engagement took place in 2017, including three community

workshops, two stakeholder focus groups, a number of stakeholder interviews, an online and hardcopy survey completed by 349 people, a mapping exercise completed by 239 and 951 people informed of the project.

The City of South Perth and Town of Victoria Park are due to adopt the joint bike plan early in the 2018-2019 financial year.

EN4 – A clean place where everyone knows the value of waste, water and energy

This outcome acknowledges the importance of the collection and disposal of waste. The principle behind this outcome is to focus on educating people to reduce the amount of waste they are creating and to recycle their waste more responsibly.

How did we do?

Waste Education

In 2017-2018 the Town engaged the services of a Cleanaway Education Officer to conduct waste education in our local schools.

We also conducted two waste community information workshops in partnership with Enkel and updated the design of the waste calendar for the 2017-2018 year.

We engaged a consultant to undertake a review of our Waste Minimisation Plan. This Plan is due to be finalised and adopted by Council at the end of 2018.

In partnership with Paintback, the collection facility in Welshpool still available for residents to dispose of their unused paint and the Town continues to offer residents a free upgrade of their wheelie bins from 240L to 360L to encourage more recycling.

Four Coffee 'n' Change events were held in the Town to educate and encourage behaviour change covering topics around reducing their consumption and reusing non-biodegradable products. Each of these events were sold out with a maximum of four in attendance and included the topics:

- Ethical Investing
- Beyond Petrol
- Repair to Re-wear
- Plastic Free Future

Statistics (break-out box or mini-infographic)

- 2 waste community information workshops in partnership with Enkel
- 782 tonnes of bulk waste collected during twice yearly verge bulk verge collection with a 29% recovery rate diverted from landfill
- 1250 tonnes of green waste collected during quarterly verge green collection with a 100% recovery rate from landfill
- 3 road sweeps completed across City of South Perth and the Town

EN5 – Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed

The principle behind this outcome is that resources are finite and sustainability is important. It means the Town's facilities will need to be more energy and water efficient, looked after properly and well used.

How did we do?

Fleet

Fleet Services created an approved vehicle selection list that emphasises environmentally friendly vehicles with lower CO2 emissions output and higher levels of Safety (ANCAP 5).

The Town participated in a carbon neutral offset program, where we planted several trees to offset the Town's carbon footprint.

By employing a Heavy Duty Diesel Mechanic, the Town has minimised its reliance on external servicing and repairs for the Town's heavy fleet. The heavy fleet are now serviced and repaired effectively in-house, which significantly reduced fleet down time.

We investigated the feasibility of using alternative technology for light vehicles such as hybrid and electric vehicles.

Our aim of purchased a Graffiti replacement van was carried forward into 2018 due to unforeseen stock shortages, but our maintenance truck was replaced with one that is more fuel efficient, has better carrying capacity and safer on the road.

Assets

The Assets team have embarked on developing and improving data collection and condition auditing processes for the Town of Victoria Park. Having up to date condition data will better inform long-term planning for asset renewal and upgrades.

The following capital projects were completed in 2017-2018

- Aqualife Centre pool deck tiling
- Administration Centre security upgrade and air-conditioning replacement
- Shepperton Road Underpass retiling
- Aqualife – Replacement of boilers, renewal of plant room, filters, pumps and pipework and also re-tiling of swimming pool with new chemical shed
- Energy efficient light replacement with LED across all Council buildings
- Leisurelife – Reception/Café area reconfiguration and floor replacement, court resurfacing, gym floor replacement
- Victoria Park Bowling Club toilet refurbishment
- Higgins Park Tennis Club kitchen refurbishment
- Carlisle Reserve clubrooms carpet replacement
- Depot Warehouse roof and cladding replacement
- Fire Panel replacement – Library and Administration building
- Aqualife – new crèche furniture, gym equipment and pool equipment purchased

The following projects were planned but not completed in the financial year due to deficiencies in staff resourcing (procurement and asset management). These projects are currently in progress to deliver in 2018-2019.

- Taylor Street Reserve toilet upgrade
- 6 and 8 Kent Street construction works for Ranger and Parking Administration
- Leisurelife change room refurbishment

Asset Management also provide cleaning services and regular maintenance services to all the Town's facilities to ensure they are well maintained and providing a good level of service to the community.

Statistics (break-out box or mini-infographic)

Fleet

- 20 vehicles successfully evaluated, purchased and commissions
- Fleet external repair cost reduction of 45%
- Fleet external service repair costs reduction of 32%
- Increase in the cost of fuel usage by 8.4%
- Upgraded Green stamp environmental accreditation to “Advantage” level
- A steady reduction of the Town’s light fleet population achieved since 2014
- 3 electric bikes for use by staff purchased

Assets

- 1053 building maintenance requests actioned
- 54 building capital projects were completed
- Implemented intramaps roam for mobile data collection and auditing

EN6 – Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed

The principle behind this outcome is that the Town’s parks, reserves, bush land areas and river foreshore will be more and more important as its population increases. It means they will need to be more energy and water efficient, looked after properly and well used.

How did we do?

The Parks department has continued its focus on providing high quality public open space and street gardens during the 2017-2018 financial year. With a change to two mobile horticultural crews, there has been a greater focus on upgrading and maintaining the street gardens and roundabouts. Street tree planting numbers are increasing with community expectations. Major upgrades at G.O. Edwards Park stage one, as well as three new playgrounds, provide new infrastructure for the public to use.

A new well-designed, efficient reticulation system for Harold Rossiter Park, and new sections of turf at Carlisle Reserve, have improved the quality of the playing surface at active sport reserves.

Ongoing revegetation works at George Street reserve next to Kensington Bushland, have continued as part of the Town’s 11-year program to upgrade the site as a buffer zone and fauna food source.

Public consultation were held for the Fletcher Park and Frazer Park playground upgrades, with completion of new playgrounds at Fletcher Park, Fraser Park and the Victoria Park Community Centre.

We maintained all reserves as scheduled and completed the upgrade of G.O. Edwards Park stage 1 incorporating new paths, adventure playground and native garden areas.

Statistics (break-out box or mini-infographic)

- 16,000+ street trees audited and maintained
- 7500 tube stock planted as part of revegetation works at George Street Reserve
- 400 new street trees planted, in addition to planting in Parks

EN7 – Increased vegetation and tree canopy

The principle behind this outcome is to recognise that both public and private land pressures on our urban environment are increasingly apparent, and the rate of urban deforestation across Perth has been rapid with a loss tree canopy having a direct and indirect impact upon the quality of health and amenity enjoyed by residents.

How did we do?

Following community and Council support, the Town began developing an Urban Forest Strategy. This used an asset-based community development approach by engaging an incorporated community group, namely the Vic Park Collective, in partnership with the Victoria Park Urban Tree Network.

The Town of Victoria Park's Urban Forest Strategy aims to contribute to the health and wellbeing of our community and a sustainable liveable city.

The strategy is needed to expand and better manage trees within our Town - on both public and private land - and to achieve our tree canopy target of 20% as adopted by our Town's Council.

The Urban Forest Strategy has been created by the community for the community, and it is anticipated that the Town will manage and facilitate its implementation with support from the community.

Since the inception of the Project in 2017, the following major milestones have been achieved:

- Extensive community consultation and workshop series. These were separate, themed workshops for residents, industrial sector, commercial/retail sector and children.
- Workshops with Elected Members and staff
- Release of full draft Urban Forest Strategy for community, staff, peer and academic review (including UWA, Curtin University and Bank of Ideas).

In the 2018-2019 financial year, pending the Council adoption of the strategy, work will begin on developing an implementation plan along with a supporting Associated Tree Species Matrix document.

Civic Leadership - To show leadership by communicating with, empowering and supporting people in the community.

CL1 - Everyone receives appropriate information in the most efficient and effective way for them

This outcome recognises the importance the Town places on continuing to ensure we reach all our potential stakeholders and audiences, and that these people receive information in various ways, at different times, with relevant content in formats that are easily accessible and understood.

How did we do?

Formation of Stakeholder Relations

Following the roll-out of the Reshuffle project, the Customer Relations, Communications and Marketing and Engagement teams have been successfully brought together under the new functional area of Stakeholder Relations. Reporting to the CEO it focuses on delivering integrated customer and communications and engagement support and advisory services to the Town, as well as relationship building strategies with stakeholders at various levels, internally and externally.

Eat, Ride ‘n’ Enjoy campaign

Following the opening of the new Optus Stadium in January 2018, the Communications and Engagement team worked with Economic Development to plan and deliver a strategy to capitalise on the opening of the stadium within the Town, marketing it as a destination for eating and drinking before and after stadium events, to provide a flow-on economic benefit to our local businesses. A six-month campaign was delivered which included the creation of a new website developed in-house, using the Town’s existing website platform. The concept and campaign developed the Eat Ride n Enjoy, brand and video and used multiple channels of advertising including game day score board advertising at stadium AFL matches, outdoor bus shelters, social, traditional, and paid media avenues. Local businesses were involved in choosing the advertising concept and creating special offers for stadium patrons. We provided print and digital assets to each business enlisted and encouraged them to own and promote the campaign using their own channels and networks. Analysis showed high awareness of the campaign beyond the district.

Other Projects

A Digital Workplace project plan was developed to implement a new Intranet and Councillor Portal platform for better staff and elected member communication and workflow support and efficiency. This is due to roll out in the next financial year.

Work within this Service Area has also begun on developing an Advocacy Framework, an updated Strategic Marketing Plan and Brand Re-fresh to align with the Town’s Strategic Community Plan vision and mission.

Town Website

The Town’s website software received three enhancements from provider Seamless CMS, in September, December and April. Each update added new features and improvements. Web champions received a training session on some of these new features held in May.

Our website’s most popular pages by number of views for the year are outlined below.

Page	Views
Home	172,074
Around Town/Facilities/Leisure-centres/Aqualife	56,585
Contact Us	27,899
Your property/Rubbish – recycling	27,838
Jobs Listing	27,362
Around Town/Facilities/Leisure-centres	24,977
Around Town / Facilities / Library	18,875

Social

Increased social media followings per platform (average of 2% per month)

- Facebook 1,814. Total followers at June 30 - 9,387

- Twitter 193. Total followers at June 30 - 2,644
- Instagram 489. Total followers at June 30 - 3,186
- Linked In 498. Total followers at June 30 -1,422

Publications

- Life in the Park corporate e-newsletter produced monthly. Subscribers to this decreased by 575 over the year. The average open rate monthly was around 27% (higher than the government average being 26.2%) with an average 12% click through rate.
- Five other e-newsletters published monthly for Town service areas and projects
- Life in the Park printed newsletters produced and delivered to all households quarterly as well as a budget edition in June
- 52 media releases issued
- Annual Report 2016 -17 produced

Campaigns

- Local Government elections Vote Vic Park 2017 campaign (September)
- Eat Ride n Enjoy – Optus Stadium opening Economic Development campaign (Jan - July)

Statistics (break-out box or mini-infographic)

- 38 communication plans developed
- 52 media releases issued
- 232 graphic design jobs completed in house
- 172,074 visits to the website homepage
- 6 e-newsletters produced monthly
- 2% average monthly increase on all social media platforms
- Total Website page views 1,136,011. Sessions: 415,478

CL2 – A community that is authentically engaged and informed in a timely manner

This outcome recognises the importance the Town places on continuing to ensure the community is authentically engaged and informed under its Public Participation Policy.

How did we do?

Centralised Engagement

Part of the Town’s internal re-structure allowed for Community Engagement to become a core, and centralised function with a six-month trial of a dedicated Community Engagement Advisor. The position was moved from the Project Management function to a streamlined communications and engagement service area within the Stakeholder Relations line of business reporting to the CEO. In the next financial year, this position is expected to be made permanent.

Engagement Sessions

Forty-two engagement sessions (workshops, pop ups, info sessions, surveys, quick polls and public comment periods) were held over 10 months of the year. This is an average of four per month. Note: – no engagement is usually held over the December- January period.

Three of the workshops had a low percentage of satisfaction. These were related to the Synthetic Hockey Turf project. The remainder of the workshops had above 80% satisfaction.

New Initiatives

Urban Planning is now using 'Your Thoughts', the Town's online consultation hub to advertise planning proposals to the public. This allows for residents and the wider public to easily view and comment on proposed development plans in their neighbourhood.

We also worked with the Project Management Office, to ensure community engagement requirements are now integrated into the project management toolkit, while also starting on an engagement reporting framework and tool kit to support service areas meet expectations in the Town's Public Participation Policy.

Statistics (break-out box or mini-infographic)

- 42 engagement sessions held
- 18,500 people made aware
- 10,600 people informed
- 4,100 people engaged in activities open for public comment

CL3 – Well thought out and managed projects that are delivered successfully

This outcome acknowledges the importance of ensuring the projects the Town implements are the right ones that allow time for them to be planned properly and are ultimately delivering what they are meant to deliver.

How did we do?

The 2017-2018 financial year was the beginning of the reinvention of the Project Management Office (PMO). The allocated resourcing following the organisational re-structure for the unit was filled with the appointment of two additional strategic project managers. The Project Management Office was "reshuffled" from management by the CEO to the Chief Operations Officer.

The role of PMO was redefined, with project focused project managers, distinct from new dedicated project management organisational support. Resourcing reallocation created additional staff positions for organisation project management support with a Coordinator Project Support for Project Management and Admin Support of Project Management.

A corporate wide Projects Register was created to visibly capture all proposals and projects across the organisation. The existing project management toolbox was reinvented with adoption of the PRINCE2 methodology Project Management framework for corporate wide application. PRINCE2 training occurred for all members of the PMO team. PRINCE2 has been made the project management training benchmark for other staff in the organisation and external consultants engaged.

The project management toolkit, including work flow, all templates and approval gateways has been re-drafted. A Project Management software application was scoped for appropriate reformatting, based upon the PRINCE2 methodology and the new templates, as a proof of concept to roll out for all Town projects is ongoing.

Synthetic Turf Hockey Facility

Throughout Australia and the world, hockey is predominantly played on synthetic turf pitches, especially aspiring elite clubs. As the highest membership amateur sports club in the Town and as

one of only two “Premier 1” hockey clubs in Perth that do not have a synthetic turf pitch, the Town has broadly investigated locations and strategies to assist the Victoria Park Xavier Hockey Club (VPXHC) to obtain one.

An independent consultancy which included community consultation, seeking Town locations for a Synthetic Turf for the VPXHC, recommended that no Town sites, including Harold Rossiter Reserve and Raphael Park, were deemed suitable sites for a Synthetic Turf Facility and club relocation. The Towns community informed Public Open Space Strategy, which is anticipated to be prepared and endorsed by November 2019, is expected to further inform this investigation. The Town is committed to continue to work with the VPXHC, our community and other stakeholders to investigate alternative locations and strategies for a Synthetic Turf for the VPXHC, and have jointly met with adjoining local authorities during 2017-2018 regarding a regional solution.

Community Benefits Strategy

The Community Benefits Strategy will be delivered through a partnership formed between the Town, West Coast Eagles, Wirrpanda Foundation and Perth Football Club, which aims to set new standards in the delivery of an active community sports complex, as well as lasting community benefits. These may cover a range of new and expanded community programs focusing on youth, families, health, sport and education for people of all ages and backgrounds.

The strategy, will underpin the commitment of the project partners to community, and guarantees the employment of two full time positions to implement initiatives. The aim of the strategy is to outline key initiatives we will deliver together for the benefit of the whole community.

During the 2017 -2018 financial year the partners established identified strengths, designed an assessment framework and aligned the strategy direction to the Town's new Strategic Community Plan in the areas of social, economic, environment and leadership. The coming financial year will see extensive engagement with our community to define a mix of program for the first five years of the strategy.

Lathlain Precinct Redevelopment Project

The Lathlain Precinct Redevelopment Project (LPRP) is a “parent” project to eight zoned “child” projects. The Town’s projects are aligned to and influenced by the progress of the West Coast Eagles Administration and Training Facility and the availability of third party funding. The Zone 3 target for construction practical completion is the end of March 2019.

In 2017-2018 the Zone 1 Community and Perth Football Club Redevelopment saw renewed effort and interaction between the Town and the Perth Football Club Board and executive during the year to reset the development strategy and this is ongoing.

Zone 2, and Zone 2X, Community Activity, saw the culmination of 18 months of community and design consultant work presented to Council as the Design Concept Plan, which was endorsed with minor amendments (overflow event parking removed and dog park land allocation defined). The Zone 2 concept plans were progressed to 70% design to finalise that consultancy contract engagement, and a new consultancy Tender was undertaken for a contract to take the concept designs to final construction design for tender, for Zone 2X and the Zone 2 ablutions . That design work is ongoing.

The Town are working with the West Coast Eagles to facilitate the Zone 3 project delivery, and working to mitigate development works impacts on the surrounding community (particularly tradesperson street parking).

Zone 7 focus has been on street parking in the McCartney Crescent road reserve. The concept plan was endorsed as part of Zone 2 concept approval and an engineering consultancy was engaged for the detail design. This detail design is ongoing.

John Macmillan Park

Since 2001, works within John Macmillan Park have been subject to the investigation and planning of an identifiable 'Town Centre'. Over a period of 16 years the precinct went through various recommended plans and proposals to deliver a redevelopment of the area, none of which progressed.

Since a Council Resolution in 2015, there has been limited works in the area which has led to a decrease in activity in the park and various other issues, such as anti-social behaviour, degraded facilities and a lack of integration with surrounding amenities.

The John Mactivation project will seek to revitalise the precinct along Sussex St, outside the Town Library, with the objective of meeting community needs and providing a safer and more inviting space. This year the concept design was informed by a community engagement process, where the community voted on their most desired elements for John Macmillan Park.

CL4 – Appropriate information management that is easily accessible, accurate and reliable

The point of this outcome is to ensure information technology allows the Town to do what it needs to do and that records are documented as required.

How did we do?

ICT Strategic Plan

In 2017-2018 we completed the development of our ICT Strategic Plan, in line with the Integrated Planning Reporting Framework's ICT Strategic Framework, which is an informing strategy to the Strategic Community Plan.

ICT Security Strategic Plan

The Town developed an ICT Security Strategic Plan, as a priority outcome of the above mentioned ICT Strategic Plan deliverables, which outlines the cyber security posture of the Town of Victoria Park.

ICT Disaster Recovery Strategic Plan

We also undertook the development of the ICT Disaster Recovery Strategic Plan which outlines the coordinated recovery efforts of the Town, in the event of a major technology outage.

ICT Resource Management Plan

Finally, the ICT Resource Management Plan, also developed, outlines the personnel and skill requirements in both the Information Technology and Information Management teams that sit under ICT in Corporate Services.

Disaster recovery planning, cyber security planning and support, information management frameworks and hardware and software strategic planning are ongoing.

Print Strategy

In December 2017, ICT delivered a Print Strategy for the Town. The aim of this strategy was to encourage a 'less paper office' whilst ensuring that all print services supported the delivery of services to the community in a cost effective, secure and green manner.

Statistics (break-out box or mini-infographic)

- 4,400 Helpdesk requests resolved
- 97% of all requests resolved within agreed service levels
- 3,800 hours spent resolving requests
- 74,900 documents registered into the Town's electronic document and records management system (TRIM)
- 45% of all documents registered came from the Finance department
- 24% of all Helpdesk requests were related to TRIM Registration and Maintenance

CL5 – Innovative, empowered and responsible organisational culture with the right people in the right jobs

The principle behind this outcome is that people are the most important resource the Town has in being able to achieve the vision, mission and other strategic outcomes in this plan.

How did we do?

The Reshuffle project focused on the realignment of the Town's structure to its planning and decision making framework, and the promotion of better service delivery and accountability. The new structure has empowered staff at the operational level through increased job responsibility, autonomy in decision making, and increased authority. This increase in staff capacity provides improved service delivery as well as enhancing staff career development opportunities.

The cultural optimisation program is focused on the development of a Town culture that is responsive to customer's needs and is supported by a standard of leadership that promotes staff capacity and growth. It promotes the values and behaviours for individuals and teams and develops cooperation and commitment in quality service delivery.

The annual training calendar has provided a range of key competency training modules for staff inclusive of project management; community engagement; risk management and administration skills.

Statistics (break-out box or mini-infographic)

- 27 Service Area Delivery Plans developed to align with the Strategic Community plan and the Corporate Business Plan
- 211 Position Descriptions updated following the restructure
- 157 staff training and development attendances organised
- 88 vacancy recruitments coordinated
- 113 new Employees (including casuals) hired
- 25 staff incidents investigated and reported on
- 50 Safety Officer attendances at staff meetings

CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community

The principle behind this outcome is that employees and elected members acknowledge the responsibility associated with spending and managing public money, and for revenue diversification strategies to be explored to lessen reliance on rates.

How did we do?

Financial Services continued to achieve its primary outcome by focusing its efforts on implementing and maintaining sound internal controls and procedures for all financial functions within the Town. We explored options in automating key functions of the Finance department which in-turn adds value to the organisation and eliminates inefficiencies. Initial research was completed into automating the accounts payable invoice payment process. This project will be implemented in the 2018-2019 financial year. We have also reviewed and completed our pre-implementation testing for the emailing of debtor invoices. This will also be fully implemented during the 2018-2019 financial year.

An annual financial statement audit for 2017 and the internal control audit for 2018 were completed by external auditors with no significant matters to report. We successfully implemented changes to the core accounting system to reflect the new organisational structure and increased transparency in financial reporting by taking monthly financial reports through the Finance and Audit Committee.

ICT supported our business systems, online accounts payable workflows and core system integrations.

Through the use of appropriate, easily usable Project Management software, we expect project related financial information will become readily transparent with report generating capability.

Land Asset Optimisation Strategy

The Land Asset Optimisation Strategy is a priority project aims to deliver revenue diversification and generation whilst enabling redevelopment proposals, and to act as a catalyst for regeneration or redevelopment of the Town's land assets.

During 2017-2018 the Land Asset Optimisation Strategy delivered a number of business cases for consideration by Council. A ground lease was executed for 6-8 Planet Street delivering circa \$800,000 in revenue for five years rental with a further five-year option to be considered. This allows the Town to still own the asset whilst generate a recurrent income stream.

The sale of 12 Lathlain Place was delivered, with specific contractual control to help manage the outcome on the land holding the revenue of circa \$1.2M. This is an amazing result being above valuation in the current market with settlement occurring in the 2018-2019 Financial Year.

The 25 Boundary Road sump business case was approved and a subdivision is progressing, this is helping unlock and understand potential sump rationalisation that could occur whilst aiming to deliver a healthy circa \$200,000 profit for the Town.

Other land holdings are being investigated and de-risked to unlock opportunities aimed at delivering additional revenue for the Town. Leasing and Investment Policies are also being developed to further achieve economic resistance for the Town.

Statistics (break-out box or mini-infographic)

- 97.6% of 2018 rates levied was collected by 30 June
- Return on investments is 12% higher than budgeted

CL7 – People have positive exchanges with the Town that inspires confidence in the information and timely service received

The principle behind this outcome revolves around the Town recognising all its employees play a part in delivering excellent service and building relationships with residents, customers, community groups and other stakeholders.

How did we do?

Within the new line of business of Stakeholder Relations, the Customer Relations team continued to achieve its primary outcome by focusing its efforts on implementing and maintaining its customer charter service standards and behaviours. Following the roll out of our You Me Community project, several new initiatives were undertaken to assist in measuring community satisfaction.

Customer surveying at point of service completion has given the community the opportunity to give real time feedback on levels of service satisfaction. When engaging with the Town regarding any of over 100 types of service request (from reporting abandoned vehicle through to collecting waste) whether this is via telephone, in person, email, social media or through reporting forms on our website, our Customer Request Management System (CRMS) will send a survey asking for your feedback at the point of request closure.

When visiting us in person customers can also let us know anonymously via a free standing survey kiosk, how our service was, by giving us a rating (Net Promoter Score) and suggesting anything you would like us to improve on. We have also placed feedback kiosks at all of our contact centre locations. In 2017/18 we received 2696 individual responses via this mechanism.

A visitor management system was introduced across all centres of the Town. This system is comprised of a visitor kiosk that allows visitors and guests to sign in and notify their host that they have arrived. This system also assists with emergency management, keeping an up to date and accurate list of people on site.

The team began a review of its recently adopted Customer Service Delivery Policy with the aim of also developing a suite of supporting documents including a Customer Service Delivery Management Practice and complaints guidelines, and a Quality Review Strategy. These documents are expected to be completed and endorsed by Council in the next financial year.

Other first point of contact centres, such as the Town's digital hub, library and leisure centres also act as primary customer facing spaces, and actively present a daily positive experiences to our community and always assist individuals to gain appropriate and timely information to assist them.

A couple of customer service transactions also became possible to do online via our website, including animal registrations and renewals, and lodging requests with direct integration into the Town's CRM.

Statistics *(break-out box or mini-infographic)*

- 82.7% of people who contacted the Town's Customer Relations Team stated they were confident in the information provided
- 80.9% of customers surveyed spoke positively of their interactions with the Town via our Net Promoter Score kiosks
- 81% of calls to the Customer Relations Team were answered within 20 seconds
- 137,864 phone calls to Administration Centre
- 15,860 in person interactions at the Administration Centre
- 29,108 phone calls to Leisurelife Centre
- 41,037 phone calls to Aqualife Centre
- 10,339 phone calls to Depot

CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision-making

This principle acknowledges the importance of visionary leadership, sound and accountable governance and objective decision-making.

How did we do?

The Town of Victoria Park is committed to good governance and ensuring transparency and accountability across all its activities. It is eager to attract a diverse elected body that represents, promotes and reflects the representative composition of the community. The Town also strives to ensure its elected body has a comprehensive understanding of its roles and responsibilities and is committed to encouraging a civic-minded community that actively engages with it, to achieve consensus and legitimacy in decision-making.

- Provided and delivered training and initiatives to foster a skilled and confident elected body over the year included the following.
- An induction manual was prepared to assist newly Elected Members understand their role in local government decision making.
- A Caretaker policy was adopted to apply during election periods
- The Town's Information Statement was reviewed and published on the website to assist applicants with Freedom of Information enquiries
- Reviews of the Parking Facilities and Dogs Local Law began with seeking public comment to facilitate a contemporary approach to promulgating new local laws.

Statistics (break-out box or mini-infographic)

- 4 new policies implemented
- 2 policies reviewed

CL9 – Appropriate devolution of decision-making and service provision to an empowered community

The principle behind this outcome is acceptance that in the future it will be entirely reasonable for individuals and/or community groups in the Town to be more capable of assisting or leading the provision of services, implementing projects or making decisions. This means the Town will need to be increasingly sophisticated about the strengths and opportunities that exist in the community.

How did we do?

Independent Committee Members

In June 2018 Council appointed up to two 'other persons' as independent members to each of its four committees. Section 5.9(1) of the Local Government Act 1995 defines 'other persons' to mean a person who is not a council member or employee. Nominations from enthusiastic and committed people to complement each Committee's existing skill set and help achieve the vision and mission of the Town were invited to express interest and were interviewed against selection criteria in line with each Committee's Terms of Reference. Preferred candidates appointed do not receive an allowance.

Appointments per committee included:

- Community Development Committee - Anna Presser and Silvia Lozeva;
- Future Planning Committee - Scott Davies;
- Economic Development Committee - Steven McCabe and Callum Prior;
- Finance and Audit Committee - Neil Formosa and Jonathon Carley.

Devolution Strategy

The Town has committed to preparing a strategy document for the formulation and timeline of appropriate and legally based devolution of relevant decision-making to an empowered community.

Many service areas are using Asset Based Community Development or addressing community driven initiatives and it is important to formalise this process to ensure the Town's efforts in empowering the devolving of decision-making to the community is targeted, programed and measurable. The outcome will be to institutionalise future acceptance that individuals and /or community groups in the Town are capable of assisting and leading the provision of services implementing projects and making decisions.

Strategy development and the start-up phase of the project is expected to be scoped in 2018-2019.

Case Study – Urban Forest Strategy

The Urban Forest Strategy has been created by the community for the community, and it is anticipated the Town will manage and facilitate its implementation with support from the community. This engagement process for the first time has also moved community and the Town into the 'Collaborate' and 'Empower' levels of the Town's engagement framework, under its Public Participation Policy. This policy and framework align with the principles of the International Association of Public Participation (iap2) which describes the levels of influence stakeholders have over decision-making for set projects or issues from Inform, Consult, Involve, Collaborate, up to Empower – where the ultimate decision or outcome sits with the community.

CL10 – Legislative responsibilities are resourced and managed appropriately, diligently and equitably

The principle behind this outcome is the recognition that the majority of the Town's responsibilities are legislative. The Town is responsible for the administration and where required, application and enforcement of a number of laws.

How did we do?

Over the past year Governance has supported the organisation by reviewing all reports being presented to Council to ensure compliance with relevant legislation. Quarterly compliance audits were undertaken which confirmed the Town was compliant with the *Local Government Act 1995* and its regulations. A review was undertaken pursuant to the Town's Risk Management Framework which focussed on embedding continual improvement and an internal audit of the Records Management System was undertaken.

During the course of the new financial year, the Governance areas will progress with the in-depth review of all Council policies to produce a new contemporary policy manual.

The Town was 100% compliant in completing its Annual Compliance Audit Return (the CAR) to the Department of Local Government. The CAR is an obligatory requirement pursuant to the *Local Government (Audit) Regulations 1996*.

The Biennial Local Government Elections were conducted as a postal election by the Western Australian Electoral Commissioner. The Town in conjunction with the City of South Perth held a successful candidates information session. The elections were carried out without any issues being experienced.

An internal audit was undertaken of the Town's Records Management System which revealed the system was compliant with the *State Records Act 2000*.

The Annual review of the Delegations Register was started pursuant to Section 5.46 of the *Local Government Act 1995*.

A review was undertaken pursuant to the Town's Risk Management Framework which focused on embedding continual improvement.

Statutory Reporting

Competition Principles Agreement – National Competition Policy

In 1995 the Council of Australian Governments entered into a number of agreements, collectively known as the National Competition Policy.

Local government is affected mainly where it operates significant business activities which compete, or could compete, with private sector businesses. Local government will also be affected where local laws unnecessarily affect competition.

The Town is therefore required to comply with certain policies contained within the National Competition Policy Statement and report on progress in connection with Competitive Neutrality Principles.

The Competition Principles Agreement (CPA) is a contractual agreement between the Federal Government and all State and Territory governments. Local government is committed to the CPA through the State Governments' involvement. The focus of the CPA is to ensure all public enterprises operate in a transparent manner in the best public interest. This requires public enterprises to review their operations to ensure they do not have a competitive advantage or disadvantage resulting from their status as public enterprises.

To ensure compliance with the CPA, local governments are required to include in their annual reports, certain particulars in relation to CPA. The Town supports the concept of the CPA and in this regard the following particulars are reported.

Competitive Neutrality

It is the Town's responsibility to determine whether it is engaged in 'significant business activities' within the context of its operations and therefore whether it is required to apply the competitive neutrality principles.

Local government is only required to implement the above principles to the extent that the benefits to be realised from implementation outweigh the costs in respect to individual business activities exceeding an annual income of \$500,000. Within these criteria the Town identified the following business activities:

- Aqualife Centre
- Leisurelife Centre

The public benefit tests for these activities revealed that competitive advantages and disadvantages existed in each of these two facilities and it was beneficial to the local community to continue the operational subsidies to enable the services to be maintained in the future.

At present no activities undertaken by the Town have been classified as either a Public Trading Enterprise or a Public Financial Enterprise by the Australian Bureau of Statistics. During the reporting period the Town did not receive any allegations of non-compliance with the principles of Competitive Neutrality.

Structural Reform of Public Monopolies

The Town does not operate any Public Monopolies within the CPA definition and accordingly there is no reporting requirement. The Town did not privatise any activities during 2017-2018.

Local Laws

A review of the Town's Local Laws shown below are currently being undertaken:

- Town of Victoria Park Parking and Parking Facilities Local Law
- Town of Victoria Park Parking Dogs Local Law 2010
- Town of Victoria Park Standing Orders Local Law 2011.

Local Government (Rules of Conduct) Regulations 2007

These regulations require the reporting of various offences by elected members, as prescribed by the Regulations. Elected members must comply with their obligations under the *Local Government Act 1995* (the Act) and subsidiary legislation. Complaints about elected member conduct are to be made to the Complaints Officer who, in accordance with section 5.120 of the Act, must be a designated senior employee. The Town's Complaints Officer is the Chief Executive Officer. For the 2017-2018 financial year three complaints were received concerning elected members. No Action in relation to these complaints was undertaken by the Local Government Standard Panel.

Public Interest Disclosure

In accordance with the requirements of the Public Interest Disclosure Act 2003 (the PID Act), the Town has established procedures to facilitate the making of disclosures under the PID Act. These procedures set out the processes in place in respect to protected disclosures generally, to protect people from reprisals for making protected disclosures, and to provide guidance on investigations. In the 2017-2018 financial year no disclosures relating to improper conduct were made to the Town.

Compliance Audit Return

All local governments are required to carry out an annual compliance audit for the period 1 January to 31 December. The return includes a range of compliance categories to be met by local government.

The 2017 Compliance Audit Return was presented to Council on 13 February 2018. In all areas the Town was compliant in the 2017 Audit. A certified copy of the Compliance Audit Return was submitted to the Director-General of the Department of Local Government and Communities on 17 February 2018.

In addition to its statutory obligation the Town conducts its own quarterly in house Compliance Audits to ensure it complies with its regulatory requirements pursuant to the *Local Government Act 1995* (the Act). The Act prescribes that only an annual Compliance Audit is undertaken.

Register of financial interests for elected members and senior employees

The requirements of the *Local Government Act 1995* (the Act) in reporting the financial interests of elected members and senior employees were complied with. This register was implemented on 1 July 1997 in accordance with the requirements of the Act. It is held in the Chief Executive Officer's office and is available for viewing by the public, as well as being posted on the Town's website for the public to access digitally.

On 3 March 2016 amendments to the Act, the Local Government (Administration) Regulations 1996 and the Local Government (Rules of Conduct) Regulations 2007 introduced a number of new requirements.

These require the Town of Victoria Park's elected members and designated employees to disclose a gift and/or contributions to travel worth more than \$200 to the Chief Executive Officer within 10 days of having received the gift. This includes multiple gifts or contributions from the same donor where the total value is over \$200.

Governance Framework

The Town has in place a Corporate Governance Framework endorsed by Council to ensure the services and facilities provided are by proper and democratic government, to the people who have a stakeholder interest in the region, including residents, commercial and retail business, those people who work within the district, and local, national and international visitors.

Governance is an important concept and impacts on all sectors of the community. The practice of good governance is increasingly seen as critical for ensuring:

- the organisation meets legal and ethical compliance;
- decisions are made in the interests of all stakeholders;
- the organisation behaves as a good corporate citizen.

Employee Remuneration

Determination of the Salaries and Allowances Tribunal – Chief Executive Officer Remuneration

The Salaries and Allowances Tribunal ("the Tribunal") is an independent statutory authority empowered with the responsibility of determining, amongst other matters, the total remuneration payment range of the Chief Executive Officer.

This is set out in Section 7A of the *Salaries and Allowances Act 1975*, which requires the Tribunal, at intervals of not more than 12 months, to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".

The Tribunal has, for the period 1 July 2017 to 30 June 2018, determined the Town of Victoria Park to be a Band 2 local government for the purposes of determining the total remuneration payable to the Chief Executive Officer. The total remuneration payment range, as determined by the Tribunal, is to be between \$204,455 and \$316,586.

For the purposes of disclosure, the following table shows the breakdown of the remuneration package for the Chief Executive Officer as at 30 June 2018. At no time during the financial year did the total remuneration package fall outside the range determined by the Tribunal.

Defined Benefit	As at 30 June 2018
Cash Salary	\$268,165
Packaged Benefits	\$43,151
Total Remuneration Package	\$311,316

Employees with a Salary Greater than \$100,000

The table below is prepared in accordance with Section 19B of the *Local Government (Administration) Regulations 1996*. This Section requires that the Town of Victoria Park reports, in bands of \$10,000, the number of employees entitled to an annual salary of \$100,000 or more at 30 June 2018.

Salary Band	2018	2017	2016
\$100,000 - \$109,999	5	6	-
\$110,000 - \$119,999	-	-	-
\$120,000 - \$129,999	3	-	8
\$130,000 - \$139,999	10	9	-
\$140,000 - \$149,999	-	-	-
\$150,000 - \$159,999	-	-	-
\$160,000 - \$169,999	-	-	1
\$170,000 - \$179,999	-	3	4
\$180,000 - \$189,999	3	-	-
\$190,000 - \$199,999	-	-	-
\$200,000 - \$209,999	-	-	-
\$210,000 - \$219,999	-	-	-
\$220,000 - \$229,999	-	-	-
\$230,000 - \$239,999	-	-	-
\$240,000 - \$249,999	-	-	-
\$250,000 - \$259,999	-	-	1
\$260,000 - \$269,999	1	1	-
Total	22	19	14

Risk Management

It is the Town's policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management) in the management of all risks that may affect the Town, its customers, people, assets, functions, objectives, operations or members of the public.

Risk management forms part of the strategic, operational, project and line management responsibilities and where possible, is incorporated within the Town's Integrated Planning and Reporting Framework.

The Council will determine the Risk Management Policy and the Town's C-Suite (Executive Management Team) will communicate the policy, objectives and procedures, as well as directing and monitoring implementation, practice and performance.

Every employee of the Town is recognised as having a role in risk management from the identification of risks to implementing risk treatments and is invited and encouraged to participate in the process.

The Town's Risk Management Framework is required to be reviewed for appropriateness and effectiveness at least every two years. The next review is due to be presented to the Finance and Audit Committee in November 2018.

Disability Access and Inclusion

Since 1995 it has been a requirement under the Disability Services Act 1993 that all public authorities prepare and implement a Disability Access and Inclusion Plan (DAIP) to improve access to their services for people with disability. The Act requires public authorities to lodge a DAIP to the Disability Services Commission (now Department of Communities) and further is required to report on its DAIP in the Annual Report.

In September 2017 a new five year DAIP was endorsed by Council after a nine month community and organisational consultation process. Thirty one strategies were identified as meeting seven DAIP outcomes in the areas of services and events; buildings and facilities; information; level and quality of service; complaints; consultation; and employment.

Some of the projects and activities rolled out in 2017-2018 across the organisation include:

- New Employee DAIP Induction
- Disability Awareness in the Built Environment Training
- Implementation Plan Framework
- Accessible and Inclusive Events Organisation Manual
- AUSLAN Translation Services at Twilight Trio Concert Series
- Administration Centre Access Audit Projects

Further, the Town aims to operationalise the DAIP through imbedding the principles of access and inclusion into procedures and programs. To do this the Town will consult regularly with people who have a lived or professional experience of disability in the community via a newly formed Access and Inclusion Community Reference Group. This group will provide representative input and advice around access and inclusion with reference to the Town's plans, activities, programs and processes. Regular consultation with people impacted by access and inclusion issues reflects the vision, Town of Victoria Park: A dynamic place for everyone'.

Disability Access and Inclusion Plan Consultation to Implementation

Community Feedback on Draft DAIP Consultation (11 July to 8 August)

- 17 organisations contributed during the review process
- 140 comments received overall to help inform the new DAIP
- 6 Media Releases/Advertisements in the Southern Gazette Newspaper throughout process
- Endorsed by Council on 12 September 2017
- 100% meets the requirements of the Disability Services Act 1993 (Advice 23 November 2018)
- 400 hard copies of DAIP distributed within the organisation and the community

- 2 Braille and Audio copies of DAIP produced for community, held at at VisAbility and Town library
- 1 collaborative event to launch the new DAIP as part of the Thank a Volunteer “Breakfast of Champions” during Disability Awareness Week, held on 5 December 2018

Disability Awareness Initiatives

- 4 DAIP Awareness Presentations delivered as part of the New Employee Induction Program from February 2018
- 1 WA Access and Inclusion Officers Network Group meeting at VisAbility WA held on 14 February 2018
- 4 Town officers attended Inclusive Events Training at City of Belmont on 8 May 2018
- 21 Town officers participated in Disability Awareness in the Built Environment Training on 21 June 2018
- 19 applications received for the Access and Inclusion Community Reference Group
- 100 % compliance with legislative requirements with DAIP Annual Report submitted to Department of Communities on 29 June 2018

Financial assistance 2017-2018

Operating Subsidies

Connect Victoria Park

Operational Subsidy \$50,000

- S1- A Healthy Community
- S2- An Informed and Knowledgeable Community
- S3- An empowered community with a sense of pride, safety and belonging

The World Health Organisation’s Global Age-Friendly Cities; A Guide, recognises the importance of Active Aging, which is optimising opportunities for health, social participation and security in order to enhance ones quality of life as people age.

The Town supports Connect Victoria Park’s Village Hub, through an Operating Subsidy to deliver and facilitate a range of initiatives and programs.

On a bi-monthly basis Connect Victoria Park reports on its progress against the social outcomes of the Town’s SCP to the Community Development Committee, and is also required to provide an Annual Acquittal.

The objectives of the Village Hub are to:

- help our community members age in a place of their choosing, closely connected to their communities and with the support and tools they need to create successful aging of their own design;
- create opportunities for individuals to use their talents to improve the Village Hub and benefit the overall community;

- provide social activities that minimise isolation and promote interaction and trust within the Village Hub community, between individuals who offer their help and those who ask for help when needed.

In 2018-2019, Connect Victoria Park will be using Culture Counts to measure the social health and wellbeing outcomes of the Village Hub.

Connect Victoria Park delivered a range of programs and initiatives under the Village Hub project in 2017-2018. The following is an overview of some of the programs and initiatives delivered.

- **Health and Physical Activity Groups** – 405 participants attended physical activity groups in the first six months of the Village Hub. Groups include courses led by professional instructors including Tai Chi, Ballroom Fit and fitness classes and self-organised member-led groups including walking, social cycling and gardening. These activities increased physical activity in participants and provided opportunities for socialising and building a sense of community. A further 151 people accessed subsidised podiatry and 10 people took up free flu vaccines at our first vaccine clinic.
- **Lifelong Learning Groups** – 181 participants attended a Lifelong Learning group in the first six months of the Village Hub. Groups include creative writing, tech savvy classes, health and wellness workshops and a tour of the Corsini Exhibition at the Art Gallery of WA.
- **Social Activity Groups** – 1882 participants attended a social activity in the first six months of the Village Hub. 847 of these participants attended Saturday Bingo, 556 participants attended a community lunch and the remainder involved participating in the Village Hub Working Group, Friday Members drop-in day, coach trips, and craft group. These groups provide opportunities for social connection and a sense of belonging to the community.
- **Help and Support** - 45 occasions of support (52 hours) were provided through our Members' Help Centre to support older people with issues impacting on their independence and wellbeing in the first six months of operation. Assistance was provided to access community care, apply for visas/passports online, establish MyGov accounts, and access disability housing modifications. A further 20 people accessed the Justice of the Peace for document signing. The new Neighbour-to-Neighbour volunteer program has been developed to expand available help and support by linking people who require support with approved volunteers.
- **Evaluation** – 72 people participated in stage one of the independent evaluation of the Village Hub by completing our Quality of Life Survey. These people and other members of the Village Hub will be asked to complete the same survey in 12 months to measure impact of the Village Hub on perceptions of quality of life. In future the evaluation will be supplemented by data captured through participation in Culture Counts.
- **Collaborations** – The Village Hub works collaboratively with the Town and other community groups to improve the quality of life of local older people. For example the Village Hub hosted the a Repair Lab that attracted over 100 community members bringing items to be repaired by other community members. This initiative built community connections and promoted a repair and reuse approach supporting greater sustainability.

Victoria Park Centre for the Arts

Operational Subsidy \$95,000

- S3 – An empowered community with a sense of pride, safety and belonging
- S4- A Place where all people have an awareness and appreciation of the arts, culture, education and heritage.

The Town supports the Victoria Park Centre for the Arts (VPCA) through an operating subsidy to deliver and facilitate a range of Asset Based Community Development initiatives and programs.

On a bi-monthly basis VPCA reports on its progress against the social outcomes of the Town’s SCP to the Community Development Committee, and is also required to provide an Annual Acquittal.

Once initiative facilitated by VPCA under the operating subsidy is Know Your Community, a collective impact approach between the community, service providers and Town to empower our community to be connected, to feel safe and valued, to actively contribute to and participate in meaningful cultural, educational and social activities and experiences.

Social outcomes and impacts are measured by VPCA through Culture Counts. For example participants of the Cultural Humility Training were asked the following survey questions to measure the social outcomes of the initiative.

Cultural Humility Training Survey		
<i>Dimension</i>	<i>Question</i>	<i>Score out of 100</i>
Local Impact	It's important that it's happening here	82
Safe	It made me feel safe and welcome	78
Belonging	It helped me feel part of the community	78
Confidence	I feel more confident about doing new things	77

Under the Know Your Community initiative VPCA delivered a range of initiatives and programs aligned to Asset Based Community Development. The following is an overview of some of the programs and initiatives delivered;

- **English Conversation Classes** - VPCA facilitated English Conversation Classes which are run over 24 weeks during the year. During 2017-2018 a total of 28 people from CaLD community participated in the courses, which were delivered in partnership with Curtin University and five community members who volunteer their valuable time.
- **Cultural Humility Training** - in partnership with Richmond Wellbeing, Cross Cultural Intellect, the Town and Community Service Providers, VPCA hosted and facilitated Cultural Humility Training. This program was aimed towards the CaLD and Aboriginal and Torres Strait Islander community, service providers and businesses, with a total of 88 people participating in the training.
- **Art of Empowerment** - in partnership with Bentley Primary School, Kent Street Senior High School, Office of Multi-Cultural Interests, Community Arts Networks WA, SKH Yuen Chen Maun Jubilee Primary School Hong Kong, VPCA lead a ceremony to install artworks and undertake interviews with local schools. This project included the involvement and partnership development between 165 participants, including 11 youth, 24 primary students, 20 interstate students, three international teachers, 100 community members, four community artist facilitators, and three community volunteers.
- **Cultural Exchange Supper Catch-ups** - in partnership with SUBUD Hall the Men’s Shed and service providers, VPCA facilitated the Cultural Exchange supper catch up that brought together 120 participants over 12 events.

Harold Hawthorne Centre

Operational Subsidy \$118,000 (\$83,000 to maintain premises, plus \$35,000 to deliver programs)

In 2017-2018 the Centre improved the premises and facilities offered to the community with \$85,000 from external funding.

- S1- A Healthy Community
- S2 – An informed and knowledgeable community
- S3- An empowered community with a sense of pride, safety and belonging

The World Health Organisation's Global Age-Friendly Cities: A Guide, recognises the importance of Active Aging, which is optimising opportunities for health, social participation and security in order to enhance ones quality of life as people age.

The Town supports Harold Hawthorne Community Centre through an Operating Subsidy to maintain the premises and deliver and facilitate a range of initiatives and programs which take place in the Community Centre.

During 2017-2018 Harold Hawthorne Centre and the Town began the process of tracking the operating subsidy against social outcomes of the Town's Strategic community Plan. As of 2018-2019, Harold Hawthorne Centre will use Culture Counts to measure the social health and wellbeing outcomes of the programs, and report bi-monthly to the Community Development Committee, along with providing an Annual Acquittal.

Harold Hawthorne Community Centre delivered a range of programs and initiatives to local community members which enhanced a sense of belonging, broke down barriers to social isolation and increased social health and wellbeing. The following is an overview of some of the programs and initiatives delivered.

- **Meals at Harry's Diner** - Harry's Dinner is open to the general community during the week and provides affordable and nutritious meals. With over 14,000 meals served in 2017-2018, creating a sense of belonging and breaking down social isolation was achieved by community members coming together to enjoy good times and meals. Over 10,000 meals were delivered to seniors in their home, ensuring they received nutritious and special dietary meals and providing valuable contact with seniors living in their homes.
- **Bingo** - open to the public every Friday, this is a much loved social activity with over 4,000 people attending annually with an average of 380 per month.
- **Carpet bowls** - a great way to stay active and connected all year round! This great activity attracts on average 360 people per year and promotes a healthy lifestyle.
- **Lunch and Shows** - monthly lunch and show, with entertainment open to the public and other centres within the South East Metropolitan Regional. Regular attendees come from Bethanie West, The Heights Community Centre, Bethanie South Perth, Woodvale Social Club, Joe Camilleri along with many others. Over 1,500 people attended the 'Lunch and Shows' annually, with a record number of 152 people attending in March 2018. The Lunch and Shows also provides the opportunity for volunteers to contribute to the community and provides networking opportunities for local service providers.
- **Special Events** – Over 1,000 people attended special events at the centre, including ANZAC Day, Christmas in July, Melbourne Cup and Christmas. These popular events provided seniors and people with disabilities to be involved in traditions and commemorations within their community.

- **Activities and services** - the centre offers a range of activities to encourage active participation and social interaction, including tai chi, yoga, craft, board games, casino trip, computer classes, walking, library and podiatry services.
- **Information sessions and workshops** - assisting clients on general wellbeing, elder abuse or how to navigate the aged care system, the centre ran information sessions with community groups such as AdvoCare, Stay on your Feet and Citizens Advice Bureau.

Information Management

The Town is committed to meeting the requirements of the State Records Act 2000 through best practice record keeping. The Town's records management platform allows for the secure centralised storage of records created and received by the Town. The number of records captured in the system during 2017-2018 was 212,234.

An amended Record Keeping Plan (RKP) for the Town was approved by the State Records Commission in March 2017. The Town is required to review its RKP again in 2022. The RKP sets out matters about how records are created and how the Town retains its records.

A comprehensive electronic records management training program was delivered with a total of two hundred and six (206) staff attending. These training sessions comprised of 62 one-to-one training sessions and 144 refresher training sessions. The program ensures employees are aware of their roles and responsibilities in regards to their compliance with the Town's RKP.

Records management training covers the following key areas.

- Record keeping inductions - focusing on the Town's record keeping processes.
- Record keeping system training - focusing on the management of records through TRIM.
- Record awareness training – focusing on the Town's obligations under the State Records Act 2000.

Freedom of Information

In accordance with the *Freedom of Information Act 1992 (FOI)* a total twenty two (22) applications were processed during the year. The average processing time was 37 days which is within the regulated timeframe.

The Town's Information Statement outlines the Freedom of Information process and lists the types of documents available inside and outside of Freedom of Information.

Annual financial report

11.1 Appendix 1 – Current version of planning delegations

6. TOWN PLANNING SCHEME NO.1

6.1 DETERMINATION OF APPLICATIONS – FOR DEVELOPMENT APPROVAL	
Date Adopted	30 August 2011
Date Reviewed	11 October 2016
Authority	Local Government Act 1995 – s.5.42
Reference	Town Planning Scheme No.1
Delegation	<p>Determine applications for development approval pursuant to deemed clause 68(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 with the exception of the following:</p> <ul style="list-style-type: none"> (a) Applications which in the opinion of the Director Future Life and Built Life or Executive Manager Built Life are major or should be considered by Council, or may have the potential to impact upon the community; (b) Applications requiring the exercise of a discretion under Clause 38 by “Absolute Majority”; (c) Applications for a non-residential development that are not supported by Council Officers; (d) Applications for modification to a planning approval previously considered by Council where the modifications increase the extent of non-compliance determined by Council, or result in a non-compliance issue that cannot be dealt with under delegated authority; (e) Applications involving an Unlisted Use; (f) Applications involving a non-conforming use; (g) Applications which propose demolition of an existing dwelling that is: <ul style="list-style-type: none"> • listed in the State Register of Heritage Places; or • listed in the Town’s Municipal Heritage Inventory; (h) Applications which result in a parking shortfall (in the case of a new development) or a net increase in an existing parking shortfall;
Conditions	<ol style="list-style-type: none"> 1. Delegation 6.1 is not to be exercised where an objection is received to any application that has been the subject of community consultation, and where three (3) or more Elected Members have submitted a written request to the CEO for the application to be referred to Council for determination (“call-in”). 2. Delegation 6.1 may be exercised in relation to: <ul style="list-style-type: none"> (a) The refusal of an application for new residential

	<p>dwellings, or works associated with or incidental to residential dwellings; or</p> <p>(b) Applications where one or more objections are received and the delegated Officer has determined that the objections :</p> <p>(i) are not valid; or (ii) are not planning considerations; or (iii) do not relate to the matters that were the subject of consultation; or (iv) have or can be addressed through amended plans or conditions;</p> <p>or</p> <p>(v) The refusal of applications for signs, 'X' (prohibited) uses or minor additions/alterations, notwithstanding Clauses (c), (e) and (f) above.</p>
Sub-delegation	Yes

6.2 APPLICATIONS FOR SUBDIVISION AND/OR AMALGAMATION

Date Adopted	30 August 2011
Date Reviewed	12 September 2017
Authority	Local Government Act 1995 – s.5.42
Reference	Town Planning Scheme No. 1; Residential Design Codes, Planning and Development Act 2005
Delegation	Make recommendations to the WAPC in relation to applications for subdivision and/or amalgamation (no more than 10 lots) and process applications for subdivision clearance.
Conditions	No
Sub-delegation	Yes

6.3 APPLICATIONS FOR LAND USE OR DEVELOPMENT REQUIRING REFERRAL OR DETERMINATION BY OTHER STATUTORY AUTHORITIES

Date Adopted	30 August 2011
Date Reviewed	12 September 2017
Authority	Local Government Act 1995 – s.5.42
Reference	Town Planning Scheme No.1 and Metropolitan Region Scheme Text
Delegation	Refer and/or make recommendations to the WAPC, DoP, Swan River Trust, Heritage Council WA and other government departments and instrumentalities in relation to applications for land use or development, except those considered by the Director Future Life and Built Life or Executive Manager Built Life to be major or requiring Council consideration.
Conditions	No
Sub-delegation	Yes

6.4 APPLICATIONS FOR REVIEW TO THE STATE ADMINISTRATIVE TRIBUNAL

Date Adopted	30 August 2011
Date Reviewed	12 September 2017
Authority	Local Government Act 1995 – s.5.42
Reference	Town Planning Scheme No. 1; Planning and Development Act 2005.
Delegation	Perform all functions associated with applications for review to the State Administrative Tribunal including preparing responses and representing Council except as outlined in Local Planning Policy 28
Conditions	No
Sub-delegation	Yes

6.5 ACKNOWLEDGE EXISTING USE – APPLICATION FOR DEVELOPMENT APPROVAL

Date Adopted	30 August 2011
Date Reviewed	12 September 2017
Authority	Local Government Act 1995 – s.5.42
Reference	Town Planning Scheme No.1
Delegation	Acknowledge existing use for purpose of application for development approval where current approval documentation is not available
Conditions	No
Sub-delegation	Yes

6.6 DIRECTION NOTICES AND INFRINGEMENT NOTICES FOR NON-COMPLIANCE

Date Adopted	30 August 2011
Date Reviewed	12 September 2017
Authority	Local Government Act 1995 – s.5.42
Reference	Town Planning Scheme No. 1; Planning and Development Act 2005.
Delegation	Issue, withdraw or amend Direction Notices and Infringement Notices for non-compliance with the Town Planning Scheme pursuant to the Planning and Development Act 2005
Conditions	No
Sub-delegation	Yes

6.7 PROSECUTION FOR BREACH OF TOWN PLANNING SCHEME NO. 1 OR PLANNING AND DEVELOPMENT ACT 2005.

Date Adopted	30 August 2011
Date Reviewed	12 September 2017
Authority	Local Government Act 1995 – s.5.42
Reference	Town Planning Scheme No.1 and Planning and Development Act 2005
Delegation	Commence prosecution for breach of Town Planning Scheme No. 1 or Planning and Development Act 2005.
Conditions	No
Sub-delegation	No

6.8 DECISIONS RELATING TO BUILT STRATA SUBDIVISIONS

Date Adopted	11 September 2012
Date Reviewed	12 September 2017
Authority	Local Government Act 1995 – s.5.42
Reference	Town Planning Scheme No. 1; Strata Titles Act 1985;
Delegation	Approve or refuse Form 24 and Form 26 applications for built strata subdivisions, acting on behalf of the Western Australian Planning Commission.
Conditions	No
Sub-delegation	Yes

6.9 SECTION 40 LIQUOR LICENCE APPLICATIONS

Date Adopted	11 September 2012
Date Reviewed	12 September 2017
Authority	Local Government Act 1995 – s.5.42
Reference	Liquor Control Act 1988.
Delegation	Approve or refuse requests for Section 40 'Certificate of Local Planning Authority'
Conditions	No
Sub-delegation	Yes

6.10 DEVELOPMENT ASSESSMENT PANEL APPLICATIONS

Date Adopted	11 June 2013
Date Reviewed	12 September 2017
Authority	Local Government Act 1995 – s.5.42
Reference	Planning and Development Act 2005, Town Planning Scheme No.1.
Delegation	Make recommendations to the Metropolitan Central Joint Development Assessment Panel in relation to DAP applications, following community consultation (where required under Council's Consultation Policy and consideration (where necessary) by the Design Review Committee.
Conditions	No
Sub-delegation	Yes

11.1 Appendix 2 – Draft amended planning delegations 2018

TOWN PLANNING SCHEME NO.1

6.1 DETERMINATION OF APPLICATIONS FOR DEVELOPMENT APPROVAL	
Date Adopted	30 August 2011
Date Reviewed	11 October 2016 11 December 2018
Authority	<i>Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Part 10 cl 82</i>
Reference	<i>Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 – Deemed provisions for local planning schemes</i> Part 8 Applications for development approval Part 9 Procedure for dealing with applications for development approval <i>Town Planning Scheme No.1 (TPS 1);</i>
Delegation	<p><i>Authority to determine applications for development approval, including the exercise of discretion under Town Planning Scheme No. 1, the Residential Design Codes, Local Planning Policies and other planning instruments, pursuant to deemed clause 68(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 with the exception of the following:</i></p> <p>(a) Applications which in the opinion of the Director Future Life and Built Life or Executive Manager Built Life are major or should be considered by Council, or may have the potential to impact upon the community;</p> <p>(a) Applications requiring the exercise of a discretion under Clause 38 29 of TPS 1 by “Absolute Majority”;</p> <p>(b) Applications for a non-residential development that are not supported by Council Officers, <i>but excluding minor additions/alterations (see condition 2(iv) below);</i></p> <p>(c) Applications for modification to a planning development approval previously considered by Council where the modifications increase the extent of non-compliance determined approved by Council, or result in a non-compliance issue that cannot be dealt with under delegated authority;</p> <p>(d) Applications involving <i>for a change of use to an Unlisted Use or building works to an Unlisted Use;</i></p> <p>(e) Applications involving <i>for a change of use from a non-conforming use to another non-conforming use, or building works to a building with a non-conforming use, but excluding minor additions/alterations (see condition 2(iv) below);</i></p> <p>(f) Applications <i>for development approval (where required)</i> which propose demolition of an existing building dwelling that is:</p> <ul style="list-style-type: none"> • listed in the State Register of Heritage Places; or • listed in the Town’s Municipal Heritage Inventory; <p>(g) Applications which result in <i>propose either</i> a parking shortfall (in the case of a new development) or a net increase in an existing parking shortfall <i>where the shortfall is not supported by Council Officers.</i></p>

	<p>(h) Applications where the Town is not the determining authority (see Delegations 6.3 and 6.10).</p>
<p>Conditions</p>	<ol style="list-style-type: none"> 1. Delegation 6.1 is not to be exercised : where an objection is received to any application that has been the subject of community consultation, and <ol style="list-style-type: none"> (i) where three (3) or more Elected Members have submitted a written request to the CEO for the application to be referred to Council for determination (“call-in”); or (ii) for applications which in the opinion of the Director Future Life and Built Life or Executive Manager Built Life Chief Community Planner or Manager Development Services are major or should be considered by Council, or may have the potential to impact upon the community; 2. Delegation 6.1 may be exercised in relation to: <ol style="list-style-type: none"> (i) The approval or refusal of an application for new residential dwellings, or works associated with or incidental to residential dwellings; or (ii) Applications where one or more objections are received and the delegated Officer has determined that the objections : <ul style="list-style-type: none"> • are not valid cannot be upheld as the development or the specific variations that were the subject of consultation satisfy relevant objectives or design principles; or • are not planning considerations: or • do not relate to the matters that were the subject of consultation; or • have or can be addressed through amended plans or conditions; (iii) The approval or refusal of applications for signs, or the refusal of ‘X’ (prohibited) uses; or or minor additions/alterations, notwithstanding Clauses (c), (e) and (f) above. (iv) The approval or refusal of applications for minor additions/alterations to the development types listed in clauses (b) and (e) above; or (v) Applications for an amendment to a development approval which seek to extend the period of time within which the development is to substantially commence; or (vi) Amendments to DAP applications where the applicant has requested the application to be determined by the Town provided that the exceptions listed above do not apply; or (vii) Parking shortfalls, subject to clause (g). In exercising this discretion, Council Officers are to have regard to the following matters in determining the acceptability of the parking provided : <ul style="list-style-type: none"> • The extent of the shortfall;

	<ul style="list-style-type: none"> • Where provided, a parking needs/demand assessment prepared by the applicant, providing specific details of the nature of the use, hours of operation, number of staff, likely patronage etc; • Whether the development delivers a good urban design outcome or public benefit eg. Improved street activation; retention of mature on-site trees; retention of a building of heritage importance; • Whether the development is within 400m of a high frequency bus route or train station; • Whether the development is within 400m of a public car park; • Written justification from the applicant in support of the proposed car parking provision; • Demonstrated availability of on-street parking; • The provision of end-of-trip facilities; • The reciprocal use of car bays between uses on the same site where the demand for parking will not coincide; • Any other matters considered relevant. <p>(viii) Applications where under Local Planning Policy 23 'Parking' the on-site car parking provision is at Council's discretion as there is no prescribed parking requirement for the development proposed. In considering the adequacy of the parking provision, Council Officers are to have regard to the same criteria listed in condition 2(vii).</p>
Delegate	Chief Executive Officer
Sub-delegation	Yes

6.2 APPLICATIONS FOR SUBDIVISION AND/OR AMALGAMATION	
Date Adopted	30 August 2011
Date Reviewed	9 August 2016 11 December 2018
Authority	Local Government Act 1995 – s.5.42
Reference	Planning and Development Act 2005 Town Planning Scheme No. 1 Residential Design Codes
Delegation	Make recommendations to the Western Australian Planning Commission in relation to applications for subdivision and/or amalgamation (no more than 10 lots) and process applications for subdivision clearance.
Conditions	No
Delegate	Chief Executive Officer
Sub-delegation	Yes

6.3 APPLICATIONS FOR LAND USE OR DEVELOPMENT REQUIRING REFERRAL OR DETERMINATION BY OTHER STATUTORY AUTHORITIES

Date Adopted	30 August 2011
Date Reviewed	9 August 2016 11 December 2018
Authority	Local Government Act 1995 – s.5.42
Reference	Town Planning Scheme No. 1 Metropolitan Region Scheme Text
Delegation	Authority to refer and/or make recommendations to the Western Australian Planning Commission, DoP Department of Planning, Lands and Heritage (DPLH), Swan River Trust Department of Biodiversity, Conservation and Attractions (DBCA), Heritage Council WA and other government departments and instrumentalities in relation to applications for land use or development., except those considered by the Director Future Life and Built Life or Executive Manager Built Life Chief Community Planner or Manager Development Services to be major or requiring Council consideration.
Conditions	Nil.
Delegate	Chief Executive Officer
Sub-delegation	Yes

6.4 APPLICATIONS FOR REVIEW TO THE STATE ADMINISTRATIVE TRIBUNAL

Date Adopted	30 August 2011
Date Reviewed	9 August 2016 11 December 2018
Authority	Local Government Act 1995 – s.5.42
Reference	Planning and Development Act 2005 State Administrative Tribunal Act 2004 Town Planning Scheme No. 1
Delegation	Perform all functions associated with applications for review to the State Administrative Tribunal including preparing responses and representing Council except as outlined in Local Planning Policy 28.
Conditions	Where a reconsideration order is issued by the Tribunal, then the matter is to be reconsidered at the same level at which the original determination was made i.e. If the matter was determined by the Council then the Council reconsiders the matter; if the matter was determined by an Officer, then the Officer reconsiders the matter.
Delegate	Chief Executive Officer
Sub-delegation	Yes

6.5 ACKNOWLEDGE EXISTING USE – APPLICATION FOR DEVELOPMENT APPROVAL

Date Adopted	30 August 2011
Date Reviewed	9 August 2016 11 December 2018
Authority	Local Government Act 1995 – s.5.42
Reference	Town Planning Scheme No. 1
Delegation	Acknowledge existing use for purpose of application for development approval where current approval documentation is not available
Conditions	No
Delegate	Chief Executive Officer

Sub-delegation	Yes
----------------	-----

6.6 DIRECTION NOTICES AND INFRINGEMENT NOTICES FOR NON-COMPLIANCE	
Date Adopted	30 August 2011
Date Reviewed	9 August 2016 11 December 2018
Authority	Local Government Act 1995 – s.5.42 <i>Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Part 10 cl 82(1)</i>
Reference	<i>Planning and Development Act 2005</i> s214 Illegal development, responsible authority's powers as to s228 Giving of infringement notice s230 Extending time to pay modified penalty s231 Withdrawal of infringement notice <i>Town Planning Scheme No. 1</i>
Delegation	Issue, withdraw or amend Direction Notices and Infringement Notices for non-compliance with the Town Planning Scheme pursuant to the <i>Planning and Development Act 2005</i>
Conditions	Pursuant to s234(2) of the <i>Planning and Development Act 2005</i>, a person who is authorised to give infringement notices is not eligible to be a designated person for the purposes of being able to extend time to pay modified penalty and withdraw an infringement notice.
Delegate	Chief Executive Officer
Sub-delegation	Yes

6.7 PROSECUTION FOR BREACH OF TOWN PLANNING SCHEME NO. 1 OR PLANNING AND DEVELOPMENT ACT 2005.	
Date Adopted	30 August 2011
Date Reviewed	9 August 2016 11 December 2018
Authority	<i>Local Government Act 1995 – s.5.42</i>
Reference	<i>Town Planning Scheme No. 1 and Planning and Development Act 2005</i>
Delegation	Commence prosecution for breach of Town Planning Scheme No. 1 and Planning and Development Act 2005.
Conditions	No
Delegate	Chief Executive Officer
Sub-delegation	No

6.8 DECISIONS RELATING TO BUILT STRATA SUBDIVISIONS	
Date Adopted	11 September 2012
Date Reviewed	9 August 2016 11 December 2018
Authority	<i>Local Government Act 1995 – s.5.42</i> <i>Planning and Development Act 2005 – Instrument of Delegation – Del 2009/03 Powers of Local Government</i>
Reference	<i>Strata Titles Act 1985</i> s 25 Certificate of Commission <i>Town Planning Scheme No. 1</i>
Delegation	Approve or refuse Form 24 and Form 26 applications for built strata subdivisions, acting on behalf of the Western Australian Planning Commission.
Conditions	No
Delegate	Chief Executive Officer

Sub-delegation	Yes
----------------	-----

6.9 SECTION 40 LIQUOR LICENCE APPLICATIONS	
Date Adopted	11 September 2012
Date Reviewed	9 August 2016 11 December 2018
Authority	<i>Local Government Act 1995 – s.5.42</i>
Reference	<i>Liquor Control Act 1988</i> s40 Certificate of planning authority as to whether use of premises complies with planning laws
Delegation	Approve or refuse requests for Authority to complete Section 40 'Certificate of Local Planning Authority'
Conditions	No
Delegate	Chief Executive Officer
Sub-delegation	Yes

6.10 DEVELOPMENT ASSESSMENT PANEL APPLICATIONS	
Date Adopted	11 June 2013
Date Reviewed	9 August 2016 11 December 2018
Authority	<i>Local Government Act 1995 – s.5.42</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Part 10 cl 82</i>
Reference	<i>Planning and Development Act 2005,</i> Part 11A Development Assessment Panel and development control <i>Planning and Development (Development Assessment Panel) Regulations 2011</i> s12 Responsible authority must report to DAP <i>Town Planning Scheme No. 1</i>
Delegation	Make recommendations to the Metropolitan Central Joint Development Assessment Panel in relation to DAP applications, following community consultation (where required under Council's Consultation Policy and consideration (where necessary) by the Design Review Panel.
Conditions	This Delegation is not to be exercised where three (3) or more Elected Members have submitted a written request to the CEO for the application to be referred to Council for consideration ("call-in").
Delegate	Chief Executive Officer
Sub-delegation	Yes

11.2 Appendix 1 – Repeal Local Law 2018

LOCAL GOVERNMENT ACT 1995

TOWN OF VICTORIA PARK

REPEAL LOCAL LAW 2018

Under the powers conferred by the *Local Government Act 1995* and all other powers, the Council of the Town of Victoria Park resolved to make the following Local Law on the XX MONTH XX

ARRANGEMENT

PART 1 – PRELIMINARY.....Clauses 1-3.

PART 2 – REPEAL.....Clause 4.

PART 1 - PRELIMINARY

Title

1. This local law may be referred to as the *Town of Victoria Park Repeal Local Law 2018*.

Commencement

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

Purpose and effect

3. (1) The purpose of this local law is to repeal those local laws no longer relevant within the Town of Victoria Park.
(2) The effect of this local law is to repeal obsolete or outdated local laws within the Town of Victoria Park

PART 2 - REPEAL

4. The following local law is repealed –
 - (1) *Signs Local Law 2006*: as published in the *Government Gazette* on 22 January 2007 and amended as published in the *Government Gazette* on 28 April 2009;

are repealed on the day this local law comes into operation.

Dated this xx day of xxxx xxxx.

The Common Seal of the Town of Victoria Park was affixed in the presence of -

TREVOR VAUGHAN, Mayor
ANTHONY VULETA, Chief Executive Officer

11.2 Appendix 2 – Signs Local Law 2006

**WESTERN
AUSTRALIAN
GOVERNMENT
Gazette**

ISSN 1448-949X

163



PERTH, MONDAY, 22 JANUARY 2007 No. 10 SPECIAL

PUBLISHED BY AUTHORITY JOHN A. STRIJK, GOVERNMENT PRINTER AT 3.30 PM

© STATE OF WESTERN AUSTRALIA

LOCAL GOVERNMENT ACT 1995

TOWN OF VICTORIA PARK

SIGNS LOCAL LAW 2006

LOCAL GOVERNMENT ACT 1995

TOWN OF VICTORIA PARK

SIGNS LOCAL LAW 2006**ARRANGEMENT****PART 1—PRELIMINARY**

1. Title
2. Commencement
3. Purpose
4. Repeal
5. Transitional
6. Application
7. Terms Used

PART 2—SIGNS TO BE LICENSED AND EXCLUSIONS

8. Signs to be licensed
9. Exclusions

PART 3—APPLICATION FOR LICENCE AND ISSUE OF LICENCE

10. Application for licence
11. Determination of application
12. Licence issue
13. Variation of sign licence
14. Deemed sign licence
15. Term and validity of licence
16. Responsibilities of licensee
17. Cancellation of licence
18. Rights of objection and appeal

PART 4—EXEMPT SIGNS

19. Standards for exempt advertising signs
20. Awning Sign
21. Flag Sign
22. Public Authority Sign
23. Sign required by Law
24. Under verandah Sign
25. Wall sign
26. Window sign
27. Pylon sign

PART 5—TEMPORARY SIGNS

28. Standards for temporary advertising signs
29. Property sale or lease signs
30. Construction site signs
31. Entertainment signs
32. Banner signs

PART 6—SIGNS THAT REQUIRE PLANNING APPROVAL

- 33. Signs that do not meet standards
- 34. Signs on places of Cultural Heritage Significance
- 35. Roof signs
- 36. Balloon/blimp sign
- 37. Signs above verandahs

PART 7—NON-PERMITTED SIGNS

- 38. Hoarding signs
- 39. Panel signs
- 40. Home occupation, home business or home office signs

PART 8—NO BILL POSTING

- 41. No bill posting

PART 9—NOTICES

- 42. Notice to repair, modify or remove sign
- 43. Notice to rectify breach

PART 10—MISCELLANEOUS

- 44. Fees
- 45. Public Liability Insurance

PART 11—OFFENCES AND PENALTIES

- 46. Offences

FIRST SCHEDULE

LOCAL GOVERNMENT ACT 1995

TOWN OF VICTORIA PARK

SIGNS LOCAL LAW 2006

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Town of Victoria Park resolved to make the Town of Victoria Park Signs Local Law 2006 on the 12 December 2006.

PART 1—PRELIMINARY

Title

1. This local law may be referred to as the *Town of Victoria Park Signs Local Law 2006*.

Commencement

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

Purpose

3. The purpose of this local law is to provide for the regulation, control and management of signs within the district.

Repeal

4. The Municipality of the Town of Victoria Park By-Law Relating to Signs as published in the *Government Gazette* on 25 February 1983 and amended as published in the *Government Gazette* on 19 July 1996 is repealed.

Transitional

5. A sign which—

- (a) was displayed prior to the commencement date; and
- (b) immediately prior to the commencement date was the subject of a valid licence issued under the local laws repealed by clause 4,

is deemed to be the subject of a valid licence issued under this local law on the same terms and conditions as the licence issued under the local laws repealed by clause 4, for so long as the sign is not changed, but otherwise the provisions of this local law shall apply to the sign.

Application

6. This local law applies throughout the district.

Terms used in this Local Law

7. In this local law, unless the context requires otherwise—

“**Act**” the *Local Government Act 1995*;

“**advertisement**” means any word, letter, model, sign, placard, board; notice device or representation, whether illuminated or not, in the nature of, and employed wholly or partly for the purposes of, advertisement, announcement or direction, and includes any hoarding or similar structure used, or adapted for use, for the display of advertisements. The term includes any airborne device anchored to any land or building and any vehicle or trailer or other object placed or located so as to serve the purpose of advertising;

“**aggregate area**” means the total, combined surface area of each instance of that type of sign on a site;

“**applicant**” means a person who applies for a licence;

“**application fee**” means the application fee referred to in subclause 10(2)(d) and which relates to the lodgement, assessment and determination of an application for a licence, but does not include the licence fee;

“**area of a sign**” means that portion contained within a polygon drawn around a text, graphics and/or image and not the entire background provided that the colour of the background of the sign does not substantially differ from the colour of the surface to which the sign is attached;

“**authorized person**” means a person authorized by the Town under section 9.10 of the Act to perform any of the functions of an authorized person under this local law;

“**bill**” means—

- (a) any written, printed or illustrated message on paper or a similar material;
- (b) commonly produced in volume for either or both of the purposes of distribution to persons or for posting or attaching to any structure or thing; and
- (c) where the message advertises or promotes an event, person or thing,

which is not an exempted advertisement;

“**Council**” means the Council of the Town;

“**commencement**” date means the day on which this local law comes into operation;

“**display**” in relation to a sign, includes the erection, placement, use and maintenance of the sign;

“**display**” in relation to a bill, includes the posting, attachment, erection, placement, use and maintenance of the bill;

“**district**” means the district of the Town;

“**exempt advertisement**” mean an advertisement exempted from the requirement to obtain planning approval on the basis of compliance with the standard criteria in Part 4 of this local law;

“**land**” includes buildings, parts of buildings and other structures and land covered with water;

“**licence**” means a licence issued under this local law;

“**licensee**” means the person to whom a licence is issued, transferred or deemed to be transferred and includes the holder of a licence deemed to be issued under this local law;

“**licensed sign**” means a sign which is the subject of a valid licence;

“**local government property**” means any thing—

- (a) which belongs to the Town;
- (b) of which the Town is the management body under the *Land Administration Act 1997*;
- (c) which is an otherwise unvested facility within section 3.53 of the Act;

and includes a thoroughfare;

“**person**” does not include the Town;

“**policy**” includes a planning policy made under the Scheme;

“**Scheme**” means the Town of Victoria Park Town Planning Scheme No. 1;

“**Scheme Area**” means the Scheme area referred to in clause 4 of the Scheme;

“**sign**” has the same meaning as advertisement;

“**thoroughfare**” has the meaning given to it in section 1.4 of the Act;

“**Town**” means Town of Victoria Park;

“**vehicle**” includes—

- (a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and
- (b) an animal being ridden, driven or led, but excludes—
- (c) a wheel-chair or any device designed for use, by a physically impaired person on a footpath; and
- (d) a pram, stroller or similar device.

PART 2—SIGNS TO BE LICENSED AND EXCLUSIONS

Signs to be licensed

8. A person shall not display a sign on any land unless—

- (a) the sign is the subject of a valid licence; and
- (b) the sign is displayed in accordance with the licence and any terms and conditions set out in, or applying in respect of the licence.

Exclusions

9. (1) Clause 8 does not apply to—

- (a) a temporary sign in compliance with Part 5 of this local law;

(2) Where a sign is the subject of a current development approval granted under the Scheme, then the grantee of the development approval is not required to make an application for a licence under clause 10, but clause 14 shall apply.

PART 3—APPLICATION FOR LICENCE AND ISSUE OF LICENCE

Application for licence

10. (1) Where a person is required under this local law to obtain or hold a licence to display a sign, that person shall apply for the licence in accordance with subclause (2).

- (2) An application for a licence under this local law shall—
- (a) be in the form of the First Schedule;
 - (b) be signed by the applicant and by the owner or occupier of the land where the sign is to be displayed;
 - (c) provide the information required by the form or by any other clause of this local law; and
 - (d) be forwarded to the Town together with the application fee.
- (3) The Town may refuse to consider or determine an application for a licence which is not in accordance with subclause (2), or any other clause relating to the requirements to be complied with when making an application for a licence.

Determination of application

11. (1) The Town may, in respect of an application for a licence—
- (a) refuse to approve the application; or
 - (b) approve the application on such terms and conditions as it sees fit.
- (2) In determining any application for a licence, the Town may have regard to—
- (a) any policy of the Town which applies to signs;
 - (b) the impact of the sign on the quality of the streetscape where it is to be displayed and more generally of the district;
 - (c) whether the size of the sign appropriately relates to the architectural style, design and size of a building on which the sign is to be displayed, and in measuring the size of a sign a polygon shall be taken immediately around the text, graphics or image of the sign and not the entire background, except where the finish or colour of the background differs substantially from the background against which the sign is to be displayed;
 - (d) whether the colour scheme and materials of the sign are compatible with the architectural style and design of a building on which the sign is to be displayed;
 - (e) whether the colour scheme and materials of the sign are compatible with the overall architectural style and design of the area or precinct in which the sign is to be displayed;
 - (f) how many signs are on the land where the sign will be displayed;
 - (g) whether the construction of the sign is sound;
 - (h) whether any insurance should be obtained in relation to the display of the sign; and
 - (i) the matters set out in subclause (3).
- (3) The Town may refuse to approve an application for a licence, where—
- (a) the application has not been made in accordance with clause 10 or any other clause of this local law, relating to the requirements to be complied with when making an application for a licence;
 - (b) the applicant has committed a breach of any provision of this local law or of any written law relevant to the activity in respect of which the licence is sought;
 - (c) the sign may obstruct the sight lines of a person driving or riding a vehicle or a pedestrian;
 - (d) the sign may unreasonably distract persons driving or riding vehicles;
 - (e) the sign may detract from the quality of the streetscape or area where it is to be displayed;
 - (f) the size of the sign does not appropriately relate to the architectural style, design and size of a building on which the sign is to be displayed;
 - (g) the colour scheme and materials of the sign are not compatible with the architectural style and design of a building on which the sign is to be displayed;
 - (h) the colour scheme and materials of the sign are not compatible with the overall architectural style and design of the area or precinct in which the sign is to be displayed;
 - (i) the construction of the sign is not sound;
 - (j) the sign will be additional to other signs on the land where it will be displayed;
 - (k) in the opinion of the Town, the proposed content of the sign may be considered offensive; or
 - (l) the sign advertises goods or services which are not displayed or offered for sale or otherwise available to the public upon or from the land where the sign is erected;
- (m) there are other grounds on which the Town considers the application should be refused.
- (4) If the Town refuses to approve an application for a licence, it is to give written reasons for that refusal to the applicant.

Licence issue

12. (1) Where the Town approves an application for a licence, then the Town shall issue to the applicant a licence in the form determined by the Town.
- (2) A licence may include plans or other documents other than the form of licence.
- (3) A licence shall not be valid until such time as any public liability insurance policy, if required as a condition of the licence, has been put into effect and a certificate of currency covering the period of the licence has been lodged with the Town.

Variation of sign licence

13. The Town may vary the terms or conditions of a licence on application by a licensee, and the licensee shall comply with the terms and conditions as varied on and from the date of the Town giving written notice of the variation to the licensee.

Deemed sign licence

14. (1) Where a sign is the subject of a development approval granted under the Scheme, then—
- (a) a licence to display the sign is deemed to have been issued under this local law to each of the grantee of the development approval and the current owner of the land where the sign is displayed—
 - (i) on the same conditions as those attaching to the development approval;
 - (ii) subject to a condition that the licence will be valid while the development approval remains valid; and
 - (iii) on the date of the notice of the grant of development approval; and
 - (b) the grantee of the development approval and the current owner of the land where the sign is displayed are each deemed to be a licensee.
- (2) A reference in this local law to—
- (a) a licence shall include a reference to a deemed licence under subclause (1); and
 - (b) a licensee shall include a reference to a deemed licence under subclause (1).

Term and validity of licence

15. A licence remains valid until—
- (a) a public liability insurance policy, where required as a condition of the licence, lapses, is cancelled or is no longer in operation; or
 - (b) the licence is cancelled by the Town,
- and the licensee, the owner or occupier of the land where the sign is displayed or any person displaying the sign, must immediately cease to display the sign and remove the sign from display.

Responsibilities of licensee

16. A licensee shall comply with the terms and conditions of the licence.

Cancellation of licence

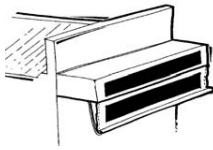
17. (1) The Town may cancel a licence if—
- (a) the licensee does not comply with a term or condition of the licence;
 - (b) the licensee does not comply with a provision of this local law;
 - (c) variations are made to the sign or to its content which have the effect that the sign is not that approved by the licence;
 - (d) the licensee is convicted of an offence against this local law;
 - (e) in the case of a licence deemed to be issued under clause 14(1), the licensee is convicted of an offence against the Scheme or the *Planning and Development Act 2005* in relation to the sign; or
 - (f) a licensed sign is so altered that it is determined by the Town to be detrimental to the interests of the public, any adjacent property owner or occupier.

Rights of objection and appeal

18. When the Town makes a decision as to whether it will—
- (a) grant a person a licence under this local law; or
 - (b) vary or cancel a licence that a person has under this local law,
- the provisions of Division 1 of Part 9 of the Act and regulations 33 and 34 of the *Local Government (Functions and General) Regulations 1996* apply to that decision.

PART 4—EXEMPT SIGNS**Standards for exempt advertising signs**

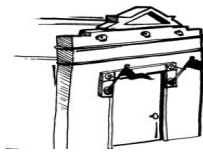
19. Advertising signs that—
- (a) meet the standards set out in this part;
 - (b) comprise no more than five individual advertising signs per tenancy; and
 - (c) where illuminated, are illuminated in a manner that does not flash or pulsate,
- are exempt from the requirement to obtain planning approval, but will require a sign licence.

Awning sign

20. (1) An awning sign is an advertising sign fixed to the outer or return fascia of an awning or verandah associated with a commercial building, and includes signs on blinds, sunshades and similar structures.

(2) An awning sign is an exempted sign where—

- (a) there is only one such sign per street frontage of the subject tenancy;
- (b) it has an area of 0.4m^2 per 1m of street frontage of the subject tenancy (up to a maximum area of 10m^2) and
- (c) it is contained within the width of the building.

Flag Sign

21. (1) A flag sign is an advertising sign that is printed onto a flag (typically flown from a pole) and associated with a commercial property.

(2) Flag signs are exempt advertisements where—

- (a) the aggregate area of surfaces that provide advertising is 0.2m^2 per 1m of street frontage of the subject tenancy (up to a maximum aggregate area of 2m^2);
- (b) they have a minimum ground clearance of 2.4m;
- (c) their maximum height is less than 3m above ground level; and
- (d) they project less than 0.6m from the facade of the building.

Public Authority Sign

22. A public authority sign is an advertising sign provided by a public authority to provide directions or information and is an exempt sign.

Sign Required by Law

23. A sign required by law is an advertising sign required under any Act or Statute and is an exempt sign.

Under Verandah Sign

24. (1) An under verandah sign is an advertising sign placed perpendicular to the façade of a commercial building and located under a verandah or awning.

(2) An under verandah sign is an exempt advertisement where—

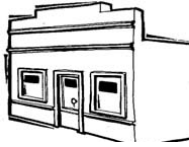
- (a) there is only one such sign per street frontage of the subject tenancy;
- (b) the aggregate area of all surfaces that provide advertising is 0.2m^2 per 1m of street frontage of the subject tenancy (up to a maximum area of 2m^2) and in cases where only one surface is provided with advertising the area is 0.1m^2 per 1m of street frontage of the subject tenancy (up to a maximum area of 1m^2); and
- (c) it has a minimum ground clearance of 2.7m.

Wall Sign

25. (1) A wall sign is an advertising sign attached or painted directly onto an external wall of a commercial building.

(2) A wall sign is exempt where it is an aggregate area of 0.4m² per 1m of street frontage of the subject tenancy (up to a maximum aggregate area of 10m²).

Window Sign



26. (1) A window sign is a sign attached to a window of a commercial building, or which is located in the interior of a commercial building and up to 0.6m behind a window.

(2) One or more window signs are exempt advertisements where—

- (a) they cover no more than 50% of the window to which they are associated; and
- (b) they have an aggregate area of 0.4m² per 1m of street frontage of the subject tenancy (up to a maximum aggregate area of 10m²).

Pylon Sign



27. (1) A pylon sign is a stand-alone advertising sign supported by one or more piers and not attached to a building.

(2) A pylon sign is an exempt advertisement where—

- (a) it is constructed so that no part of the sign is less than 2,700mm or more than 6,000mm above the level of the ground immediately under the sign;
- (b) it does not exceed 2,550mm measured in any direction across the face of the sign or have a greater superficial area than 4m²;
- (c) it does not project more than 900mm over any street, way, footpath or other public place;
- (d) it is supported on one or more piers or columns of brick, stone, concrete or steel of sufficient size and strength to support the sign under all conditions;
- (e) not have any part projecting over any street, way, footpath or other public place at a height of less than 2,700mm;
- (f) it will not be within 1,800mm of the side boundaries of the lot on which it is erected; and
- (g) no part will be less than 6m from any part of another sign erected on the same lot of land.

PART 5—TEMPORARY SIGNS

Standards for temporary advertising signs

28. Advertising signs that meet the standards set out in this part are exempt from the requirements to obtain development approval and do not require a sign licence.

Property Sale or Lease Sign

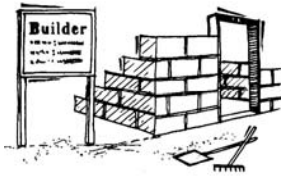


29. (1) A property sale or lease sign is an advertising sign that is placed on or in front of a commercial or residential building or site, with the intention of advertising the sale or lease of that building or site.

(2) A property sale or lease sign is an exempt advertisement where—

- (a) there is only one such sign per street frontage of the subject property;
- (b) it has an area of 0.1m² per 1m of street frontage of the subject property (up to a maximum aggregate area of 2m²);
- (c) it is mounted flush against the façade of the building or erected parallel to the street frontage;
- (d) Its maximum height is less than 3m above ground level; and

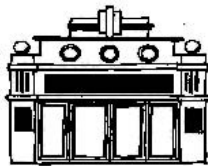
it is removed upon completion of the sale or lease agreement of the property to which it relates.

Construction Site Sign

30. (1) A construction site sign is an advertising sign that is erected at a building site and informs the public about the development and the various companies involved in the development.

(2) A construction site sign is an exempt advertisement where—

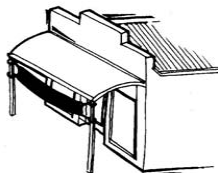
- (a) there is only one such sign per street frontage of the subject property;
- (b) it has a maximum area of 1m² where the subject site is less than 5,000m² in area;
- (c) it has a maximum area of 2m² on a site greater than 5,000m² in area; and
- (d) it is in place only during the course of construction at the subject site, and removed upon completion.

Entertainment Sign

31. (1) An entertainment sign is an advertising sign that is displayed at an entertainment venue to publicise a particular movie or performance.

(2) Entertainment signs are exempt advertisements where—

- (a) they have an aggregate area of 0.2m² per 1m of street frontage of the subject tenancy (up to a maximum aggregate area of 10m²); and
- (b) they are removed upon completion of the event to which they relate.

Banner Sign

32. (1) A banner sign is a temporary advertising sign that is printed onto plastic sheeting, or similar material, and hung by ropes between posts, or hung from a verandah.

(2) A banner sign is an exempt advertisement where—

- (a) there is only one such sign per street frontage of the subject tenancy;
- (b) it has a maximum size of 4m²;
- (c) it has a minimum ground clearance of 2.1m; and
- (d) it is erected for a maximum period of 7 days unless otherwise granted approval in writing.

PART 6—SIGNS THAT REQUIRE PLANNING APPROVAL**Signs that do not meet the standards**

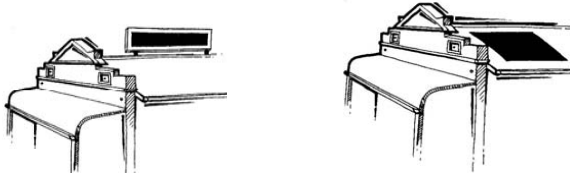
33. (1) Signs that do not meet the standards set out in Parts 4 and 5 require planning approval.

(2) The advertising signs in clauses 35, 36 and 37 require planning approval—

- (a) the Town will generally not approve the provision of any of the advertising signs in clauses 35, 36 and 37 to a commercial premise because they do not provide a positive contribution to the amenity and built form of the locality; and
- (b) in addition, the Town will not approve the provision of any of the advertising signs in clauses 35, 36 and 37 to a property used for residential purposes under any circumstances.

Signs on Places of Cultural Heritage Significance

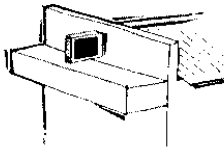
34. Any signs on land, buildings, objects, structures and places included on the Register of Places of Cultural Heritage Significance contained in Schedule 6 of the *Town of Victoria Park Town Planning Scheme No. 1* require planning approval.

Roof signs

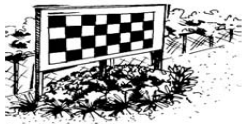
35. A roof sign is an advertising sign that protrudes above the normal roofline of a building or is painted on or mounted flush to the roof of a building.

Balloon/Blimp Sign

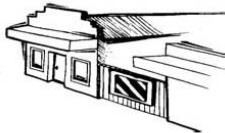
36. A balloon or blimp sign is an advertising sign printed on a balloon or similar device and flown above the advertised premises.

Signs Above Verandahs

37. A sign above a verandah or in excess of 3.4 metres above footpath level on a building without a verandah/awning is an advertising sign fixed or painted on the wall or perpendicular to the wall of a building and usually located above an awning or verandah. In some cases a building may not be provided with an awning or verandah.

PART 7—NON-PERMITTED SIGNS**Hoarding Signs**

38. A hoarding sign is a large freestanding advertising sign and is not permitted in the Town of Victoria Park.

Panel Sign

39. A panel sign is an advertising sign that is attached to a panel and mounted onto an existing vertical structure such as a side fence and is not permitted in the Town of Victoria Park.

Home occupation, home business or home office sign

40. A home occupation, home business or home office sign are advertising signs associated with a home occupation, home business or home office at a residential property and are not permitted in the Town of Victoria Park.

PART 8—NO BILL POSTING**No bill posting**

41. (1) A person shall not display a bill on any land or on any thing on any land.

(2) Where a person has contravened subclause (1), then in addition to that person, each of the following persons shall be deemed to have committed an offence against subclause (1)—

- (a) the owner or occupier of the land where the bill is displayed, except where that was not erected with the knowledge or consent of the owner or occupier as the case may be; and

- (b) where the bill advertises or promotes an event, person or thing—
 - (i) the promoter (who will include any person named on the bill as the promoter or as a person authorizing the bill);
 - (ii) the person, if any, promoted by the bill; and
 - (iii) the owner or occupier of the land where the event, person or thing as advertised or promoted by the bill is to be held or appear, as the case may be.

PART 9—NOTICES

Notice to repair, modify or remove sign

42. (1) Where a sign is not maintained in a good condition or is or becomes dilapidated, or in the Town's opinion the content of the sign is offensive, the Town may issue a notice to the—

- (a) owner or occupier of the land where the sign is displayed;
- (b) the grantee of any development approval issued for the sign; or
- (c) the licensee of the sign,

requiring that person to, as the Town considers appropriate—

- (d) repair or maintain the sign in the manner specified in the notice, or if not so specified, so that it is put into a good condition or so it is not dilapidated;
- (e) modify the content of the sign as specified in the notice; or
- (f) remove the sign from display,

within such time as may be specified in the notice or if no time is specified within 14 days of the Town giving the notice.

(2) Without limiting any other provision of this local law, this clause applies to the signs referred to in clause 9.

Notice to rectify breach

43. Where a person breaches a term or condition of a licence or a provision of this local law, the Town may give a notice to the person specifying the breach and requiring it to be rectified, and the person shall comply with the notice within the period indicated in the notice, or if no period is indicated, within 14 days of the Town giving the notice to the person.

PART 10—MISCELLANEOUS

Fees

44. All fees referred to in this local law shall be imposed and determined by the Town under and in accordance with sections 6.16 to 6.19 of the Act.

Public liability insurance

45. (1) Where, as a condition of a licence, the licensee is required to provide a public liability insurance policy, indemnifying the Town against all actions, suits, claims, damages, losses and expenses made against or incurred by the Town arising from any activity, action or thing performed or erected under the licence, the licensee shall—

- (a) take out a public liability insurance policy in the name of the licensee and the Town, for a minimum value of \$10,000,000 or such other amount as the Town considers appropriate to the risk involved;
- (b) keep that insurance policy current for the duration of the licence;
- (c) include a clause in the policy which prevents the policy from being cancelled without the written consent of the Town;
- (d) include a clause in the policy which requires both the licensee and the insurance company to advise the Town if the policy lapses, is cancelled or is no longer in operation; and
- (e) on the request of an authorized person, provide for inspection of the policy and a certificate of currency for the required insurance policy.

(2) A licensee who refuses or cannot provide a current certificate of insurance within 2 working days of a request under subclause (1)(e) commits an offence.

PART 11—OFFENCES AND PENALTIES

Offences

46. (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

(2) A person who fails to comply with a notice given under this local law commits an offence.

(3) A person who commits an offence under this local law shall be liable, upon conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

First Schedule
Town of Victoria Park
SIGNS LOCAL LAW 2006
APPLICATION FOR A SIGN LICENCE

PROPERTY DETAILS:

Lot No.	House/Street No.	Location No.	Diagram or Plan No.
Certificate of Title			Lot Area (m2)
Street Name			Suburb
Nearest Street Intersection			Assessment No. (property rate no)

OWNER DETAILS:

Name		
Address		Post Code
Phone (work)	(home)	Fax
Contact Person		
Signature		Date
Signature		Date

OCCUPIER DETAILS:

Name		
Address		Post Code
Phone (work)	(home)	Fax
Contact Person		
Signature		Date
Signature		Date

The signature of the landowner or occupier is required for all applications. This application will not proceed without that signature.

APPLICANT DETAILS:

Name		
Address		Post Code
Phone (work)	(home)	Fax
Contact Person		
Signature		Date

The decision letter will be sent to the applicant.

SIGN:

Type of Sign _____

Location _____

Position at location _____ Materials Illumination—

Internal/External _____

Wording/Illustration _____

(Plan Design attached) _____

OFFICE USE ONLY

Acceptance Initials	Officer's _____	Date Received _____
Council Reference No	_____	
Application Fee	paid / unpaid *	Checking Inspector _____
Permit/Licence No	_____	Approval Date _____

* *delete as appropriate*

Dated this 20th day of December 2006.

The Common Seal of the Town of Victoria Park was affixed by authority of a resolution of the Council made on 12 December 2006 in the presence of—

J. A. M. (MICK) LEE, OAM JP, Mayor.
J. M. BONKER, Chief Executive Officer.



11.3 Appendix 1 – 693 Albany Highway – Site plan and floor plan

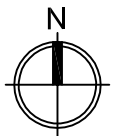
AMENDED PLAN

Town of Victoria Park Received: 2 November 2018
Supersedes plan dated: 29 October 2018

**PLANNING APPROVAL
 ISSUE**



**PROPOSED KARATE SCHOOL &
 FITNESS KICKBOXING CENTRE**



LOCATION PLAN
 SCALE: NTS @ A3

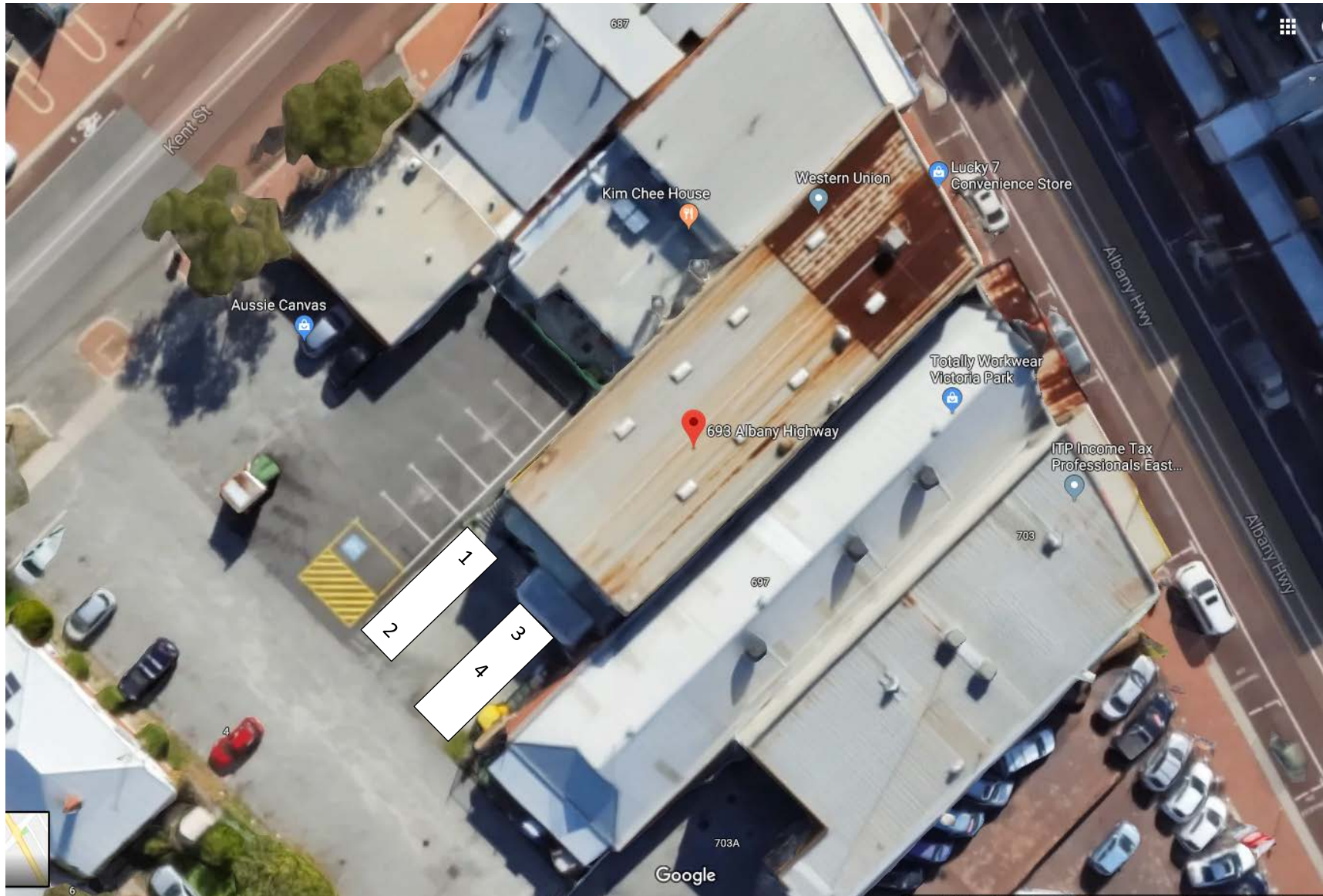
NOTE:
 Check all dimensions on site before commencing. Work to figured dimensions, report any discrepancies to the Architect for decision before proceeding to work. This drawing is copyright and is not to be retained, copied or used without authority from the Architect

B	DEVELOPMENT APPROVAL ISSUE	ES	ES	10 AUG 2018
A	PRELIMINARY ISSUE FOR CLIENT REVIEW	ES	ES	11 JUNE 2018
revision/ issue	description	drawn	checked	date
project	PROPOSED KARATE SCHOOL & FITNESS KICKBOXING CENTRE	drawn	description	
location	693 ALBANY HWY, VIC PARK, WA	ES	LOCATION PLAN	
		checked		
		ES		

Architectural STUDIO63
 Design | Planning

Mobile : +61 411 225 365 | Tel: + 618 9398 3561 | Fax: + 618 9238 4929
 Email : tzesoh@architecturalstudio63.com
 Address : 13, STORTFORD ROAD, SOUTHERN RIVER, WA 6110
 Postal : P.O.Box 4553, HARRISDALE, WA 6112

scale	date JUNE 2018	
as shown	project no 1806	dwg no SK01
		rev A

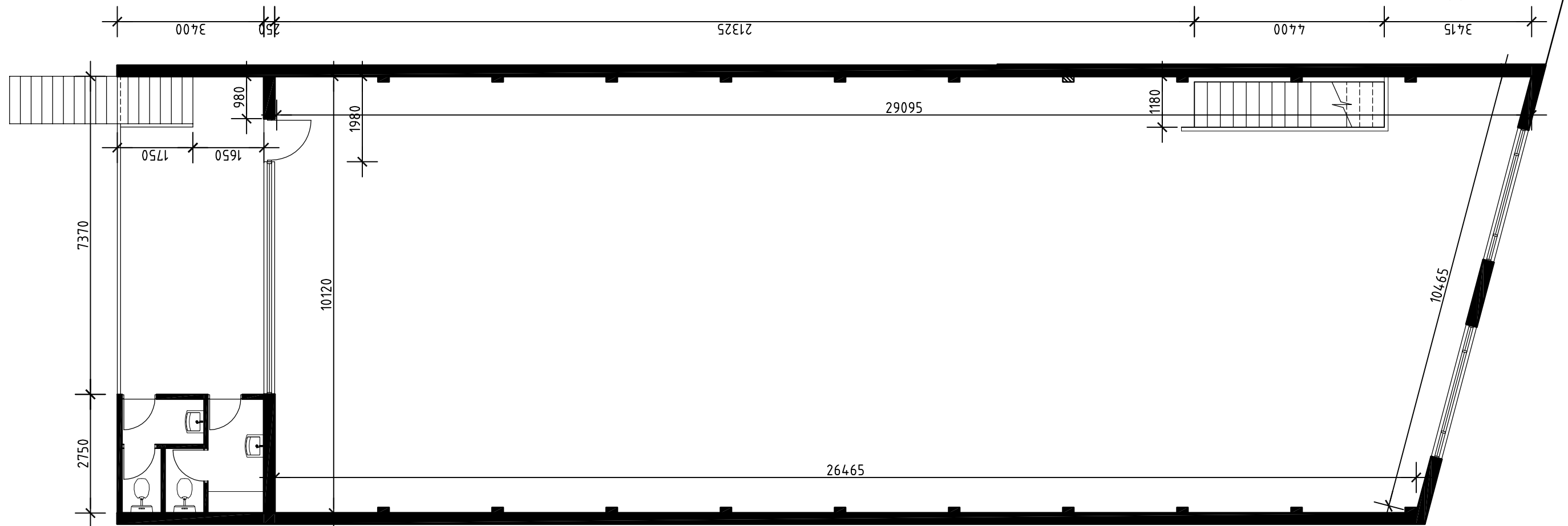


AMENDED PLAN

Town of Victoria Park Received: 2 November 2018
Supersedes plan dated: 29 October 2018

EXISTING FLOOR PLAN (GROUND FLOOR)

1:100 @ A3



EXISTING FLOOR PLAN (FIRST FLOOR)

1:100 @ A3

NOTE:
 Check all dimensions on site before commencing. Work to figured dimensions, report any discrepancies to the Architect for decision before proceeding to work. This drawing is copyright and is not to be retained, copied or used without authority from the Architect

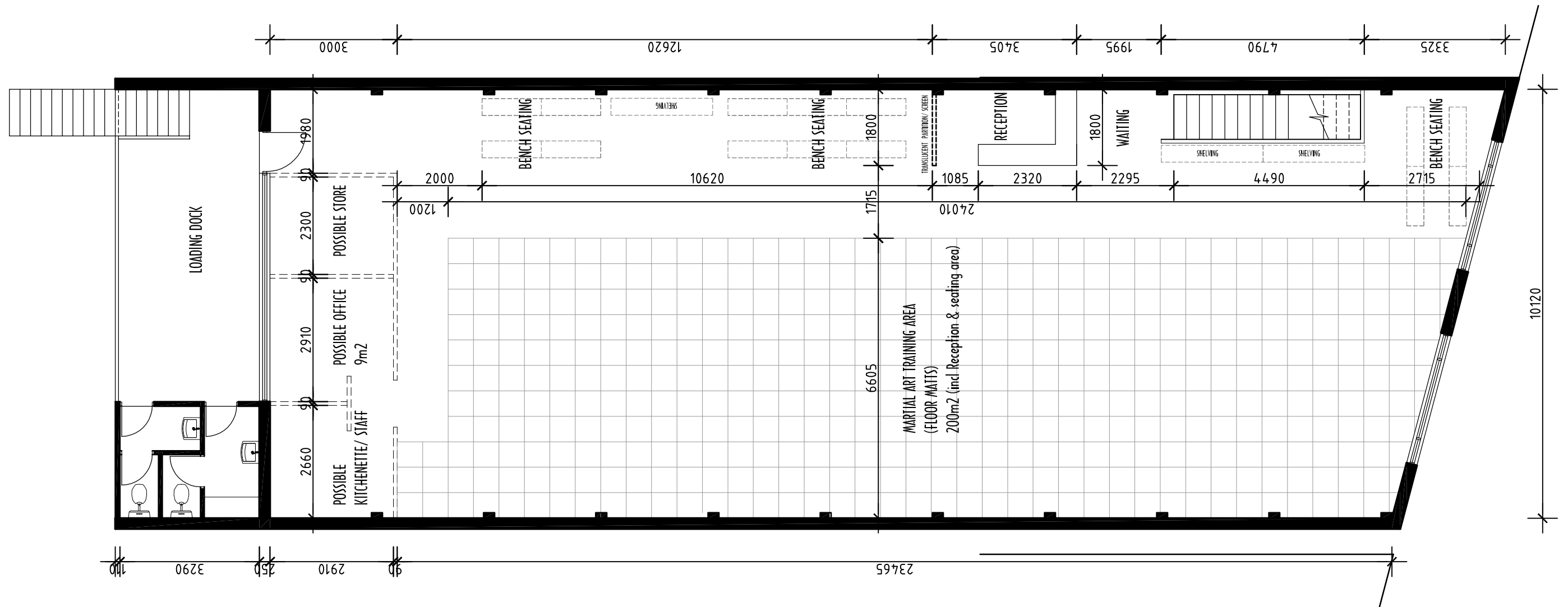
B	DEVELOPMENT APPROVAL ISSUE	ES	ES	10 AUG 2018
A	PRELIMINARY ISSUE FOR CLIENT REVIEW	ES	ES	11 JUNE 2018
revision/ issue	description	drawn	checked	date
project	PROPOSED KARATE SCHOOL & FITNESS KICKBOXING CENTRE	drawn	description	
location	693 ALBANY HWY, VIC PARK, WA	ES	EXISTING FLOOR PLAN	
		checked		
		ES		

Architectural STUDIO63
 Design | Planning

Mobile : +61 411 225 365 | Tel: + 618 9398 3561 | Fax: + 618 9238 4929
 Email: tzesoh@architecturalstudio63.com
 Address : 13, STORTFORD ROAD, SOUTHERN RIVER, WA 6110
 Postal : P.O.Box 4553, HARRISDALE, WA 6112

scale	date	
1:100	JUNE 2018	
	project no	dwg no
	1806	SK02
		rev
		B

AMENDED PLAN
Town of Victoria Park Received: 2 November 2018
Supersedes plan dated: 29 October 2018



**PROPOSED KARATE SCHOOL
 & FITNESS KICKBOXING
 CENTRE**

FLOOR PLAN
 1:100 @ A3

NOTE:
 Check all dimensions on site before commencing. Work to figured dimensions, report any discrepancies to the Architect for decision before proceeding to work. This drawing is copyright and is not to be retained, copied or used without authority from the Architect

B	DEVELOPMENT APPROVAL ISSUE	ES	ES	10 AUG 2018
A	PRELIMINARY ISSUE FOR CLIENT REVIEW	ES	ES	11 JUNE 2018
revision/ issue	description	drawn	checked	date
project	PROPOSED KARATE SCHOOL & FITNESS KICKBOXING CENTRE	drawn	description	
location	693 ALBANY HWY, VIC PARK, WA	ES	PROPOSED FLOOR PLAN	
		checked		
		ES		

Architectural STUDIO63
 Design | Planning

Mobile : +61 411 225 365 | Tel: + 618 9398 3561 | Fax: + 618 9238 4929
 Email : tzesoh@architecturalstudio63.com
 Address : 13, STORTFORD ROAD, SOUTHERN RIVER, WA, 6110
 Postal : P.O.Box 4553, HARRISDALE, WA 6112

scale	date	
1:100	JUNE 2018	
	project no	dwg no
	1806	SK03
		rev
		B

11.3 Appendix 2 – 693 Albany Highway – Applicant cover letter

10 Aug 2018

Planning Officer
Department of Planning,
Town of Victoria Park,
99 Shepperton Road,
Victoria Park, WA 6979

p: 08 9311 8111
e: -

Our Ref : 1806

Dear Officer,

**RE: 693 ALBANY HWY, VIC PARK, WA
PROPOSED CHANGE OF USE – KARATE SCHOOL & FITNESS KICKBOXING**

On behalf of my client we would like to submit a proposal for changing of use to an existing commercial unit to a Karate School & Fitness Kickboxing Centre.

As part of the change of use submission requirement I am here include the details of the proposal:

Company Name : Spark Fitness Pty Ltd
Company Address : 1a/9 Yampi Way, 6155 Willetton.
ACN : 605 735 975

Trading Name : International Goju Karate Schools (IGKS) and My Fitness Kickboxing (MFK)

Nature of the Activity
Martial Arts and Fitness Classess

**design | planning approval | building documentation | building license | project
management**

Mobile: +61 411 225 365
| Email: tzesoh@architecturalstudio63.com
Address: 13 Stortford Road, Southern River, WA 6110 | P.O.Box 4553, Harrisdale, WA 6112
Architectural Studio63 Pty Ltd ATF The Soh Family Trust
ACN 613 485 653

Proposed Trading Hours and Days

Monday – Friday : 6.00am – 7.00am;
9.30am – 10.30am; and
3.30pm – 9.00pm;
Saturday – Sunday : 7.00am – 2.00pm

Maximum Expected Number of Employees

Number of Staff : 1 full time, 5 casuals

note: 2 staffs on premises at any given time.

Maximum Number of Expected occupancy at any time (desired)

About 25 person (Staff and customer).

Equipment to be used:

Staff Kitchen: Fridge, microwave

Shelving and seating bench at waiting area

Open area (with floor mat) for karate and kickboxing (subject to final determination by client)

I trust this proposal meets with your requirement. We now await your formal confirmation of approval or notice of any revisions necessary to conform to your requirements.

Thank you

Yours faithfully,



Eric Soh

B. App. Sc (Arch); B..Arch

Cc: Anders Jakobsen Client

**design | planning approval | building documentation | building license | project
management**

Mobile: +61 411 225 365

| Email: tzesoh@architecturalstudio63.com

Address: 13 Stortford Road, Southern River, WA 6110 | P.O.Box 4553, Harrisdale, WA 6112

Architectural Studio63 Pty Ltd ATF The Soh Family Trust

ACN 613 485 653

11.3 Appendix 3 – 693 Albany Highway – Signage proposal

PROPOSED BUSINESS SIGNAGE LOCATION

signage coverage within 9.0m (L) X 2.0m (H)

note: signage graphic shown is indicative only.

Final signage graphic design by business owner.

10620

4500

4500

1800 - 2000

COMMERCIAL UNIT 693



existing window retained

existing window retained

Existing building facade retained

691

EXISTING NEWSAGENCY

693

Entry door for unit 693

693

existing entry door & window retained

FRONT ELEVATION

1: 50 @ A3

ELEVATION NOTE:.

Proposed business logo shown on photo is indicative only.

Final business logo to be determined by business owner.

NOTE:
Check all dimensions on site before commencing. Work to figured dimensions, report any discrepancies to the Architect for decision before proceeding to work. This drawing is copyright and is not to be retained, copied or used without authority from the Architect

B	DEVELOPMENT APPROVAL ISSUE	ES	ES	10 AUG 2018
A	PRELIMINARY ISSUE FOR CLIENT REVIEW	ES	ES	11 JUNE 2018
revision/issue	description	drawn	checked	date
project	PROPOSED KARATE SCHOOL & FITNESS KICKBOXING CENTRE	drawn	description	
location	693 ALBANY HWY, VIC PARK, WA	ES	FRONT ELEVATION	
		checked		
		ES		

Architectural STUDIO63
Design | Planning

Mobile : +61 411 225 365 | Tel: + 618 9398 3561 | Fax: + 618 9238 4929
Email: tzesoh@architecturalstudio63.com
Address : 13, STORTFORD ROAD, SOUTHERN RIVER, WA 6110
Postal : P.O.Box 4553, HARRISDALE, WA 6112

scale	date	JUNE 2018	
1: 50	project no	1806	
	dwg no	SK04	
	rev	B	

AMENDED PLAN

Town of Victoria Park Received: 2 November 2018
Supersedes plan dated: 29 October 2018



PROPOSED KARATE SCHOOL & FITNESS KICKBOXING CENTRE



STREET PERSPECTIVE

SCALE: NTS @ A3

ELEVATION NOTE:

THE SIGNAGE SHOWN MIGHT BE DISTORTED. PLEASE REFER TO DRAWING SK03 FOR SIGNAGE PERIMETER PROPOSED.

NOTE:
 Check all dimensions on site before commencing. Work to figured dimensions, report any discrepancies to the Architect for decision before proceeding to work. This drawing is copyright and is not to be retained, copied or used without authority from the Architect

revision/ issue	B	DEVELOPMENT APPROVAL ISSUE	ES	ES	10 AUG 2018
	A	PRELIMINARY ISSUE FOR CLIENT REVIEW	ES	ES	11 JUNE 2018
description			drawn	checked	date
project	PROPOSED KARATE SCHOOL & FITNESS KICKBOXING CENTRE		drawn	description	
location	693 ALBANY HWY, VIC PARK, WA		ES	STREET ELEVATION	
			checked		
			ES		

Architectural STUDIO63
 Design | Planning

Mobile : +61 411 225 365 | Tel: + 618 9398 3561 | Fax: + 618 9238 4929
 Email : tzesoh@architecturalstudio63.com
 Address : 13, STORTFORD ROAD, SOUTHERN RIVER, WA, 6110
 Postal : P.O.Box 4553, HARRISDALE, WA 6112

scale	date	
	project no	dwg no
NTS	1806	SK05
		rev B

11.3 Appendix 4 – 693 Albany Highway – Site inspection photos

SITE INSPECTION

Officer: Doreen Rowley
Application No: 5.2018.836.1
File Ref: PR3358

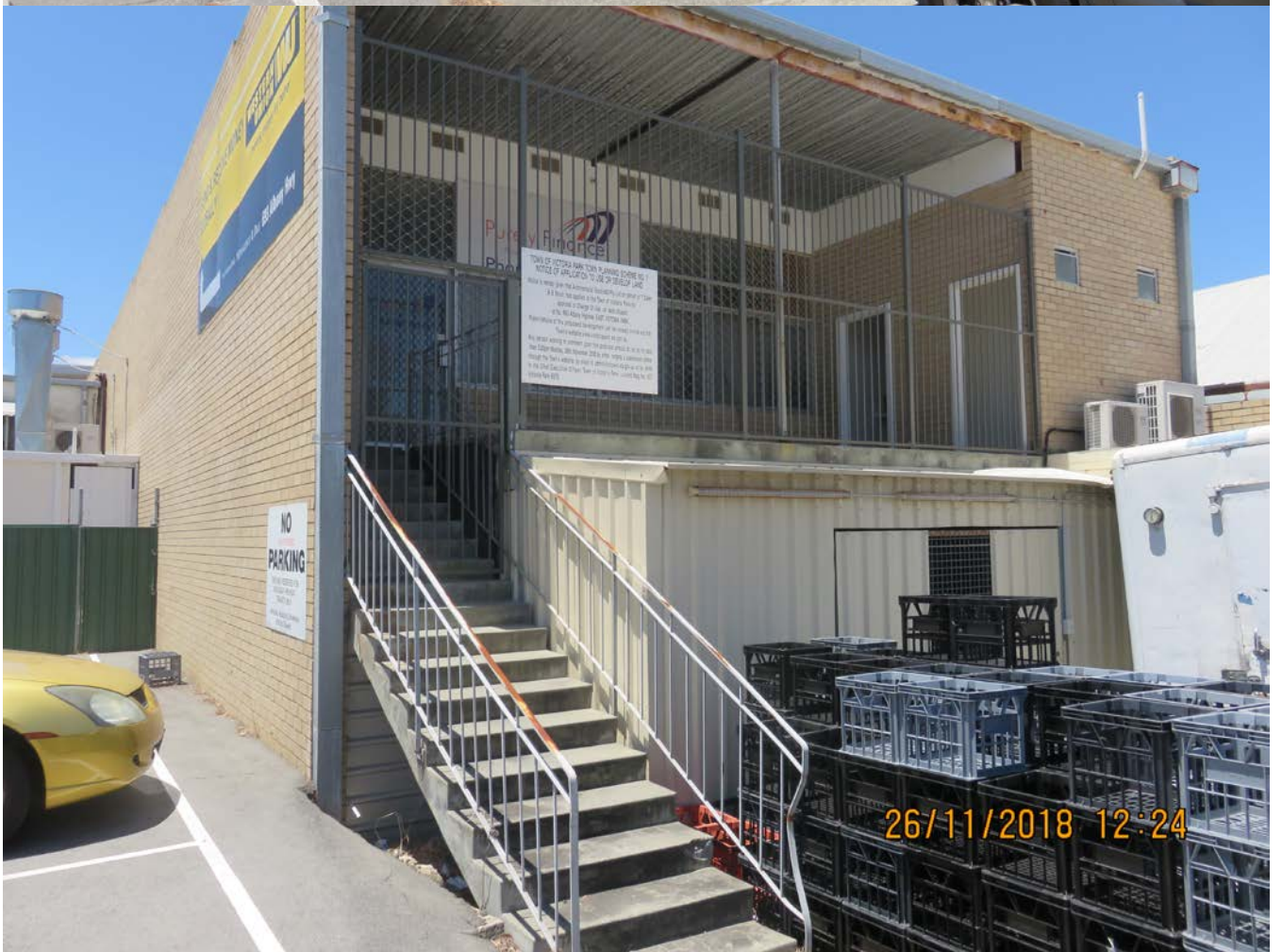
Address/Location: LOT 3 PLAN 1954, 693 Albany Highway EAST VICTORIA PARK
Subject/Proposal: Change Of Use from Office to Unlisted Use (Gymnasium – Karate School/Fitness Centre and Signage)

Date of Inspection: 26/11/18

PHOTOS:









11.4 Appendix 1 – Applicant justification – 53-63 Burswood Road, Burswood

TOWN OF VICTORIA PARK

File No. DOCS - 2018 - 00000840 - 001
 Xref No. PR 2127

29 OCT 2018

BLP	<input type="checkbox"/>	RAN	<input type="checkbox"/>	PEN	<input type="checkbox"/>	RLP	<input type="checkbox"/>
CLP	<input type="checkbox"/>	SH	<input type="checkbox"/>	BLD	<input type="checkbox"/>	CEO	<input type="checkbox"/>
FLBLP	<input type="checkbox"/>					HR	<input type="checkbox"/>
FIN	<input type="checkbox"/>					NE	<input type="checkbox"/>
STAT	<input type="checkbox"/>						

DOG No. _____



ROWEGROUP

Job Ref: 8930
25 October 2018

Chief Executive Officer
Town of Victoria Park
Locked Bag 437
VICTORIA PARK WA 6979

Attention: Development Services

Dear Sir

Application for Development Approval - Amendment to Development Approval (DA No. 11/0272)

Lot 905 (Nos. 53 - 63) Burswood Road, Burswood

Rowe Group acts on behalf of the landowner of Lot 905 (Nos. 53 - 63) Burswood Road, Burswood (the subject site) with respect to the above. This application seeks the deletion of the time limitation restrictions imposed on the use of the subject site for 'Office' purposes.

In support of this application, please find attached the following:

- Completed 'Application for Development Approval' form and 'Amendment or Cancellation of Development Approval - Supplementary Form';
- A copy of the Certificate of Title for the subject site (refer Attachment 1);
- A cheque for \$295.00, being the application fee; and
- Detailed justification in support of this request (outlined below).

Background

We refer to the development approval issued by the Council of the Town of Victoria Park (Town) for a 'Change of Use from Warehouse/Office to Office and Additions/Alterations' at the subject site in September 2007 (DA No. 07/0430). This development approval contains a condition (Condition No. 1) which required the landowner to enter into a legal agreement with the Town limiting the use of the subject site for 'Office' purposes for a maximum period of 10 years from the date of the development approval.

In 2009 Council granted development approval for a one (1) year and three (3) month extension to the approval period at the landowner's request (refer DA No. 09/0014). This extension was considered favourably due to delays in

Level 3
369 Newcastle Street
Northbridge 6003
Western Australia

p: 08 9221 1991
f: 08 9221 1919
info@rowegroup.com.au
rowegroup.com.au



ROWEGROUP

completing building works and associated building completion certificates in addition to leasing considerations. As a result, the approval period was extended to 17 December 2018 for the tenancy occupied by 'Internet Engineering Pty Ltd and to 25 September 2017 for the remainder of the site.

In 2011 consultants for the Applicant lodged a development application seeking the modification of Condition No. 1 to DA No. 09/0014 to limit the use of the subject site for 'Office' purposes until 17 December 2028. This (2011) application was supported by Council and a development approval was issued on 28 June 2011 for a modification to Condition No. 1 of DA No. 09/0014 by extending the time limitation imposed on the 'Office' use of the subject site to 17 December 2028. The 2011 development approval (DA No. 11/0272) also deleted Condition No. 2 of DA 09/0014 (in relation to the tenancy restrictions imposed on 'Internet Engineering Pty Ltd') and modified Condition No. 3 of DA 09/0014 to reflect the updated approval dates commensurate to the revised approvals issued by the Town.

A full copy of the 2011 Development Application reporting is contained as Attachment 2.

Details

Development approval is now sought, in accordance with Clause 77 (Schedule 2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations), for the deletion of Condition Nos. 1, 4 and 5 of the development approval issued by the Town on 28 June 2011 (DA 11/0272). These conditions relate to the time limitation imposed on the 'Office' use of the subject site and the associated legal agreement enforcing the time limitation.

Subject Site

The subject site is located at the junction of Burswood Road and Craig Street in Burswood. The subject site encompasses property on the western and eastern sides of Craig Street. The site improvements include two-storey office buildings on the land west of Craig Street, and a car parking area on the land to the east of Craig Street. No physical alterations to the existing improvements or changes to the land uses at the subject site are proposed as part of this application.

Under the provisions of the Metropolitan Region Scheme (MRS), the subject site is zoned 'Urban'.

Under the provisions of the Town of Victoria Park Local Planning Scheme No. 1 (LPS 1), the subject site is zoned 'Office/Residential' Zone. The subject site is also designated as a 'Building and Design Area' (BD 1). An 'Office' use in the 'Office/Residential' Zone is a 'P' (permitted) use. The subject site is located within the 'Causeway Precinct - Precinct Plan P3' (Precinct P3), as contained in LPS 1.

We understand the Town is currently seeking consent from the Western Australian Planning Commission (WAPC) to advertise its new (draft) Local Planning Strategy (draft LPS). In reviewing the draft LPS summary documentation available (refer to Draft Local Planning Strategy Summary of Strategies and Actions document contained as an attachment to 10 July 2018 Ordinary Council Meeting Minutes) the subject site is located within



ROWEGROUP

the 'Causeway District Centre'. The key outcomes envisioned for the 'Causeway District Centre' is for a *city centre commercial and employment hub with entertainment and residential uses*.

Justification for Proposal

As was outlined in the 2011 development application, the landowner experienced difficulty in leasing vacant office space within the building due to the time limitation imposed on the use of the subject site for 'Office' purposes. As outlined in the 2011 Development Application reporting, tenants require a substantial lease period in which they can recoup the substantial costs associated with office fitout and relocation.

As the Town will be aware, the property market conditions in Perth have "softened" in recent years with office vacancy rates having significantly increased since the 2011 development approval was issued. Furthermore, with the property market in Perth also having "softened" across all sectors (office, residential, industrial etc) consideration to redevelopment of the subject site is proving very challenging.

The imposition of a further restriction, by way of conditions on the development approval limiting the 'Office' use of the subject site, has negative consequences with respect our Client's ability to secure tenants. This, coupled with a weak residential market, could have negative consequences for the subject site with the existing use unable to operate past 2028 (under the current development approval), notwithstanding it being a 'P' (permitted) use in the Zone, and redevelopment for mixed use (residential and commercial) purposes not yet financially viable.

Deletion of the time limitation imposed on the 'Office' use at the subject site will enable a greater degree of flexibility in relation to the continuing operation of the subject site for 'Office' purposes and for our Client to consider and plan for the redevelopment of the site for mixed use (residential and commercial) purposes.

This request is considered to be appropriate and justified for the following reasons:

- An 'Office' use is a 'P' (permitted) use in the 'Office/Residential' Zone;
- Consideration ought to be given to the fact the existing building at the subject site was retrofitted for the 'Office' use and compliance with key development standards including car parking and plot ratio have been achieved;
- We understand there have been no complaints (to the Town) with respect to the use or operation of the subject site for 'Office' purposes meaning that the use itself does not detract from the amenity of the locality or cause a nuisance/disturbance to others within the precinct; and
- The landowner is committed to redevelopment of the subject site when it is commercially viable to do so. With the softening of the Perth property market across all sectors continuing to operate the 'Office' use at the subject site is difficult in itself without the imposition of a time limitation.



Planning Framework

We refer to the planning framework (regional context and local context) referenced in the 2011 Development Application reporting (refer Appendix 2). We provide, below, an update on the planning documents relevant to this application. An assessment against additional or modified planning documents (that were not in existence in 2011) is also provided below.

Central Sub-Regional Planning Framework (Perth and Peel at 3.5 Million)

The Central Sub-Regional Planning Framework (CSRPF) forms part of the State Government's Perth and Peel at 3.5 Million suite of land use planning and infrastructure frameworks. The aim/objective of the CSRPF is as follows:

The Central Sub-regional Planning Framework aims to establish a long-term integrated planning framework for land use and infrastructure, with a focus on guiding future infill growth in the Central sub-region.

The subject site is located immediately adjacent to the designated 'Victoria Park Activity Centre' within an 'Urban Corridor' and in proximity to high frequency public transit infrastructure. The CSRPF aims to increase *residential, commercial and mixed-use development in and surrounding activity centres linked by a robust movement network.*

With respect to land designated as 'Urban Corridor' in the CSRPF, it is acknowledged that urban corridors will (in the longer term) *have a more even balance of both residential and commercial land uses, while others contain mostly commercial and office developments.* The CSRPF provides an indication of what urban corridors could look like in the long term depending on the local conditions and amenity.

The existing 'Office' use of the subject site accords with the provision and aim of the CSRPF. Deletion of the time limitation conditions imposed on the 'Office' use at the subject site will enable a greater degree of flexibility in relation to the continuing operation of the subject site for 'Office' purposes and for our Client to consider and plan for the redevelopment of the site for mixed use (residential and commercial) purposes. Both our Client's objective for greater commercial flexibility and the longer-term planning objectives for the precinct can be achieved.

Town of Victoria Park Local Planning Scheme No. 1

As outlined above, under the provisions of LPS 1 the subject site is zoned 'Office/Residential' Zone. The subject site is also designated as a 'Building and Design Area' (BD 1). An 'Office' use in the 'Office/Residential' Zone is a 'P' (permitted) use.

LPS 1 contains a number of objectives and intentions (refer Clause 6 of the Scheme). The following objectives are relevant to this development application (underlining for emphasis):

- (1) *The Council has prepared this Scheme for the purpose of controlling and guiding development and growth in a responsible manner and which can initiate, accommodate and respond to change.*



ROWE GROUP

- (2) *The overall goal of this Scheme is to ensure that the Town of Victoria Park and its environs will be widely recognised as providing a high level of services and amenities in a friendly and accountable manner.*
- (3a) *to cater for the diversity of demands, interests and lifestyles by facilitating and encouraging the provision of a wide range of choices in housing, business, employment, education, leisure, transport and access opportunities.*
- (3c) *to ensure that the use and development of land is managed in an effective and efficient manner within a flexible framework which –*
- i. *recognises the individual character and needs of localities within the Scheme area; and*
 - ii. *can respond readily to change.*
- (3f) *to promote and safeguard the economic well-being and function of the Town.*

In response to the above (relevant) objectives and intentions of LPS 1 we provide the following comment:

- The deletion of the time limitation condition responds to the changing property market conditions over the last number of years;
- It provides flexibility in the use of the subject site until such point as the redevelopment of the site for mixed use (residential and commercial) purposes becomes financially viable; and
- Responsibly safeguards the economic well-being of the subject site.

Town of Victoria Park Causeway Precinct – Precinct Plan P3

The subject site is located within Precinct P3, as contained in LPS 1. The Statement of Intent for Precinct P3 recognises the precinct's opportunity to achieve a sustainable mixed-use urban environment in proximity to the Perth Central Area. The precinct has a unique opportunity to provide significant employment and housing enabling people to live and work locally.

The Statement of Intent also highlights the vision for the precinct with high-quality apartments, local retail and commercial uses intended for the precinct.

The ongoing use of the subject site for 'Office' purposes and the landowner's redevelopment aspirations accord with the Statement of Intent for Precinct P3.

Town of Victoria Park Policy No. 4.14 – Development Standards for Causeway Precinct

As with any planning policy the decision maker is to give due regard to the content of the policy when assessing a development application. The Town's Policy No. 4.14 – Development Standards for the Causeway Precinct (Policy No. 4.14) sets out a number of general development provisions and specific development provisions for designated areas within the Precinct P3.



ROWEGROUP

It is our view that the imposition of the provisions contained in Policy 4.14 are relevant at a point in time when the Town receives a development application to alter the built form at the subject site rather than using elements of the policy (i.e. the desired future character provisions) to restrict the ongoing use of the site for 'Office' purposes in the existing built form configuration.

Notwithstanding the above, compliance is achieved with many of the development provisions (including plot ratio and car parking) contained in Policy No. 4.14 and consideration ought to be given to the fact the existing building at the subject site was retrofitted for the 'Office' use. The imposition of a time limitation to the 'Office' use at the subject site because the existing development at the site does not meet the desired future character of the precinct is considered inappropriate.

Our Client does aspire to redevelop the subject site in accordance with the future character objectives of Policy No. 4.14 (i.e. a mixed use residential and commercial development in accordance with the height standards contemplated in the policy).

In order to achieve the desired future planning outcome for the subject site, flexibility with respect the use of the subject site for 'Office' purposes is appropriate until such point as the redevelopment of the site for mixed use (residential and commercial) purposes becomes financially viable. The state of the property market will play an important role in assisting to achieve this planning outcome.

Clause 67 (Schedule 2) of the Regulations

In considering our request for the deletion of the time limitation imposed on the 'Office' use at the subject site, Clause 67 of the Regulations lists a number of matters to be considered by local government. The following are a list of the relevant matters (and our associated response) that relate to this development application.

- (a) *the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area.*

Please refer to the justification outlined above with respect to the objectives and intentions of LPS 1.

- (b) *the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving.*

As outlined above, the Town's draft LPS designates the subject site as within the 'Causeway District Centre'. The key outcomes envisioned for the 'Causeway District Centre' is for a *city centre commercial and employment hub with entertainment and residential uses.*

The ongoing use of the subject site for 'Office' purposes and the landowner's redevelopment aspirations accord with the key outcome for the 'Causeway District Centre'.



ROWEGROUP

Furthermore, with respect to orderly and proper planning, an 'Office' use is a 'P' (permitted) use in the Zone and compliance with many of the development standards contained within the Town's Policy 4.14 is achieved. It is our view that the imposition of the provisions contained in Policy 4.14 are relevant at a point in time when the Town receives a development application to alter the built form at the subject site.

(g) any local planning policy for the Scheme area.

Please refer to the justification outlined above with respect to the provisions of Policy No. 4.14.

(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.

The 'Office' use is located within existing buildings that were retrofitted and altered as a result of the September 2007 development approval to accommodate such a use. The use is permitted at the subject site and there are no known complaints regarding the use of the site for 'Office' purposes.

Matters such as height, bulk, scale, orientation and appearance will be dealt with in a future development application seeking the redevelopment of the subject site for mixed-use purposes. As previously outlined, the property market at present (and for the past number of years) has weakened and it is not financially viable to redevelop the site in accordance with the future character objectives contained within Policy No. 4.14.

(n) the amenity of the locality including the following -

- i. environmental impacts of the development;*
- ii. the character of the locality;*
- iii. social impacts of the development.*

Ongoing use of the subject site for 'Office' purposes is a better planning outcome than a vacant or underutilised building at the site. From a planning perspective it is preferable that the site continues to be used for its current 'Office' purpose, which maintains a working population in the locality and daytime activation.

(s) the adequacy of -

- i. the proposed means of access to and egress from the site; and*
- ii. arrangements for the loading, unloading, manoeuvring and parking of vehicles.*

We understand there have been no issues raised with the means of access/egress at the subject site. The development is in excess of the number of car parking bays required for an 'Office' use. The ongoing use of the subject site for 'Office' purposes will ensure adequate access, egress and car parking provisions are maintained for this use.

(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety.



ROWEGROUP

The ongoing use of the subject site for 'Office' purposes will have no adverse impact on the amenity of the locality with the road network in proximity to the subject site capable of accommodating the traffic generated by the 'Office' use.

(w) the history of the site where the development is to be located.

The existing 'Office' use is located within buildings that were retrofitted (as a result of the Town's September 2007 development approval) altering the former Sands and McDougall office/warehouse development. Consideration ought to be given to the fact the existing development is a high-quality office conversion of the former Sands and McDougall office/warehouse development.

(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals.

There will be no adverse impact on the community as a whole with the deletion of the time limitation associated with the 'Office' use of the subject site. The use causes no nuisance or disturbance to the amenity of the locality; the development is of a high standard; and the ongoing use of the subject site for 'Office' purposes is a better planning outcome than a vacant or underutilised building at the site.

Summary and Conclusion

Development approval is sought, in accordance with Clause 77 (Schedule 2) of the Regulations, for the deletion of Condition Nos. 1, 4 and 5 of the development approval issued by the Town on 28 June 2011 (DA 11/0272). These conditions relate to the time limitation imposed on the 'Office' use of the subject site and the associated legal agreement enforcing the time limitation.

This request is appropriate and justified for the following reasons:

- Deletion of the time limitation conditions will enable a greater degree of flexibility in relation to the continuing operation of the subject site for 'Office' purposes and for our Client to consider and plan for the redevelopment of the site for mixed use (residential and commercial) purposes.
- Ongoing use of the subject site for 'Office' purposes is a better planning outcome than a vacant or underutilised building at the site. From a planning perspective it is preferable that the site continues to be used for its current 'Office' purpose, which maintains a working population in the locality and daytime activation.
- We understand there have been no complaints (to the Town) with respect to the use or operation of the subject site for 'Office' purposes meaning that the use itself does not detract from the amenity of the locality or cause a nuisance/disturbance to others within the precinct.
- The landowner is committed to redevelopment of the subject site when it is commercially viable to do so. With the softening of the Perth property market across all sectors continuing to operate the 'Office' use at the subject site is difficult in itself without the imposition of a time limitation.



ROWEGROUP

- In order to achieve the desired future planning outcome for the subject site, flexibility with respect the use of the subject site for 'Office' purposes is appropriate until such point as the redevelopment of the site for mixed use (residential and commercial) purposes becomes financially viable. The state of the property market will play an important role in assisting to achieve this planning outcome.
- With respect to orderly and proper planning, an 'Office' use is a 'P' (permitted) use in the Zone and compliance with many of the development standards contained within the Town's Policy 4.14 is achieved. It is our view that the imposition of the provisions contained in Policy 4.14 are relevant at a point in time when the Town receives a development application to alter the built form at the subject site.

Should you require any further information or clarification in relation to this matter, please contact Paul Cunningham on 9221 1991.

Yours faithfully,

Paul Cunningham
Rowe Group



ROWEGROUP

Attachment One

Certificate of Title

WESTERN



AUSTRALIA

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

REGISTER NUMBER 905/D71849	
DUPLICATE EDITION 3	DATE DUPLICATE ISSUED 21/1/2014

VOLUME 1772 FOLIO 679

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.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 905 ON DIAGRAM 71849

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

WATERSUN PROPERTY PTY LTD OF 461 SCARBOROUGH BEACH ROAD, OSBORNE PARK
(T K248369) REGISTERED 29/6/2007

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

1. EASEMENT BENEFIT - SEE PLAN 4837 AND SECTION 167A TLA.
2. L312051 LEASE TO SNAP FRANCHISING LTD OF LEVEL 2, 11 BROWN STREET, EAST PERTH EXPIRES:
SEE LEASE. AS TO PORTION ONLY. REGISTERED 11/5/2010.
L986538 THE ADDRESS OF THE LESSEE IS NOW SUITE G.02, GROUND FLOOR, BUILDING D, 12-24
TALAVERA ROAD, NORTH RYDE, NEW SOUTH WALES REGISTERED 9/7/2012.
L986538 SUB-LEASE OF LEASE L312051 TO NGIS AUSTRALIA PTY LTD OF LEVEL 1, 47
BURSWOOD ROAD, BURSWOOD EXPIRES: SEE SUB LEASE. REGISTERED 9/7/2012.
3. M450533 LEASE TO COFFEY CORPORATE SERVICES PTY LTD OF TOWER 1, LEVEL 3, 495 VICTORIA
AVENUE, CHATSWOOD, NEW SOUTH WALES EXPIRES: SEE LEASE. AS TO PORTION ONLY
REGISTERED 1/11/2013.
M450534 TRANSFER OF LEASE M450533, LESSEE NOW LAING O'ROURKE AUSTRALIA
CONSTRUCTION PTY LTD OF LEVEL 4, 100 ARTHUR STREET, NORTH SYDNEY, NEW
SOUTH WALES REGISTERED 1/11/2013.
M450535 EXTENSION OF LEASE M450533. REGISTERED 1/11/2013.
M450536 EXTENSION OF LEASE M450533. REGISTERED 1/11/2013.
*N695581 EXTENSION OF LEASE M450533. REGISTERED 14/8/2017.
4. *N014422 MORTGAGE TO NATIONAL AUSTRALIA BANK LTD REGISTERED 2/6/2015.
5. *N695582 CAVEAT BY TOWN OF VICTORIA PARK LODGED 14/8/2017.

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.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

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

STATEMENTS:

END OF PAGE 1 - CONTINUED OVER

RECORD OF CERTIFICATE OF TITLE

REGISTER NUMBER: 905/D71849

VOLUME/FOLIO: 1772-679

PAGE 2

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: 1772-679 (905/D71849)
PREVIOUS TITLE: 1260-650, 1297-559, 1723-206, 1723-207
PROPERTY STREET ADDRESS: 53 BURSWOOD RD, BURSWOOD.
LOCAL GOVERNMENT AUTHORITY: TOWN OF VICTORIA PARK

NOTE 1: J986973 SECTION 138D TLA APPLIES TO CAVEAT I034331
NOTE 2: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING
N014422



ROWEGROUP

Attachment Two

2011 Development Application

PERTH
SYDNEYOur ref: 711-279
Your ref: DA 09/0014

19 April 2011

The Chief Executive Officer
Town of Victoria Park
Locked Bag No. 437
VICTORIA PARK WA 6979TOWN PLANNING
AND URBAN DESIGN

Attention: Robert Cruickshank

Dear Sir

**APPLICATION FOR MODIFICATION OF PLANNING APPROVAL DA 09/0014 RELATING TO NO.
53-63 (LOT 905) BURSWOOD ROAD, BURSWOOD**

TPG Town Planning and Urban Design (TPG), on behalf of Watersun Property Pty Ltd, the landowners of No. 53-63 (Lot 905) Burswood Road, Burswood (the subject site), are pleased to enclose for your consideration an Application for Modification of Planning Approval DA 09/0014, for extension of the temporary Office use Development Approval.

In accordance with the Town of Victoria Park requirements, please find attached:

- Standard Application for Planning Approval Form, signed by the Landowner;
- Modification to Planning Approval Form;
- Modification to Planning Approval Planning Application Checklist; and
- A cheque to the value of \$135 made out to the Town, being the relevant Planning Fee.

As the Application does not propose any modifications to the existing approved built form, no site plans or elevations have been included.

We look forward to Council's favourable consideration of this application and would be pleased to discuss any aspects of the proposal with you during your consideration of this submission. Should you have any queries or require clarification on any matters please do not hesitate to contact the undersigned on 08 9289 8300.

Yours sincerely
TPG Town Planning and Urban Design

David Caddy
Managing Director

Encs

PERTH OFFICE

Level 7, 182 St Georges Tce PO Box 7375 Cloisters Square Telephone +61 8 9289 8300 The Planning Group WA Pty Ltd
Perth Western Australia 6000 Perth Western Australia 6850 Facsimile +61 8 9321 4786 ABN 36 097 273 222
Planning:PG 2011:711-279 Burswood, No. 53-63 (Lot 905) Burswood rd, DA:2 Correspondence:DA ltr to Council
19.04.11

TOWN OF VICTORIA PARK APPLICATION FOR APPROVAL

PLEASE TICK WHICH APPROVAL IS BEING SOUGHT & FILL IN THE APPROPRIATE SECTION(S) ONLY:

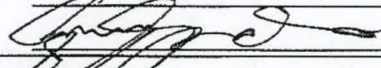
Planning Approval <input type="checkbox"/>	Building Licence <input type="checkbox"/>
Modification to Planning Approval <input checked="" type="checkbox"/>	Sign Licence <input type="checkbox"/>
Retrospective Planning Approval <input type="checkbox"/>	Demolition Licence <input type="checkbox"/>

PROPERTY DETAILS:
 Lot No. 905 House/Street No 53-63
 Street Name Burswood Road Suburb Burswood

OWNER DETAILS:
 Name Watersun Property Pty Ltd
 Address 461 Scarborough Beach Road
Osborne Park Postcode 6017
 Phone (Home) _____ (Work) (08) 9492 8900 Fax (08) 9446 8089
 Contact Person Garry Garside

Landowner(s) Signature _____	Date _____
Company Office Bearer _____	Position(s) _____
Strata Owners Signature(s) _____	Address _____
_____	Address _____
_____	Address _____

The signature of the landowner(s) is required for Planning Approval. The Signature of the landowner(s) is required for Building Licence applications unless prior Planning Approval has been obtained.

APPLICANT DETAILS:
 Name Watersun Property Pty Ltd
 Address As above
 _____ Postcode _____
 Phone As above Fax _____
 Contact Name Garry Garside Email ggarside@watersunproperty.com.au
 Signature(s)  Date 20/4/11

PLANNING APPROVAL:
 Existing Land Use Commerical Office
 Approx. Cost of Development n/a Est. Date of Completion n/a
 Description of Development / or purpose of use Extension of temporary Office use Development Approval

Checklist – I confirm that I have submitted all information required by the application checklist Y N
 Please note that all applications for Planning Approval are to be accompanied by a completed checklist and that applications will not be accepted without a completed checklist.

BUILDING LICENCE:
Description of Works _____

Builder: Name _____

Address _____ Suburb _____ Post Code _____

BRB No. _____ Phone _____ Fax _____

Building Details: Area (m²) _____ Outbuildings Area _____

Contract Value \$ _____ Building Height _____ Signature _____

DEMOLITION LICENCE:
Type of Building/Structure _____ Number of Storeys _____

Rat Bait Certificate Issued Yes No Type/Date Laid _____

Whole of Part Demolition Details _____

Demolition Contractor Name _____

Address _____

Phone _____ Fax _____

Signature _____ Date _____

SIGN LICENCE:
Applicant Name _____

Address _____

Type of Sign _____ Position _____

Dimensions _____ Materials _____

Illumination _____ Wording _____

AUTHORITY TO COPY AND DISTRIBUTE PLANS (VOLUNTARY)

I, _____ (Name of Person Authorised to Sign) of
_____ (Company and/or Address)
agree that, during the application process, copies of the plans (Plan Reference and/or Address of Property)

_____ can be made by Council's Administration and distributed to adjoining owners and/or occupiers for the purpose of community consultation in accordance with the Town of Victoria Park Council Policy GEN3.

Signature _____ Date _____

(Company or individual responsible for preparation of Plans and/or Owner of Copyright)

Note: This section is to be signed by the person/company that has prepared the plans, not by the owner, applicant or any other person involved in the application.

RECEIPT DETAILS: Receipt No. _____

Planning Fee _____ CTF Levy _____ Demolition Fee _____

Building Fee _____ BRB Levy _____

OFFICE USE ONLY: Metropolitan Region	APPLICATION NO:	DATE RECEIVED:
Serial No. /	/	

APPLICATION FOR MODIFICATION TO PLANNING APPROVAL

This form is to be completed by applicants in relation to all applications for a Modification to Planning Approval, in addition to the standard "Town of Victoria Park Application for Approval" form.

Current Approval(s)

- Application N^o: DA 09 / 0014 (Example: DA 08/0350)
- Approval date(s): 20 January 2009.....

Proposed Modifications

Please provide an itemised list identifying the proposed modifications from the current planning approval(s), and identify (highlight, clouding etc) the modifications on one set of drawings:

1. The applicant seeks to modify Condition 1 of the Development Approval such
that the condition reads as follows:
"The owner entering into a legal agreement with the Town, prepared by the
Town's Solicitors at the owners cost, limiting the use of the subject property
for Office purposes until 17 December 2028 with an agreement to cease the
temporary use at that time should Council not grant a further planning
approval for the use."
2. The removal of Condition 2
3. The modification of Condition 3 to read as follows:
"The development complying with development applications: DA 07/0430
approved on 25 September 2007; DA 08/0076 approved on 5 March 2008; DA
08/0374 approved on 13 January 2009 and DA 09/0025 approved on 27 January
2009, excluding the date of expiry of the approval."



PLANNING APPLICATION CHECKLIST

MODIFICATION TO PLANNING APPROVAL

Property Address - No. 53-63 (Lot 905) Burswood Road, Burswood

This checklist has been prepared to make sure that planning applications are complete before they are registered as applications. The reasons for requiring complete applications include :

- The information is required under the Town Planning Scheme;
- Assessment cannot be carried out by a Planning Officer until all information is received.
- Complete information reduces delays arising from an incomplete application.

This checklist is to be completed by the applicant and submitted with every application for planning approval. INCOMPLETE APPLICATIONS WILL BE RETURNED.

FORMS	Self check	Officer check
Standard Application for Planning Approval Form	✓	
Application form signed by owners of the land *	✓	
Modification to Planning Approval Form listing the changes proposed to the existing approval	✓	

*** Notes**

- Applications are to be signed by all owners of the land – refer to Information Sheet 'Owners signatures on applications for planning approval'.
- In the case of development on common property in a strata development, the Strata Company or all individual owners are to sign the application form.
- Facsimile copies of signatures on documents will be accepted as an interim measure pending the receipt of the original copy via the mail.
- A copy of 'Offer and Acceptance' will be permitted where the land is being purchased.

FEES	Self check	Officer check
Payment of required Planning Fee *	✓	

*** Notes**

- Refer to Information Sheet 'Planning Applications Fees'

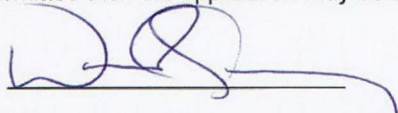
PLANS	Self check	Officer check
5 copies of amended site plan, floor plans and elevations (as relevant) with changes highlighted	n/a	

OTHER	Self check	Officer check
Where an application proposes to modify or delete a condition of the existing approval, then written justification for the modification or deletion of the condition	✓	
A revised Colours and Materials Schedule where changes are proposed to the approved colours and materials	w/a	
Written justification for variations to the Acceptable Development provisions of the Town Planning Scheme or Council Policies	✓	

TO BE COMPLETED BY APPLICANT

Name of person submitting the application David Caddy

I confirm that all information required by this checklist has been provided, and I acknowledge that if all required information has not been submitted then the application may be returned
 Y N

Signature of person submitting the application 

Note: The information is required as part of the process to assess the application and compliance with the checklist does not necessarily mean that proposal will be approved.

TO BE COMPLETED BY TOWN OF VICTORIA PARK – ADMINISTRATIVE ONLY

Application checked by:
 Front Counter office initials: _____ and/or Planning Officer initials: _____

Has all information required by this checklist been provided? Y N

Signature of officer processing the lodgement of the application

Date: _____

DISCLAIMER

THIS DEVELOPMENT CHECKLIST HAS BEEN COMPILED TO ENSURE THAT APPLICATIONS LODGED ARE COMPLETE AND PROVIDE ALL INFORMATION REQUIRED. THIS WILL ASSIST TO EXPEDITE PROCESSING OF APPLICATIONS.

PLEASE NOTE THAT THE ABOVE INFORMATION IS REQUIRED TO ENABLE AN INITIAL ASSESSMENT OF THE APPLICATION ONLY, AND THAT THE TOWN RESERVES THE RIGHT TO REQUEST FURTHER INFORMATION TO ASSIST IN THE ASSESSMENT PROCESS.

DISCUSSING YOUR DEVELOPMENT PROPOSAL AT AN EARLY STAGE CAN AVOID UNNECESSARY DELAYS IN THE PROCESSING OF THE APPLICATION, AND THEREFORE APPLICANTS ARE ENCOURAGED TO DISCUSS THEIR PROPOSAL WITH A PLANNING OFFICER PRIOR TO SUBMISSION OF AN APPLICATION. HOWEVER PLEASE NOTE THAT A FULL ASSESSMENT OF AN APPLICATION CANNOT BE UNDERTAKEN AT THE COUNTER, AND THAT ANY ADVICE PROVIDED BY COUNCIL OFFICERS DOES NOT CONSTITUTE A FORMAL DECISION.

NO. 53-63 (LOT 905) BURSWOOD ROAD, BURSWOOD

DEVELOPMENT APPLICATION

711-279

APRIL 2011

INTRODUCTION

This report has been prepared by TPG Town Planning and Urban Design (TPG) on behalf of Watersun Property Pty Ltd, the owners of Lot 905 (No. 53-63) Burswood Road, Burswood (the subject site), being the former Sands and McDougall site, in support of a Development Application to extend the current time-limited Development Approval for the site.

PROPOSED DEVELOPMENT

This application seeks to extend the current temporary Development Approval for Office use on the subject site, being valid until:

- 17 December 2018 (DA No. 09/0014 granted on 3 February 2009), applicable to the tenancy occupied by Internet Engineering Pty Ltd totalling 4,463m² in floor area; and
- 25 September 2017 (DA No. 07/0430 granted on 25 September 2007), applicable to the remainder of the site.

The landowner seeks to extend the time-limited approvals granted on the site for a further 10 years, until 17 December 2028 for the whole of the development, through the modification of Condition No. 1 of the Planning Approval for the site.

SITE DETAILS

LOCATION

The subject site is located in the suburb of Burswood in the municipality of the Town of Victoria Park. The site is located in close proximity to the Causeway, approximately 3.5 kilometres south-east of the Perth Central Train Station and approximately 750 metres south of the Burswood Casino and Hotel Complex.

REFER TO FIGURE 1 – LOCATION PLAN

PROPERTY DETAILS

The subject site is bound by Charles Paterson Park and Thorogood Street to the north, Office/Residential zoned land to the east, Burswood Road to the south and Office/Residential zoned land and Charles Paterson Park to the west. Craig Street traverses the site north-south, between Charles Paterson Park and Burswood Road. A laneway dissects the portion of the site east of Craig Street, from east to west.

The following table summarises the property details.

Lot	Volume/Folio	Diagram	Land Area	Land Owners
905	1772/679	71849	1.1249ha	Watersun Property Pty Ltd

A copy of the Certificate of Title is attached at APPENDIX A.

REFER TO APPENDIX A – CERTIFICATE OF TITLE

SUBJECT SITE

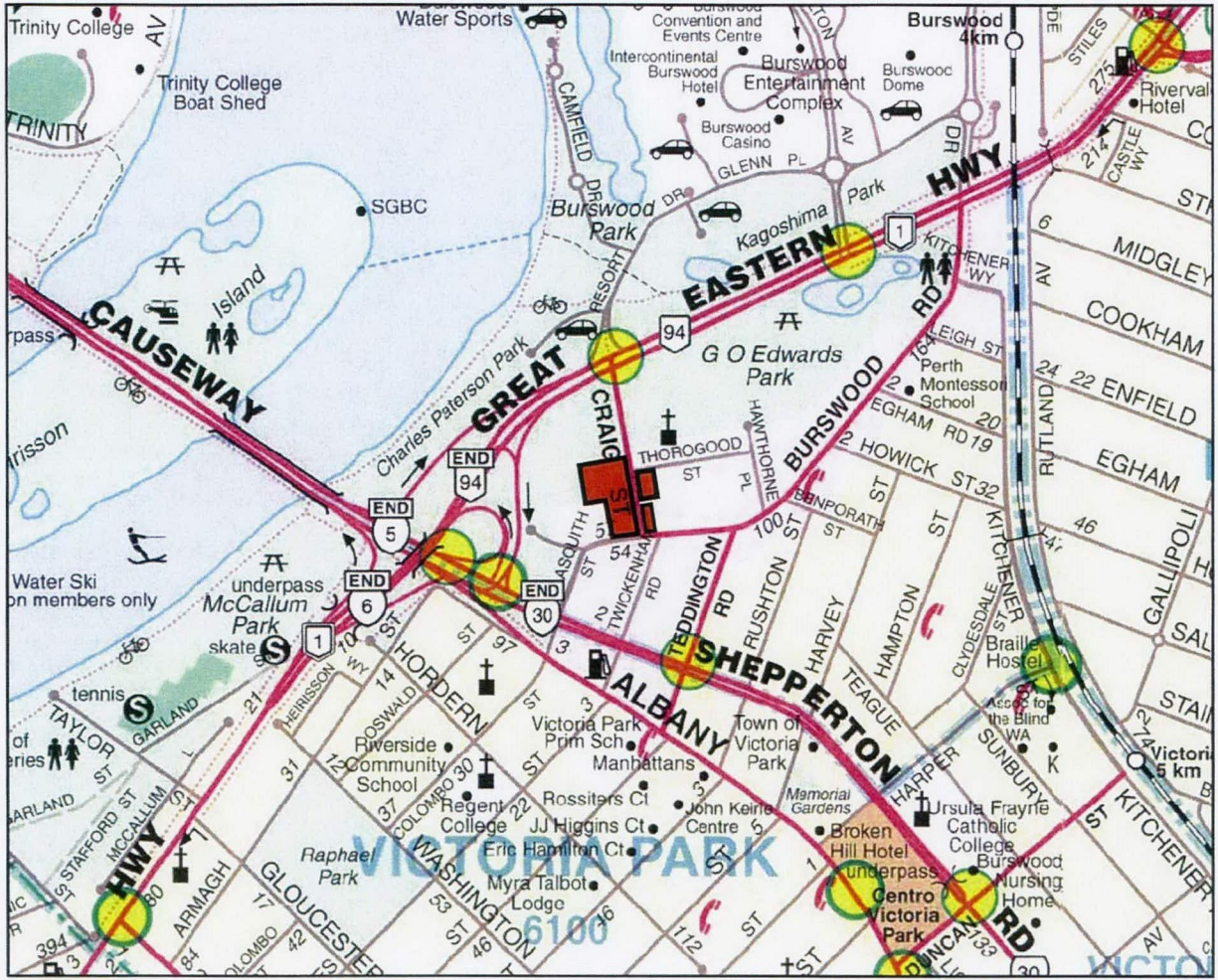
The site covers an area of approximately 1.1ha. The land west of Craig Street is currently developed with a two-storey office building, whilst the land to the east is used as a parking area with landscaping.


Council issued a Notice of Planning Approval in relation to the above premises on 25 September 2007. The approval related to the conversion of the existing warehouse located on the site to office use and the associated building works. Planning Condition 1 of that approval concerned "limiting the use of the subject property for Office purposes to a maximum of ten years from the date of planning approval".

Immediately following Council planning approval and prior to the commencement of building conversion and restoration work, tenants were sought and successfully secured to occupy the building. Lease agreements were executed limiting occupancy in accordance with Council's nominated restricted period. Lease agreement documentation specified a commencement date in line with practical completing of the Proprietor's works and subsequent issue of Architect's Certificate. The architect's certificate was issued on 18 December 2008 and was followed by Council's Certificate of Classification on 30 December 2008.

Consequently, with lease commencement dates related to practical completion of the building works, lease expiration dates increased beyond the nominated date of 24 September 2017, established by Council. An application was therefore made on 8 January 2008 to extend the period of temporary planning approval, which was granted approval on 3 February 2009. This altered Condition 1 to permit "the tenancy occupied by Internet Engineering ... shall have a limited approval until 17 December 2018". However, should the tenancy occupied by Internet Engineering or part thereof be vacated prior to 17 December 2018, any new tenant shall only lease the vacated tenancy until 25 September 2017.

Some of the office space has since been vacated. Whilst some of the vacant space has since been relet, this has been difficult as most tenants require a 10 year lease period over which they can spread the significant cost of their fit out. For this reason, the current application seeks to extend the time limit of the current approval until 17 December 2028. This would enable the landowners to offer leases for a period of five years, with the option to extend for a further two periods of five years, or ten-year leases with the option to extend for a further period of five years, which is understood to be more commercial in the current market. Break clauses would be incorporated in any future lease in order to protect the Council's position, and indeed Watersun's position, to redevelop the site when it is commercially viable to do so.



 Subject Site

Source: StreetExpress



Figure 1
Location Plan
No. 53-63 (Lot 905) Burswood Road, Burswood

Date: 18 April 2011 Designer: SM
Scale: NTS @ A4 Drawn: SL
Drawing No: 711-279 PL1A 180511.ai



TOWN PLANNING
AND URBAN DESIGN

This concept has been prepared for the purpose of meeting client specifications. The drawing does not constitute an invitation, agreement or contract (or any part thereof) of any kind whatsoever.
Although care has been taken in the compilation of this drawing by The Planning Group WA Pty Ltd, all parties associated with the proposed property development disclaim all responsibility for any errors or omissions. The right is reserved to change the plan at any time.
Liability is expressly disclaimed by The Planning Group WA Pty Ltd for any loss or damage which may be sustained by any person acting on any visual impression gained from this drawing.

PLANNING FRAMEWORK

REGIONAL CONTEXT

METROPOLITAN REGION SCHEME

Under the Metropolitan Region Scheme (MRS) the subject site is zoned 'Urban' and abuts a 'Parks and Recreation' reserve to the north-west, associated with Charles Paterson Park.

DIRECTIONS 2031 AND BEYOND – METROPOLITAN PLANNING BEYOND THE HORIZON

Directions 2031 is a high level spatial framework and strategic plan that establishes a vision for future growth of the metropolitan Perth and Peel region. It provides a framework to guide the detailed planning and delivery of housing, infrastructure and services necessary to accommodate a range of growth scenarios.

Due to the size and complexity of strategic planning for the metropolitan area, sub-regional strategies have been prepared to provide guidance at the local level.

CENTRAL METROPOLITAN PERTH AND PEEL DRAFT SUB-REGIONAL STRATEGY

The Central Metropolitan Sub-Regional Strategy provides a broad framework for delivering the objectives of Directions 2031. The central metropolitan sub-region encompasses all land within the inner and middle sectors of metropolitan Perth, comprising 19 local government areas including the Town of Victoria Park. The Town of Victoria Park Causeway Precinct is identified in the strategy as a major growth area expected to yield 800 additional dwellings.

The Sub-Regional Strategy states that the most suitable sites for growth areas are likely to be, "those which have the potential for financial return to attract private developers". Whilst the subject site has been identified in a growth area, the type of high density residential development envisaged for growth areas is not currently financially viable. The owners have indicated that they would like to develop their site to the highest and best use in the future, however in the current market this is not feasible. It is therefore preferable that the site continues to be used for its current purpose, maintaining a working population and daytime activation, until such time as the market improves.

STATE PLANNING POLICY 2.10 – SWAN-CANNING RIVER SYSTEM

This policy applies to the Swan and Canning rivers and their immediate surroundings. It contains policies based on the guiding principles for future land use and development in the various precincts identified along the river system. The subject site is within the Perth Water Precinct Area. The Policy outlines that planning decisions in this area should:

- *Recognise the importance of the river for transport, commerce, tourism and leisure as well as its conservation values;*
- *Protect views across and from the water, both north and south of the river between the Narrows Bridge and the causeway and east and west between Kings Park and Heirisson Island;*
- *Protect views of the Kings Park escarpment from both the north and south shores and from craft on the river;*
- *Maintain and enhance views of the river from city streets and public places;*
- *Maximise opportunities for public access to the river so that it becomes an intrinsic part of living and working in the city;*
- *Enhance the appearance and function of existing recreation, tourism and commercial nodes and proposed nodes identified in an adopted Swan-Canning precinct plan;*
- *Protect places of cultural significance, in particular places on the State heritage register and the Department of Indigenous Affairs register of significant places;*
- *Promote new riverside development appropriate to its surroundings and respectful of the unique river setting; and*
- *Protect and enhance river views in redevelopment projects and ensure that development complements the natural landforms and provides opportunities for public access to and enjoyment of the river.*

LOCAL CONTEXT

TOWN OF VICTORIA PARK TOWN PLANNING SCHEME No. 1

Under the Town of Victoria Park (the Town) Town Planning Scheme No. 1 (TPS1), the subject site is zoned 'Office/Residential'. The site is located in the Causeway Precinct (P3), and is designated as a Special Control Area, denoted Building and Design Area 1 (BD1).

The Scheme outlines special provisions for the Building and Design Area 1. The planning objectives of BD1 are as follows:

- (a) *The development of BD 1 as a whole in a co-ordinated manner;*
- (b) *The adequate provision of carparking areas for residents and visitors;*
- (c) *The adequate provision of landscaped areas and green space offering attractive areas for pedestrians and residents;*
- (d) *Where provision is made between subdivisional lots for the sharing of open space, ensuring the long term availability of shared communal open space to occupiers of those lots; and*
- (e) *Ensuring the long-term re- arrangement of plot ratio entitlements between parts of BD 1 which are or may be subdivided into separate lots.*

TOWN OF VICTORIA PARK PLANNING POLICY No. 4.14 – CAUSEWAY PRECINCT DEVELOPMENT STANDARDS

For each of the precincts identified in Part 2, Section 11 of TPS1, there is a precinct plan in the Town's Policy Manual. Development Standards for the Causeway Precinct are outlined in the Town's Planning Policy No. 4.14. This Policy identifies the portion of the subject site west of Craig Street as within 'Area 3: Parkside Residential'. The desired future character for Area 3 is outlined as follows:

Contemporary residential development fronts onto parkland, forming an urban edge of apartments with city and park views. Potential for up to 4 taller residential buildings a maximum of 18 storeys having a 3 to 4 storey podium.

Residential development affords good surveillance over the parks, enhancing safety and usage. Apartments address both the park and the streets with dedicated pedestrian entries provided to both.

Ground floor commercial activity is required to street frontages with scope for additional commercial or community uses above.

Additionally, the Policy identifies the land use for Area 3 as being "Residential towers with an office/commercial component only being permitted within the first 3 to 4 storeys and required to all streets at ground level".

Policy No. 4.14 identifies the portion of the site east of Craig Street as within 'Area 7: Commercial Core'. The future character for Area 7 is envisaged as follows:

A vibrant commercial centre will develop here, having sufficient overall floor space to become a significant business destination of choice with high quality contemporary offices and support services. There is potential for extension of the commercial core to the southern side of Shepperton Road in the longer term.

With a plot ratio of 3, the focus is on achieving a commercial and employment centre. Development may be entirely commercial or may include residential once commercial floor space equivalent to a plot ratio of 2 is provided.

Development up to 6 storeys is envisaged, with the built form establishing a coherent urban centre. Design responses are sought that maintain a continuity of frontage to the street and provide natural daylight and ventilation and a sense of outlook for occupants.

The Policy identifies the land use for Area 7 as being, "Office/commercial with support services and potential for a residential component that may be located above or beside the commercial use. Mandatory office/commercial frontage at street level for majority of lot width, with small floor area retail and residential permitted." The Policy also stipulates a nil setback to Burswood Road.

PROPOSED DEVELOPMENT

The proposed development of the subject site involves the extension of the current temporary Development Approvals for Office use on the subject site, being those valid until:

- 17 December 2018 (DA No. 09/0014 granted on 3 February 2009), applicable to the tenancy occupied by Intermet Engineering Pty Ltd totalling 4,463m² in floor area; and
- 25 September 2017 (DA No. 07/0430 granted on 25 September 2007), applicable to the remainder of the site.

The landowner seeks to extend the temporary approvals granted on the site for a further 10 years, until 17 December 2028 for the whole of the building, through the modification of Condition No. 1 of the Planning Approval for the site.

The current site improvements include a two-storey office building on the land west of Craig Street, and a parking area on the land to the east of Craig Street. No physical modifications to the site are proposed at this time.

One of the office tenants has recently vacated the property, and whilst some of the vacant space has since been relet, this has been difficult as most tenants require a 10 year lease period over which they can spread the significant cost of their fit out. For this reason, Watersun Property would like to extend the time limit of the current approval until 17 December 2028. This would enable the landowners to offer leases for a period of five years, with the option to extend for a further two periods of five years, or ten-year leases with the option to extend for a further period of five years, which is understood to be more commercial in the current market. Break clauses would be incorporated in any future leases in order to protect the Council's position, and indeed Watersun's position, to redevelop the site when it is viable.

DEVELOPMENT ANALYSIS

REGIONAL CONTEXT

METROPOLITAN REGION SCHEME

The proposed office development is an appropriate land use in the Urban zone.

DIRECTIONS 2031 AND BEYOND – METROPOLITAN PLANNING BEYOND THE HORIZON

Directions 2031 outlines a number of key expectations for Perth, including maintaining high levels of employment. The use of the site for office purposes is considered to be in accordance with the objectives and intent of Directions 2031 as it provides for employment in close proximity to residential land, and also provides a higher and better use than would otherwise occur, as the site would likely sit vacant for some time until market conditions improve and more intensive development becomes viable.

CENTRAL METROPOLITAN PERTH AND PEEL DRAFT SUB-REGIONAL STRATEGY

The Sub-Regional Strategy states that the most suitable sites for growth areas are likely to be, "those which have the potential for financial return to attract private developers". Whilst the subject site has been identified in a growth area, the type of high density residential development envisaged for growth areas is not currently financially viable. The owners have indicated that they would like to develop their site to the highest and best use in the future, however in the current market this is not feasible. It is therefore preferable that the site continues to be used for its current purpose, maintaining a working population and daytime activation, until such time as the market improves. The proposed office use is therefore considered to be the best use of the site, in accordance with the Sub-Regional Strategy, at the present time and in the medium term.

STATE PLANNING POLICY 2.10 – SWAN-CANNING RIVER SYSTEM

The proposed office development is considered appropriate with respect of the planning considerations stipulated for the Perth Water Precinct in SPP 2.10, as outlined previously in this report.

LOCAL CONTEXT

TOWN OF VICTORIA PARK TOWN PLANNING SCHEME NO. 1

Under TPS1, 'Office' is a permitted use in the Office/Residential zone.

In terms of the provisions for Building and Design Area 1, the proposal is generally consistent, as it maintains the whole of the area as a cohesive development, provides adequate parking, and attractive landscaping to parking areas and at the corner of Craig Street and Burswood Road, which contribute to the pedestrian environment.

TOWN OF VICTORIA PARK PLANNING POLICY NO. 4.14 – CAUSEWAY PRECINCT DEVELOPMENT STANDARDS

Whilst the Causeway Precinct Development Standards outline the Town's intentions for a tower residential development in the Parkside Residential Area, which includes the western portion of the site, at present there is no residential development in this Area. Given the showroom development that dominates the landscape within walking distance of the site, there is currently little amenity to support the scale and intensity of residential development envisaged. As a result, apartment style residential development would not achieve the required financial return to make it viable at this time.

Watersun Property has indicated that they intend to redevelop the site in accordance with this policy when it is commercial, and will include break clauses in future leases, to protect the Council and landowner's position, so that this may go ahead when it becomes viable.

The proposal is consistent with the Policy's intention for lower level commercial office development abutting the street in the Parkside Residential Area.

With respect to the development standards of the Commercial Core Area, which includes the portion of the site east of Craig Street, the proposal is generally consistent as the use of this portion of the site for parking is a required element of the commercial development as a whole.

SUMMARY AND CONCLUSION

The proposed development of the subject site involves the extension of the current temporary Development Approvals for Office use on the subject site. The landowner seeks to extend the temporary approvals granted on the site for a further 10 years, until 17 December 2028, through the modification of Condition No. 1 of the Planning Approval for the site.

As a result of tenants generally requiring a ten year lease, over which time they can spread the significant cost of their fit out, Watersun Property would like to extend the time limit of the current approval, which would enable the owners to offer 10 year leases with the option to extend for a further 5 years. This would make the building more attractive to potential tenants and help to avoid potentially high vacancy rates over an extended period of time. Break clauses would be incorporated in future leases in order to protect the Council's position, and indeed Watersun's position, to redevelop the site when it is commercial.

Whilst it is acknowledged that redevelopment of this site to a higher intensity of development and to include a residential component would be preferable, this is not currently commercially viable. It is therefore preferable that the current office use continues until such a time. Without the ability to continue this use for a reasonable period to enable tenants to spread out the significant costs of fitting-out and relocating, the property would likely sit vacant for an extended period of time. The current proposal aims to mitigate against the likelihood of this occurring.

WESTERN



AUSTRALIA

REGISTER NUMBER 905/D71849	
DUPLICATE EDITION 1	DATE DUPLICATE ISSUED 18/5/2006

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME 1772 FOLIO 679

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.



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 905 ON DIAGRAM 71849

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

WATERSUN PROPERTY PTY LTD OF 461 SCARBOROUGH BEACH ROAD, OSBORNE PARK
(T K248369) REGISTERED 29 JUNE 2007

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

1. EASEMENT BENEFIT - SEE PLAN 4837 AND SECTION 167A TLA.
2. *K248370 MORTGAGE TO AUSTRALIA & NEW ZEALAND BANKING GROUP LTD REGISTERED 29.6.2007.
3. *K666666 MEMORIAL. TAXATION ADMINISTRATION ACT 2003, SECTION 76 (LAND TAX) REGISTERED 25.7.2008.
4. *L247428 CAVEAT BY BUILT ENVIRONS PTY LTD, PERTH BUILDING COMPANY PTY LTD LODGED 3.3.2010.
5. *L312051 LEASE TO SNAP FRANCHISING LTD OF LEVEL 2, 11 BROWN STREET, EAST PERTH EXPIRES: SEE LEASE. AS TO PORTION ONLY. REGISTERED 11.5.2010.
6. *L312052 CAVEAT BY TOWN OF VICTORIA PARK LODGED 11.5.2010.

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.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
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: 1772-679 (905/D71849).
PREVIOUS TITLE: 1723-207, 1723-206, 1297-559, 1260-650.
PROPERTY STREET ADDRESS: 53 BURSWOOD RD, BURSWOOD.
LOCAL GOVERNMENT AREA: TOWN OF VICTORIA PARK.

NOTE 1: J986973 SECTION 138D TLA APPLIES TO CAVEAT I034331
NOTE 2: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING

END OF PAGE 1 - CONTINUED OVER

RECORD OF CERTIFICATE OF TITLE

REGISTER NUMBER: 905/D71849

VOLUME/FOLIO: 1772-679

PAGE 2

K248370.

11.5 Appendix 1 – Draft Parklet Policy

GEN11 PARKLET POLICY

Parklets and Alfresclets are temporary public open spaces, constructed in existing on-street car bays. Positively contributing to the Town of Victoria Park's public and private realm, a Parklet or Alfresclet can:

- a) contribute to community, cultural, civic and recreation activities within the Town;
- b) enhance the pedestrian environment;
- c) contribute to the vibrancy of places and spaces;
- d) contribute to the attraction of visitors to the Town;
- e) encourage people to linger longer and contribute to the economic vitality of our local community;
- f) be a tool that local businesses can use to grow their business; and
- g) revitalise underutilised spaces within the Town

Objective

The objective of this Policy is to:

- 1) Outline the application and approval pathway for Parklets and Alfresclets;
- 2) Provide clear guidelines and requirements for Parklets and Alfresclets; and
- 3) Provide information for agreements, maintenance and permit renewals.

Policy Statement

The Council is committed to creating great places that put people first. Parklets and Alfresclets are a tool that businesses and community groups can use to bring life to the street and are a means to enhance already active areas, such as Town Centres.

Parklets are located within on-street car parking bays.

Within the Town there are two types of Parklets;

- 1) Hosted Parklet, meaning that a community group, not-for-profit organisation or business owner applies to the Town to host a Town funded Parklet. The applicant is responsible for the maintenance of the Parklet, which must be open to all members of the public to use.
- 2) Alfresclet, meaning that a community group, not-for-profit organisation or business owner can apply to the Town to host a Parklet, which is fully funded by the applicant, open to all members of the public to use, permitted to have table service and is capable of being licensed to serve alcohol (subject to approval by the Department, Racing, Gaming and Liquor and Department of Planning Lands and Heritage).

Supplementary Documents

The Parklet Policy Guidelines must be read in conjunction with this policy as it sets out the application process and the Council's assessment guidelines.

PROCEDURE:

None

RELATED POLICES:

None

DELEGATION:

Delegated to CEO – Delegation Number 2.8

Sub-delegation – Yes

AUTHORITY

To be determined once adopted.

REVIEW:

To be determined once adopted.

11.5 Appendix 2 – Draft Parklet Policy Guidelines



Vic Parklets

Small spaces creating lively places

CONTENTS

1.0 Introduction

2.0 Need to know

- **2.1 The Parklet Process**
- **2.2 The Alfresclet Process**
- **2.3 Parklet or Alfresclet – which is best for your business?**

3.0 Assessment Criteria

4.0 Is your site right? Location Criteria

5.0 Design Guidelines

6.0 Technical Guidelines

- **6.1 Public Liability Insurance**
- **6.2 Support from your community & neighbours**
- **6.3 Who will be consulted about your parklet / alfresclet?**

7.0 Host Responsibilities

8.0 We're here to help!

9.0 Make an application

- **9.1 Application form**
- **9.2 Example site plan**
- **9.3 What photographs to include**

1.0 INTRODUCTION

What is a parklet?

Parklets are small 'pockets' of public space. They are temporary moveable structures, often placed in parking bays, which provide publicly accessible seating and amenities for the community. Parklets help re-purpose part of a street to create places for people to meet, gather and relax. Parklets create welcoming public spaces that improve walkability and provide a place for people to stop, to sit, and to engage with activities and businesses along the street.

What is an alfresclet?

Alfresclets are just like parklets, however, they offer table service and can be licensed by the hosting business. Alfresclets require additional approval from the Department of Planning, Lands and Heritage as they derive a commercial benefit through the use of the road reserve. Additionally, if you would like your alfresclet to be licensed, an application to the Department of Racing, Gaming and Liquor will be required.

Why have a parklet?

Bring life to your little pocket in the Town of Victoria Park!

Parklets activate spaces that would otherwise be underutilised or uninviting and foster vibrancy within activity centres. Parklets encourage people to stay longer, creating a safer public space and cultivate neighbourhood interaction. Parklets improve streetscape amenity by providing comfortable seating, landscaping, public art and bike racks. Despite being small, parklets bring a number of benefits to their hosts and the local community. Well-designed parklets can also heighten visibility and presence within the streetscape for host businesses and create places that people want to spend time and money in!

Who can apply to host a parklet/alfresclet?

Any business, property owner, not-for-profit/community groups can apply to host a parklet. The design, installation and day-to-day maintenance of parklets are fully funded by the applicant. The Town will consult adjacent businesses and property owners of the proposed parklet/alfresclets. Applicants are encouraged to speak with adjoining neighbours about their proposed parklet/alfresclet.

2.0 NEED TO KNOW

2.1 THE PARKLET PROCESS

1. Meet your ToVP Place Leader & Town Engineer on site
2. Determine if your site is suitable for a parklet
3. Get support for your parklet from your neighbouring businesses, property owners and community groups
4. Design your parklet
5. Prepare application documents
6. Submit application & pay fee
7. Consultation
8. Application assessed by the Town Officers
9. If application approved – sign agreement with the Town
10. Provide structural engineer certification for parklet design
11. Permit issued with signed agreement
12. Construct & install parklet
13. Enjoy parklet
14. Maintain parklet
15. Renew parklet permit before permit lapses!



Photo: Mickey Lee
Project: WMB Studio

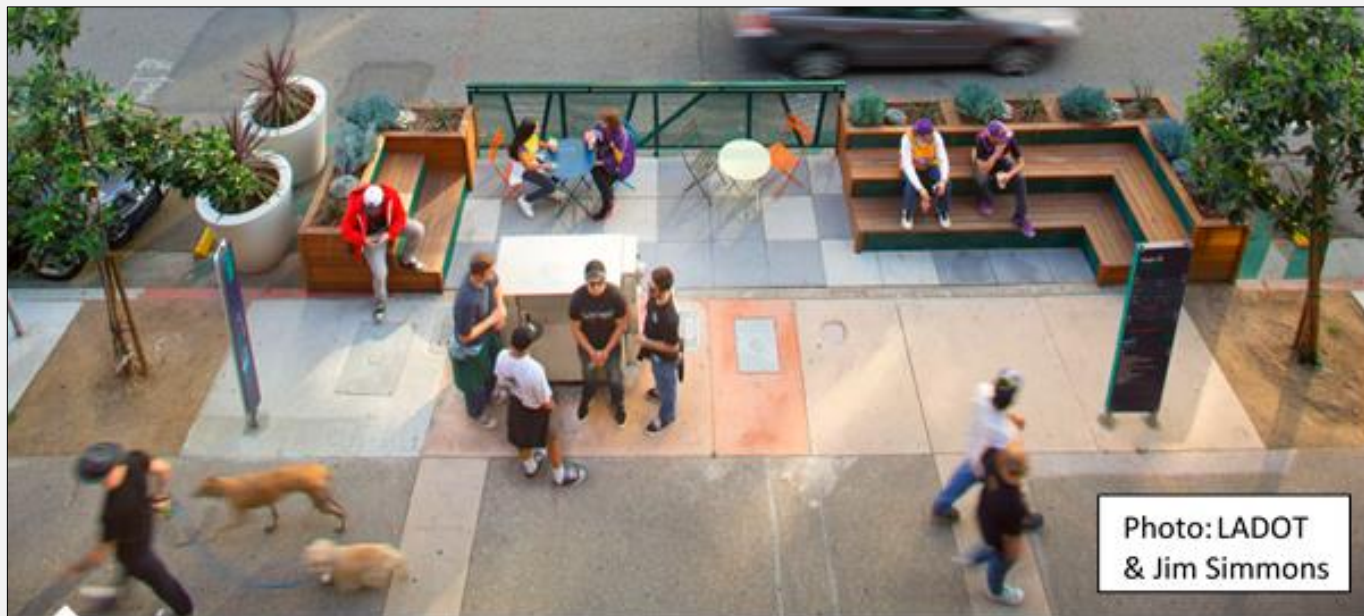
NEED TO KNOW

2.2 THE AFLRESCLET PROCESS

1. Meet your ToVP Place Leader & Town Engineer on site
2. Determine if your site is suitable for an alfresclet
3. Get support for your alfresclet from your neighbouring businesses, property owners and community groups
4. Design your alfresclet
5. Prepare application documents
6. Submit application & pay fee
7. Consultation
8. Application assessed by the Town Officers
9. Prepare Department of Planning, Lands & Heritage application documents
10. Submit application to Department of Planning, Lands & Heritage
11. Apply for licensed area – if alcohol service is proposed
12. If application approved – sign agreement with the Town
13. Provide structural engineer certification for alfresclet design
14. Permit issued with signed agreement
15. Construct & install alfresclet
16. Enjoy alfresclet
17. Maintain alfresclet
18. Renew alfresclet permit before permit lapses

2.3 Parklet or Alfresclet – What will suit your business?

Criteria	Parklet	Alfresclet
Suitably located in accordance with 'Location Guidelines'	✓	✓
Designed in accordance with 'Design Criteria'	✓	✓
Designed in accordance with 'Technical Guidelines'	✓	✓
Current Public Liability Insurance	✓	✓
Support from local community and neighbouring uses	✓	✓
Table service		✓
Service of alcohol (with license)		✓
Available to the public	✓	✓
Council permit	✓	✓
Permit with the Department of Planning, Lands and Heritage		✓
Licencing from the Department of Racing, Gaming and Liquor (for service of alcohol)		✓



3.0 ASSESSMENT CRITERIA

Each parklet/alfresclet will be assessed based on its merits, however, the following guidelines and list of criteria will provide you with guidance on what the Town will consider when assessing your application for a parklet or alfresclet.

A great parklet/alfresclet will have the following characteristics:

- In the right location (use our location guide to determine if your parklet is in the right location)
- A functional and inviting design (encourages use by the public)
- Moveable on short notice (easily moved in case of emergency or maintenance)
- Designed to interesting and creative but complementary to the surrounding street
- Incorporates built-in seating and landscaping
- Does not require alterations to infrastructure



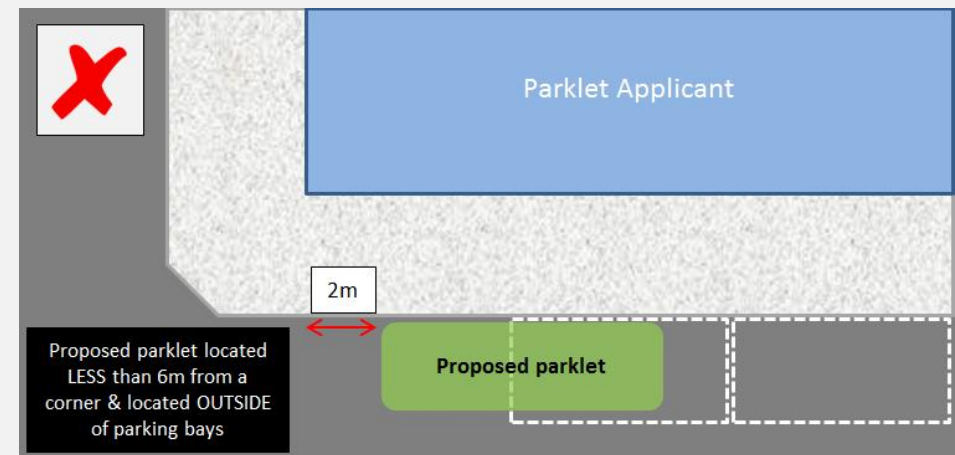
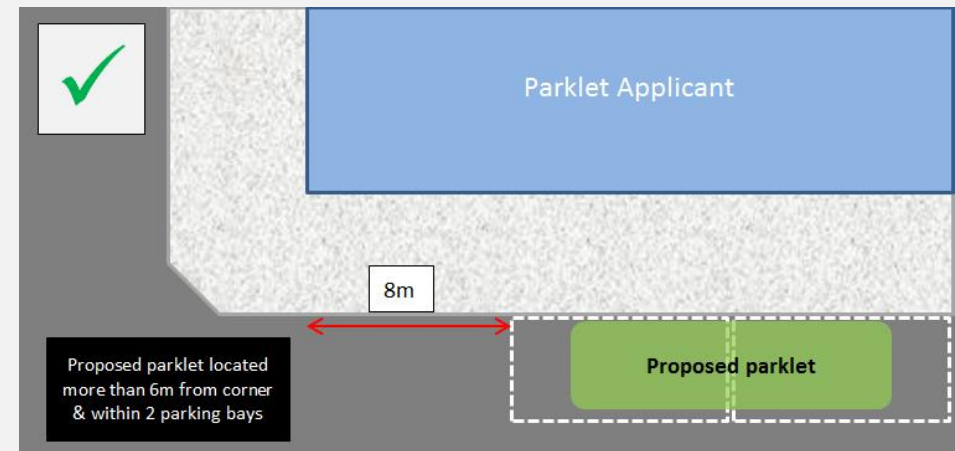
A parklet in Hammersmith Grove, London providing seating and greenery into the street. Photo: London Borough of Hammersmith & Fulham

4.0 IS YOUR SITE RIGHT?

Location is key!

It is important that parklets/alfresclets are suitably located for safety, functionality and useability. Sites which require alteration to civic infrastructure may be cost prohibitive for a parklet/alfresclet host. Use our handy guide below to help determine if your site is suitable. Remember, we will meet you on site if you think you might be eligible.

Location Criteria		Complies
L1	The parklet would be located at least one (1) car space from a street corner (min. 6m)	Y / N
L2	Parklet would not exceed 2 parking bays	Y / N
L3	Parklet would be located on a road with a speed limit less than 50kph	Y / N
L4	Parklet is located directly adjacent to the host business or community organisation venue/premises.	Y / N
L5	Parklet would not be located adjacent to, or on top of the following: <ul style="list-style-type: none"> • ticket machines; • street signs; • existing street furniture; • access points to water connectors for firefighting; • manholes; and • inspection chambers 	Y / N
		Y / N
		Y / N
		Y / N
		Y / N
		Y / N
L6	Parklet would not be located within parking spaces/bays which are designated for the following: <ul style="list-style-type: none"> • taxi rank; • bus stop; • public transport; • loading zone; and • disabled parking 	Y / N
		Y / N
		Y / N
		Y / N
		Y / N
L7	The location of the parklet will not interfere with the function, and/or negatively impacting vehicle and pedestrian movements, sightlines at road junctions, vehicle crossovers etc.	Y / N



5.0 DESIGN GUIDELINES

The Town will assess your parklet application against the following design criteria.

Design Criteria	
D1	Parklet design is open and welcoming
D2	Access into parklet is clear and can be readily accessible by members of the community
D3	Parklet access point(s) are flush and level with the footpath/pavement
D4	Where necessary, the parklet is stepped to follow the slope of the parking space
D5	Parklet incorporates plantings into the design
D6	Complementary to the surrounding character of the host area
D7	Design of parklet is interesting, creative, improves the quality of the public space, compatible with the established streetscape character and encourages use and interaction by the public
D8	Design of parklet incorporates permanent seating so when temporary seating is removed, the parklet remains usable
D9	Design incorporates interesting elements and articulation (avoids large blank walls or panels)
D10	Varying heights to create interest whilst maintaining visibility to vehicles and pedestrians (and not obscuring your shopfront)
D11	Design shall not impair safe pedestrian or vehicle movements and shall not be constructed of materials that adversely impact sight for moving vehicles e.g mirrored and reflective materials/solid panels near intersections should be avoided
D12	Vertical elements and pergolas to remain below 2.4m in height, and not exceed 10m ² in area, if seeking building code exemptions
D13	Parklet shall be of a design and construction that can be removed readily in the case of maintenance or emergency
D14	Parklet is free standing and does not require fixture to an adjacent structure or building to remain upright or stable
D15	Material has been locally sourced where possible
D16	Materials and finishes are high quality, weather resistant and durable
D17	Where recycled or repurposed materials are proposed to be used, materials are in good, stable and functional condition
D18	Design incorporates safe electricity connection if needed
D19	Sufficient space for public parklet signs provided by the Town
D20	Parklet has a name and identity – becomes a referrable destination for its users. Note: Parklets cannot incorporate business signage or advertising



Photo: Ask Studio – B A. Schipper

6.0 TECHNICAL GUIDELINES

Use the following guidelines when creating your Vic Parklet paradise! Our Team will work with you to help your design comply!

Technical Guidelines		
T1	Parklet design does not impede, require the alteration, removal or extension of any public service, landscaping, utilities, kerbing, or civic infrastructure*	Y / N
T2	Overall structure will not exceed 2.4m in height	Y / N
T3	Overall parklet platform area does not exceed 10sqm* <i>*to avoid building permit under Building regs 2012, Sch 4, Clause 2. Where the parklet design exceeds building code exemptions under Building Regulations 2012, Sch 4, clause 2, the parklet application shall include a building permit.</i>	Y / N
T4	Wheel stops to be placed adjacent to parklets located in a parallel position and set a minimum 1.5m away from outer edge of parklet	Y / N
T5	Parklet is set in a minimum 0.5m from edge of parking bay for safety	Y / N
T6	Parklet design will not negatively impede or divert the natural stormwater or overland flow of the site, (design will allow for stormwater to access drains without causing harm or hazard to the property or adjoining properties)	Y / N
T7	Parklet is designed to accommodate the natural gradient of the land	Y / N
T8	Parklet can be dismantled or removed within 24hrs, for maintenance or remedial works	Y / N
T9	Parklet design has structural certification from a suitably qualified engineer	Y / N
T10	Traffic management plan to be submitted with the application/prior to commencement of works (where required by the Council))	Y / N
T11	No advertising signage is incorporated into the design	Y / N
T12	The design of the parklet will not interfere with the function and/or negatively impacting on vehicle and pedestrian movements, sightlines at road junctions, vehicle crossovers etc	Y / N
T13	A safety audit will be submitted with the application/prior to commencement of works (where required by the Council)	Y / N
T14	Parklet flooring has no slip or anti slip finish	Y / N

*It is the preference that parklets/alfresclets will not require the relocation, removal or alteration of any civic infrastructure as these works can be costly and may result in a parklet/alfresclet being cost prohibitive for a host. However, should a host seek to undertake these works, the Town will consider such a request on a case by case basis. It is important to note that all costs associated with these works are at the expense of the Applicant and will be carried out to the standard and satisfaction of the Council.

6.1 Public Liability Insurance

Applicants wishing to host a parklet will be required to obtain and hold a current, policy of insurance for Public Liability for an amount of not less than \$20,000,000.00 (twenty million dollars).

A copy of the current certificate is to be provided to the Town prior to the Parklet Permit being issued.

6.2 Support from your community & neighbours

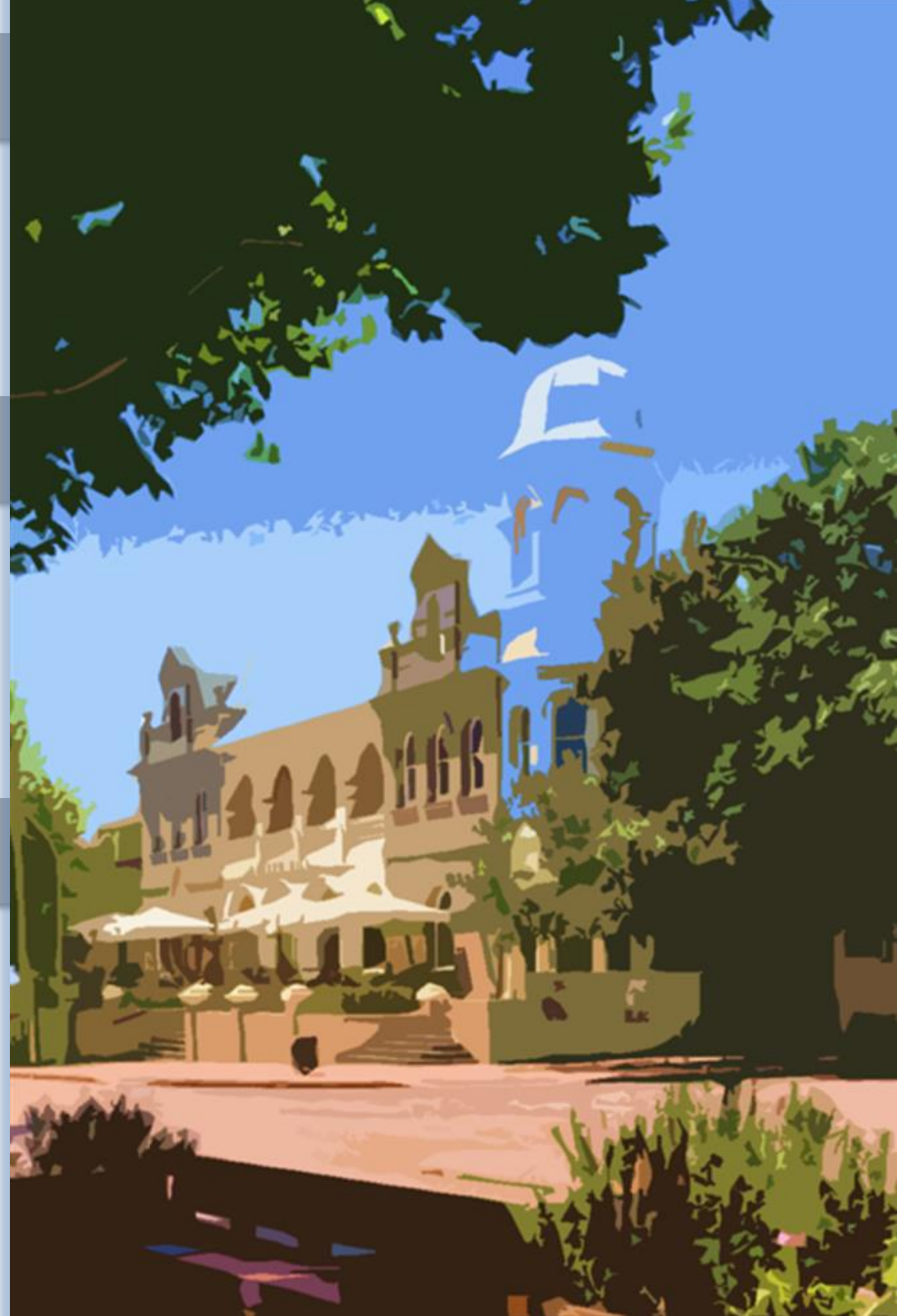
Parklets are for the community's benefit. Including letters of support from neighbouring businesses, property owners and community groups will greatly benefit your application. Letters of support can include but are not limited to:

- letter of support from the property owner
- letter(s) of support from the adjacent property owners (the more letters of support the better)
- letter of support from a local community group e.g Vic Park Collective

6.3 Who will be consulted about your parklet?

The Council is committed to activating public realms to the betterment of the community. The Council is also committed to ensure that the community and businesses are appropriately consulted prior to the approval of a parklet or alfresclet.

Your direct neighbours will be consulted. This includes both tenant(s) and owner(s), and above ground tenants (for example, where the building is a multi-storey building, all businesses and residents within the building will be consulted).



7.0 HOST RESPONSIBILITIES

Hosting a parklet/alfresclet can bring its host a number of benefits; however, hosting a parklet also comes with responsibility. Once you've received your approval to host a parklet/alfresclet, hosts will be required to keep their parklets clean, keep their plants alive and encourage public use.

All costs associated with the construction (including alterations to civil infrastructure), maintenance (including the greenery) and removal of a hosted parklet must be borne by its proponent.

Keep in mind the "Keep it" criteria below!



Keep it Clean

The parklet host will be required to ensure that the parklet is kept clean of litter, graffiti and grime. Parklet surfaces and platforms should be cleaned by hose down or sweeping on an as needed basis.



Keep it Green

Plantings in the parklet must be kept in good health, including watering, weeding and trimming where necessary.



Keep it safe

Where mobile and movable items are furnished within the parklet, these moveable items are to be either locked down or secured of an evening, when parklet host is closed for business or operation, or during inclement weather.



Keep it Non-Smoking

Hosted parklets are a public space. Smoking and consumption of alcohol within unlicensed parklets, is not permitted and the host has a duty of care to prevent these activities where possible.



8.0 WE'RE HERE TO HELP!

Let your Place Leader know you're keen to bring life to your pocket of Vic Park.

The Place Leader will meet you on site to discuss plans, concepts and provide advice on how to get a Vic Parklet in your street. Contact the Town today to discuss your parklet or alfresclet proposal.

Parklets and alfresclets are great and inviting if they are loved and cared for, if you see a parklet or alfresclet that is damaged or needs attention, please let the Town know!

Town of Victoria Park
Place Planning Team
Email: placeplanning@vicpark.wa.gov.au
Phone: 08 9311 8111



9.0 MAKE AN APPLICATION

You've read our location and design guidelines and met the criteria, so what is next?

Hooray! You're ready to apply for a parklet!

Apply for your parklet!

Once we receive your application, your Place Leader will make contact to meet with you onsite to discuss your proposed parklet, this will usually occur within 10 business days of receiving your application.

After our site meeting, the Place Leader will assess your application and have a decision to you within 28 days of the site meeting.

To ensure that the Town has all the information it needs to process your parklet application as quickly as possible, use the application checklist below.

APPLICATION FEE

The application fee covers the administrative and signage costs of your parklet. Each parklet will be provided with 2 signs which are to be prominently displayed on the parklet. Where your parklet is not approved, the fee for signage will be refunded to the applicant.

Application Checklist	
Application Form	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>
Design Concept Plan (with dimensions)	<input type="checkbox"/>
Evidence of current public liability insurance for an amount no less than \$20,000.00	<input type="checkbox"/>
Structural Certification from Engineer	<input type="checkbox"/>
Traffic Management Plan (if required)	<input type="checkbox"/>
Site photographs	<input type="checkbox"/>
Letters of support	<input type="checkbox"/>

9.1 APPLICATION FORM

Proposed parklet / alfresclet address:	
Business/Organisation name:	
Postal address:	
Postcode:	
Contact name(s):	
Contact phone(s):	
Email address:	

Proposed Park:	<input type="checkbox"/> Parklet	<input type="checkbox"/> Alfresclet
Permit type:	<input type="checkbox"/> New	<input type="checkbox"/> Renewal
Park permit:	<input type="checkbox"/> 12 months	<input type="checkbox"/> 24 month
Proposed Installation Date: (Note: retrospective permits will not be considered)		

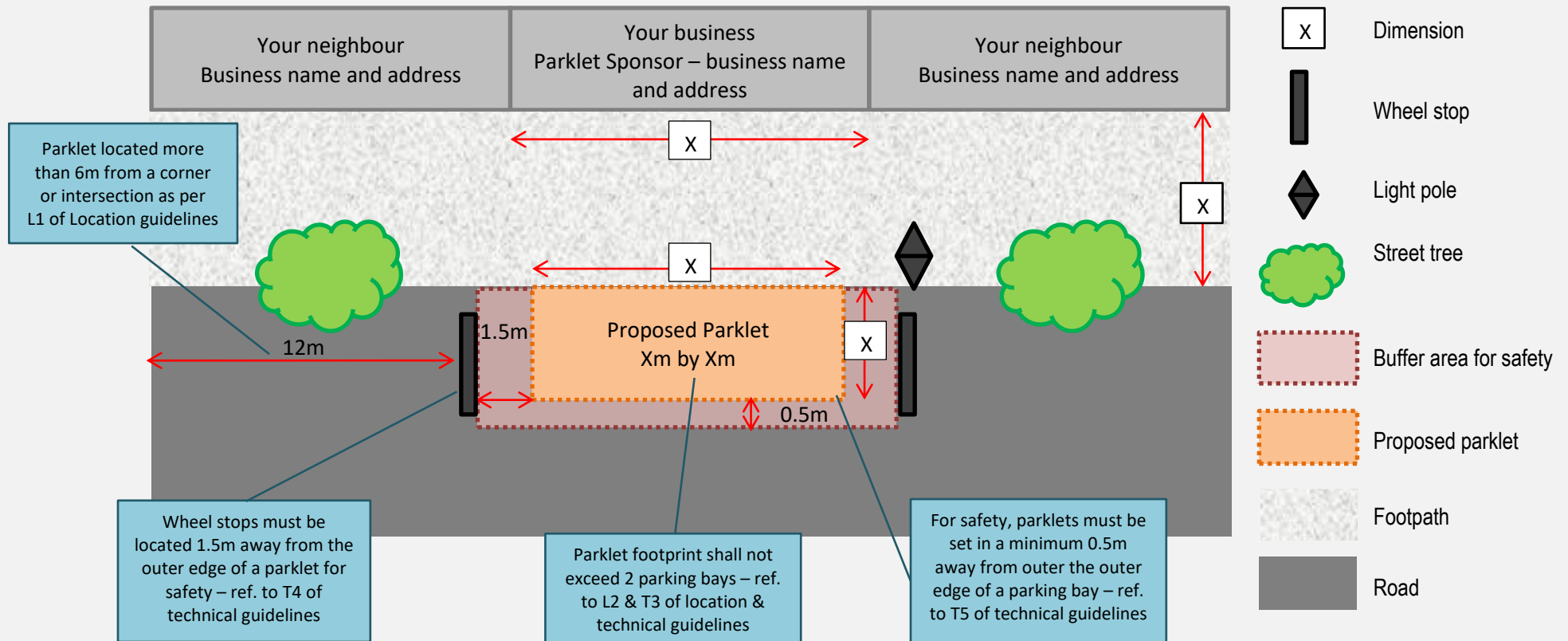
9.2 SITE PLAN

Your application will require a site plan to be submitted for assessment.

You will need to include the following information in your site plan:

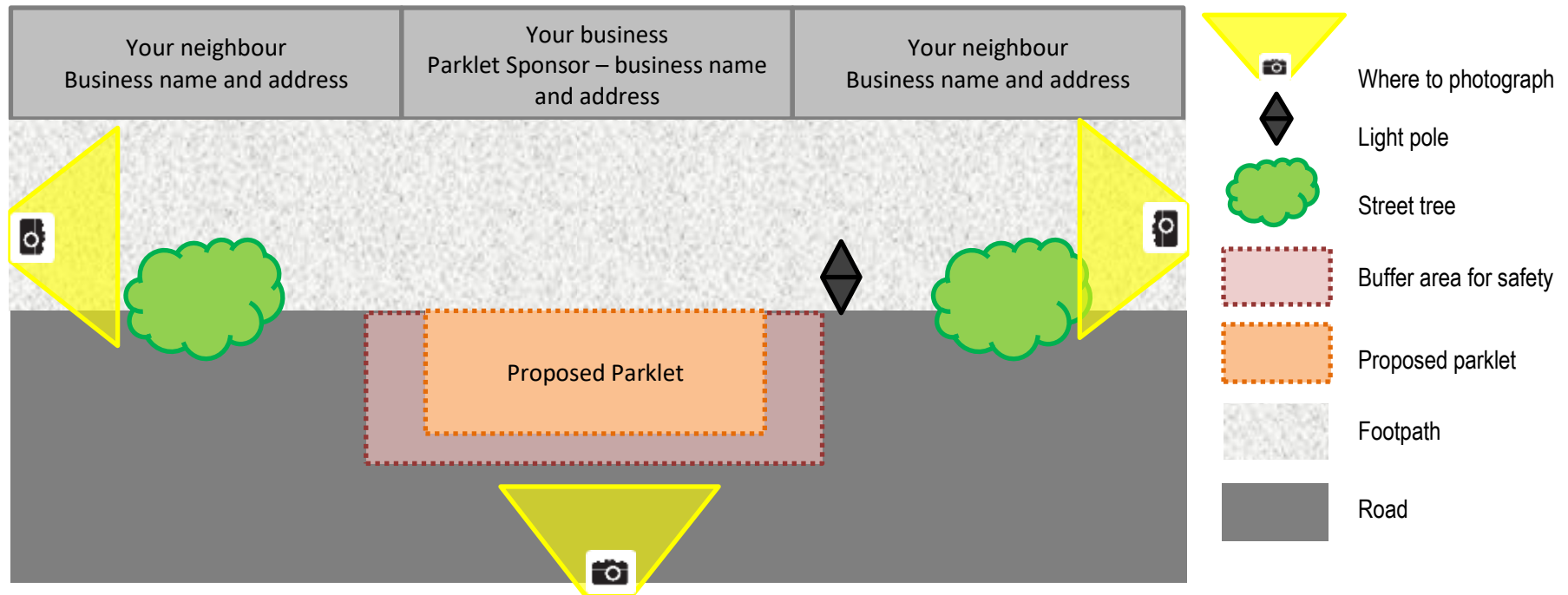
- Your building/business and neighbouring business/premises (include street address)
- Parklet location and dimensions
- On street and off-street features (trees, ticket machines, services, stormwater drains, streetlights, bike racks)
- Site specific features

Below is a sample site plan that can be used as a template. This example site plan can be provided by your designer, or self-produced.

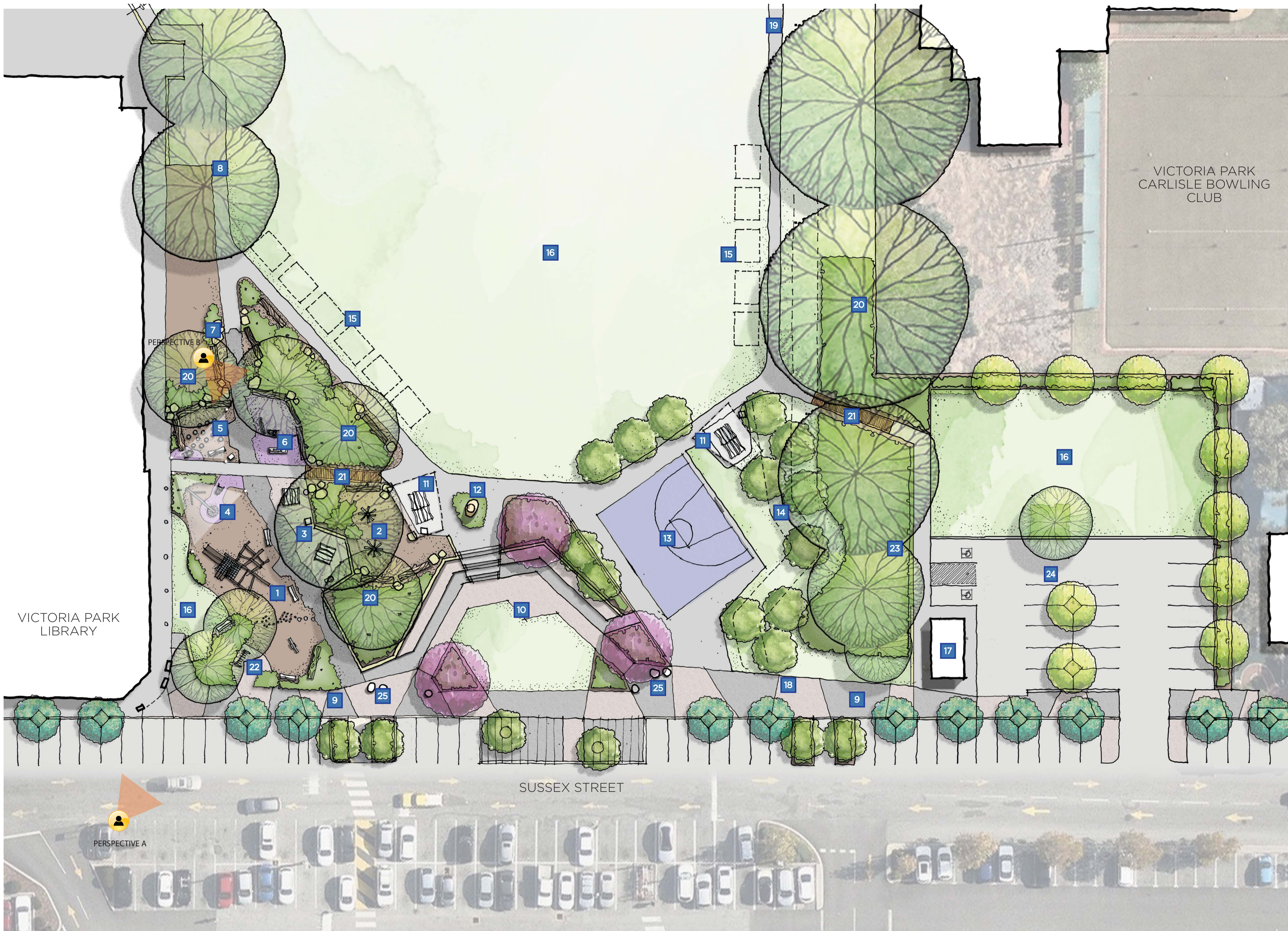


9.3 What photographs to include

Use the diagram on the best location to take photographs



12.1 Appendix 1– John Mactivation Project Concept Plan and 3D Renders



- ### Legend
- 1** Nature Play Space with mulch softfall surfacing. Mixture of off the shelf items and natural timber logs and limestone boulders. Suitable for toddlers through to young children.
 - 2** Stick Cubbyhouses - allows children to salvage sticks from site to lean up against the cubbyhouses, encouraging imagination play on a mulch softfall surfacing. Natural logs provide informal seating.
 - 3** Picnic settings provide formal seating for parent's providing site lines between the two sections of play.
 - 4** Large Basket Swing. Rubber softfall to the swing provides all abilities access, situated underneath a Shade Sail.
 - 5** Reading Nook with tree logs as individual seats. Provides space for an outdoor classroom under a Shade Sail.
 - 6** All abilities access play equipment situated in rubber softfall.
 - 7** Logs Seats to embankment provide informal seating amongst shrubs and under the retained trees.
 - 8** Footpath to link to existing network.
 - 9** Exposed Aggregate and Coloured Concrete Feature Promenade provides links to the existing Library Entry, through to the amphitheatre and proposed alfresco dining at the Shopping Centre.
 - 10** Amphitheatre which includes seating stones, shade trees, seating steps and an open turfed area.
 - 11** Shade Structures provide shade for picnic setting.
 - 12** Proposed Artwork.
 - 13** Half Basketball Court.
 - 14** Sloped open grass area provides space for people to relax and recline whilst watching those using the basketball court.
 - 15** Suggested Area for Parking for Food Vans & Weekend markets.
 - 16** Open Turf.
 - 17** New toilet block including all connections.
 - 18** Feature Wall to include community artwork salvaged from site, and future artwork. Could also include feature lighting.
 - 19** Footpath connection to Kent Street.
 - 20** Large Existing Trees to be Retained On site.
 - 21** Raised Boardwalks beneath Retained Trees.
 - 22** Bike Racks.
 - 23** Hydrozoning with low groundcovers beneath existing trees.
 - 24** Proposed Parking Area (19 Carbays)
 - 25** Feature seating

Master Landscape Plan

epcad.com.au

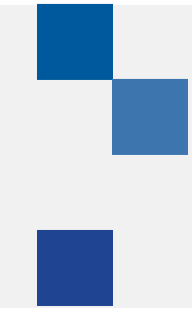
John Macmillan Park Landscape Concept Plan - Rev C

0 1 2 3 4 5 10 15 30
 scale : NTS @ A1 date : 02 August 2018

The information contained in this document are the copyright of EPCAD Pty Ltd. Use or copying of the document in whole or part without the written permission of EPCAD Pty Ltd constitute an infringement of copyright.
 EPCAD Pty Ltd ACN 093 476 334 ABN 26 093 476 334
 28-30 Mayfair Street, West Perth, WA 6005, PO Box 1233, West Perth WA
 ☎ +61 8 9481 4410 ✉ epcad@epcad.com.au







14.1 Appendix 1 – Audit Completion Report and Independent Auditor’s Report

Town of Victoria Park



Audit Completion Report to the Audit Committee For the Year Ended 30 June 2018

26 November 2018

Table of Contents

1. Executive Summary.....	1
1.1 Status of Audit	1
1.2 Deliverables	1
2. Financial Statements and Audit Opinion	2
3. Current Year Areas of Audit Focus.....	2
4. Assessment of Internal Controls	3
5. Key Findings During Final Phase of Audit.....	4
6. Specific Required Communications	5
7. Disclaimer.....	7
8. Appendix 1 - Proposed Audit Opinion	8

1. Executive Summary

Under the requirements of Australian Auditing Standard ASA 260: “*Communication with Those Charged with Governance*”, we are required to communicate audit matters arising from the audit of financial statements to those charged with governance of an entity. This Annual Audit Completion Report together with our previous External Audit Plan discharges the requirements of the Auditing Standard.

This report has been prepared for the Council via its Audit Committee to summarise the significant matters that have arisen from our year-end audit of the Town of Victoria Park for the year ended 30 June 2018.

1.1 Status of Audit

Our audit fieldwork at the Town of Victoria Park for the financial year ended 30 June 2018 has been completed.

Before our Independent Auditor’s Report is signed off and issued to the Council, the following outstanding matter is required to be attended to:

- Completion of audit procedures relating to Auditing Standard ASA 560 *Subsequent Events* to be performed up to the date of signing the Independent Auditor’s Report.

1.2 Deliverables

Output	Timing
External Audit Plan	3 May 2018
Interim Audit Management Letter	19 July 2018
Present the Audit Completion Report to the Audit Committee	26 November 2018
Provide Independent Auditor’s Report on the Financial Report	After recommendation of Financial Report by the Audit Committee

2. Financial Statements and Audit Opinion

Audit Opinion

We have completed the audit of the Town of Victoria Park's accounts in line with current Australian Auditing Standards and will give an **Unqualified Opinion** [subject to subsequent events procedures] that the financial report of the Town of Victoria Park

- (a) gives a true and fair view of the financial position of the Town of Victoria Park as at 30 June 2018 and of its financial performance for the year ended on that date; and
- (b) complies with the *Local Government Act 1995* (as amended), the *Local Government (Financial Management) Regulations 1996* (as amended) and the Australian Accounting Standards.

Refer to **Appendix 1** for our Proposed Draft Independent Auditor's Report

3. Current Year Areas of Audit Focus

Our audit procedures were focused on those areas of Town of Victoria Park's activities that are considered to represent the key audit risks identified in our external audit plan and through discussions with management during the course of our audit.

	Risk Area	Audit Response
1	Revenue Recognition	<p>Accounting Standards for Revenue and Contributions recognition prevent Councils from recording unexpended untied grants as a liability instead of revenue (grants and contributions received in advance). Also rates received in advance needs to recognised as income in the year of receipt rather than as a liability.</p> <p>Audit procedures included substantiation and verification of cut – off procedures and assessment of whether treatment of revenue is consistent with Accounting Standards AASB 118 <i>Revenue</i> and AASB 1004 <i>Contributions</i>.</p>
2	Contingent Liabilities	<p>Audit procedures included discussions with management, review of council minutes and solicitor's representation letters to identify the possible existence of contingencies which may require disclosure in the financial statements.</p> <p>At this date, we are satisfied with the current disclosure in the financial report.</p>

3	Related Party Disclosures	<p>AASB 2015-6 Amendments to Australian Accounting Standards – Extends Related Party Disclosures to Not – for – Profit Public Sector Entities. The objective of this Standard was to extend the scope of AASB 124 <i>Related Party Disclosures</i> to include not – for-profit sector entities.</p> <p>Audit procedures included discussions with management and review of related party disclosure forms completed by the key management personal which includes Councillors.</p>
---	---------------------------	--

We are satisfied that these key areas of focus have been addressed appropriately based on our audit procedures and are properly reflected in the Town of Victoria Park’s financial report other than what is disclosed under “Specific Required Communications – Misstatements and significant audit adjustments”.

4. Assessment of Internal Controls

Our interim phase of the audit indicated that the current internal control systems and processes are reasonable. They are designed adequately for Town of Victoria Park’s current business operations.

However, a separate Interim Audit Management Letter has been provided to management following our interim audit which provides details of the internal control and compliance matters raised.

Our follow up indicates that the management comments for the interim audit visit conducted during the financial year ended 30 June 2018 have been implemented.

5. Key Findings during Final Phase of Audit

During our audit planning procedures and risk identification process, we identified a number of key focus areas as outlined in Section 3 above. In addition, during the course of our year-end fieldwork, other accounting and audit issues were noted. Our consideration of these matters is set out below.

We request that the Audit Committee review the matters below and satisfy themselves that:

- there are no other matters of which you are aware that would impact these issues;
- there are no other significant issues that ought to be considered before recommending the adoption of the financial statements to the Council; and
- you concur with the resolution of the issue as described below.

1	Area: Asset Management Plans
Recommendation	
	<p>Given the significant work to be undertaken in the revaluation of the Town of Victoria Park's Property, Plant and Equipment and Infrastructure asset classes in the future, we recommend that Asset Management Plans for each asset class be reviewed and updated with the most recently acquired data collected to ensure all future projections of required capital maintenance and upgrades remain reliable for strategic decision making purposes.</p> <p>Updated projections from the Asset Management Plans should be factored into the Town of Victoria Park's Long Term Financial Plan estimates to ensure appropriate planning for future funding requirements are appropriately planned for and known.</p>

6. Specific Required Communications

The Australian Auditing Standard ASA 260: “*Communication with Those Charged with Governance*” requires the auditor to communicate certain matters to the Audit Committee that may assist them in overseeing management’s financial reporting and disclosure process. Below we summarise these required communications as they apply to your organisation.

Reporting Requirement	Detailed Comments
Changes to Audit Approach Outlined in External Audit Plan	<ul style="list-style-type: none"> ➤ There were no changes to the audit approach outlined in the External Audit Plan.
Significant accounting policies	<ul style="list-style-type: none"> ➤ Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Victoria Park including new pronouncements adopted during the year, are described in Note 1 to the financial statements. ➤ There were no significant changes in the application of existing policies during the year ended 30 June 2018. The accounting policies adopted in the financial statements are appropriately disclosed.
Sensitive Accounting Estimates and Disclosures	Refer to “Current Year of Audit Focus” section
Misstatements and significant audit adjustments	<ul style="list-style-type: none"> ➤ We are required to report to you all unadjusted misstatements which we have identified during the course of our audit, other than those of a trivial nature. In the context of the Town of Victoria Park, we consider that amounts of a value less than \$ 55,500 should be considered trivial. This represents 5% of materiality. There was one uncorrected misstatement pertaining to rates received in advance amounting to \$ 339,548 which has been classified as a liability instead of income in the financial report. ➤ A few disclosure adjustments to the financial statements have been discussed and amended during the course of our audit. ➤ A few other financial adjustments have been raised through our audit work. The net effect of these misstatements was below our trivial error of \$ 55,500. Therefore, there are no unadjusted misstatements to report other than what is stated above.
Significant Weaknesses in Internal Controls	<ul style="list-style-type: none"> ➤ No significant weaknesses in internal control were identified. Refer to our Interim Audit Management Letter.
Disagreements with management	<ul style="list-style-type: none"> ➤ There have been no significant disagreements with management during the course of the audit.

<p>Serious Difficulties Encountered in Dealing with Management when Performing the Audit such as:</p> <ul style="list-style-type: none"> • Significant delays in management providing required information • An unnecessarily brief time within which to complete the audit • Extensive unexpected effort required to obtain sufficient appropriate audit evidence • The unavailability of expected information • Restrictions imposed on the auditor by management 	<ul style="list-style-type: none"> ➤ There were no serious difficulties encountered in dealing with management when performing the audit.
<p>Fraud and Illegal Acts</p>	<ul style="list-style-type: none"> ➤ We are not aware of any matters that require communication. ➤ We would request that the Audit Committee members raise with us any areas of risk not addressed in our communications and that they inform us of their knowledge of any actual or suspected fraud.
<p>Compliance with laws and regulations</p>	<ul style="list-style-type: none"> ➤ In performing our audit procedures, we have not become aware of any non-compliance with applicable laws or regulations. ➤ We have also received representations from management confirming that the Council is in compliance with all laws and regulations that impact the Council.
<p>Threshold to Capitalise Assets</p>	<ul style="list-style-type: none"> ➤ It has been Town of Victoria Park's policy to capitalise expenditure of capital nature in excess of \$ 2,000. <p>However, with effect from 1 July 2018 in accordance with the amendment to the Local Government (Financial Management) Regulation 1996, which was gazetted on 26 June 2018, it should capitalise assets in excess of \$ 5,000 only. Therefore, Council needs to make a retrospective adjustment in the 2018/19 financial year in respect of capital assets costing less than \$ 5,000 which it has capitalised in the past as this change of accounting treatment results in a change in accounting policy.</p>
<p>Books and records and conduct of the audit</p>	<ul style="list-style-type: none"> ➤ We have been presented with all the necessary books and explanations requested of management to support the amounts and disclosures contained in the financial statements in a timely and efficient manner.
<p>Other Information in Documents Containing Audited Financial Statements</p>	<ul style="list-style-type: none"> ➤ Our financial statement audit opinion relates only to the financial statements and accompanying notes.

	<ul style="list-style-type: none"> ➤ However, we also review other information in the Annual Report, such as Management’s Discussion and Analysis, for consistency with the audited financial statements. Once the annual report is prepared and provided to us, we will review the Annual Report for consistency between the audited financial statements and other sections of that document.
Related Party Transactions	<ul style="list-style-type: none"> ➤ None of which we are aware other than what is disclosed in Note 36 to the financial statements.
Major Issues Discussed with Management in Connection with Initial or Recurring Retention	<ul style="list-style-type: none"> ➤ Refer above.
Going concern	<ul style="list-style-type: none"> ➤ As part of our audit, we have assessed and agreed with the conclusions reached by the management concerning the application of the going concern concept.
Independence	<ul style="list-style-type: none"> ➤ We confirm that, as the date of this report, we are independent having regard to Macri Partners’ policies, professional rules and relevant statutory requirements regarding auditor independence. ➤ During the year ended 30 June 2018, Macri Partners has not provided any non-audit services to the Town of Victoria Park.

7. Disclaimer

This report has been prepared for the Audit Committee and management of Town of Victoria Park only. It should not be quoted or referred to, in whole or in part, without our prior written consent. No warranty is given to, and no liability will be accepted from, any party other than the Town of Victoria Park.

8. Appendix 1 - Proposed Audit Opinion

INDEPENDENT AUDITOR'S REPORT

TO: RATEPAYERS OF TOWN OF VICTORIA PARK

Report on the Financial Report

Opinion

We have audited the financial report of **Town of Victoria Park** (the Council), which comprises the Statement of Financial Position as at 30 June 2018, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity and Statement of Cash Flows and Rate Setting Statement for the year then ended, and a summary of significant accounting policies and other explanatory information and Statement by Chief Executive Officer.

In our opinion, the annual financial report of the **Town of Victoria Park** is:

- (i) based on proper accounts and records ; and
- (ii) fairly represents, in all material respects, the results of the operations of the Council for the year ended 30 June 2018 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not consistent with the Act, Australian Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Council in accordance with the auditor independence and ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Council's financial reporting responsibilities under the Act. Regulation 16 of the Local Government (Financial Management) Regulations 1996 (Regulations), does not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report. Our opinion is not modified in respect of this matter.

INDEPENDENT AUDITOR'S REPORT (Cont'd)

Responsibilities of the Chief Executive Officer and Council for the Financial Report

The Chief Executive Officer (CEO) of the Council is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State government has made decisions affecting the continued existence of the Council.

The Council is responsible for overseeing the Council's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

INDEPENDENT AUDITOR'S REPORT (Cont'd)

Report on Other Legal and Regulatory Requirements

In accordance with the *Local Government (Audit) Regulations 1996*, we also report that:

- (a) In our opinion, the following matter indicates a significant adverse trend in the financial position or the financial management practices of the Council:

The Asset Sustainability Ratio has been below the Department of Local Government, Sport and Cultural Industries standard for the last three years. The financial ratios are reported at note 22 to the financial report.

- (b) In our opinion, the asset consumption ratio and the asset renewal funding ratio included in the annual financial report were supported by verifiable information and reasonable assumptions:
- (c) All required information and explanations were obtained by us.
- (d) All audit procedures were satisfactorily completed.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the financial report of the **Town of Victoria Park** for the year ended 30 June 2018 included on the Council's website. Management is responsible for the integrity of the Council's website. The auditor's report refers only to the subject matter described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.

**MACRI PARTNERS
CERTIFIED PRACTISING ACCOUNTANTS
SUITE 2, 137 BURSWOOD ROAD
BURSWOOD WA 6100**

**A MACRI
PARTNER**

**PERTH
DATED THIS 26TH DAY OF NOVEMBER 2018.**

14.1 Appendix 2 – Annual Financial Report

**Town of Victoria Park
Financial Report
For the year ended 30 June 2018**

*Local Government Act 1995
Local Government (Financial Management) Regulations 1996*

Statement by the Chief Executive Officer

The attached financial report of the Town of Victoria Park for the financial year ended 30 June 2018 is based on proper accounts and records to present fairly the financial position of the Town of Victoria Park at 30 June 2018 and the results of the operations for the financial year then ended in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 20th day of November 2018



Anthony Vuleta
Chief Executive Officer

Town of Victoria Park
For the year ended 30 June 2018

Statement of Comprehensive Income - By Nature and Type

	Note	2018 Actual \$	2018 Budget \$	2017 Actual \$
Revenue				
Rates	24	44,290,591	43,850,000	41,589,238
Grants and Contributions - Operating	30	4,425,380	1,531,700	4,670,538
Fees and Charges	29	10,096,411	9,816,200	9,195,922
Service Charges		0	0	0
Interest Earnings	2	1,328,543	1,244,000	1,381,767
Other Revenue		785,389	651,500	1,514,395
		60,926,314	57,093,400	58,351,861
Expenses				
Employee Costs		(22,279,536)	(20,821,600)	(20,745,995)
Materials and Contracts		(21,108,078)	(21,918,223)	(20,910,082)
Utility Charges		(1,670,414)	(1,587,100)	(1,097,280)
Depreciation	2	(8,779,701)	(7,936,000)	(8,237,538)
Interest Expense	2	(407,360)	(432,600)	(452,167)
Insurance		(423,860)	(568,000)	(473,728)
Other Expense		(857,721)	(85,800)	(55,078)
		(55,526,669)	(53,349,323)	(51,971,868)
		5,399,645	3,744,077	6,379,993
Grants and Contributions for Assets				
Grants and Contributions - Non-Operating	30	1,171,983	1,780,700	1,605,169
		1,171,983	1,780,700	1,605,169
Profit and Loss from Asset Disposal				
Profit on Asset Disposal		491,820	20,800	391,251
Loss on Asset Disposal		(706,934)	(20,800)	(34,442)
	21	(215,113)	0	356,809
Fair Value Adjustments				
Reversal of prior year loss on revaluation		0	0	325,147
Revaluation adjustment		(60,450)	0	(934,205)
		(60,450)	0	(609,058)
Changes in Equity				
Joint Ventures and Other Financial Assets	18	356,941	0	(1,012,038)
		356,941	0	(1,012,038)
Net Result				
		6,653,005	5,524,777	6,720,875
Other Comprehensive Income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Non-Current Assets Revaluation Changes	14	1,344,693	0	3,623,650
Total Other Comprehensive Income		1,344,693	0	3,623,650
Total Comprehensive Income		7,997,698	5,524,777	10,344,525

This statement is to be read in conjunction with the accompanying notes.

Town of Victoria Park
For the year ended 30 June 2018

Statement of Comprehensive Income - By Program

	Note	2018 Actual \$	2018 Budget \$	2017 Actual \$
Revenue	2			
General Purpose Funding		47,268,443	46,283,100	44,807,635
Governance		1,200	0	1,309
Law, Order and Public Safety		2,384,339	2,775,400	2,373,934
Health		295,297	247,300	250,973
Education and Welfare		311,003	284,000	270,899
Community Amenities		1,244,154	1,181,400	1,229,158
Recreation and Culture		7,356,638	4,904,600	7,333,619
Transport		286,867	196,000	325,558
Economic Services		459,055	361,000	335,187
Other Property and Services		1,319,319	860,600	1,423,588
		60,926,314	57,093,400	58,351,861
Expenses excluding Finance Costs	2			
General Purpose Funding		(1,745,055)	(608,800)	(978,721)
Governance		(549,149)	(514,100)	(387,725)
Law, Order and Public Safety		(3,926,804)	(3,997,800)	(4,350,046)
Health		(1,541,787)	(1,295,400)	(1,655,174)
Education and Welfare		(1,603,704)	(1,368,000)	(1,071,721)
Community Amenities		(8,573,889)	(8,702,400)	(7,233,207)
Recreation and Culture		(16,485,899)	(17,154,700)	(16,578,910)
Transport		(13,180,341)	(12,430,300)	(12,778,039)
Economic Services		(1,516,044)	(1,256,600)	(1,116,306)
Other Property and Services		(5,996,638)	(5,588,623)	(5,369,851)
		(55,119,309)	(52,916,723)	(51,519,700)
Finance Costs	2			
Law, Order and Public Safety		(81,567)	(95,500)	(44,559)
Recreation and Culture		(172,377)	(177,500)	(213,594)
Economic Services		(27,791)	(30,500)	(44,317)
Other Property and Services		(125,626)	(129,100)	(149,697)
		(407,360)	(432,600)	(452,167)
Grants and Contributions for Assets	30			
Recreation and Culture		0	200,000	32,750
Transport		1,171,983	1,580,700	1,559,189
Other Property and Services		0	0	13,230
		1,171,983	1,780,700	1,605,169

Statement of Comprehensive Income - By Program (continued)

	Note	2018 Actual \$	2018 Budget \$	2017 Actual \$
Profit and Loss from Asset Disposal	21			
General Purpose Funding		462,234	0	385,267
Governance		0	0	0
Law, Order and Public Safety		0	(1,100)	0
Health		(1,991)	(100)	0
Education and Welfare		0	0	0
Community Amenities		(7,044)	(3,000)	(8,023)
Recreation and Culture		(2,673)	(2,100)	1
Transport		(681,531)	7,800	(11,632)
Economic Services		(855)	(900)	(62)
Other Property and Services		16,746	(600)	(8,743)
		(215,113)	0	356,809
Changes in Joint Venture Operations and Other Financial Assets				
Economic Services	18	356,941	0	(1,012,038)
		356,941	0	(1,012,038)
Fair Value Adjustments				
Reversal of prior year loss on revaluation		0	0	325,147
Revaluation Adjustment		(60,450)	0	(934,205)
		(60,450)	0	(609,058)
Net Result		6,653,005	5,524,777	6,720,876
Other Comprehensive Income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Non-Current Assets Revaluation Changes	14	1,344,693	0	3,623,650
Total Other Comprehensive Income		1,344,693	0	3,623,650
Total Comprehensive Income		7,997,698	5,524,777	10,344,525

This statement is to be read in conjunction with the accompanying notes.

Town of Victoria Park
As at 30 June 2018

Statement of Financial Position

	Note	2018 Actual \$	2017 Actual \$
Current Assets			
Cash and Cash Equivalents	3	41,639,572	34,975,098
Trade and Other Receivables	5	3,328,489	4,532,901
Inventories	6	9,470	6,978
Assets Held for Sale	18	846,901	479,097
		45,824,432	39,994,075
Non-Current Assets			
Trade and Other Receivables	5	474,739	623,393
Property, Plant and Equipment	7	667,382,231	667,999,994
Infrastructure	8	234,182,030	235,025,694
Assets Held for Development	18	99,084	101,535
Other Financial Assets	18	9,500,836	8,962,866
		911,638,920	912,713,482
Total Assets		957,463,352	952,707,556
Current Liabilities			
Trade and Other Payables	10	5,092,624	4,903,973
Current Portion of Long Term Borrowings	11	1,981,548	2,241,045
Provisions	12	4,259,745	3,958,488
		11,333,917	11,103,506
Non-Current Liabilities			
Long Term Borrowings	11	4,240,753	6,595,852
Provisions	12	468,169	324,837
		4,708,922	6,920,690
Total Liabilities		16,042,839	18,024,196
Net Assets		941,420,513	934,683,360
Equity			
Retained Surplus		107,376,224	105,938,897
Reserves - Cash Backed	13	31,086,162	24,441,643
Revaluation Surplus	14	802,958,127	804,302,820
		941,420,513	934,683,360

This statement is to be read in conjunction with the accompanying notes.

Town of Victoria Park
For the year ended 30 June 2018

Statement of Changes in Equity

		Retained Surplus	Reserves Cash Backed	Revaluation Surplus	Total Equity
		\$	\$	\$	\$
Prior Year Balance					
Balance as at 1 July 2016		103,092,300	20,567,367	800,679,169	924,338,834
Net Result		6,720,875	0	0	6,720,875
Other Comprehensive Income					
Changes on Non-Current Asset Revaluation	14	0	0	3,623,651	3,623,651
Transfer From / (To) Reserves	13	(3,874,276)	3,874,276	0	0
Balance as at 30 June 2017		105,938,897	24,441,643	804,302,820	934,683,360
Current Year Balance					
Balance as at 01 July 2017		105,938,897	24,441,643	804,302,820	934,683,360
Net Result		6,653,005	0	0	6,653,005
Other Comprehensive Income					
Revaluation write back on disposals	14	1,428,840	0	(1,428,840)	0
Changes on Non-Current Asset Revaluation	14	0	0	84,147	84,147
Transfer From / (To) Reserves	13	(6,644,519)	6,644,519	0	0
Balance as at 30 June 2018		107,376,224	31,086,162	802,958,127	941,420,513

This statement is to be read in conjunction with the accompanying notes.

Town of Victoria Park
For the year ended 30 June 2018

Statement of Cash Flows

	Note	2018 Actual \$	2018 Budget \$	2017 Actual \$
Cash Flows from Operating Activities				
Receipts				
Rates		44,290,591	45,182,660	41,589,238
Grants and Contributions - Operating		4,425,380	1,531,700	4,670,538
Fees and Charges		8,939,842	11,116,200	8,505,844
Service Charges		148,089	0	209,439
Interest Earnings		1,328,543	1,244,000	1,381,767
Goods and Services Tax		1,156,569	2,000,000	690,078
Other Revenue		2,460,341	651,500	401,788
		62,749,355	61,726,060	57,448,693
Payments				
Employee Costs		(21,834,948)	(20,721,400)	(20,577,761)
Materials and Contracts		(17,644,276)	(22,289,119)	(15,625,895)
Utility Charges		(1,670,414)	(1,587,100)	(1,097,280)
Interest Expense		(407,360)	(432,600)	(452,167)
Insurance		(423,860)	(568,000)	(473,728)
Goods and Services Tax		(3,277,643)	(2,000,000)	(2,978,868)
Other Expense		(970,755)	(85,800)	(1,537,090)
		(46,229,254)	(47,684,019)	(42,742,789)
Net Cash Provided by Operating Activities	15 (b)	16,520,101	14,042,041	14,705,904
Cash Flows from Investing Activities				
Equity Movements in Joint Ventures		8,413	0	976,551
Land Held for Sale and Development Movement		(365,353)	0	35,487
Property, Plant and Equipment Payments		(3,433,267)	(6,475,800)	(4,040,132)
Infrastructure Payments		(5,611,492)	(10,177,900)	(6,800,685)
Grants and Contributions - Non-Operating		1,171,983	1,780,700	1,605,169
Sale of Assets Proceeds		988,687	951,800	186,697
		(7,241,030)	(13,921,200)	(8,036,914)
Net Cash Provided by / (Used in) Investing Activities				
Cash Flows from Financing Activities				
Debenture Repayments		(2,614,597)	(2,241,000)	(2,132,749)
New Debenture Proceeds		0	0	0
Reduction in Loan Liability		0	0	0
		(2,614,597)	(2,241,000)	(2,132,749)
Net Cash Provided by / (Used in) Financing Activities				
Net Increase / (Decrease) in Cash Held		6,664,474	(2,120,159)	4,536,240
Cash and Cash Equivalents at Beginning of Year		34,975,098	31,450,398	30,438,858
Cash and Cash Equivalents at End of Year	15 (a)	41,639,572	29,330,239	34,975,098

This statement is to be read in conjunction with the accompanying notes.

Town of Victoria Park
For the year ended 30 June 2018

Rate Setting Statement

	Note	2018 Actual \$	2018 Budget \$	2017 Actual \$
Revenue				
General Purpose Funding		3,440,086	2,433,100	3,603,665
Governance		1,200	0	1,309
Law, Order and Public Safety		2,384,339	2,775,400	2,373,934
Health		295,297	247,300	250,973
Education and Welfare		311,003	284,000	270,899
Community Amenities		1,245,036	1,182,400	1,229,158
Recreation and Culture		7,356,638	4,914,800	7,366,370
Transport		1,458,849	204,000	1,884,747
Economic Services		459,055	361,200	335,187
Other Property and Services		1,348,023	862,000	1,767,947
		18,299,527	13,264,200	19,084,189
Expenses				
General Purpose Funding		(1,745,055)	(608,800)	(978,721)
Governance		(549,149)	(514,100)	(387,725)
Law, Order and Public Safety		(4,068,820)	(4,094,400)	(5,328,810)
Health		(1,543,778)	(1,295,500)	(1,655,174)
Education and Welfare		(1,603,704)	(1,368,000)	(1,071,721)
Community Amenities		(8,581,815)	(8,706,400)	(7,241,230)
Recreation and Culture		(16,660,948)	(17,344,500)	(16,792,504)
Transport		(13,861,872)	(12,430,500)	(12,789,671)
Economic Services		(1,187,749)	(1,288,200)	(2,172,722)
Other Property and Services		(6,134,223)	(5,719,723)	(5,534,274)
		(55,937,112)	(53,370,123)	(53,952,552)
Net Result Excluding Rates		(37,637,585)	(40,105,923)	(34,868,363)
Adjustment for Cash Budget Requirements				
Operating activities excluded from budget				
(Profit) / Loss on Asset Disposals	21	215,113	0	(356,809)
Reversal of prior year loss on revaluation		0	0	(325,147)
Loss on Revaluation		60,450	0	934,205
Depreciation on Assets	2	8,779,701	7,936,000	8,237,538
Movement In Joint Venture Equity	18	(356,941)	0	1,012,037
Adjustment - Land Held for Sale	6	0	0	(30,007)
Adjustment - Current Assets Held for Sale	18	0	0	(479,098)
Movement in Non-Current Under Ground Power / Rates		148,654	0	209,850
Movement in Non-Current Leave Provision		143,332	0	34,066
Amount attributable to operating activities		8,990,310	7,936,000	9,236,634

Town of Victoria Park
For the year ended 30 June 2018

Rate Setting Statement (continued)

	Note	2018 Actual \$	2018 Budget \$	2017 Actual \$
Adjustment for Cash Budget Requirements				
Investing Activities				
Purchase Land	7	(2,982)	0	0
Purchase Buildings	7	(2,045,534)	(4,047,200)	(2,387,328)
Purchase Furniture and Equipment	7	(198,011)	(280,900)	(394,356)
Purchase Plant and Machinery	7	(891,259)	(1,107,000)	(688,912)
Purchase Information Technology	7	(295,481)	(1,040,700)	(569,536)
Construction of Infrastructure - Roads	8	(2,556,923)	(4,573,500)	(2,975,480)
Construction of Infrastructure - Drainage	8	(317,024)	(642,000)	(463,334)
Construction of Infrastructure - Pathways	8	(285,670)	(509,500)	(269,720)
Construction of Infrastructure - Parks / Reserves	8	(1,344,328)	(3,527,600)	(2,233,441)
Construction of Infrastructure - Other	8	(1,107,547)	(925,300)	(858,711)
Proceeds from Disposal of Assets	21	988,687	951,800	186,697
Non-Operating Grants, Subsidies and Contributions		0	1,780,700	0
Amount attributable to investing activities		(8,056,072)	(13,921,200)	(10,654,121)
Financing Activities				
Debenture Repayments	23	(2,614,597)	(2,241,000)	(2,132,749)
Transfers to Reserves	13	(6,944,519)	(2,827,700)	(4,071,008)
Transfers from Reserves	13	300,000	2,020,000	196,732
New Debenture Proceeds	23	0	0	0
Amount attributable to financing activities		(9,259,116)	(3,048,700)	(6,007,025)
		(17,315,188)	(16,969,900)	(16,661,145)
Add Surplus / (Deficit) July 1 B/Fwd	24	6,210,873	5,289,823	6,914,508
Less Surplus / (Deficit) June 30 C/Fwd	24	4,539,000	0	6,210,874
Amount Required to be Raised from Rates	24	(44,290,590)	(43,850,000)	(41,589,240)

This statement is to be read in conjunction with the accompanying notes.

1 Significant Accounting Policies

The significant accounting policies that have been adopted in the preparation of this financial report are presented below and have been consistently applied unless stated otherwise.

Basis of Preparation

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this financial report are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The Local Government Reporting Entity

All Funds through which the Town controls resources to carry on its functions have been included in the financial statements forming part of this financial report. In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 19 to these financial statements.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

1 Significant Accounting Policies (continued)

Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land held for sale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

Fixed Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Town includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of fixed assets is determined at least every three years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with Local Government (Financial Management) Regulation 17A (2) which requires property, plant and equipment to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land under roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail. Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Town.

1 Significant Accounting Policies (continued)

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- a) Restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount; or
- b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Major depreciation periods used for each class of depreciable asset are:

Buildings	30 to 133 years
Furniture and Equipment	3 to 12 years
Plant and Machinery	3 to 15 years
Roads	4 to 10 years
Formation	not depreciated
Pavement	40 to 160 years
Surface	15 to 30 years
Footpaths	16 to 70 years
Drainage	100 years
Parks	20 to 80 years
Other Assets	20 to 80 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Capitalisation Threshold

Expenditure on items of equipment under \$2,000 is not individually capitalised. Rather, it is recorded on an asset inventory listing.

1 Significant Accounting Policies (continued)

Fair Value of Assets and Liabilities

When performing a revaluation, the Town uses a mix of both independent and management valuations using the following as a guide:

Fair Value is the price that the Town would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

Fair Value Hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation Techniques

The Town selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Town are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

1 Significant Accounting Policies

Valuation Techniques (continued)

Cost approach

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Town gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

As detailed above, the mandatory measurement framework imposed by the Local Government (Financial Management) Regulations requires, as a minimum, all assets carried at a revalued amount to be revalued in accordance with the regulatory framework.

Financial Instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the Town becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Town commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted). Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or at cost.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments and any reduction for impairment; and
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

Financial assets at fair value through profit and loss

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short-term profit taking. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss. Assets in this category are classified as current assets.

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Town has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets, where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

1 Significant Accounting Policies

Classification and Subsequent Measurement (continued)

Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Impairment

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Town no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Impairment of Assets

In accordance with Australian Accounting Standards the Town's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired. Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard. For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Town prior to the end of the financial year that are unpaid and arise when the Town becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

1 Significant Accounting Policies

Employee Benefits

Short-term employee benefits

Provision is made for the Town's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Town's obligations for short-term employee benefits such as wages and salaries are recognised as a part of current trade and other payables in the statement of financial position. The Town's obligations for employees' annual leave, long service leave and sick leave entitlements are recognised as provisions in the statement of financial position.

Other long-term employee benefits

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Town's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Town does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Provisions

Provisions are recognised when the Town has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Town, are classified as finance leases. Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period. Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred. Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

Investment in Associates

An associate is an entity over which the Town has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Town's share of net assets of the associate. In addition, the Town's share of the profit or loss of the associate is included in the Town's profit or loss. The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Town's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired. Profits and losses resulting from transactions between the Town and the associate are eliminated to the extent of the Town's interest in the associate. When the Town's share of losses in an associate equals or exceeds its interest in the associate, the Town discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Town will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

1 Significant Accounting Policies

Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note above "Investment in Associates" for a description of the equity method of accounting.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Town's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements. Information about the joint ventures is set out in Note 18.

Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 2. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

Superannuation

The Town contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Town contributes are defined contribution plans.

Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Town's operational cycle. In the case of liabilities where the Town does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Town's intentions to release for sale.

Rounding Off Figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Town applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

1 Significant Accounting Policies

New Accounting Standards and Interpretations for Application in Future Periods

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Town.

Management's assessment of the new and amended pronouncements that are relevant to the Town, applicable to future reporting periods and which have not yet been adopted are set out as follows:

AASB 9 - Financial Instruments (incorporating AASB 2014-7 and AASB 2014-8)

- Issued: December 2014
- Applicable 1 January 2018
- Impact: Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the Town, it is not anticipated the Standard will have any material effect.

AASB 15 Revenue from Contracts with Customers

- Issued: December 2014
- Applicable 1 January 2019
- Impact: This Standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer.

The effect of this Standard will depend upon the nature of future transactions the Town has with those third parties it has dealings with. It may or may not be significant.

AASB 16 - Leases

- Issued: February 2016
- Applicable 1 January 2019
- Impact: Under AASB 16 there is no longer a distinction between finance and operating leases. Lessees will now bring to account a right-to-use asset and lease liability onto their statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current AASB 117 Leases which currently do not impact the statement of financial position will be required to be capitalised on the statement of financial position once AASB 16 is adopted.

Currently, operating lease payments are expensed as incurred. This will cease and will be replaced by both depreciation and interest charges. Based on the current number of operating leases held by the Town, the impact is not expected to be significant.

AASB 1058 Income of Not-for-Profit Entities (incorporating AASB 2016-7 and AASB 2016-8)

- Issued: December 2016
- Applicable 1 January 2019
- Impact: These standards are likely to have a significant impact on the income recognition for Not for profit entities. Key areas for consideration are:
 - Assets received below fair value;
 - Transfers received to acquire or construct non-financial assets;
 - Grants received
 - Prepaid rates;
 - Leases entered into at below market rates; and
 - Volunteer service.

Whilst it is not possible to quantify the financial impact (or if it is material) of these key areas until the details of future transactions "are known, they will all have application to the Town's operations.

1 Significant Accounting Policies

Adoption of New and Revised Accounting Standards

During the current year, the Town adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

Whilst many reflected consequential changes associate with the amendment of existing standards, the only new standard with material application is as follows:

AASB 2016-4 Amendments to Australian Accounting Standards - Recoverable Amount of Non-Cash-Generating Specialised Assets of Not-for-Profit Entities - 1 January 2017

AASB 2016-7 Amendments to Accounting Standards - Deferral of AASB 15 for Not-for-Profit Entities - 01 January 2017

2 Revenues and Expenses

Statement of Objective

The Town's operations, as disclosed in this document, encompass the following service activities -

General Purpose Funding

This activity includes rates, statutory grants and interest on investments and is the main area of revenue collection for the provision of services.

Governance

This includes the administration and operation of facilities and services to the elected members of Council. It also includes civic receptions, citizenship ceremonies and the research, development and preparation of policy documentation.

Law, Order and Public Safety

This area includes the administration and operation of ranger services and animal control services.

Health

This activity includes services such as health inspectors, pest control and noise control.

Education and Welfare

This area includes senior citizens' centres, disability services and other community development activities such as seniors, youth, volunteers and indigenous support.

Community Amenities

This includes town planning and regional development services, protection of the environment, refuse collection and disposal, provision of public toilets, bus shelters and street furniture.

Recreation and Culture

This includes the provision of public buildings, libraries, aquatic facilities, community events, cultural activities, indoor and outdoor sporting complexes, parks, gardens and playgrounds.

Transport

This area includes the maintenance and construction of roads, drains, pathways, crossovers and traffic calming devices, plus street lighting and cleaning, road signs and parking areas.

Economic Services

This includes building control, private swimming pool inspections, tourism and economic development.

Other Property and Services

This area includes public works overheads and the purchase and maintenance of engineering plant and equipment.

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

2 Revenues and Expenses (continued)

	Note	2018 Actual \$	2018 Budget \$	2017 Actual \$
Net Result				
The Net Result includes -				
<u>Charging as an Expense</u>				
Auditor's Remuneration				
Audit - Financial		24,000	35,500	33,320
Audit - Other		950	0	950
		24,950	35,500	34,270
Bad and Doubtful Debts				
Write Off - Building		35	0	44
Write Off - Finance		2,992	0	3,712
Write Off - Parking Management		67,885	0	39,673
Write Off - Environmental Health		1,272	0	9,080
Write Off - Ranger Services		13,803	0	0
Write Off - Waste		66	0	58
Doubtful Debt - Infringements		774,083	0	0
		860,136	0	52,567
Depreciation				
Buildings		1,319,413	1,234,000	1,299,537
Furniture and Equipment		375,242	215,000	269,532
Plant and Machinery		293,768	250,000	265,367
Information Technology		336,123	225,000	162,163
Roads		4,059,303	3,650,000	4,066,335
Drainage		463,761	463,000	462,172
Pathways		1,194,247	1,189,000	1,172,840
Parks / Reserves		345,131	250,000	306,484
Other Infrastructure		392,714	460,000	233,109
		8,779,701	7,936,000	8,237,538
Interest Expense				
Debentures	23	407,360	432,600	452,167
		407,360	432,600	452,167
<u>Crediting as Revenue</u>				
Interest Earnings				
Investments - Reserve Funds		417,961	389,400	441,302
Investments - Other Funds		480,591	466,400	529,339
Other Interest Revenue		429,992	388,200	411,126
		1,328,543	1,244,000	1,381,767

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

2 Revenues and Expenses (continued)

Conditions over Grants and Contributions	By Program	2018 Actual \$	2017 Actual \$
Opening Balance		0	0
Grants/contributions received during the year			
20 Million Tree Funding Grant	Recreation and Culture	0	0
Children's Book Week Grant	Education and Welfare	715	1,600
Crime Prevention Grant	Law, Order and Public Safety	0	16,777
Department of Transport Grant	Transport	46,292	18,895
Federal Black Spot Grant	Transport	470,035	157,750
General Purpose Federal Grant	General Purpose Funding	742,138	766,881
General Road Grant	Transport	375,192	340,053
Lotterywest Grants	Recreation and Culture	87,721	50,000
MRWA Grants	Transport	421,339	1,163,726
Other State Government Grants	Recreation and Culture	58,972	2,561,577
Roads to Recovery Grants	Transport	326,162	245,335
Sports and Recreation Grants	Recreation and Culture	2,773,860	32,750
Grants/contributions received during the year		5,302,426	5,355,344
Grants/contributions expended during the year			
20 Million Tree Funding Grant	Law, Order and Public Safety	0	0
Children's Book Week Grant	Education and Welfare	(715)	(1,600)
Crime Prevention Grant	Recreation and Culture	0	(16,777)
Department of Transport Grant	Recreation and Culture	(46,292)	(18,895)
Federal Black Spot Grant	Transport	(470,035)	(157,750)
General Purpose Federal Grant	Transport	(742,138)	(766,881)
General Road Grant	General Purpose Funding	(375,192)	(340,053)
Lotterywest Grants	Recreation and Culture	(87,721)	(50,000)
MRWA Grants	Transport	(421,339)	(1,163,726)
Roads to Recovery Grants	Transport	(58,972)	(245,335)
Sports and Recreation Grants	Recreation and Culture	(326,162)	(32,750)
State Government Grants	Recreation and Culture	(2,773,860)	(2,561,577)
Grants/contributions expended during the year		(5,302,426)	(5,355,344)
Closing Balance as at 30 June		0	0
Grants/contributions recognised as revenue in a previous period which were not expended at the close of the previous reporting period		0	0
New grants/contributions which were recognised as revenue during the reporting period and which had not yet been fully expended in the manner specified by the contributor		0	0
Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.		5,302,426	5,355,344

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

3 Cash and Cash Equivalents

	2018	2017
	Actual	Actual
	\$	\$
Unrestricted	10,553,410	10,533,455
Restricted	31,086,162	24,441,643
	41,639,572	34,975,098

The following funds have restrictions on them imposed by regulations or other externally imposed requirements -

Reserves

Buildings Renewal	487,366	400,466
Community Art	689,443	641,043
Drainage Renewal	225,520	172,720
Edward Millen Reserve	1,882,335	1,356,878
Furniture and Equipment Renewal	599,407	558,907
Future Fund	14,384,893	12,332,193
Future Projects	4,079,640	1,798,878
Harold Hawthorne - Carlisle Memorial	148,630	126,430
Information Technology	661,800	358,400
Insurance Risk Reserve	396,930	367,830
Land Asset Optimisation	801,300	0
Other Infrastructure Renewal	614,943	574,443
Parks Renewal	96,025	261,025
Pathways Renewal	419,697	367,397
Plant and Machinery	268,942	235,342
Renewable Energy	174,780	220,980
Roads Renewal	881,637	788,737
Underground Power	3,288,499	2,962,799
Waste Management	984,375	917,175
	31,086,162	24,441,643

Restricted Funds

Unspent Loans	0	0
	0	0

Total Reserves and Restricted Cash and Cash Equivalents

31,086,162	24,441,643
-------------------	-------------------

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

4 Investments

No financial assets were held in the form of investments at 30 June for each of the reporting periods.

5 Trade and Other Receivables

	2018	2017
	Actual	Actual
	\$	\$
Current		
Accrued Revenue	267	208,126
Rates Debtors	1,143,707	866,444
ESL Debtors	90,128	59,726
Infringements	899,024	1,750,204
Sundry Debtors	897,976	1,182,103
Prepayments	244,523	422,676
Underground Power	41,518	32,461
Unclaimed Pensioner Rates Rebate	853	837
Unclaimed ESL Rates Rebate	10,492	10,323
Underground Power Rebate	0	0
	3,328,489	4,532,901
Non-Current		
Rates Debtors	238,041	204,042
ESL Debtors	31,005	27,579
Underground Power	205,693	391,772
	474,739	623,393

6 Inventories

	2018	2017
	Actual	Actual
	\$	\$
Current		
Leisurelife	8,083	4,391
Aqualife	1,387	2,587
	9,470	6,978

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

7 Property, Plant and Equipment

	2018	2017
	Actual	Actual
	\$	\$
Land		
Independent Valuation - 2017	597,110,520	597,110,520
Disposal	(1,428,840)	0
Work in Progress	2,982	0
	595,684,662	597,110,520
Buildings		
Independent Valuation -2017	86,806,722	86,806,722
Additions after revaluation	3,263,162	0
Less Accumulated Depreciation	(24,160,714)	(22,841,301)
Work in Progress	205,541	1,423,169
	66,114,711	65,388,590
Plant and Machinery		
Independent Valuation -2017	2,286,489	2,346,939
Additions after revaluation	609,369	0
Less Accumulated Depreciation	(295,184)	(46,112)
	2,600,674	2,300,827
Furniture and Equipment		
Independent Valuation - 2017	3,523,880	3,523,880
Additions after revaluation	198,011	0
Less Accumulated Depreciation	(1,886,504)	(1,511,263)
Work in Progress	0	0
	1,835,386	2,012,617
Information Technology		
Independent Valuation - 2017	1,748,741	1,748,741
Additions after revaluation	292,134	0
Less Accumulated Depreciation	(897,423)	(561,300)
Work in Progress	3,346	0
	1,146,798	1,187,441
Total Property, Plant and Equipment	667,382,231	667,999,995

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

7 Property, Plant and Equipment (continued)

Movements in Carrying Amounts

	Land	Buildings	Plant and Machinery	Furniture and Equipment	Information Technology	Total
	\$	\$	\$	\$	\$	\$
2016-2017						
<u>Assets Capitalised</u>						
Beginning Balance	604,030,000	60,959,959	1,958,213	2,004,485	682,663	669,635,320
Additions	0	3,013,105	688,912	394,356	578,924	4,675,297
Disposals	0	0	(210,589)	(4,566)	0	(215,155)
Depreciation Expense	0	(1,299,537)	(265,367)	(269,532)	(162,163)	(1,996,599)
Transfers	0	41,797	0	(41,797)	0	0
<u>Revaluation Movement</u>						
Transfers to Revaluation	(6,919,480)	1,250,095	0	0	88,017	(5,581,368)
Transfers to Profit and Loss	0	0	129,658	(70,329)	0	59,329
Closing Balance	597,110,520	63,965,419	2,300,827	2,012,617	1,187,441	666,576,824
<u>Work In Progress</u>						
Beginning Balance	0	2,048,947	0	51,186	9,388	2,109,521
Additions	0	1,122,653	0	0	0	1,122,653
Completed and capitalised	0	(1,748,430)	0	(51,186)	(9,388)	(1,809,004)
Closing Balance	0	1,423,170	0	0	0	1,423,170
Total	597,110,520	65,388,589	2,300,827	2,012,617	1,187,440	667,999,993
2017-2018						
<u>Assets Capitalised</u>						
Beginning Balance	597,110,520	63,965,421	2,300,827	2,012,617	1,187,441	666,576,825
Additions	0	3,263,163	891,259	198,011	292,135	4,644,568
Disposals	(1,428,840)	0	(237,195)	0	0	(1,666,035)
Depreciation Expense	0	(1,319,413)	(293,768)	(375,242)	(336,123)	(2,324,545)
Transfers	0	0	0	0	0	0
<u>Revaluation Movement</u>						
Transfers to Revaluation	0	0	0	0	0	0
Revaluation adjustment	0	0	(60,450)	0	0	(60,450)
Closing Balance	595,681,680	65,909,171	2,600,674	1,835,386	1,143,452	667,170,363
<u>Work In Progress</u>						
Beginning Balance	0	1,423,169	0	0	0	1,423,169
Additions	2,982	63,541	0	0	3,346	69,869
Completed and capitalised	0	(1,281,169)	0	0	0	(1,281,169)
Closing Balance	2,982	205,541	0	0	3,346	211,869
Total	595,684,662	66,114,711	2,600,674	1,835,386	1,146,798	667,382,232

The fair value of property, plant and equipment is determined at least every three years in accordance with legislative requirements. Additions since the date of valuation are shown at cost, given they were acquired at arms length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. At the end of each intervening period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A* which requires property, plant and equipment to be shown at fair value.

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

7 Property, Plant and Equipment (continued)

Recurring Fair Value Measurements as at 30 June 2018

The following table provides the fair values of the Town of Victoria Park Property, Plant and Equipment assets and their categorisation within the fair value hierarchy.

Assets	Level of Valuation Input	Fair Value at 30 June 2018	Valuation Technique(s)	Inputs Used
Property, Plant and Equipment				
Land	2	9,856,840	Market Approach	Price per square metre
	2	585,824,840	Cost Approach	Price per square metre
Total		595,681,680		
Buildings	2	192,000	Market Approach	Based on actual dimensions and unit rates derived from market evidence, consideration of likely future asset management plans.
	3	65,717,170	Cost Approach	
Total		65,909,170		
Plant and Machinery	2	1,833,515	Market Approach	Make, size, year of manufacture and condition, historic factors (functionality, capacity, utilisation, obsolescence etc.) and component specific factors such as physical condition and maintenance history
	3	767,159	Cost Approach	
Total		2,600,674		
Furniture and Equipment	3	1,835,386	Cost Approach	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount
Total		1,835,386		
Information Technology	3	1,143,452	Cost Approach	Estimates of residual value, useful life, pattern of consumption and asset condition and relationship to the assessed level of remaining service potential of the depreciable amount
Total		1,143,452		

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

8 Infrastructure

	2018	2017
	Actual	Actual
	\$	\$
Roads		
Independent Valuation	188,099,010	188,099,010
Additions after revaluation	4,605,843	0
Less Accumulated Depreciation	(38,787,720)	(34,728,416)
Work in Progress	40,444	2,089,364
	153,957,577	155,459,958
Pathways		
Independent Valuation	35,873,166	35,873,166
Additions after revaluation	286,905	0
Less Accumulated Depreciation	(17,524,671)	(16,330,424)
Work in Progress	0	1,234
	18,635,400	19,543,976
Drainage		
Independent Valuation	47,753,667	47,753,667
Additions after revaluation	474,583	0
Less Accumulated Depreciation	(13,112,908)	(12,649,147)
Work in Progress	15,533	173,092
	35,130,875	35,277,612
Parks / Reserves		
Independent Valuation	9,395,573	9,395,573
Additions after revaluation	1,843,601	0
Less Accumulated Depreciation	(2,263,873)	(1,918,742)
Work in Progress	429,271	928,544
	9,404,573	8,405,375
Other Assets		
Independent Valuation	19,634,683	19,634,683
Additions after revaluation	1,654,504	0
Less Accumulated Depreciation	(4,235,581)	(3,842,867)
Work in Progress	0	546,956
	17,053,606	16,338,772
Total Infrastructure	234,182,030	235,025,694

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

8 Infrastructure (continued)

Movements in Carrying Amounts

	Roads	Pathways	Drainage	Parks / Reserve	Other Assets	Total
2016-2017	\$	\$	\$	\$	\$	\$
<u>Assets Capitalised</u>						
Beginning Balance	154,910,653	18,840,285	33,666,819	6,715,036	8,092,649	222,225,442
Additions	2,678,535	297,458	383,825	2,980,943	424,609	6,765,369
Disposals	0	0	0	0	0	0
Depreciation Expense	(4,066,335)	(1,172,840)	(462,172)	(306,484)	(233,109)	(6,240,940)
Transfers		864,391	113,073	(1,048,787)	71,323	0
<u>Revaluation Movement</u>						
Transfers to Revaluation	(152,259)	713,448	1,402,976	0	7,240,855	9,205,020
Transfers to Profit and Loss	0	0	0	(863,875)	195,489	(668,386)
Closing Balance	153,370,594	19,542,742	35,104,521	7,476,833	15,791,816	231,286,505
<u>Work In Progress Movement</u>						
Beginning Balance	1,792,419	28,972	93,583	1,676,045	112,854	3,703,873
Additions	852,735	1,234	170,446	919,752	507,956	2,452,123
Completed and capitalised	(555,790)	(28,972)	(90,937)	(1,667,254)	(73,854)	(2,416,807)
Closing Balance	2,089,364	1,234	173,092	928,543	546,956	3,739,189
Total	155,459,958	19,543,976	35,277,613	8,405,376	16,338,772	235,025,694

	Roads	Pathways	Drainage	Parks / Reserve	Other Assets	Total
2017-2018	\$	\$	\$	\$	\$	\$
<u>Assets Capitalised</u>						
Beginning Balance	153,370,593	19,542,742	35,104,520	7,476,831	15,791,815	231,286,502
Additions	4,605,843	286,905	474,583	1,843,601	1,654,503	8,865,435
Disposals	0	0	0	0	0	0
Depreciation Expense	(4,059,303)	(1,194,247)	(463,761)	(345,131)	(392,714)	(6,455,156)
Transfers	0	0	0	0	0	0
<u>Revaluation Movement</u>						
Transfers to Revaluation	0	0	0	0	0	0
Transfers to Profit and Loss	0	0	0	0	0	0
Closing Balance	153,917,133	18,635,400	35,115,342	8,975,302	17,053,605	233,696,782
<u>Work In Progress Movement</u>						
Beginning Balance	2,089,364	1,234	173,092	928,544	546,956	3,739,191
Additions	2,556,923	285,670	317,024	1,344,328	1,107,547	5,611,492
Completed and capitalised	(4,605,843)	(286,905)	(474,583)	(1,843,601)	(1,654,503)	(8,865,435)
Closing Balance	40,444	0	15,533	429,271	0	485,248
Total	153,957,577	18,635,400	35,130,875	9,404,573	17,053,605	234,182,030

The fair value of Infrastructure is determined at least every three years in accordance with legislative requirements. Additions since the date of valuation are shown as cost, given they were acquired at arms length and any accumulated depreciation reflects the usage of service potential, it is considered the recorded written down value approximates fair value. At the end of each intervening period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A* which requires infrastructure to be shown at fair value.

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

8 Infrastructure (continued)

Recurring Fair Value Measurements as at 30 June 2018

The following table provides the fair values of the Town of Victoria Park infrastructure assets and their categorisation within the fair value hierarchy.

Assets	Level of Valuation Input	Fair Value at 30 June 2018	Valuation Technique(s)	Inputs Used
Roads	3	153,917,133	Cost Approach	Construction costs and current condition, residual values and remaining useful life assessments
Pathways	3	18,635,400	Cost Approach	Construction costs and current condition, residual values and remaining useful life assessments
Drainage	3	35,115,342	Cost Approach	Construction costs and current condition, residual values and remaining useful life assessments
Parks	3	8,975,302	Cost Approach	Construction costs and current condition, residual values and remaining useful life assessments
Other Assets	3	17,053,606	Cost Approach	Construction costs and current condition, residual values and remaining useful life assessments
Total		233,696,782		

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of infrastructure using either level 3 inputs.

9 Intangibles

The Town did not hold any recognised intangible assets as at 30 June.

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

10 Trade and Other Payables

	2018	2017
	Actual	Actual
	\$	\$
Current		
Payroll	221,058	167,403
Revenue Liability	1,953,727	223,997
ESL Liability	40,728	10,445
Trade Creditors	2,002,854	3,556,583
Payables	74,497	437,216
Accrued Expense	799,760	508,330
	5,092,624	4,903,973

11 Borrowings

	2018	2017
	Actual	Actual
	\$	\$
Current		
Debentures	1,981,548	2,241,045
	1,981,548	2,241,045
Non-Current		
Debentures	4,240,753	6,595,852
	4,240,753	6,595,852
Total	6,222,301	8,836,898

12 Provisions

	2018	2017
	Actual	Actual
	\$	\$
Current Employee Benefits Related Provisions		
Employee Annual Leave	1,689,531	1,718,324
Employee Sick Leave	630,702	536,921
Employee Long Service Leave	1,385,745	1,188,640
Employee Oncosts	553,767	514,603
	4,259,745	3,958,488
Non-Current Employee Benefits Related Provisions		
Employee Sick Leave	8,552	8,389
Employee Long Service Leave	398,755	274,219
Employee Oncosts	60,862	42,229
	468,169	324,837
Analysis of Total Provisions		
Current	4,259,745	3,958,488
Non-Current	468,169	324,837
	4,727,914	4,283,325

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

12 Provisions (continued)

	Provision for Annual Leave	Provision for Sick Leave	Provision for Long Service Leave	Provision for Employment Oncosts	Total
	\$	\$	\$	\$	\$
Opening Balance as at 01 July 2017	1,718,324	545,310	1,462,859	556,832	4,283,325
Additional Provisions made	958,643	361,726	410,467	258,631	1,989,467
Amounts Used	(987,437)	(267,782)	(88,826)	(200,834)	(1,544,878)
Closing Balance as at 30 June 2018	1,689,531	639,254	1,784,500	614,629	4,727,914
Comprises					
Current	1,689,531	630,702	1,385,745	553,767	4,259,745
Non Current	0	8,552	398,755	60,862	468,169
Total	1,689,531	639,254	1,784,500	614,629	4,727,914

Employee Benefits

Short Term Employee Benefits

Provision is made for the Town's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

Long Term Employee Benefits

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations.

Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Town's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Town does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Provision

Provisions are recognised when the Town has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Oncosts

The settlement of annual leave and long service leave liabilities give rise to the payment of employment oncosts including workers compensation insurance. The provision is the present value of expected future payments.

Employment oncosts, including workers' compensation insurance, are not employee benefits and are recognised separately as liabilities and expenses when the employment to which they relate has occurred. Employment oncosts are included as part of "Employee Costs" in the Statement of Comprehensive Income.

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

13 Reserves - Cash Backed

2018 Actual \$	2018 Budget \$	2017 Actual \$
----------------------	----------------------	----------------------

In relation to each Reserve account, the purposes for which funds are set aside, and supported by money held in institutions, are -

Building Renewal

To provide funds to assist with acquisition, construction, upgrading or replacement of buildings in the Town.

Opening Balance	400,466	400,466	223,266
Transfer to Reserve - Municipal Funds	80,052	80,000	172,410
Transfer to Reserve - Interest Earnings	6,848	7,800	4,790
Transfer from Reserve	0	(70,000)	0
	487,366	418,266	400,466

Community Art

To provide funds to assist with the purchase and placement of art for the Council and Community.

Opening Balance	641,043	641,043	563,843
Transfer to Reserve - Municipal Funds	37,438	40,000	65,102
Transfer to Reserve - Interest Earnings	10,962	9,000	12,098
Transfer from Reserve	0	0	0
	689,443	690,043	641,043

Drainage Renewal

To provide funds to assist with the provision, upgrade, replacement or general improvement of drainage in the Town.

Opening Balance	172,720	172,720	146,620
Transfer to Reserve - Municipal Funds	49,847	50,000	22,954
Transfer to Reserve - Interest Earnings	2,953	3,200	3,146
Transfer from Reserve	0	0	0
	225,520	225,920	172,720

Edward Millen Site

To be used to assist in improving and / or maintaining the Edward Millen site, including the associated grounds.

Opening Balance	1,356,878	1,356,878	1,294,878
Transfer to Reserve - Municipal Funds	502,255	75,000	34,216
Transfer to Reserve - Interest Earnings	23,202	26,800	27,784
Transfer from Reserve	0	0	0
	1,882,335	1,458,678	1,356,878

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

13 Reserves - Cash Backed (continued)

	2018 Actual \$	2018 Budget \$	2017 Actual \$
Furniture and Equipment Renewal			
<i>To be used to fund renewal projects associated with Council's Furniture and Equipment assets</i>			
Opening Balance	558,907	558,907	354,207
Transfer to Reserve - Municipal Funds	30,942	30,000	197,100
Transfer to Reserve - Interest Earnings	9,558	11,000	7,600
Transfer from Reserve	0	0	0
	599,407	599,907	558,907
Future Fund			
<i>To assist in funding projects and property purchases that diversify Council's revenue streams.</i>			
Opening Balance	12,332,193	12,332,193	10,188,393
Transfer to Reserve - Municipal Funds	1,841,814	1,080,000	1,925,193
Transfer to Reserve - Interest Earnings	210,886	246,600	218,607
Transfer from Reserve	0	0	0
	14,384,893	13,658,793	12,332,193
Future Projects			
<i>To assist in funding 'new' and 'upgrade' capital projects, with funding primarily derived from the sale of land assets.</i>			
Opening Balance	1,798,878	1,798,878	1,648,978
Transfer to Reserve - Municipal Funds	2,250,000	121,300	114,519
Transfer to Reserve - Interest Earnings	30,762	30,000	35,381
Transfer from Reserve	0	(1,500,000)	0
	4,079,640	450,178	1,798,878
Harold Hawthorne - Carlisle Memorial			
<i>To assist in the replacement of major appliances / equipment and any structural repairs to these Council-responsibility facilities.</i>			
Opening Balance	126,430	126,430	75,930
Transfer to Reserve - Municipal Funds	20,037	20,000	48,871
Transfer to Reserve - Interest Earnings	2,163	2,200	1,629
Transfer from Reserve	0	0	0
	148,630	148,630	126,430
Information Technology			
<i>To be used to assist in the purchase, upgrade or replacement of computer software or hardware.</i>			
Opening Balance	358,400	358,400	180,000
Transfer to Reserve - Municipal Funds	297,272	300,000	174,538
Transfer to Reserve - Interest Earnings	6,128	7,000	3,862
Transfer from Reserve	0	0	0
	661,800	665,400	358,400

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

13 Reserves - Cash Backed (continued)

	2018 Actual \$	2018 Budget \$	2017 Actual \$
Insurance Risk			
<i>To be used for the purpose of meeting the difference between premiums and claims in the event of significant insurance claims.</i>			
Opening Balance	367,830	367,830	431,254
Transfer to Reserve - Municipal Funds	22,809	25,000	124,054
Transfer to Reserve - Interest Earnings	6,291	4,400	9,253
Transfer from Reserve	0	0	(196,732)
	396,930	397,230	367,830
Land Asset Optimisation			
<i>To be used to hold proceeds from, and meet expenses towards, Land Asset Optimisation Strategy initiatives.</i>			
Opening Balance	0	0	0
Transfer to Reserve - Municipal Funds	801,300	0	0
Transfer to Reserve - Interest Earnings	0	0	0
Transfer from Reserve	0	0	0
	801,300	0	0
Other Infrastructure Renewal			
<i>To be used to fund renewal projects associated with Council's Other infrastructure</i>			
Opening Balance	574,443	574,443	527,443
Transfer to Reserve - Municipal Funds	30,678	30,000	35,683
Transfer to Reserve - Interest Earnings	9,822	11,000	11,317
Transfer from Reserve	0	0	0
	614,943	615,443	574,443
Parks Renewal			
<i>To be used to fund renewal projects associated with Council's Parks infrastructure</i>			
Opening Balance	261,025	261,025	218,825
Transfer to Reserve - Municipal Funds	30,536	30,000	37,505
Transfer to Reserve - Interest Earnings	4,464	5,200	4,695
Transfer from Reserve	(200,000)	(250,000)	0
	96,025	46,225	261,025
Pathways Renewal			
<i>To be used to fund renewal projects associated with Council's Pathways infrastructure</i>			
Opening Balance	367,397	367,397	126,097
Transfer to Reserve - Municipal Funds	46,017	50,000	238,594
Transfer to Reserve - Interest Earnings	6,283	3,000	2,706
Transfer from Reserve	0	0	0
	419,697	420,397	367,397

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

13 Reserves - Cash Backed (continued)

	2018 Actual \$	2018 Budget \$	2017 Actual \$
Plant and Machinery			
<i>To be used to assist in the acquisition and replacement of the Town's plant and machinery.</i>			
Opening Balance	235,342	235,342	203,442
Transfer to Reserve - Municipal Funds	29,575	30,000	27,535
Transfer to Reserve - Interest Earnings	4,025	4,000	4,365
Transfer from Reserve	0	0	0
	268,942	269,342	235,342
Renewable Energy			
<i>To assist in investigating and funding renewable energy projects within the District</i>			
Opening Balance	220,980	220,980	168,480
Transfer to Reserve - Municipal Funds	50,022	50,000	48,885
Transfer to Reserve - Interest Earnings	3,778	4,400	3,615
Transfer from Reserve	(100,000)	(200,000)	0
	174,780	75,380	220,980
Roads Renewal			
<i>To be used to fund renewal projects associated with Council's Roads Infrastructure</i>			
Opening Balance	788,737	788,737	653,337
Transfer to Reserve - Municipal Funds	79,413	80,000	121,382
Transfer to Reserve - Interest Earnings	13,487	13,600	14,018
Transfer from Reserve	0	0	0
	881,637	882,337	788,737
Underground Power			
<i>To assist in the funding of projects associated with the installation of underground power and associated landscaping.</i>			
Opening Balance	2,962,799	2,962,799	2,696,099
Transfer to Reserve - Municipal Funds	275,035	220,000	208,851
Transfer to Reserve - Interest Earnings	50,665	59,200	57,849
Transfer from Reserve	0	0	0
	3,288,499	3,241,999	2,962,799
Waste Management			
<i>To assist in the funding of waste management and waste minimisation initiatives.</i>			
Opening Balance	917,175	917,175	866,275
Transfer to Reserve - Municipal Funds	51,516	50,000	32,313
Transfer to Reserve - Interest Earnings	15,684	18,000	18,587
Transfer from Reserve	0	0	0
	984,375	985,175	917,175
Total Reserves			
Opening Balance	24,441,643	24,441,643	20,567,367
Transfer to Reserve - Municipal Funds	6,526,558	2,361,300	3,629,706
Transfer to Reserve - Interest Earnings	417,961	466,400	441,302
Transfer from Reserve	(300,000)	(2,020,000)	(196,732)
Closing Balance	31,086,162	25,249,343	24,441,643

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

14 Revaluation Surplus

	2018	2017
	Actual	Actual
	\$	\$
Revaluation surpluses have arisen on revaluation of the following classes of non-current assets:		
Land		
Opening Balance	582,023,826	588,943,309
Revaluation Decrement	0	(6,919,480)
Revaluation Write Back on Disposals	(1,428,840)	0
Closing Balance	580,594,986	582,023,826
Buildings		
Opening Balance	36,515,879	35,265,783
Revaluation Increment	0	1,250,095
Closing Balance	36,515,879	36,515,879
Information Technology		
Opening Balance	611,497	523,481
Revaluation Increment	0	88,017
Closing Balance	611,497	611,497
Roads		
Opening Balance	133,956,610	134,108,870
Revaluation Decrement	0	(152,260)
Closing Balance	133,956,610	133,956,610
Pathways		
Opening Balance	13,451,909	12,738,461
Revaluation Increment	0	713,448
Closing Balance	13,451,909	13,451,909
Drainage		
Opening Balance	30,502,244	29,099,268
Revaluation Increment	0	1,402,976
Closing Balance	30,502,244	30,502,244
Other Assets		
Opening Balance	7,240,855	0
Revaluation Increment	0	7,240,855
Closing Balance	7,240,855	7,240,855
Mindarie Regional Council		
Revaluation Increment	84,147	0
Closing Balance	84,147	0
Opening Balance	804,302,821	800,679,172
Revaluation Increment	84,147	10,695,391
Revaluation Decrement	0	(7,071,740)
Revaluation Write Back on Disposal	(1,428,840)	0
Total Asset Revaluation Surplus	802,958,127	804,302,821

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

15 Notes to the Statement of Cash Flows

	2018	2017
	Actual	Actual
	\$	\$
(a) Reconciliation of Cash		
For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows -		
Cash and Cash Equivalents	41,639,572	34,975,098
	41,639,572	34,975,098
(b) Reconciliation of Net Cash Provided by Operating Activities to Net Result		
Net Result	6,653,005	6,720,875
Depreciation	8,779,701	8,237,538
(Profit) / Loss on Sale of Assets	215,113	(356,809)
(Increase) / Decrease in Receivables	1,353,066	(1,373,143)
(Increase) / Decrease in Other Financial Assets	0	0
(Increase) / Decrease in Inventories	(2,492)	1,603
Increase / (Decrease) in Payables	188,651	2,303,717
Increase / (Decrease) in Employee Provisions	444,589	168,234
Fair Value Adjustments	60,450	934,205
Reversal of prior year loss on revaluation	0	(325,147)
Grants and Contributions for Asset Development	(1,171,983)	(1,605,169)
Net Cash from Operating Activities	16,520,101	14,705,904
(c) Undrawn Borrowing Facilities		
Credit Standby Arrangements		
Bank Overdraft Limit	200,000	200,000
Bank Overdraft at Balance Date	0	0
Credit Card Limit	20,000	20,000
Credit Card at Balance Date	(4,385)	(4,244)
Total Amount of Credit Unused	215,615	215,756
Loan Facilities		
Loan Facilities - Current	1,981,548	2,241,045
Loan Facilities - Non-Current	4,240,753	6,595,852
Total Facilities in Use at Balance Date	6,222,301	8,836,898
Unused Loan Facilities at Balance Date	0	246,000

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

16 Contingent Liabilities

Mindarie Regional Council

On 15 August 2006, the Town of Victoria Park agreed to sign a Deed of Guarantee to satisfy the financial security requirements relating to the tender that was under review by the Mindarie Regional Council for the construction of a Resource Recovery Facility at Neerabup. The Town's maximum exposure under the Deed of Guarantee is \$7.33 million. The Deed of Guarantee will only crystallise if -

- a. Mindarie Regional Council is unable to meet payments that creates a default under the Resource Recovery Facility Agreement (RRFA)
- b. There is a *Force Majeure* event.

Force Majeure events will be limited due to insurance and can be narrowed down to the following -

- a. War risks, confiscations, nationalisation
- b. Nuclear attack, radiation, contamination by radio activity from nuclear waste etc.
- c. Sea damage, tidal wave or high water or storm surge
- d. Spontaneous combustion, fermentation or any process involving application of heat

Cleanaway Pty Ltd

Cleanaway Pty Ltd is currently contracted by the Town for waste and recycling collection and processing services. On the 8 February 2018, the Town received notification from Cleanaway Pty Ltd that effective 1 February 2018 the Town's gate rate for recyclables would be increased to \$85 per tonne; and that they would be applying a new variable monthly charge for unreasonable volumes of waste contamination. The Town was also advised that from 01 February 2018 to 30 June 2018 the additional gate cost would amount to \$94,193.75 plus GST (an annualised cost of \$226,063).

The Town sought legal advice on the ability of Cleanaway Pty Ltd being able to make the claim pursuant to the current contract. The legal advice received confirmed that there was no clear contractual right to make the claim. The Town is currently working with Cleanaway Pty Ltd to resolve the disputed claims.

17 Capital and Leasing Commitments

(a) Operating Lease Commitments

	2018	2017
	Actual	Actual
Payable:	\$	\$
no later than one year	244,922	263,106
later than one year but not later than five years	137,948	192,090
later than five year	0	0
	382,870	455,196

(b) Capital expenditure commitments

Carried forward capital works commitments under contract at 30 June	264,672	3,028,553
---	----------------	------------------

The capital expenditure commitment outstanding at the end of the current reporting period represents commitments relating to Furniture and Equipment, Plant and Machinery and Infrastructure projects that have been carried forward to the next financial year.

18 Other Financial Assets

Interests in Joint Ventures

Mindarie Regional Council

The Mindarie Regional Council was formally constituted in December 1987. The Town of Victoria Park, along with the Municipalities of Joondalup, Wanneroo, Stirling, Perth, Cambridge and Vincent, form the membership of the Mindarie Regional Council. The primary function of the Regional Council is for the orderly and efficient treatment and / or disposal of waste. The Town of Victoria Park has a one-twelfth (1/12) equity interest in the assets and liabilities of the refuse disposal facility as per the constitution amendment (25 November 1996). The values shown below are, as per the audited financial statements.

	2018	2017
	\$	\$
Current Assets	2,837,000	2,445,334
Non-Current Assets	4,843,312	5,002,884
Total Assets	7,680,312	7,448,218
Current Liabilities	609,483	579,955
Non-Current Liabilities	1,411,953	1,372,104
Total Liabilities	2,021,436	1,952,058
Net Assets	5,658,876	5,496,159
Movement in Carrying Amounts		
Opening Balance	5,496,159	5,418,517
Increase in Joint Venture Interest	162,717	77,642
Total Share of Equity	5,658,876	5,496,159
Share of net results	78,570	55,253
Share of Other Comprehensive Income	84,147	22,390
Increase in Joint Venture Interest	162,717	77,642

Tamala Park Regional Council

The Tamala Park Regional Council was formally constituted in February 2006. The Town of Victoria Park, along with the Municipalities of Joondalup, Wanneroo, Stirling, Perth, Cambridge and Vincent, form the membership of the Tamala Park Regional Council. The purpose of the Regional Council is to create an urban development of 165 hectares immediately north of the Mindarie Regional Council leased land. The Town of Victoria Park has a one-twelfth (1/12) equity interest in the assets and liabilities of the development. The values as shown below were, at the time of preparation of these financial statements, unaudited.

	2018	2017
	\$	\$
Current Assets	2,827,920	2,814,591
Development cost of Land held for sale	846,901	479,098
Non-Current Assets	160,811	162,490
Total Assets	3,835,632	3,456,178
Current Liabilities	24,176	23,174
Non-Current Liabilities	429	216
Total Liabilities	24,605	23,390
Net Assets	3,811,027	3,432,788

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

18 Other Financial Assets (continued)

WALGA Local Government House Trust

This note discloses the equity the Town of Victoria Park has in the Local Government House Trust as a consequence of a contribution towards the cost of purchasing Local Government House. The total contribution by all Councils towards the cost of the WALGA building was \$582,000. There are 620 units in the Local Government House Unit Trust, 2 of which are held by the Town of Victoria Park. The Town has capitalised its share in the Local Government House Trust for the first time this year based on the trust's 30 June 2017 audited financial statements.

	2018	2017
	\$	\$
Investment in WALGA Local Government House Trust	30,933	33,919
Total Interests in Joint Ventures and Other Assets	9,500,836	8,962,867
Land Held for Development and Sale		
Tamala Park Regional Council	2018	2017
	\$	\$
Current Assets		
Land held for sale - Development cost	780,613	415,260
Land held for sale - Purchase cost	66,288	63,838
Total Current	846,901	479,098
Non Current		
Land Held for Development - Purchase cost	99,084	101,535
Total Non Current	99,084	101,535
Movement of Land Held for Development and Sale	365,352	(35,487)
Changes in Equity - Joint Ventures and Other Financial Assets	2018	2017
	\$	\$
Movement in total equity interest in Joint Ventures and Other Assets	537,969	(591,284)
Profit on sale of Tamala Park Land	(462,234)	(385,267)
Movement in land held for Development and Sale	365,352	(35,487)
Revaluation Surplus	(84,147)	0
Net Movement in Joint Venture and Other Financial Asset Equity Interest	356,940	(1,012,038)

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

19 Trust Funds

Trust funds held at balance date over which the Town has no control, and that are not included in the financial statements, are as follows:

Details	Balance 1 July \$	Amount Received \$	Amount Paid \$	Balance 30 June \$
Construction Training Fund Levy	4,041	409,292	(413,149)	184
Building Registration Board	4,352	362,879	(362,108)	5,123
Pathways and Works Contributions	1,460,465	62,304	(237,614)	1,285,155
Miscellaneous Bonds and Deposits	485,537	93,700	(550,100)	29,137
Leisure Facilities Bonds and Deposits	2,500	13,500	(12,600)	3,400
WA Planning Commission	155	0	(137)	18
	1,957,050	941,674	(1,575,708)	1,323,017

20 Total Assets Classified by Function and Activity

	2018 Actual \$	2017 Actual \$
General Purpose Funding	12,036,099	11,882,192
Governance	721,351	1,436,762
Law, Order and Public Safety	894,749	1,748,133
Health	130,958	226,643
Education and Welfare	185,260	172,079
Community Amenities	5,396,884	4,811,014
Recreation and Culture	79,057,848	76,516,411
Transport	227,316,184	228,891,446
Economic Services	15,188,100	12,332,823
Other Property and Services	616,535,919	614,690,053
	957,463,352	952,707,556

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

21 Disposal of Assets

The following assets were disposed of during the year -

Details and Asset ID	Net Book Value		Sale Price		Profit / (Loss)	
	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$
Land						
Land held for sale *	1,374,060	0	1,836,294	0	462,234	0
Lot 501 Orrong Road, Carlisle	1,428,840	658,800	750,000	658,800	(678,840)	0
Plant and Machinery						
Light Fleet - Plant 283	13,636	13,700	17,327	15,000	3,691	1,300
Light Fleet - Plant 287	10,000	9,500	9,600	8,000	(400)	(1,500)
Light Fleet - Plant 297	11,760	14,700	19,600	15,000	7,840	300
Light Fleet - Plant 329	10,909	15,500	17,555	10,000	6,645	(5,500)
Light Fleet - Plant 363	12,444	17,500	7,418	15,000	(5,026)	(2,500)
Light Fleet - Plant 364	11,364	10,100	8,464	9,000	(2,900)	(1,100)
Light Fleet - Plant 365	11,364	10,100	8,691	9,000	(2,673)	(1,100)
Light Fleet - Plant 368	11,364	10,100	10,509	9,000	(855)	(1,100)
Light Fleet - Plant 369	16,364	16,100	18,691	17,000	2,327	900
Light Fleet - Plant 371	16,364	16,900	20,509	17,000	4,145	100
Light Fleet - Plant 372	9,091	10,100	7,100	10,000	(1,991)	(100)
Light Fleet - Plant 377	0	9,800	0	10,000	0	200
Light Fleet - Plant 382	11,900	14,600	12,782	15,000	882	400
Light Fleet - Plant 384	0	9,800	0	10,000	0	200
Light Fleet - Plant 385	9,545	9,800	8,009	9,000	(1,536)	(800)
Light Fleet - Plant 386	10,909	10,100	8,691	9,000	(2,218)	(1,100)
Light Fleet - Plant 387	12,218	10,100	12,327	9,000	109	(1,100)
Light Fleet - Plant 401	22,171	16,200	19,827	15,000	(2,344)	(1,200)
Minor Plant (118)	338	0	234	500	(103)	500
Minor Plant (130)	0	0	425	500	425	500
Minor Plant (180)	0	0	3,521	3,000	3,521	3,000
Minor Plant (232)	8,500	8,500	5,433	5,000	(3,067)	(3,500)
Minor Plant (267)	515	0	481	1,000	(34)	1,000
Minor Plant (42)	22,727	20,100	20,037	26,000	(2,691)	5,900
Minor Plant (Low Value)	3,713	0	1,457	1,000	(2,256)	1,000
Truck (043)	0	25,200	0	25,000	0	(200)
Truck (044)	0	14,500	0	20,000	0	5,500
	3,040,095	951,800	2,824,981	951,800	(215,114)	0

* These transactions are reflected in Tamala Park Regional Council's financial records. The profit on sale is recorded in Town of Victoria Park's financial report.

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

22 Financial Ratios

	2018	2017	2016
Current Ratio	1.30	1.40	1.53
Asset Sustainability Ratio	0.72	0.61	0.28
Debt Service Cover Ratio	4.85	5.34	6.04
Own Source Revenue Coverage Ratio	1.01	1.00	1.08
Operating Surplus Ratio	0.10	0.09	0.12
Asset Consumption Ratio	0.75	0.76	0.76
Asset Renewal Funding Ratio	0.99	1.04	1.31

The above ratios are calculated as follows -

Current Ratio	$\frac{\text{Current Assets Minus Restricted Assets}}{\text{Current Liabilities Minus Liabilities From Restricted Assets}}$
Asset Sustainability Ratio	$\frac{\text{Capital Renewal and Replacement Expenditure}}{\text{Depreciation Expense}}$
Debt Service Cover Ratio	$\frac{\text{Annual Operating Surplus before Interest and Depreciation}}{\text{Principal and Interest}}$
Operating Surplus Ratio	$\frac{\text{Operating Revenue minus Operating Expense}}{\text{Own Source Operating Revenue}}$
Own Source Revenue Coverage Ratio	$\frac{\text{Own Source Operating Revenue}}{\text{Operating Expense}}$
Asset Consumption Ratio	$\frac{\text{Depreciated Replacement Cost of Depreciable Assets}}{\text{Current Replacement Cost of Depreciable Assets}}$
Asset Renewal Funding Ratio	$\frac{\text{NPV of Planned Capital Renewal over 10 years}}{\text{NPV of Required Capital Renewal over 10 years}}$

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

23 Information on Borrowings

	Principal 1 July \$	New Loans \$	Principal Repayment \$	Principal 30 June \$	Interest Expense \$
Debentures (Budget)					
Law, Order and Public Safety					
14 Parking Initiative	3,366,018	0	699,000	2,667,018	122,600
Recreation and Culture					
04 Aqualife Centre	1,410,738	0	323,700	1,087,038	75,200
07 Aqualife Centre II	1,760,327	0	310,500	1,449,827	104,200
11 Fletcher Park	443,600	0	31,400	412,200	21,200
Economic Services					
13 Underground Power	1,164,556	0	371,500	793,056	46,900
Other Property and Services					
02 Depot Land	434,822	0	98,900	335,922	25,700
03 Administration Centre	587,329	0	134,300	453,029	32,500
09 14 Kent Street	538,805	0	61,000	477,805	39,600
10 1 Harper Street	887,788	0	75,800	811,988	55,200
12 Depot Upgrade	375,662	0	26,600	349,062	17,900
	10,969,645	0	2,132,700	8,836,945	541,000

	Principal 1 July \$	New Loans \$	Principal Repayment \$	Principal 30 June \$	Interest Expense \$
Debentures (Actual)					
Law, Order and Public Safety					
14 Parking Initiative	2,666,995	0	1,099,676	1,567,319	81,567
Recreation and Culture					
04 Aqualife Centre	1,086,960	0	342,330	744,629	55,483
07 Aqualife Centre II	1,449,828	0	330,016	1,119,811	81,087
11 Fletcher Park	412,244	0	32,899	379,345	18,943
Economic Services					
13 Underground Power	793,026	0	387,944	405,082	27,791
Other Property and Services					
02 Depot Land	335,966	0	105,150	230,816	17,785
03 Administration Centre	452,962	0	142,356	310,607	23,672
09 14 Kent Street	477,849	0	65,645	412,204	34,767
10 1 Harper Street	811,961	0	80,719	731,241	49,402
12 Depot Upgrade	349,107	0	27,861	321,247	16,864
	8,836,898	0	2,614,597	6,222,301	407,360

23 Information on Borrowings

New Debentures

There were no new debentures entered into during the 2017-2018 Financial year.

Unspent Debentures

There were no unspent debentures at 30 June 2018.

Overdraft

The Town has an overdraft facility of \$200,000 to assist with short-term liquidity.

The Town did not need to utilise these facilities and the balance of the bank overdraft at 30 June 2018 was \$nil.

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

24 Rating Information

Rating (Budget)	Rate in \$ / Minimum	Property Numbers #	Rateable Value \$	Rate Revenue \$	Interim and Back Rates \$	Total Revenue \$
Differential Rates						
GRV - Residential	0.0816	11,893	259,992,458	21,215,385	29,300	21,244,685
GRV - Non-Residential	0.0913	1,589	200,001,962	18,260,179	117,200	18,377,379
		13,482	459,994,420	39,475,564	146,500	39,622,064
Differential Minimums						
GRV - Residential	1,197	3,218	42,960,910	3,851,946	0	3,851,946
GRV - Non-Residential	1,245	302	3,218,633	375,990	0	375,990
		3,520	46,179,543	4,227,936	0	4,227,936
Total		17,002	506,173,963	43,703,500	146,500	43,850,000

Rate Equivalent Payments and Adjustments	0
Specified Area Rates	0

Total **43,850,000**

Rating (Actual)		Property Numbers #	Rateable Value \$	Rate Revenue \$	Interim and Back Rates \$	Total Revenue \$
Differential General Rates						
GRV - Residential	0.0816	12,294	266,995,643	21,786,844	519,697	22,306,541
GRV - Non-Residential	0.0913	1,584	199,430,500	18,208,005	(5,415)	18,202,590
		13,878	466,426,143	39,994,849	514,282	40,509,131
Differential Minimums						
GRV - Residential	1,197	2,858	37,629,280	3,421,026	(28,595)	3,392,431
GRV - Non-Residential	1,245	312	3,325,973	388,440	589	389,029
		3,170	40,955,253	3,809,466	(28,006)	3,781,460
Total		17,048	507,381,396	43,804,315	486,276	44,290,591

Rate Equivalent Payments and Adjustments	0
Specified Area Rates	0

Total **44,290,591**

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

24 Rating Information (continued)

	2018	2017	2017
	30 June	1 July	30 June
	\$	\$	\$
Information on Surplus / (Deficit) Brought Forward			
Comprises -			
Cash - Unrestricted	10,553,410	10,533,455	10,533,455
Receivables and Accruals - Current	3,328,489	4,532,901	4,532,901
Inventories - Current	9,470	6,978	6,978
Assets Held for Sale	0	0	0
Less -			
Payables - Current	(5,092,624)	(4,903,973)	(4,903,973)
Provisions - Current	(4,259,745)	(3,958,488)	(3,958,488)
Adjustments			
Unspent Loans	0	0	0
Surplus / (Deficit)	4,539,000	6,210,873	6,210,873

25 Specified Area Rates

The Town did not raise any Specified Area Rates during the 2017-2018 financial year.

26 Service Charges

	Revenue	Budget	Applied to	Budget to
	Raised	Revenue	Service Costs	Costs
	\$	\$	\$	\$
Underground Power	0	0	0	0

The area for which the above Underground Power Service Charge is to be levied includes the suburb of Lathlain, plus the "Goodwood" precinct area of Burswood, bounded by Goodwood Parade, Great Eastern Highway and Graham Farmer Freeway. Western Power is the primary agent associated with the works and they have indicated that they will be contracting the works out to a suitable contractor. The Service Charge is to fund 75% of the associated works. The remaining 25% is to be funded by Council.

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

27 Rates Related Discounts, Incentives, Concessions and Write-Offs

The Town did not provide any discounts, waivers or concessions with regards to the payment of rates.

Five payment incentives were offered -

Package 1: \$2,000 cash plus four A-Reserve tickets to Western Australian Symphony Orchestra

Package 2: \$1,000 cash plus two A-Reserve tickets to Western Australian Symphony Orchestra

Package 3: \$1,000 cash

Package 4: \$500 cash

Package 5: \$500 cash

	2018	2017
	Actual	Actual
	\$	\$
Written-off rates and rates related fees and charges	2,304	3,809

28 Rates Related Interest and Charges

	Interest	Actual	Budgeted
	Rate	Revenue	Revenue
	%	\$	\$
Instalment Interest	5.5	239,699	250,000
Late Payment Interest	11	164,491	130,000
Waste Debts Interest (Rates)	11	4,080	2,000
Charges on instalment plans and arrangements		236,691	210,000
		644,962	592,000

Ratepayers had the option of paying rates in four equal instalments. These were due -

- 1 2 September 2017
- 2 7 November 2017
- 3 11 January 2018
- 4 17 March 2018

Administration charges and interest applied for the final three instalments (\$13 per instalment).

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

29 Fees and Charges

	2018	2017
	Actual	Actual
	\$	\$
General Purpose Funding	328,631	307,198
Law, Order and Public Safety	2,101,022	2,135,292
Health	274,413	241,901
Education and Welfare	295,897	233,640
Community Amenities	1,183,050	1,157,263
Recreation and Culture	4,473,955	4,526,894
Transport	161,978	171,981
Economic Services	395,789	298,259
Other Property and Services	881,676	123,495
	10,096,411	9,195,922

30 Grants and Contributions

By Nature or Type

Grants and Contributions - Operating	4,425,380	4,670,538
Grants and Contributions - Non-Operating	1,171,983	1,605,169
	5,597,363	6,275,707

By Program

General Purpose Funding	1,159,537	1,734,921
Governance	0	0
Law, Order and Public Safety	256,841	172,410
Health	210	67
Education and Welfare	10,000	61,527
Community Amenities	0	0
Recreation and Culture	2,824,346	2,598,623
Transport	1,295,029	1,694,524
Economic Services	0	292
Other Property and Services	51,400	13,343
	5,597,363	6,275,707

31 Employee Numbers

Number of Full-Time Equivalent Employees at Balance Date	170	180
--	------------	------------

32 Elected Members' Fees and Allowances

	2018	2018	2017
	Actual	Budget	Actual
	\$	\$	\$
Mayoral Allowance	64,617	62,800	62,537
Deputy Mayoral Allowance	16,154	15,700	15,634
Members Meeting Fees	221,311	215,100	214,188
Information and Communication Technology Allowance	31,500	31,500	31,500
Members Expenses	250	5,100	1,848
Members Travel	3,373	7,000	1,712
	337,204	337,200	327,418

33 Events after the reporting period

There are no material or significant events that require disclosure in the financial report.

34 Major Land Transactions

Tamala Park

The Town is a one twelfth (1/12) owner of Lot 9504 Tamala Park with six other Councils (Cities of Perth, Joondalup, Stirling, Vincent and Wanneroo and the Town of Cambridge).

The owner councils have established the Tamala Park Regional Council with the specific function of carrying out a residential land development, known as the Catalina Estate. As part owner of the land, the Town is entitled to one twelfth of the net proceeds of the land development.

During the financial year ended 30 June 2018, 31 lots of land were settled. The Town received sales proceeds of \$1.8 million and recorded the 1/12th share of associated development and selling costs of \$1.4 million, resulting in a gain on disposal of land of \$0.4 million. This note should also be read in conjunction with Note 18 Interests in Joint Ventures.

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

35 Financial Risk Management

The Town's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk, and interest rate risk. The Town's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Town.

The Town does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk. Financial risk management is carried out by the Town under policies approved by Council. Council held the following financial instruments at balance date;

	Carrying Value		Fair Value	
	2018	2017	2018	2017
	\$	\$	\$	\$
Financial Assets				
Cash and cash equivalents	41,639,572	34,975,098	41,639,572	34,975,098
Receivables	3,803,228	5,156,294	3,803,228	5,156,294
Financial Liabilities				
Payables	5,092,624	4,903,973	5,092,624	4,903,973
Borrowings	6,222,301	8,836,898	6,185,074	8,221,598

Fair value is determined as follows -

1. Cash and cash equivalents, Receivables, Payables - estimated to the carrying value, which approximates net market value.
2. Borrowings - estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.

Cash and cash equivalents and Financial Assets at Fair Value

The Town's objective is to maximise return on cash and cash investments whilst maintaining an adequate level of liquidity and preserving capital. The Town maintains an investment policy and the policy is subject to regular review. An investment report is provided monthly setting out the make-up and performance of the portfolio.

The major risk associated with any investment is price risk - the risk that the capital value of investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments of their issuers or factors affecting similar instruments traded in a market.

Cash and investments are also subject to interest rate risk - the risk that movements in interest rates could affect returns.

Another risk associated with cash and investments is credit risk - the risk that a contracting entity will not complete the obligations under the financial instrument resulting in a financial loss to the Town.

The Town manages these risks by diversifying the portfolio and only purchasing investments with high credit ratings or capital guarantees.

	2018	2017
	\$	\$
Impact of a 1% movement in interest rates on cash and investments		
- Equity	416,396	349,751
- Statement of Comprehensive Income	416,396	349,751

The above are sensitivity percentages based on expectation of possible future market movements.

35 Financial Risk Management (continued)

Receivables

Town's major receivables comprise rates and annual charges and user charges and fees. The major risk associated with these receivables is credit risk - the risk that the debts may not be repaid. This risk is managed by monitoring outstanding debt and employing debt recovery policies. Credit risk on rates and annual charges is minimised by the ability to recover these debts as a secured charge over the land - that is, the land can be sold to recover the debt. Interest can also be charged on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported monthly and monitored for acceptable collection performance. Suitable provision is made for doubtful receivables, as required, and credit checks are carried out on most non-rate debtors. There are no material receivables that have been subject to a re-negotiation of repayment terms. The Town's profile of credit risk at balance date was -

	2018	2017
Percentage of Rates and Annual Charges		
- Current (Due within 12 months)	53%	58%
- Overdue and not impaired	47%	42%
Percentage of Other Receivables		
- Current (Due within 30 days)	26%	25%
- Overdue and not impaired	74%	75%

Payables and Borrowings

Payables and borrowings are both subject to liquidity risk - that is, the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. This risk is managed by monitoring cash flow requirements and liquidity levels and maintaining an adequate cash buffer.

The contractual undiscounted cash flows of Payables and Borrowings are set out in the Liquidity Sensitivity Table as shown below -

	Due Within 1 Year \$	Due Between 1 and 5 Years \$	Due After 5 Years \$	Total Contractual Cash Flows \$	Total Carrying Values \$
2018					
Payables	5,092,624	0	0	5,092,624	5,092,624
Borrowings	2,686,207	3,756,576	984,432	7,427,214	6,222,301
	7,778,831	3,756,576	984,432	12,519,838	11,314,925
2017					
Payables *	4,903,973	0	0	4,903,973	4,903,973
Borrowings	2,686,207	6,112,354	1,314,860	10,113,421	8,836,897
	7,590,180	6,112,354	1,314,860	15,017,394	13,740,871

* The amount of payable excludes the GST payable to the Australian Taxation Office (statutory payable)

Notes to, and forming part of, the Financial Report
For the year ended 30 June 2018

35 Financial Risk Management (continued)

Payables and Borrowings (continued)

Borrowings are also subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. This is not a factor with the loan portfolio, as set out below, as all loans have a fixed interest rate for the duration of the loan. The following table sets out the carrying amount, by maturity, of the financial instruments of the Town of Victoria Park -

	Less Than 1 Year	Between 1 and 5 Years	More Than 5 Years	Total	Weighted Average Effective Interest Rate
	\$	\$	\$	\$	%
Year Ended 30 June 2018					
Fixed Rate Debentures	1,981,548	3,366,682	874,070	6,222,301	2.67%
	Less Than 1 Year	Between 1 and 5 Years	More Than 5 Years	Total	Weighted Average Effective Interest Rate
	\$	\$	\$	\$	%
Year Ended 30 June 2017					
Fixed Rate Debentures	2,241,045	5,456,208	1,139,644	8,836,897	2.65%

36 Related Party Transactions

Key Management Personnel (KMP) Compensation Disclosure

	2018	2017
	\$	\$
The total of remuneration paid to KMP of the Town during the year are as follows:		
Short-term employee benefits	3,997,212	3,731,810
Post-employment benefits	529,467	330,245
Other long-term benefits	30,348	92,568
Termination benefits	233,543	123,472

Short-term employee benefits

These amounts include all salary, annual leave, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found at Note 32.

Post-employment benefits

These amounts are the current-year's estimated cost of providing for the Town's superannuation contributions made during the year.

Other long-term benefits

These amounts represent long service benefits accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

Related Parties

The Town's main related parties are as follows:

Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

Entities subject to significant influence by the Town

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

Joint venture entities accounted for under the equity method

The Town has a one-twelfth interest in the Tamala Park and Mindarie Regional Council Joint Ventures. The interest in the joint venture entities is accounted for in these financial statements using the equity method of accounting. For details of interests held in joint venture entities, refer to Note 18.

36 Related Party Transactions (continued)

Transactions with related parties

Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated.

	2018	2017
	\$	\$
Associated companies/individuals:		
Sale of goods and services	0	0
Purchase of goods and services	0	(900)
Sponsorships	(55,000)	(15,000)
Joint venture entities:		
Distributions received from joint venture entities	333,333	916,666
Amounts outstanding from related parties:		
Trade and other receivables	1,882	2,146
Loans to associated entities	0	0
Loans to key management personnel	0	0
Amounts payable to related parties:		
Trade and other payables	0	0
Loans from associated entities	0	0

14.2 Appendix 1 – Payment Summary Listing– October 2018

All Payments Made From 1-Oct-18 To 31-Oct-18

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
----------------	-------------	--------------	--------------------	---------------

Municipal Fund Bank Account

Payments

Creditors Cheques

00608444	4-Oct-18	Alinta	Gas Usage Charges	496.50
00608453	9-Oct-18	Alinta	Gas Usage Charges	927.40
00608456	18-Oct-18	Alinta	Gas Usage Charges	162.70
00608440	4-Oct-18	Australian Institute Of Building	Conference and Workshop Enrolment	1,885.00
00608441	4-Oct-18	CSA Employer Services	Superannuation	905.23
00608463	30-Oct-18	CSA Employer Services	Superannuation	635.74
00608442	4-Oct-18	Local Government Racing and Cemeter	Superannuation	543.25
00608464	30-Oct-18	Local Government Racing and Cemeter	Superannuation	328.00
00608459	23-Oct-18	Office of State Revenue	Financial Services	105.82
00608445	4-Oct-18	Optus Billing Services Pty Ltd	Telephone Usage Charges	5,113.21
00608446	4-Oct-18	Telstra Corporation Ltd	Telephone Usage Charges	704.40
00608454	9-Oct-18	Telstra Corporation Ltd	Telephone Usage Charges	1,566.52
00608457	18-Oct-18	Telstra Corporation Ltd	Telephone Usage Charges	109.33
00608466	30-Oct-18	Telstra Corporation Ltd	Telephone Usage Charges	239.56
00608443	4-Oct-18	Town of Victoria Park	Superannuation & Employee Deductions	5,542.68
00608465	30-Oct-18	Town of Victoria Park	Superannuation & Employee Deductions	3,695.12
00608447	4-Oct-18	Water Corporation	Water Usage Charges	731.92
00608455	9-Oct-18	Water Corporation	Water Usage Charges	1,171.25
00608458	18-Oct-18	Water Corporation	Water Usage Charges	13,759.80
00608460	24-Oct-18	Water Corporation	Water Usage Charges	4,687.80
00608467	30-Oct-18	Water Corporation	Water Usage Charges	41.77
Total Creditors Cheques				43,353.00

Creditors EFT Payments

1258.5121-01	10-Oct-18	2C Building Co.	Electrical Services and Maintenance	4,336.20
1261.5123-01	17-Oct-18	360 Environmental Solutions Pty Ltd	Environmental Services	5,007.20
1258.1215-01	10-Oct-18	4 Logic	Software and IT Solutions	1,168.75
1265.5392-01	24-Oct-18	713 Squadron - Australian Air Force	Kidsport Program	165.00
1258.2419-01	10-Oct-18	AAPT Limited	Communication Services	4,949.91
1261.1328-01	17-Oct-18	Abco Products Pty Ltd	Cleaning Services and Equipment	511.25
1258.352-01	10-Oct-18	ABCorp Australasia Pty Ltd Trading	Printing Services	342.10
1258.3400-01	10-Oct-18	Academy Services (WA) Pty Ltd	Cleaning Services and Equipment	7,003.84
1265.1119-01	24-Oct-18	Access Office Industries	Furniture Supply and Repair	1,477.30
1252.331-01	3-Oct-18	Active Games & Entertainment	Event Performance and Activity	231.00
1252.2555-01	3-Oct-18	AGS Metal Work	Steel Supplies	1,039.50
1267.750-01	31-Oct-18	Air Communications	Software and IT Solutions	3,366.00
1261.5349-01	17-Oct-18	Akolade Pty Ltd	Conference and Workshop Enrolment	2,748.90
1252.1738-01	3-Oct-18	All Earth Waste Collection Services	Waste Management Services	19,396.30
1261.18-01	17-Oct-18	All Signs	Sign Installation and Supply	781.00
1265.18-01	24-Oct-18	All Signs	Sign Installation and Supply	231.00
1258.20-01	10-Oct-18	Allmark & Associates Pty Ltd	Uniforms and Protective Equipment	1,940.40
1252.4391-01	3-Oct-18	Allstate Kerbing & Concrete	Footpath Materials and Construction	665.50
1261.2774-01	17-Oct-18	Ampac Debt Recovery (WA) Pty Ltd	Financial Services	733.87
1258.2665-01	10-Oct-18	Antz Inya Pantz Coffee Company Pty	Catering and Refreshments	425.00
1267.4093-01	31-Oct-18	Aquatic Services WA Pty Ltd	Equipment Supply and Repair	14,351.70
1258.5336-01	10-Oct-18	Archival Survival Pty Ltd	Record Management Services	478.06
1267.487-01	31-Oct-18	ARRB Group Ltd	Parking Management Services	3,795.00
1261.5281-01	17-Oct-18	Asahi Beverages Pty Ltd trading	Resale Inventory	263.12
1265.5281-01	24-Oct-18	Asahi Beverages Pty Ltd trading	Resale Inventory	683.04
1267.5281-01	31-Oct-18	Asahi Beverages Pty Ltd trading	Resale Inventory	354.14
1258.4498-01	10-Oct-18	Ascot Sign Company	Printing Services	176.00
1252.1509-01	3-Oct-18	Asphalt in a Bag	Road Construction Materials and Services	1,718.75
1265.662-01	24-Oct-18	Asphaltech Pty Ltd	Road Construction Materials and Services	167,848.51
1265.1954-01	24-Oct-18	Astro Synthetic Turf Pty Ltd	Landscaping Materials and Services	2,145.00
1267.3102-01	31-Oct-18	ATI-Mirage	Training Services	1,705.00
1252.3781-01	3-Oct-18	Atmos Foods	Resale Inventory	386.77
1261.3781-01	17-Oct-18	Atmos Foods	Resale Inventory	488.40
1265.3781-01	24-Oct-18	Atmos Foods	Resale Inventory	342.92
1252.1435-01	3-Oct-18	Atom Supply	Equipment Supply and Repair	210.90
1261.1435-01	17-Oct-18	Atom Supply	Equipment Supply and Repair	608.60
1265.1435-01	24-Oct-18	Atom Supply	Equipment Supply and Repair	202.76
1267.1435-01	31-Oct-18	Atom Supply	Equipment Supply and Repair	21.93

All Payments Made From 1-Oct-18 To 31-Oct-18

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1268.4210-01	31-Oct-18	Aussie Fencing	Equipment Supply and Repair	516.25
1265.2248-01	24-Oct-18	Aussie Telecom	Software and IT Solutions	1,346.32
1261.271-01	17-Oct-18	Australasian Performing Right	Licencing and Subscriptions	2,896.66
1261.273-01	17-Oct-18	Australia Post	Postage Services	14,154.25
1267.13-01	31-Oct-18	Australian Institute of Management	Training Services	1,240.00
1265.5396-01	24-Oct-18	Australian Property Institute Inc (Conference and Workshop Enrolment	80.00
1258.2277-01	10-Oct-18	Australian Red Cross	Training Services	708.00
1253.50-01	3-Oct-18	Australian Service Union	Superannuation	77.70
1269.50-01	31-Oct-18	Australian Service Union	Superannuation	51.80
1253.98000-0	3-Oct-18	Australian Taxation Office	Taxation	169,197.00
1262.98000-0	17-Oct-18	Australian Taxation Office	Taxation	171,235.00
1269.98000-0	31-Oct-18	Australian Taxation Office	Taxation	162,619.00
1252.1293-01	3-Oct-18	Automotive Electrical & 4WD Accesso	Plant Supply and Servicing	143.99
1252.5253-01	3-Oct-18	Automotive Workshop Services	Equipment Supply and Repair	880.00
1252.4665-01	3-Oct-18	Baxters Pty Ltd	Machinery Servicing and Parts	126.34
1261.4665-01	17-Oct-18	Baxters Pty Ltd	Machinery Servicing and Parts	146.80
1267.4665-01	31-Oct-18	Baxters Pty Ltd	Machinery Servicing and Parts	8.75
1261.1947-01	17-Oct-18	BCA Consultants Pty Ltd	Engineering & Surveying Services	9,559.00
1252.280-01	3-Oct-18	Beaver Tree Services	Landscaping Materials and Services	12,635.40
1258.280-01	10-Oct-18	Beaver Tree Services	Landscaping Materials and Services	6,586.12
1267.280-01	31-Oct-18	Beaver Tree Services	Landscaping Materials and Services	61,475.40
1252.281-01	3-Oct-18	Benara Nurseries	Landscaping Materials and Services	398.75
1258.409-01	10-Oct-18	Bidfood WA Pty Ltd	Resale Inventory	239.65
1261.409-01	17-Oct-18	Bidfood WA Pty Ltd	Resale Inventory	231.92
1265.409-01	24-Oct-18	Bidfood WA Pty Ltd	Resale Inventory	170.90
1267.409-01	31-Oct-18	Bidfood WA Pty Ltd	Resale Inventory	160.18
1258.5155-01	10-Oct-18	Bin Bath Corporation Pty Ltd	Waste Management Services	199.87
1265.5155-01	24-Oct-18	Bin Bath Corporation Pty Ltd	Waste Management Services	373.67
1267.5155-01	31-Oct-18	Bin Bath Corporation Pty Ltd	Waste Management Services	260.70
1258.283-01	10-Oct-18	Blackwell & Associates Pty Ltd	Planning and Building Services	1,716.00
1258.4992-01	10-Oct-18	Bloomin Box Company	Flowers	60.00
1261.286-01	17-Oct-18	Bob Jane T-Mart Victoria Park	Tyres	35.00
1267.286-01	31-Oct-18	Bob Jane T-Mart Victoria Park	Tyres	1,237.00
1261.287-01	17-Oct-18	BOC Limited	Equipment Supply and Repair	1,558.69
1265.287-01	24-Oct-18	BOC Limited	Equipment Supply and Repair	176.86
1261.384-01	17-Oct-18	Bonissimo	Resale Inventory	362.50
1261.5298-01	17-Oct-18	Bonnie Boogaard	Art and Event	150.00
1252.333-01	3-Oct-18	Boral Construction Materials Group	Road Construction Materials and Services	949.74
1258.333-01	10-Oct-18	Boral Construction Materials Group	Road Construction Materials and Services	248.67
1261.333-01	17-Oct-18	Boral Construction Materials Group	Road Construction Materials and Services	425.13
1265.333-01	24-Oct-18	Boral Construction Materials Group	Road Construction Materials and Services	491.43
1267.333-01	31-Oct-18	Boral Construction Materials Group	Road Construction Materials and Services	215.51
1255.2093-01	3-Oct-18	BP Australia Pty Ltd	Fuel and Oils	4,700.03
1263.5373-01	17-Oct-18	Brewed Coffee House	Catering and Refreshments	165.00
1252.1211-01	3-Oct-18	Brownes Foods Operations	Amenities	115.88
1267.442-01	31-Oct-18	Bucher Municipal Pty Ltd	Plant Supply and Servicing	1,441.00
1252.290-01	3-Oct-18	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	120.78
1258.290-01	10-Oct-18	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	673.96
1261.290-01	17-Oct-18	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	111.73
1265.290-01	24-Oct-18	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	1,088.12
1267.290-01	31-Oct-18	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	656.81
1265.785-01	24-Oct-18	CA Technology Pty Ltd (CAMMS Group)	Software and IT Solutions	5,332.80
1267.785-01	31-Oct-18	CA Technology Pty Ltd (CAMMS Group)	Software and IT Solutions	14,960.00
1252.527-01	3-Oct-18	Cabcharge Australia Ltd	Transport Services	290.23
1252.2185-01	3-Oct-18	Cable Locates & Consulting Trust	Communication Services	4,435.75
1258.279-01	10-Oct-18	Caltex Aust Limited	Fuel and Oils	11,865.27
1265.3168-01	24-Oct-18	Canning Cougars Tee Ball Club Inc	Kidsport Program	150.00
1265.857-01	24-Oct-18	Capital Recycling	Waste Management Services	1,531.20
1252.345-01	3-Oct-18	Captivate Global	Software and IT Solutions	934.43
1263.3787-01	17-Oct-18	Carlisle Rivervale Little Athletics	Kidsport Program	300.00
1252.1503-01	3-Oct-18	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	20,172.84
1261.1503-01	17-Oct-18	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	198.00
1265.1503-01	24-Oct-18	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	770.00
1265.3532-01	24-Oct-18	CCR Commerical Pty Ltd	Equipment Supply and Repair	363.00
1268.5410-01	31-Oct-18	Century 21 Jones Property Group	Refund - Rates	1,440.00
1258.303-01	10-Oct-18	Chamber of Commerce & Industry	Licencing and Subscriptions	11,000.00

All Payments Made From 1-Oct-18 To 31-Oct-18

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1258.5350-01	10-Oct-18	Chemist Warehouse Victoria Park	Health Services	442.20
1254.5367-01	3-Oct-18	Cinema & Cultura Latino Americana I	Event Performance and Activity	5,000.00
1252.1044-01	3-Oct-18	City of Armadale	Printing Services	185.50
1258.1044-01	10-Oct-18	City of Armadale	Printing Services	1,006.45
1261.1044-01	17-Oct-18	City of Armadale	Printing Services	1,383.69
1265.1044-01	24-Oct-18	City of Armadale	Printing Services	77.17
1265.1086-01	24-Oct-18	City of Joondalup	Local Government Services	5,952.79
1252.369-01	3-Oct-18	City of Perth	Local Government Services	33,190.04
1258.369-01	10-Oct-18	City of Perth	Local Government Services	346.24
1256.57-01	3-Oct-18	City of Perth Superannuation Plan	Superannuation	5,547.34
1271.57-01	31-Oct-18	City of Perth Superannuation Plan	Superannuation	2,251.54
1252.563-01	3-Oct-18	City of South Perth	Local Government Services	71.50
1252.511-01	3-Oct-18	City Subaru	Plant Supply and Servicing	633.20
1261.511-01	17-Oct-18	City Subaru	Plant Supply and Servicing	2,898.95
1265.511-01	24-Oct-18	City Subaru	Plant Supply and Servicing	626.70
1252.2342-01	3-Oct-18	Clark Rubber Cannington	Facility Maintenance Services	420.00
1258.483-01	10-Oct-18	Cleanaway	Waste Management Services	141.90
1261.483-01	17-Oct-18	Cleanaway	Waste Management Services	542,750.59
1258.629-01	10-Oct-18	Clever Patch Pty Ltd	Library Equipment and Stock	260.65
1252.2965-01	3-Oct-18	Cobble Stone Concrete	Road Construction Materials and Services	22,290.68
1265.913-01	24-Oct-18	Coffee Table Delights	Catering and Refreshments	106.50
1252.2588-01	3-Oct-18	Coles Supermarket Australia Pty Ltd	Resale Inventory	65.89
1258.2588-01	10-Oct-18	Coles Supermarket Australia Pty Ltd	Resale Inventory	133.68
1261.2588-01	17-Oct-18	Coles Supermarket Australia Pty Ltd	Resale Inventory	245.02
1265.2588-01	24-Oct-18	Coles Supermarket Australia Pty Ltd	Resale Inventory	346.37
1267.2588-01	31-Oct-18	Coles Supermarket Australia Pty Ltd	Resale Inventory	149.22
1267.216-01	31-Oct-18	Connect Call Centre Services	Communication Services	864.44
1265.3458-01	24-Oct-18	Conservation Volunteers	Human Resource Services	1,650.00
1258.413-01	10-Oct-18	Construction Training Fund	Levy Payments	27,756.16
1252.689-01	3-Oct-18	Copley Contracting	Road Construction Materials and Services	1,435.50
1258.689-01	10-Oct-18	Copley Contracting	Road Construction Materials and Services	10,397.20
1265.689-01	24-Oct-18	Copley Contracting	Road Construction Materials and Services	13,182.40
1267.2232-01	31-Oct-18	Core Business Australia Pty Ltd	Audit Services - Engineering	7,849.82
1261.209-01	17-Oct-18	Coretex Australia Pty Ltd	Software and IT Solutions	1,544.40
1252.2186-01	3-Oct-18	Cornerstone Legal Pty Ltd	Legal Services	3,300.00
1261.2186-01	17-Oct-18	Cornerstone Legal Pty Ltd	Legal Services	2,729.38
1258.5335-01	10-Oct-18	Coterra Environment	Environmental Services	3,206.50
1267.1735-01	31-Oct-18	Covs Parts Pty Ltd	Machinery Servicing and Parts	138.41
1267.2962-01	31-Oct-18	Curtin Football Club	Kidsport Program	300.00
1258.953-01	10-Oct-18	Curtin University of Technology	Strategic Services	16,500.00
1259.5377-01	10-Oct-18	D Xu	Crossover Contribution	400.00
1261.4769-01	17-Oct-18	Datacom Systems (AU) Pty Ltd	Software and IT Solutions	98,222.07
1267.4112-01	31-Oct-18	Dave Lanfear Consulting - The Trust	Professional Services	4,675.00
1258.426-01	10-Oct-18	Daytone Printing Pty Ltd	Printing Services	77.00
1261.426-01	17-Oct-18	Daytone Printing Pty Ltd	Printing Services	607.20
1265.426-01	24-Oct-18	Daytone Printing Pty Ltd	Printing Services	33.00
1267.426-01	31-Oct-18	Daytone Printing Pty Ltd	Printing Services	265.10
1252.4782-01	3-Oct-18	DCM Services (KD Aire)	Air Conditioning Service & Maintenance	2,291.66
1258.4782-01	10-Oct-18	DCM Services (KD Aire)	Air Conditioning Service & Maintenance	96.25
1265.4782-01	24-Oct-18	DCM Services (KD Aire)	Air Conditioning Service & Maintenance	2,076.25
1267.4782-01	31-Oct-18	DCM Services (KD Aire)	Air Conditioning Service & Maintenance	1,222.83
1258.1799-01	10-Oct-18	Department of Commerce	Levy Payments	23,266.68
1261.4532-01	17-Oct-18	Department of Primary Industries an	Environmental Services	387.00
1265.708-01	24-Oct-18	Department of Transport	Licencing and Subscriptions	6,926.90
1261.2598-01	17-Oct-18	Dial Before You Dig WA Ltd	Road Construction Materials and Services	2,012.01
1252.4216-01	3-Oct-18	Dienst Consulting	Equipment Supply and Repair	18,306.51
1258.4466-01	10-Oct-18	Directions Workforce Solutions	Agency and Contract Staff	821.04
1265.4466-01	24-Oct-18	Directions Workforce Solutions	Agency and Contract Staff	821.04
1267.4466-01	31-Oct-18	Directions Workforce Solutions	Agency and Contract Staff	821.04
1267.3426-01	31-Oct-18	Discgolfpark Pty Ltd	Equipment Supply and Repair	440.00
1258.5324-01	10-Oct-18	Douglas Partners Pty Ltd	Engineering & Surveying Services	4,367.00
1267.4128-01	31-Oct-18	Downer EDI Works Pty Ltd	Engineering & Surveying Services	6,600.00
1252.5226-01	3-Oct-18	Drainflow Services Pty Ltd	Engineering & Surveying Services	2,640.00
1267.5226-01	31-Oct-18	Drainflow Services Pty Ltd	Engineering & Surveying Services	2,420.00
1261.859-01	17-Oct-18	Dulux Australia	Equipment Supply and Repair	1,016.38
1267.411-01	31-Oct-18	Dunbar Services (WA) Pty Ltd	Cleaning Services and Equipment	21.45

All Payments Made From 1-Oct-18 To 31-Oct-18

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1258.2375-01	10-Oct-18	Dynasty Embroidery (Australia) Pty	Uniforms and Protective Equipment	319.00
1261.1145-01	17-Oct-18	E & M J Rosher Pty Ltd	Machinery Servicing and Parts	717.00
1252.355-01	3-Oct-18	E Fire & Safety	Fire Alarm and Security Services	115.50
1265.355-01	24-Oct-18	E Fire & Safety	Fire Alarm and Security Services	297.00
1258.2120-01	10-Oct-18	Elan Energy Matrix	Waste Management Services	304.76
1252.3347-01	3-Oct-18	Elekcom	Equipment Supply and Repair	3,036.00
1261.1107-01	17-Oct-18	Element Advisory Pty Ltd	Town Planning Services	5,163.40
1267.778-01	31-Oct-18	Ellenby Tree Farm Pty Ltd	Landscaping Materials and Services	1,589.50
1265.5311-01	24-Oct-18	Emma Humphreys	Event Performance and Activity	550.00
1267.2372-01	31-Oct-18	Empire Estate Agent	Rental Payments	5,788.89
1252.1795-01	3-Oct-18	Environmental Health Australia WA	Environmental Services	2,025.00
1261.1411-01	17-Oct-18	EnvisionWare Pty Ltd	Software and IT Solutions	2,206.28
1267.4752-01	31-Oct-18	Enzed Welshpool	Equipment Supply and Repair	344.92
1265.5095-01	24-Oct-18	EPCAD Pty Ltd	Design and Drafting Services	1,650.00
1261.2064-01	17-Oct-18	Espresso Essential	Resale Inventory	662.70
1265.2064-01	24-Oct-18	Espresso Essential	Resale Inventory	1,733.41
1265.4461-01	24-Oct-18	Everbloom Flowers Pty Ltd	Flowers	813.67
1253.3243-01	3-Oct-18	Express Salary Packaging Pty Ltd	Superannuation & Employee Deductions	11,800.42
1262.3243-01	17-Oct-18	Express Salary Packaging Pty Ltd	Superannuation & Employee Deductions	11,800.42
1269.3243-01	31-Oct-18	Express Salary Packaging Pty Ltd	Superannuation & Employee Deductions	12,159.61
1265.2732-01	24-Oct-18	Exteria	Furniture Supply and Repair	2,102.10
1267.2732-01	31-Oct-18	Exteria	Furniture Supply and Repair	1,379.40
1254.5362-01	3-Oct-18	F M Yip & G H Lim	Crossover Contribution	400.00
1258.621-01	10-Oct-18	Fleet Fitness	Equipment Supply and Repair	91.30
1252.4259-01	3-Oct-18	Flexi Staff Pty Ltd	Agency and Contract Staff	5,495.93
1258.4259-01	10-Oct-18	Flexi Staff Pty Ltd	Agency and Contract Staff	5,211.64
1261.4259-01	17-Oct-18	Flexi Staff Pty Ltd	Agency and Contract Staff	5,136.81
1265.4259-01	24-Oct-18	Flexi Staff Pty Ltd	Agency and Contract Staff	5,495.93
1267.4259-01	31-Oct-18	Flexi Staff Pty Ltd	Agency and Contract Staff	10,200.03
1252.907-01	3-Oct-18	Forpark Australia	Equipment Supply and Repair	1,001.00
1258.907-01	10-Oct-18	Forpark Australia	Equipment Supply and Repair	2,850.10
1252.4417-01	3-Oct-18	Forum Group Pty Ltd	Software and IT Solutions	779.81
1261.4417-01	17-Oct-18	Forum Group Pty Ltd	Software and IT Solutions	684.18
1252.371-01	3-Oct-18	Frazzcon Enterprises	Sign Installation and Supply	4,444.48
1265.371-01	24-Oct-18	Frazzcon Enterprises	Sign Installation and Supply	7,970.40
1267.371-01	31-Oct-18	Frazzcon Enterprises	Sign Installation and Supply	1,825.27
1265.5325-01	24-Oct-18	Fuji Xerox BusinessForce Pty Limite	Printing Services	30,096.75
1258.2701-01	10-Oct-18	Full Steam Ahead Ironing Service	Cleaning Services and Equipment	633.56
1268.5416-01	31-Oct-18	Fuzzy Fencing	Fencing	2,675.00
1258.3826-01	10-Oct-18	Game Vault	School Holiday Program Activities	510.00
1261.3777-01	17-Oct-18	Games World	Library Equipment and Stock	308.68
1252.5284-01	3-Oct-18	Gardiner Autos Pty Ltd	Vehicle Operating Expenses	34,924.05
1258.422-01	10-Oct-18	GHD Pty Ltd	Engineering Design	5,248.10
1252.4102-01	3-Oct-18	Gibbons Holden	Plant Supply and Servicing	35,663.80
1267.1889-01	31-Oct-18	Glass Tinting WA	Facility Maintenance Services	176.00
1258.682-01	10-Oct-18	Green Skills	Agency and Contract Staff	5,438.81
1265.682-01	24-Oct-18	Green Skills	Agency and Contract Staff	5,438.81
1267.453-01	31-Oct-18	Gronbek Security	Fire Alarm and Security Services	1,156.92
1261.4295-01	17-Oct-18	Growise	Landscaping Materials and Services	326.54
1259.5358-01	10-Oct-18	H L Furdas	Refund - Rates	2,297.81
1261.1301-01	17-Oct-18	Harold Hawthorne Senior Citizens Ce	Subsidy	32,600.00
1252.491-01	3-Oct-18	Hays Personal Services	Agency and Contract Staff	3,679.89
1267.491-01	31-Oct-18	Hays Personal Services	Agency and Contract Staff	1,075.44
1252.314-01	3-Oct-18	Hiway Cycles	Plant Supply and Servicing	734.80
1252.364-01	3-Oct-18	Holcim (Australia) Pty Ltd	Road Construction Materials and Services	293.15
1265.364-01	24-Oct-18	Holcim (Australia) Pty Ltd	Road Construction Materials and Services	515.68
1258.523-01	10-Oct-18	Horizons West Bus & Coachlines	School Holiday Program Activities	2,396.00
1261.5006-01	17-Oct-18	Hoskins Investments Pty Ltd	Construction Services	88,000.00
1267.5006-01	31-Oct-18	Hoskins Investments Pty Ltd	Construction Services	99,000.00
1265.3079-01	24-Oct-18	Human Synergistics Australia Pty Lt	Human Resource Services	3,476.07
1267.4979-01	31-Oct-18	Hydroplan	Irrigation Supply and Repair	4,180.00
1261.5382-01	17-Oct-18	ICMI Speakers and Entertainers	Event Performance and Activity	1,787.50
1252.3590-01	3-Oct-18	Icon Septech WA (Cascada)	Equipment Supply and Repair	957.00
1261.3796-01	17-Oct-18	Iconic Property Services	Cleaning Services and Equipment	1,187.67
1265.3796-01	24-Oct-18	Iconic Property Services	Cleaning Services and Equipment	2,523.80
1267.3796-01	31-Oct-18	Iconic Property Services	Cleaning Services and Equipment	996.01

All Payments Made From 1-Oct-18 To 31-Oct-18

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1258.5357-01	10-Oct-18	ICTC Society Inc	Conference and Workshop Enrolment	325.00
1258.210-01	10-Oct-18	Indoor Gardens Pty Ltd	Landscaping Materials and Services	917.40
1258.4129-01	10-Oct-18	Information Enterprises Australia	Agency and Contract Staff	4,816.90
1265.4129-01	24-Oct-18	Information Enterprises Australia	Agency and Contract Staff	4,434.10
1258.2582-01	10-Oct-18	Instant Toilets and Showers Pty Ltd	Equipment Hire	294.14
1252.970-01	3-Oct-18	Integral Development	Training Services	1,584.00
1267.942-01	31-Oct-18	IPWEA - Western Australia	Conference and Workshop Enrolment	2,200.00
1261.4837-01	17-Oct-18	Iron Mountain Australia Group Pty L	Record Management Services	295.85
1265.4837-01	24-Oct-18	Iron Mountain Australia Group Pty L	Record Management Services	1,631.21
1265.2294-01	24-Oct-18	Isentia Pty Ltd	Communication Services	1,094.50
1265.284-01	24-Oct-18	J Blackwoods & Sons Pty Ltd	Uniforms and Protective Equipment	211.84
1265.2762-01	24-Oct-18	JB HIFI Commerical	Equipment Supply and Repair	132.00
1254.5361-01	3-Oct-18	Jentel Investments Pty Ltd	Refund - Rates	2,816.70
1267.3553-01	31-Oct-18	Jim's Fencing (North Perth)	Fencing	2,530.00
1258.2432-01	10-Oct-18	Jim's Mowing (Cloverdale)	Landscaping Materials and Services	50.00
1267.2432-01	31-Oct-18	Jim's Mowing (Cloverdale)	Landscaping Materials and Services	120.00
1252.229-01	3-Oct-18	John Hughes Service	Plant Supply and Servicing	843.02
1265.229-01	24-Oct-18	John Hughes Service	Plant Supply and Servicing	438.00
1258.230-01	10-Oct-18	Johns Building Supplies Pty Ltd	Equipment Supply and Repair	434.94
1265.230-01	24-Oct-18	Johns Building Supplies Pty Ltd	Equipment Supply and Repair	33.99
1267.230-01	31-Oct-18	Johns Building Supplies Pty Ltd	Equipment Supply and Repair	264.66
1267.3075-01	31-Oct-18	Jupps Floorcoverings Comm Division	Facility Maintenance Services	275.00
1265.2743-01	24-Oct-18	kadeklerk photography	Photography and Imaging Services	621.50
1252.546-01	3-Oct-18	Kent Street Senior High School	Donation-Community	400.00
1261.1501-01	17-Oct-18	Kidsafe WA	Equipment Supply and Repair	275.00
1264.5268-01	17-Oct-18	Kleenheat Gas	Gas Usage Charges	13,959.45
1252.2337-01	3-Oct-18	Kmart	Equipment Supply and Repair	149.00
1258.2337-01	10-Oct-18	Kmart	Equipment Supply and Repair	82.00
1265.2337-01	24-Oct-18	Kmart	Equipment Supply and Repair	70.00
1267.2337-01	31-Oct-18	Kmart	Equipment Supply and Repair	293.00
1258.241-01	10-Oct-18	Kool-Line Electrical & Refrigeratio	Electrical Services and Maintenance	320.50
1266.5374-01	24-Oct-18	Laika Coffee	Light Refreshments	290.00
1270.2814-01	31-Oct-18	Landfill Gas & Power Pty Ltd	Electricity Usage Charges	39,422.32
1258.501-01	10-Oct-18	Landgate	Local Government Services	613.72
1265.501-01	24-Oct-18	Landgate	Local Government Services	213.17
1267.501-01	31-Oct-18	Landgate	Local Government Services	734.30
1261.3222-01	17-Oct-18	Lazer Blaze Malaga	School Holiday Program Activities	422.00
1252.3670-01	3-Oct-18	LD Total	Landscaping Materials and Services	981.75
1252.4441-01	3-Oct-18	Learning Discovery	Library Equipment and Stock	114.00
1258.252-01	10-Oct-18	Les Mills Asia Pacific	Licencing and Subscriptions	2,328.62
1252.4395-01	3-Oct-18	LGC Group Pty Ltd	Traffic Control Services	808.50
1258.4395-01	10-Oct-18	LGC Group Pty Ltd	Traffic Control Services	665.50
1265.4395-01	24-Oct-18	LGC Group Pty Ltd	Traffic Control Services	1,454.48
1267.258-01	31-Oct-18	LGIS Broking	Insurance	3,107.83
1265.1430-01	24-Oct-18	LGISWA - Local Government Insurance	Insurance	323,312.25
1265.5313-01	24-Oct-18	Lifeline WA	Conference and Workshop Enrolment	660.00
1265.5366-01	24-Oct-18	Lifeskills Australia	Human Resource Services	528.00
1267.5366-01	31-Oct-18	Lifeskills Australia	Human Resource Services	176.00
1258.4900-01	10-Oct-18	Limitless Studios Australia Pty Ltd	Photography and Imaging Services	1,089.00
1257.4860-01	5-Oct-18	LinkedIn Singapore	Human Resource Services	27,412.00
1267.4984-01	31-Oct-18	Links Modular Solutions Pty Ltd	Software and IT Solutions	20,900.00
1258.5179-01	10-Oct-18	LKS Constructions (WA) Pty Ltd	Construction Services	46,530.00
1265.5179-01	24-Oct-18	LKS Constructions (WA) Pty Ltd	Construction Services	46,530.00
1252.547-01	3-Oct-18	LO GO Appointments	Agency and Contract Staff	1,937.63
1258.547-01	10-Oct-18	LO GO Appointments	Agency and Contract Staff	7,691.26
1261.547-01	17-Oct-18	LO GO Appointments	Agency and Contract Staff	5,977.96
1265.547-01	24-Oct-18	LO GO Appointments	Agency and Contract Staff	1,277.91
1267.547-01	31-Oct-18	LO GO Appointments	Agency and Contract Staff	2,050.13
1258.322-01	10-Oct-18	Local Government Planners Associati	Local Government Services	1,200.00
1258.3967-01	10-Oct-18	Local Government Professionals	Membership and Subscription	40.00
1261.3967-01	17-Oct-18	Local Government Professionals	Membership and Subscription	1,670.00
1265.3967-01	24-Oct-18	Local Government Professionals	Membership and Subscription	720.00
1267.3967-01	31-Oct-18	Local Government Professionals	Membership and Subscription	1,670.00
1258.457-01	10-Oct-18	Lochness Pty Ltd	Landscaping Materials and Services	89,918.53
1265.457-01	24-Oct-18	Lochness Pty Ltd	Landscaping Materials and Services	9,785.91
1267.457-01	31-Oct-18	Lochness Pty Ltd	Landscaping Materials and Services	5,462.64

All Payments Made From 1-Oct-18 To 31-Oct-18

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1265.687-01	24-Oct-18	Love Grid Badminton Academy Inc	Equipment Supply and Repair	512.50
1265.5385-01	24-Oct-18	LR Chadra & N Nagarkar & AS Sandhu	Catering and Refreshments	310.00
1265.5315-01	24-Oct-18	LSV Borrello Lawyers	Legal Services	5,257.58
1258.5339-01	10-Oct-18	M.P. Rogers & Associates Pty Ltd	Engineering & Surveying Services	1,173.33
1258.1904-01	10-Oct-18	Mackay Urbandesign	Planning and Building Services	3,987.50
1265.536-01	24-Oct-18	Magic Garden Supplies	Landscaping Materials and Services	425.00
1267.856-01	31-Oct-18	Main Roads Western Australia	Road Construction Materials and Services	22,035.09
1267.494-01	31-Oct-18	Major Motors Pty Ltd	Plant Supply and Servicing	990.00
1267.930-01	31-Oct-18	Malcolm & Caril Barker	Landscaping Materials and Services	4,400.00
1252.5234-01	3-Oct-18	Maria Opalina Yip	Event Performance and Activity	210.00
1265.5234-01	24-Oct-18	Maria Opalina Yip	Event Performance and Activity	180.00
1258.1693-01	10-Oct-18	Marketforce Pty Ltd	Advertising Services	4,844.00
1261.1693-01	17-Oct-18	Marketforce Pty Ltd	Advertising Services	1,825.10
1265.1693-01	24-Oct-18	Marketforce Pty Ltd	Advertising Services	2,040.86
1267.1693-01	31-Oct-18	Marketforce Pty Ltd	Advertising Services	1,474.76
1252.317-01	3-Oct-18	Marlbroh Bingo Enterprises	Bingo Costs	2,846.50
1261.317-01	17-Oct-18	Marlbroh Bingo Enterprises	Bingo Costs	1,122.95
1265.317-01	24-Oct-18	Marlbroh Bingo Enterprises	Bingo Costs	568.75
1267.2538-01	31-Oct-18	Marshall Beattie Pty Ltd	Equipment Supply and Repair	550.00
1252.3749-01	3-Oct-18	Max & Claire Pty Ltd trading as Erg	Equipment Supply and Repair	603.00
1252.319-01	3-Oct-18	McLeods	Legal Services	3,886.39
1258.319-01	10-Oct-18	McLeods	Legal Services	2,841.74
1261.319-01	17-Oct-18	McLeods	Legal Services	5,090.69
1258.3084-01	10-Oct-18	MCW Corporation T/A Perth Security	Fire Alarm and Security Services	2,212.21
1258.600-01	10-Oct-18	Message4U Pty Ltd	Communication Services	179.30
1261.4529-01	17-Oct-18	Metal Works Perth	Equipment Supply and Repair	82.50
1252.3408-01	3-Oct-18	Michael Page International	Agency and Contract Staff	2,304.32
1258.3408-01	10-Oct-18	Michael Page International	Agency and Contract Staff	1,084.38
1265.3408-01	24-Oct-18	Michael Page International	Agency and Contract Staff	1,355.48
1252.189-01	3-Oct-18	Mindarie Regional Council	Waste Management Services	109,976.42
1258.189-01	10-Oct-18	Mindarie Regional Council	Waste Management Services	63,182.86
1261.189-01	17-Oct-18	Mindarie Regional Council	Waste Management Services	107,689.81
1265.189-01	24-Oct-18	Mindarie Regional Council	Waste Management Services	105,732.48
1252.1933-01	3-Oct-18	MLC Roof Services Pty Ltd	Facility Maintenance Services	1,001.00
1254.5359-01	3-Oct-18	Moorina Super Fund	Refund - Rates	16,300.00
1268.5414-01	31-Oct-18	MP Settlement Service	Refund - Rates	443.08
1258.3445-01	10-Oct-18	MPS Unit Trust	Air Conditioning Service & Maintenance	1,913.79
1265.5001-01	24-Oct-18	Mr A Bennett	Training Services	1,807.62
1268.5415-01	31-Oct-18	Mr A T Melville	Refund - Rates	3,473.60
1267.4549-01	31-Oct-18	Mr B X Killigrew	Staff Payments and Reimbursement	453.55
1263.5384-01	17-Oct-18	Mr D Carruthers	Refund - Rates	1,711.63
1266.5403-01	24-Oct-18	Mr F Ling	Refund - Infringement	60.00
1268.5417-01	31-Oct-18	Mr G Tripodi	Refund - Memberships	341.14
1263.5389-01	17-Oct-18	Mr M A Van Der Leeden	Refund - Rates	3,258.20
1254.5360-01	3-Oct-18	Mr M Drew	Refund - Rates	980.53
1254.5363-01	3-Oct-18	Mr N E Chong	Refund - Registration	10.00
1265.1718-01	24-Oct-18	Mr N O Cain	Staff Payments and Reimbursement	3,000.00
1267.5352-01	31-Oct-18	Mr P A Berrick	Design and Drafting Services	225.00
1259.5371-01	10-Oct-18	Mr P P Limpus	Refund - Fees and Charges	85.00
1263.5390-01	17-Oct-18	Mr S S Ng	Refund - Rates	474.74
1259.5378-01	10-Oct-18	Mr Y Seta	Refund - Debtor Overpayment	499.00
1259.5189-01	10-Oct-18	Mrs G M D'Cruze & Mr L A D'Cruze	Adopt a Verge Rebate	500.00
1252.4994-01	3-Oct-18	Mrs N E Martin Goode	Staff Payments and Reimbursement	98.00
1267.4994-01	31-Oct-18	Mrs N E Martin Goode	Staff Payments and Reimbursement	98.00
1266.5399-01	24-Oct-18	Mrs S Edmonds	Crossover Contribution	400.00
1266.5400-01	24-Oct-18	Ms C Byron	Crossover Contribution	400.00
1263.5355-01	17-Oct-18	Ms J A Reiche	Security Incentive Scheme	250.00
1263.5381-01	17-Oct-18	Ms L Dwyer	Adopt a Verge Rebate	500.00
1252.5098-01	3-Oct-18	Ms M Knapp	Event Performance and Activity	500.00
1254.5365-01	3-Oct-18	Ms N M Simpson	Security Incentive Scheme	110.00
1252.2765-01	3-Oct-18	Ms R Driscoll	Donation-Individual	200.00
1265.1531-01	24-Oct-18	Ms S A Fraser	Staff Payments and Reimbursement	43.50
1268.5372-01	31-Oct-18	Ms S Donnelly	Donation-Individual	200.00
1266.5391-01	24-Oct-18	Ms S J Carlisle	Refund - Registration	30.00
1254.4588-01	3-Oct-18	Ms S Rinaldi	Security Incentive Scheme	220.00
1266.5402-01	24-Oct-18	N Kaur	Refund - Registration	39.40

All Payments Made From 1-Oct-18 To 31-Oct-18

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1258.5173-01	10-Oct-18	Neil Menezes	Event Performance and Activity	450.00
1252.4536-01	3-Oct-18	Ngala Boodja Aboriginal Land Care	Landscaping Materials and Services	220.00
1265.2428-01	24-Oct-18	OfficeMax Australia Limited	Office Supplies	104.49
1258.202-01	10-Oct-18	Officeworks Superstores Pty Ltd	Office Supplies	13.98
1261.202-01	17-Oct-18	Officeworks Superstores Pty Ltd	Office Supplies	367.81
1265.202-01	24-Oct-18	Officeworks Superstores Pty Ltd	Office Supplies	731.26
1267.202-01	31-Oct-18	Officeworks Superstores Pty Ltd	Office Supplies	3,044.69
1261.759-01	17-Oct-18	Officino	Furniture Supply and Repair	1,760.00
1258.207-01	10-Oct-18	Oven Sparkle Pty Ltd	Cleaning Services and Equipment	968.00
1261.4584-01	17-Oct-18	Owen's Painting Services Pty Ltd	Painting Services	385.00
1252.4947-01	3-Oct-18	Oxfords Carpentry and Renovations P	Construction Services	1,215.09
1265.4947-01	24-Oct-18	Oxfords Carpentry and Renovations P	Construction Services	4,046.90
1267.4947-01	31-Oct-18	Oxfords Carpentry and Renovations P	Construction Services	1,182.50
1265.2554-01	24-Oct-18	Paperbark Technologies Pty Ltd	Environmental Services	7,797.90
1267.2434-01	31-Oct-18	Park Appliances	Equipment Supply and Repair	799.00
1261.475-01	17-Oct-18	Parkland Mazda	Plant Supply and Servicing	330.00
1258.5273-01	10-Oct-18	PEAK Trampoline	School Holiday Program Activities	480.00
1258.401-01	10-Oct-18	Perth Cricket Club Inc	Facility Maintenance Services	17,160.00
1258.4398-01	10-Oct-18	Perth Electric Bike Centre	Equipment Supply and Repair	4,074.00
1265.4398-01	24-Oct-18	Perth Electric Bike Centre	Equipment Supply and Repair	1,103.90
1258.647-01	10-Oct-18	Perth Football Club Inc	Contributions	27,500.00
1267.1469-01	31-Oct-18	Perth Region Tourism Organisation I	Membership and Subscription	395.00
1258.1946-01	10-Oct-18	Perth Safety Products	Uniforms and Protective Equipment	1,408.00
1261.1946-01	17-Oct-18	Perth Safety Products	Uniforms and Protective Equipment	819.50
1252.3970-01	3-Oct-18	Pinpoint Communications Pty Ltd	Fleet Management Services	753.50
1265.3970-01	24-Oct-18	Pinpoint Communications Pty Ltd	Fleet Management Services	302.50
1252.677-01	3-Oct-18	Premier Glass & Mirrors	Facility Maintenance Services	851.62
1258.677-01	10-Oct-18	Premier Glass & Mirrors	Facility Maintenance Services	1,462.99
1261.677-01	17-Oct-18	Premier Glass & Mirrors	Facility Maintenance Services	991.05
1267.677-01	31-Oct-18	Premier Glass & Mirrors	Facility Maintenance Services	264.68
1252.5310-01	3-Oct-18	Pride Western Australia Inc.	Sponsorship	5,500.00
1265.4442-01	24-Oct-18	Prime Trophies	Equipment Supply and Repair	1,550.80
1268.5401-01	31-Oct-18	Professionals The Kelly Team	Refund - Rates	364.74
1265.2241-01	24-Oct-18	Progility Pty Ltd	Software and IT Solutions	6,272.02
1252.746-01	3-Oct-18	Quick Corporate Australia	Office Supplies	477.41
1258.746-01	10-Oct-18	Quick Corporate Australia	Office Supplies	129.55
1265.746-01	24-Oct-18	Quick Corporate Australia	Office Supplies	320.81
1267.746-01	31-Oct-18	Quick Corporate Australia	Office Supplies	1,058.50
1252.2267-01	3-Oct-18	Quick Mail	Postage Services	559.90
1254.5308-01	3-Oct-18	R C Mackenzie	Crossover Contribution	800.00
1267.5418-01	31-Oct-18	Randstad Pty Limited	Agency and Contract Staff	1,075.71
1267.4627-01	31-Oct-18	Reading Cinemas Pty Limited	Event Performance and Activity	950.00
1268.5413-01	31-Oct-18	Realmart Residential Management	Refund - Rates	754.13
1265.3689-01	24-Oct-18	RealmStudios Pty Ltd	Design and Drafting Services	1,650.00
1261.5287-01	17-Oct-18	Redfish Technologies Pty Ltd	Software and IT Solutions	5,720.00
1258.2471-01	10-Oct-18	Refresh Waters Pty Ltd	Equipment Supply and Repair	42.00
1261.2471-01	17-Oct-18	Refresh Waters Pty Ltd	Equipment Supply and Repair	63.00
1265.2471-01	24-Oct-18	Refresh Waters Pty Ltd	Equipment Supply and Repair	63.00
1267.2471-01	31-Oct-18	Refresh Waters Pty Ltd	Equipment Supply and Repair	52.50
1252.4397-01	3-Oct-18	Remote Civils Australia	Footpath Materials and Construction	96,330.73
1258.4397-01	10-Oct-18	Remote Civils Australia	Footpath Materials and Construction	61,977.10
1261.4397-01	17-Oct-18	Remote Civils Australia	Footpath Materials and Construction	101,230.52
1265.4397-01	24-Oct-18	Remote Civils Australia	Footpath Materials and Construction	3,484.03
1267.2054-01	31-Oct-18	Riello Ups Australia Pty Limited	Software and IT Solutions	4,658.50
1258.3033-01	10-Oct-18	Robs Shade Sail Repair	Shade Sails Supply and Installation	275.00
1267.1041-01	31-Oct-18	Rome Energy & Environment Pty Ltd	Design and Drafting Services	825.00
1265.3146-01	24-Oct-18	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	248.60
1267.3146-01	31-Oct-18	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	2,156.20
1252.4926-01	3-Oct-18	RVM Management	Fleet Management Services	1,650.00
1263.5370-01	17-Oct-18	Sage Owl Pty Ltd	Catering and Refreshments	225.00
1252.3880-01	3-Oct-18	Schlager Group Pty Ltd	Facility Maintenance Services	1,423.11
1258.3880-01	10-Oct-18	Schlager Group Pty Ltd	Facility Maintenance Services	417.87
1265.3880-01	24-Oct-18	Schlager Group Pty Ltd	Facility Maintenance Services	1,569.39
1267.3880-01	31-Oct-18	Schlager Group Pty Ltd	Facility Maintenance Services	908.49
1252.2455-01	3-Oct-18	Scott Print	Printing Services	93.50
1258.2455-01	10-Oct-18	Scott Print	Printing Services	247.50

All Payments Made From 1-Oct-18 To 31-Oct-18

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1261.2455-01	17-Oct-18	Scott Print	Printing Services	187.00
1265.2455-01	24-Oct-18	Scott Print	Printing Services	93.50
1252.1816-01	3-Oct-18	Secure Cash	Financial Services	710.60
1258.1816-01	10-Oct-18	Secure Cash	Financial Services	739.20
1258.1820-01	10-Oct-18	Secure Cash	Financial Services	44.00
1261.1816-01	17-Oct-18	Secure Cash	Financial Services	632.50
1265.1816-01	24-Oct-18	Secure Cash trading as Cash in Tran	Financial Services	616.00
1265.1820-01	24-Oct-18	Secure Cash trading as Cash in Tran	Financial Services	660.75
1261.1809-01	17-Oct-18	Secure Pay	Financial Services	5,500.00
1265.2367-01	24-Oct-18	SEM Distribution	Equipment Supply and Repair	113.08
1258.5364-01	10-Oct-18	Seniors Recreation Council of WA In	Event Performance and Activity	685.00
1252.354-01	3-Oct-18	Sigma Chemicals	Equipment Supply and Repair	1,135.53
1261.354-01	17-Oct-18	Sigma Chemicals	Equipment Supply and Repair	63.72
1265.354-01	24-Oct-18	Sigma Chemicals	Equipment Supply and Repair	2,636.28
1267.354-01	31-Oct-18	Sigma Chemicals	Equipment Supply and Repair	326.70
1258.5351-01	10-Oct-18	Site Architecture Studio	Planning and Building Services	2,475.00
1267.124-01	31-Oct-18	SJR Civil Consulting Pty Ltd	Engineering Design	1,936.00
1258.2493-01	10-Oct-18	Sonic HealthPlus Pty Ltd - Osborne	Medical Equipment and Services	1,421.20
1261.2493-01	17-Oct-18	Sonic HealthPlus Pty Ltd - Osborne	Medical Equipment and Services	435.60
1265.2493-01	24-Oct-18	Sonic HealthPlus Pty Ltd - Osborne	Medical Equipment and Services	749.10
1267.2493-01	31-Oct-18	Sonic HealthPlus Pty Ltd - Osborne	Medical Equipment and Services	435.60
1258.134-01	10-Oct-18	Speedo Australia P/L	Resale Inventory	1,620.74
1265.1953-01	24-Oct-18	Spider Waste Collection Services Pt	Waste Management Services	650.00
1258.3742-01	10-Oct-18	Squash & Running Works	Equipment Supply and Repair	171.50
1265.3996-01	24-Oct-18	StrataGreen	Landscaping Materials and Services	1,665.72
1267.3996-01	31-Oct-18	StrataGreen	Landscaping Materials and Services	1,266.98
1252.5059-01	3-Oct-18	Striker Indoor Sports Centre	School Holiday Program Activities	624.00
1258.141-01	10-Oct-18	Sunny Sign Company Pty Ltd	Sign Installation and Supply	31.90
1252.1785-01	3-Oct-18	Supa Pest & Weed Control	Facility Maintenance Services	24,967.69
1258.1785-01	10-Oct-18	Supa Pest & Weed Control	Facility Maintenance Services	28,362.33
1258.4853-01	10-Oct-18	Super Bowl Melville	School Holiday Program Activities	237.50
1256.4916-01	3-Oct-18	SuperChoice Services	Superannuation	332,268.08
1271.4916-01	31-Oct-18	SuperChoice Services	Superannuation	229,713.02
1265.4550-01	24-Oct-18	Sushi Time (Australia) Pty Ltd	Catering and Refreshments	176.00
1261.2109-01	17-Oct-18	Swan Towing	Towing Services	99.00
1267.2109-01	31-Oct-18	Swan Towing	Towing Services	616.00
1258.3780-01	10-Oct-18	Swansea Street Markets	Catering and Refreshments	269.50
1265.3780-01	24-Oct-18	Swansea Street Markets	Catering and Refreshments	162.06
1260.144-01	10-Oct-18	Synergy	Electricity Usage Charges	1,712.10
1264.144-01	17-Oct-18	Synergy	Electricity Usage Charges	66,414.40
1270.144-01	31-Oct-18	Synergy	Electricity Usage Charges	9,452.70
1267.1191-01	31-Oct-18	Talbot Walsh Engraving and Signs	Sign Installation and Supply	148.50
1265.2156-01	24-Oct-18	Tamala Park Regional Council	Environmental Services	8,032.74
1266.5388-01	24-Oct-18	Tebter Property Pty Ltd	Refund - Rates	451.15
1261.5368-01	17-Oct-18	Technical Irrigation Imports	Irrigation Supply and Repair	154.00
1261.1939-01	17-Oct-18	TenderLink.com	Advertising Services	727.10
1252.1869-01	3-Oct-18	The BBQ Man	Cleaning Services and Equipment	1,139.60
1267.1869-01	31-Oct-18	The BBQ Man	Cleaning Services and Equipment	1,139.60
1265.408-01	24-Oct-18	The Distributors Perth	Resale Inventory	128.60
1267.408-01	31-Oct-18	The Distributors Perth	Resale Inventory	108.90
1261.2764-01	17-Oct-18	The Integralis Holdings Unit Trust	Software and IT Solutions	12,017.50
1258.158-01	10-Oct-18	The Lucky Charm Newsagency	Library Equipment and Stock	460.50
1258.5246-01	10-Oct-18	The Nostalgic Box Pty Ltd	School Holiday Program Activities	188.00
1258.156-01	10-Oct-18	The Pressure King	Cleaning Services and Equipment	1,091.20
1265.312-01	24-Oct-18	The Royal Life Saving Society WA In	Medical Equipment and Services	990.00
1252.5255-01	3-Oct-18	The Simulation Centre	School Holiday Program Activities	525.00
1252.157-01	3-Oct-18	The Smart Security Company	Fire Alarm and Security Services	220.00
1258.157-01	10-Oct-18	The Smart Security Company	Fire Alarm and Security Services	351.45
1261.4404-01	17-Oct-18	The Trustee for Spoon Media Trust	Communication Services	82.50
1267.4501-01	31-Oct-18	The Trustee for the Folan Family Tr	Human Resource Services	7,260.00
1265.2787-01	24-Oct-18	The Vic Park Collective	Event Performance and Activity	200.00
1261.3863-01	17-Oct-18	Tiger Batteries	Equipment Supply and Repair	286.00
1261.3682-01	17-Oct-18	Tocojepa Pty Ltd T/as T-Quip	Plant Supply and Servicing	2,650.30
1267.3682-01	31-Oct-18	Tocojepa Pty Ltd T/as T-Quip	Plant Supply and Servicing	509.95
1261.725-01	17-Oct-18	Toolmart Australia Pty Ltd	Equipment Supply and Repair	155.00
1265.164-01	24-Oct-18	Totally Workwear Victoria Park	Uniforms and Protective Equipment	580.63

All Payments Made From 1-Oct-18 To 31-Oct-18

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1267.164-01	31-Oct-18	Totally Workwear Victoria Park	Uniforms and Protective Equipment	241.94
1253.59-01	3-Oct-18	Town of Victoria Park - Lotto Club	Superannuation & Employee Deductions	517.00
1269.59-01	31-Oct-18	Town of Victoria Park - Lotto Club	Superannuation & Employee Deductions	344.00
1253.63-01	3-Oct-18	Town of Victoria Park - Staff Socia	Superannuation & Employee Deductions	1,062.50
1269.63-01	31-Oct-18	Town of Victoria Park - Staff Socia	Superannuation & Employee Deductions	705.50
1267.550-01	31-Oct-18	Trailer Parts Pty Ltd	Machinery Servicing and Parts	8.80
1261.5386-01	17-Oct-18	Travel Safe Bus Hire Pty Ltd T/A Tr	Equipment Hire	390.50
1258.173-01	10-Oct-18	Tudor House	Printing Services	341.00
1261.5383-01	17-Oct-18	UDLA Pty Ltd	Design and Drafting Services	1,650.00
1258.529-01	10-Oct-18	UN Plumbing	Facility Maintenance Services	4,620.00
1261.529-01	17-Oct-18	UN Plumbing	Facility Maintenance Services	593.50
1265.529-01	24-Oct-18	UN Plumbing	Facility Maintenance Services	1,501.50
1267.529-01	31-Oct-18	UN Plumbing	Facility Maintenance Services	737.00
1261.4472-01	17-Oct-18	United Fasteners WA Pty Ltd	Equipment Supply and Repair	413.94
1267.4472-01	31-Oct-18	United Fasteners WA Pty Ltd	Equipment Supply and Repair	38.42
1261.3152-01	17-Oct-18	Unlimited Tow and Recovery	Towing Services	1,028.50
1261.4221-01	17-Oct-18	Urban Development Institute of	Conference and Workshop Enrolment	150.00
1267.4221-01	31-Oct-18	Urban Development Institute of	Conference and Workshop Enrolment	150.00
1258.1751-01	10-Oct-18	Urbis Pty Ltd	Design and Drafting Services	34,219.42
1261.1751-01	17-Oct-18	Urbis Pty Ltd	Design and Drafting Services	7,458.00
1261.4382-01	17-Oct-18	Veev Group Pty Ltd	Project Management Services	66,066.00
1258.5307-01	10-Oct-18	VenuesLive Management Services (WA)	Hire Charges	3,869.24
1261.5307-01	17-Oct-18	VenuesLive Management Services (WA)	Hire Charges	17,224.25
1265.5307-01	24-Oct-18	VenuesLive Management Services (WA)	Hire Charges	1,520.00
1261.2875-01	17-Oct-18	Vic Park Little Athletics Club	Kidsport Program	150.00
1258.184-01	10-Oct-18	Victoria Park Swimming Club	Sponsorship	150.00
1252.2009-01	3-Oct-18	Vorgee Pty Ltd	Resale Inventory	593.45
1265.2009-01	24-Oct-18	Vorgee Pty Ltd	Resale Inventory	1,076.90
1258.1130-01	10-Oct-18	W A & J King Pty Ltd	Landscaping Materials and Services	379.00
1265.4640-01	24-Oct-18	WA Auto Electrics and Airconditioni	Equipment Supply and Repair	886.82
1265.24-01	24-Oct-18	WA Hino Sales & Service	Machinery Servicing and Parts	107.91
1258.5261-01	10-Oct-18	WA Integrated Asset Management	Asset Management Services	2,640.00
1252.29-01	3-Oct-18	WA Local Government Association (WA)	Local Government Services	567.00
1258.29-01	10-Oct-18	WA Local Government Association (WA)	Local Government Services	1,500.00
1267.29-01	31-Oct-18	WA Local Government Association (WA)	Local Government Services	88.00
1265.459-01	24-Oct-18	Wacker Neuson Pty Ltd	Machinery Servicing and Parts	101.97
1265.31-01	24-Oct-18	Warnes Assemblies	Equipment Supply and Repair	1,034.00
1258.375-01	10-Oct-18	Welshpool Central Waste	Waste Management Services	1,421.75
1261.1734-01	17-Oct-18	WesbarVanquip	Equipment Supply and Repair	1,225.00
1252.2074-01	3-Oct-18	West Australian Newspapers Ltd	Membership and Subscription	68.24
1258.2074-01	10-Oct-18	West Australian Newspapers Ltd	Membership and Subscription	67.86
1261.2074-01	17-Oct-18	West Australian Newspapers Ltd	Membership and Subscription	30.70
1265.2074-01	24-Oct-18	West Australian Newspapers Ltd	Membership and Subscription	49.72
1252.46-01	3-Oct-18	Westbooks	Library Equipment and Stock	1,234.47
1258.46-01	10-Oct-18	Westbooks	Library Equipment and Stock	596.18
1261.46-01	17-Oct-18	Westbooks	Library Equipment and Stock	719.50
1265.828-01	24-Oct-18	Western Australian Treasury Corpora	Loan Repayments	273,874.44
1267.828-01	31-Oct-18	Western Australian Treasury Corpora	Loan Repayments	257,719.33
1258.731-01	10-Oct-18	Western Power	Electrical Services and Maintenance	50,467.99
1261.731-01	17-Oct-18	Western Power	Electrical Services and Maintenance	5,000.00
1270.48-01	31-Oct-18	Western Power	Electricity Usage Charges	10,415.00
1261.41-01	17-Oct-18	Weston Road Systems	Engineering & Surveying Services	21,810.80
1265.41-01	24-Oct-18	Weston Road Systems	Engineering & Surveying Services	1,298.00
1267.41-01	31-Oct-18	Weston Road Systems	Engineering & Surveying Services	770.00
1252.376-01	3-Oct-18	WINC Australia Pty Limited	Office Supplies	493.81
1258.376-01	10-Oct-18	WINC Australia Pty Limited	Office Supplies	42.35
1261.1776-01	17-Oct-18	Wood & Grieve Engineers	Engineering & Surveying Services	2,365.00
1261.3345-01	17-Oct-18	Woodcourt Pty Ltd	Facility Maintenance Services	300.61
1265.3345-01	24-Oct-18	Woodcourt Pty Ltd	Facility Maintenance Services	3,498.38
1267.3345-01	31-Oct-18	Woodcourt Pty Ltd	Facility Maintenance Services	547.18
1267.2521-01	31-Oct-18	Woolworths Group Ltd	Catering and Refreshments	83.00
1252.2383-01	3-Oct-18	Wright Express Australia Pty Ld	Resale Inventory	711.83
1258.2383-01	10-Oct-18	Wright Express Australia Pty Ld	Resale Inventory	848.90
1261.2383-01	17-Oct-18	Wright Express Australia Pty Ld	Resale Inventory	288.43
1265.2383-01	24-Oct-18	Wright Express Australia Pty Ld	Resale Inventory	160.31
1267.2383-01	31-Oct-18	Wright Express Australia Pty Ld	Resale Inventory	1,961.14

All Payments Made From 1-Oct-18 To 31-Oct-18

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1267.2071-01	31-Oct-18	WSP Parsons Brinckerhoff	Design and Drafting Services	5,335.00
1266.5398-01	24-Oct-18	X Wang	Crossover Contribution	400.00
1261.104-01	17-Oct-18	Youngs Holden	Plant Supply and Servicing	415.69
1265.104-01	24-Oct-18	Youngs Holden	Plant Supply and Servicing	112.16
1261.5375-01	17-Oct-18	Youth Affairs Council of WA Inc	Conference and Workshop Enrolment	330.00
Total Creditors EFT Payments				5,481,902.52

Non Creditors Cheques

00608461	24-Oct-18	Great Aussie Patios	Cancel Invoice/Refund/ Planning Application	147.00
00608462	24-Oct-18	Great Aussie Patios	Refund - Building Application	221.00
00608468	30-Oct-18	Mr C T Peel	Rates Refund	7.08
Total Non Creditors Cheques				375.08

Payroll

PY01-08	14-Oct-18	Municipal Fund Bank Account	Payroll	524,432.74
PY01-09	28-Oct-18	Municipal Fund Bank Account	Payroll	531,558.96
Total Payroll				1,055,991.70

Total Payments From Municipal Fund Bank Account 6,581,622.30

Trust Fund Bank Account

Payments

Non Creditors Cheques

00003611	4-Oct-18	Beverley Football Club	Refund Bond	300.00
00003615	18-Oct-18	Ms M Surin	Refund - Bond	2,872.35
00003613	4-Oct-18	Ms T Bampton	Refund - Bond	200.00
00003612	4-Oct-18	Opus Investment Trust	Refund - Bond	9,325.00
Total Non Creditors Cheques				12,697.35

Total Payments From Trust Fund Bank Account 12,697.35

6,594,319.65

Cheques Cancelled between 1-Oct-18 and 31-Oct-18 that were raised in a prior period

<u>Cheque</u>	<u>Payee</u>	<u>Raised</u>	<u>Value</u>	<u>Cancelled</u>

14.4 Appendix 1 – Victoria Park Centre for the Arts 2018 Auditor’s Report

Graham R Dustan J.P.
Public Accountant Reg:d Tax Agent
Telephone: (08) 95721771 Facsimile: (08) 95721727
Mobile: 0408 953 144
Email:grdustan@iprimus.com.au

INDEPENDENT AUDITOR'S REPORT

To the members of The Victoria Park Centre for the Arts

I have audited the attached financial report of The Victoria Park Centre for the Arts for the year ended 30 June 2018 comprising of the balance sheet, the profit and loss statement, notes to and forming part of the accounts and the statement by the Executive.

The officeholders are responsible for the preparation and fair presentation of the financial report in accordance with Australian accounting standards. This responsibility includes such internal control as is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's responsibility

My responsibility is to express an opinion on the financial report based on my audit. I conducted my audit in accordance with Australian auditing standards. These standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance that the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to entity's preparation of the financial report that gives fair presentation, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of the accounting policies and the reasonableness of accounting estimates made by the officeholders, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

PO Box 37 Mt. Helena WA 6082
1580 Cook Street
Mt Helena WA 6082

Graham R Dustan J.P.
Public Accountant Reg:d Tax Agent
Telephone: (08) 95721771 Facsimile: (08) 95721727
Mobile: 0408 953 144
Email:grdustan@iprimus.com.au

This audit report has been prepared for The Victoria Park Centre for the Arts in accordance with Auditing Standards. We disclaim any assumption of responsibility for any reliance on this report to any person other than The Victoria Park Centre for the Arts or for any other purpose other than that for which it is prepared.

The audit opinion expressed in this report has been formed on the above basis.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

I am independent of The Victoria Park Centre for the Arts and have met the independence requirements of the Australian professional ethical pronouncements.

Auditor's Opinion

In my opinion, the financial report gives a true and fair view of the financial position of The Victoria Park Centre for the Arts as at 30 June 2018 and of its financial performance for the year then ended in accordance with Australian accounting standards.

Dated this 4th day of July 2018.



Graham R Dustan

Fellow

Institute of Public Accountants

PO Box 37 Mt. Helena WA 6082
1580 Cook Street
Mt Helena WA 6082

14.4 Appendix 2 – Victoria Park Centre for the Arts Payroll Summary

Payroll Summary

Year-to-Date 2018

12/10/2018
4:42:18 PM

Page 1

Category	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	YTD Total
Wages					
Base Hourly	\$14,112.00	\$24,141.00	\$16,842.58	\$26,020.00	\$81,115.58
Hours:	504	755.19	541.88	846	2,647.07
Holiday Leave Loading	\$0.00	\$325.50	\$151.20	\$0.00	\$476.70
Hours:		60	36		96
Holiday Pay	\$0.00	\$0.00	\$3,893.42	\$0.00	\$3,893.42
Hours:			119.12		119.12
Total:	\$14,112.00	\$24,466.50	\$20,887.20	\$26,020.00	\$85,485.70
Tax					
PAYG Withholding	\$1,896.00	\$3,422.00	\$2,664.00	\$3,108.00	\$11,090.00
Total:	\$1,896.00	\$3,422.00	\$2,664.00	\$3,108.00	\$11,090.00
Superannuation Expenses					
Superannuation Guarantee	\$1,340.64	\$2,293.40	\$1,969.92	\$2,471.90	\$8,075.86
Total:	\$1,340.64	\$2,293.40	\$1,969.92	\$2,471.90	\$8,075.86
Entitlements					
Holiday Leave Accrual					
Hours:	9.6	13.6	-107.92	11.2	-73.52
leave loading					
Hours:	4.8	-46.4	-24.8	11.2	-55.2
Long service leave CS					
Hours:	12.84	19.26	12.84	14.98	59.92
Sick Leave Accrual					
Hours:	15.504	21.019	16.891	19.383	72.797
Total:	42.744	7.479	-102.989	56.763	3.997

14.4 Appendix 3 – Victoria Park Centre for the Arts 2018 Profit and Loss

The Victoria Park Centre for the Arts
12 Kent St Victoria Park

Profit & Loss [Cash]

July 2017 through June 2018

12/10/2018
4:50:08 PM

4-0000	Income		
4-1000	Sales		
4-1100	Membership	\$1,072.73	
4-1120	General Room Hire	\$9,822.73	
4-1130	Workshop room hire	\$16,041.71	
4-1140	Exhibition room hire	\$1,827.27	
4-1150	Workshop income	\$59.09	
4-1155	Centre Class	\$1,963.59	
4-1500	Commission received		
4-1505	Shop	\$392.08	
4-1510	Exhibition	\$2,324.09	
4-2001	Grants		
4-2005	Town Vic Park Director subsidy	\$90,000.00	
4-2010	Town of VP operational subsidy	\$5,000.00	
4-2016	Lotterywest grant	\$7,000.00	
4-2018	Art Season	\$2,000.00	
4-2019	Know Your Community	\$4,000.00	
4-2020	Sponsorship	\$1,090.90	
4-2025	Donations	\$312.50	
4-2030	Events income	\$3,184.77	
4-2035	board fundraising	\$2,050.91	
4-2040	Interest	\$799.86	
4-2050	Sundry	\$148.25	
	Total Income		<u>\$149,090.48</u>
5-0000	Cost of Sales		
	Total Cost of Sales		<u>\$0.00</u>
	Gross Profit		<u>\$149,090.48</u>

The Victoria Park Centre for the Arts

Profit & Loss [Cash]

July 2017 through June 2018

12/10/2018
4:50:08 PM

6-0000	Expenses		
6-1000	General & Administrative Exp		
6-1020	Accounting Fees	\$600.00	
6-1160	IT Support	\$421.96	
6-1200	Bank Charges	\$703.85	
6-1400	Dues & Subscriptions	\$644.09	
6-1500	Office Supplies and stationery	\$389.26	
6-1540	Photocopying -toner	\$799.91	
6-1550	Office equipment	\$1,865.08	
6-1960	Events Expense	\$2,826.15	
6-1965	Board fundraising expense	\$1,188.18	
6-1970	Community Support	\$572.73	
6-1980	Workshop expense	\$377.29	
6-3000	Advertising & Promotion Exp		
6-3100	Advertising	\$3,127.08	
6-4000	Operating Expenses		
6-4100	Cleaning	\$46.55	
6-4150	Utilities	\$1,447.93	
6-4200	Postage	\$304.68	
6-4300	Printing	\$178.72	
6-4350	Insurance	\$2,167.23	
6-4500	Repairs and Maintenance	\$1,510.61	
6-4600	Telephone & Internet	\$1,427.36	
6-4625	Volunteer expenses	\$494.95	
6-4650	Sundry	\$294.07	
6-4700	Water consumption	\$1,523.36	
6-5100	Employment Expenses		
6-5110	Staff Amenities	\$14.01	
6-5120	Superannuation	\$8,075.86	
6-5125	Accruals HP LSL	\$3,109.06	
6-5130	Wages & Salaries	\$82,521.08	
6-5140	Workers Compensation	\$758.73	
6-6000	Grants		
6-6100	Lotterywest grant	\$12,000.00	
6-6350	Art Season	\$1,428.80	
6-6360	Know your community	\$16.00	
	Total Expenses		<u>\$130,834.58</u>
	Operating Profit		<u>\$18,255.90</u>
8-0000	Other Income		
	Net Profit (Loss)		<u>\$18,255.90</u>

14.4 Appendix 4 – Victoria Park Centre for the Arts 2018 Balance Sheet

The Victoria Park Centre for the Arts
12 Kent St Victoria Park

Balance Sheet

As of June 2018

12/10/2018
4:43:59 PM

Assets

Current Assets

Cash On Hand

Bankwest Cheque Account \$6,585.35

Petty Cash \$100.00

Bus Telenet saver \$20,663.92

Gold Term deposit \$25,000.00

Reserve Savings \$4,501.00

Undeposited Funds \$80.00

Total Cash On Hand \$56,930.27

Total Current Assets \$56,930.27

Fixed Assets

Plant and Equipment

Plant and Equ At Cost \$19,202.00

Plant and Equip Acc Dep -\$17,643.00

Total Fixed Assets \$1,559.00

Total Assets \$58,489.27

Liabilities

Current Liabilities

Trade Creditors \$265.99

GST Liabilities

GST Collected \$1,027.59

GST Paid -\$1,020.13

GST Suspense account \$0.67

Total GST Liabilities \$8.13

Payroll Liabilities

Payroll Accruals Payable \$5,961.78

SGC \$1,360.40

PAYG Withholding Payable \$3,108.00

Total Payroll Liabilities \$10,430.18

Total Current Liabilities \$10,704.30

Total Liabilities \$10,704.30

Net Assets \$47,784.97

Equity

Retained Earnings \$30,074.52

Current Year Earnings \$17,710.45

Total Equity \$47,784.97

14.5 Appendix 1 – Draft Revised Local Planning Policy 3 ‘Non-Residential Uses In or Adjacent to Residential Areas’ (as modified)



Local Planning Policy No. 3 Non-Residential Uses In or Adjacent to Residential Areas

Date of Adoption: 30 September 1998

Date Amended: 11 December 2018

INTRODUCTION

The Council recognises that certain non-residential uses can co-exist with and integrate into residential areas without adversely affecting residential amenity. A range of such uses is provided for under the Town Planning Scheme, and some of these are subject to separate policies.

The purpose of this Policy is to provide general guidance and development standards applicable to non-residential development in or adjacent to residential areas, notwithstanding any additional requirements stipulated under the relevant Scheme Precinct Plan or in other Policies or area-specific Design Guidelines adopted by the Council.

Non-residential uses are to have regard to the objectives and Statement of Intent contained in the relevant Precinct Plan for the locality in which they are located, and demonstrate that the use of the land for non-residential purposes and any associated amenity impacts will not detrimentally impact upon the amenity of residential properties and areas.

OBJECTIVES

The objectives of this policy are:

- a) to ensure non-residential uses are compatible with the residential character, scale and amenity of surrounding residential properties;
- b) to provide for non-residential uses which serve the needs of the community;
- c) to encourage the re-use of existing purpose built non-residential buildings for a mix of appropriate local convenience/service and commercial uses where it results in an economically viable use of the building and provides a service to the community;
- d) to minimise the impacts of non-residential development through appropriate and sufficient management of car parking and traffic generation, noise, visual amenity and any other form of emissions or activities that may be incompatible with surrounding residential uses;
- e) to ensure that the appearance and design of non-residential development is compatible with surrounding residential properties and the streetscape in terms of building size and scale, the provision of adequate landscaping treatments, the retention of existing mature trees and the suitable design and location of advertising signage;
- f) to maintain and enhance the amenity of residential environments through ensuring appropriate landscaping treatments, location of car parking and vehicular access legs, and the protection of visual privacy when considering applications for non-residential development;
- g) to avoid the concentration of non-residential uses where it would create a de-facto commercial area, isolate residential properties or contribute to the unplanned expansion of commercial or mixed use zones into surrounding residential zoned land.

POLICY SCOPE

This Policy applies to both :

- a) Non-residential development on Residential zoned land; and
- b) Non-residential development adjacent to Residential zoned land.

Unless otherwise specifically stated, the Policy provisions apply in both situations.

This Policy does not however apply to Home Occupations, which are subject to *Local Planning Policy 2*, or a Home Office.

POLICY REQUIREMENTS

1. Preferred Location

- a) Non-residential uses are generally encouraged to locate on sites which have access to main streets or major roads, and are discouraged from locating within a local access street or laneway. Other locations may be considered where it can be demonstrated that residential amenity can be protected;
- b) Should be located such that residential properties are not isolated between non-residential uses;

2. Traffic Generation

- a) Non-residential development should only be permitted where it does not negatively impact the function or safety of the adjacent roads or cause undue conflict through the generation of traffic or demand for parking.
- b) In assessing an application for non-residential development, in addition to considering matters such as traffic volumes, road capacity and road safety from a technical engineering perspective, Council will have also regard to these matters from a residential amenity perspective.
- b) A Transport Impact Statement (TIS) or Transport Impact Assessment (TIA) prepared by a suitably qualified independent traffic consultant may be required to be submitted as part of a development application, which assesses the likely traffic impacts associated with the proposed development.
- c) The appropriate level of traffic assessment required to be undertaken for the proposed development will be determined by Council having regard to the requirements of the Western Australian Planning Commission's (WAPC) (2016) *Transport Impact Assessment Guidelines*.

3. Control of Noise, Pollution or Other Impacts Associated with the Use

Non-residential development shall only be permitted where the nature of the non-residential use will not cause undue conflict or adversely affect the amenity of the neighbourhood through the emission of light, noise, fumes, odours, dust, vibration, electrical interference, waste water, or any other form of pollution which may be undesirable in residential areas. Development applications for a non-residential use should be accompanied by a statement and/or specialist reports outlining if and how any impacts arising from the activities proposed to be conducted on the site will be prevented or appropriately managed to ensure that the amenity of surrounding residential properties is maintained (e.g. Acoustic Report).

4. Plot Ratio

Non-residential development on Residential zoned land is required to comply with the plot ratio development standards for Multiple Dwellings of the relevant R-Code on which the development is located. For the purposes of this Policy, in areas with a density coding of less than R40, a plot ratio of 0.5:1 applies.

5. Building Setbacks

a) Front setback requirements:

- (i) For non-residential development on Residential zoned land – to comply with the requirements applicable to residential development under the relevant Precinct Plan, R-Codes and/or Council Policies.
- (ii) For non-residential development adjacent to Residential zoned land or land used for residential purposes – to comply with the requirements applicable under the relevant Precinct Plan and/or Council Policies.

b) Side setback requirements for non-residential development on Residential zoned land or those portions of a non-residential development adjacent to Residential zoned land:

- (i) To be setback from side boundaries as per the requirements for residential development under the Residential Design Codes;
- (ii) A wall containing a window, door or other opening which is capable of affecting the privacy or amenity (e.g. through associated access/activity/noise) of nearby residences or future residences will be treated as a 'major opening' for calculating the required side setback under this clause; and
- (iii) A nil side setback may be permitted to an adjoining Residential zoned property where the length and height of the boundary wall complies with the requirements for residential development applicable to the adjoining residential property under Council's *Local Planning Policy No.26 – Boundary Walls*.

6. Visual Privacy

Major openings (any window, door or other opening which may affect the privacy of nearby residences or future residences) should be located such that they do not directly face or are screened from surrounding residential properties. This is particularly important where they may serve as a means of frequent access, allow the escape of noise, or serve as sources of overlooking into adjoining residential properties by staff or visitors/customers to the site.

Where located adjacent to existing residential properties, developments are to be designed to satisfy the following criteria:

- a) All major openings to operational rooms or amenities frequented by staff/customers of the development that have a finished floor level raised 0.5 metres or more above natural ground level which overlook any part of an adjoining residential property behind its street setback line, are to:
 - i. be setback, in direct line of sight, a minimum of 6.0 metres from the boundary of the adjoining residential property (as measured from a 45 degree cone of vision from the external face of the opening); or
 - ii. be provided with permanent vertical screening to a minimum height of 1.6 metres above



the finished floor level.

- b) All unenclosed outdoor spaces (balconies, decks, verandahs and the like) where the finished floor level is raised 0.5 metres or more above natural ground level which overlook any part of an adjoining residential property behind its street setback line, are to:
 - i. be setback, in direct line of sight, a minimum of 7.5 metres from the boundary of the adjoining residential property (as measured from a 45 degree cone of vision from the external perimeter of the unenclosed outdoor space); or
 - ii. be provided with permanent vertical screening to a minimum height of 1.6 metres above the finished floor level of the unenclosed outdoor space.

7. Building Design

The design and siting of new non-residential buildings/facilities on Residential zoned land should have regard to the existing neighbourhood character and reflect a residential scale and appearance, particularly with regard to the following elements:

- a) Building and roof form;
- b) Building height and setback;
- c) Design detail, including façade articulation, verandahs, window and door style and placement; and
- d) Building materials, colours and finishes.

8. Location of Vehicular Access/Car Parking and Provision of Boundary Fencing

- a) Where car parking or vehicular access ways are already provided in the vicinity of adjacent residential properties or cannot be (re)located elsewhere, suitable barriers shall be provided to protect boundary fencing, which may be required to be upgraded to protect the amenity and/or privacy of adjoining residents.
- b) New or upgraded boundary fencing should be a minimum of 1.8 metres high and be of masonry construction in a colour/finish that complements the development as well as being of compatible colours and materials to any neighbouring residential properties.
- c) It is recommended that the applicant obtain agreement with neighbouring properties regarding the height, materials and finish of any new/upgraded boundary fencing.
- d) The provision of new/upgraded boundary fencing may be applied as a condition of development approval where it is deemed necessary by the Council to reduce the potential impacts of the non-residential development on adjoining residential properties.

9. Location of Building Services and Bin Storage Areas

- a) Delivery, loading and building services areas are to be located such that they are not visible from the street or adjoining residential properties.
- b) Bin storage areas are to be appropriately screened and located so that they do not harm the amenity of surrounding residential properties by way of visual nuisance, noise, odours or other impacts.

10. Antisocial Behaviour & Crime Prevention

The development should demonstrate that it has been designed and will operate in a manner that



does not encourage crime or antisocial behaviour to occur. Non-residential development should be designed in accordance with relevant Crime Prevention Through Environmental Design (CPTED) principles, having regard to the Policies adopted by Council as well as relevant State Planning Guidelines, to address matters including propensity for crime and antisocial behaviour to occur, personal safety, passive surveillance, vandalism/graffiti etc. Roller doors/shutters will not be acceptable in any instance.

11. Landscaping

- a) A high quality of landscaping should be provided to soften the appearance of the development, screen car parking areas and provide for a pleasing aspect that is compatible with the streetscape and amenity of surrounding residential properties.
- b) For non-residential development on Residential zoned land, a minimum of twenty five per cent (25%) of the site area is to be landscaped, and a minimum of fifty per cent (50%) of the front setback area is to be soft landscaping.
- c) For non-residential development adjacent to Residential zoned land or land used for residential purposes, on-site landscaping is to be provided in accordance with any standards applicable under the Precinct Plan and/or Council Policies.
- d) Car parking areas located within the front setback area are to be setback from the front property boundary behind a soft landscaping strip of at least 1.5 metres in width.
- e) The development to be designed to retain and conserve existing mature trees on the site as well as existing Council verge trees, wherever possible.
- f) Where a vehicular access way or car parking area is located adjacent to any residential property and is unable to be (re)located elsewhere, it shall be setback behind a barrier to protect neighbouring boundary fencing that incorporates a planted perimeter strip of at least 1.0 metre in width between the car park/vehicular access way and any adjoining residential property.

12. Signage

- a) All signage associated with the non-residential development should be detailed as part of the development application for the main (re)development. Where final specifications are unknown, a signage strategy identifying the location, size and type of external advertising signage to be installed on the building/site is to be submitted to Council as part of the development application.
- b) All signage is to be designed and located so as to provide a balance between providing appropriate identification for visitors to the site and ensuring that the signage has regard to its residential context and minimises any adverse amenity impacts, as follows:
 - i. being designed integrally with the building, and being of a modest size and scale that respects the amenity and streetscape of surrounding residential properties;
 - ii. where illuminated, not contain any flashing, pulsating or chasing light, and being located and baffled to prevent light spill/glare into surrounding residential properties;
 - iii. not comprise highly reflective materials or visually 'loud'/obtrusive colour schemes that cause glare or visual nuisance in direct line of site of adjoining residential properties; and
 - iv. are generally located (or are provided with screening or landscaping) such that they primarily face the street/public realm and do not directly face dwelling entries or

windows to habitable rooms of adjoining residential properties.

- c) The design, type, location and number of signs on the site/building is subject to the requirements of Council's Local Planning Policy and/or Local Law related to Signs and/or a signage strategy approved by Council as part of a development application.

13. Hours of Operation

- a) Hours of operation for all non-residential uses will be considered having regard to the nature and intensity of the use and the context of the site and surrounding areas.
- b) Loading and unloading of vehicles should only occur between the hours of 7am to 7pm.

CONSIDERATION OF APPLICATION FOR DEVELOPMENT APPROVAL

Submission Requirements

A development application should be accompanied by the following:

- a) a description of the proposal that responds to the requirements of this Policy, including proposed hours and days of operation, number of staff, type and frequency of deliveries, number of visitors/patrons/customers, length of appointments and any other relevant information;
- b) a traffic impact statement or traffic impact assessment should be provided where the proposed development is of a scale that warrants their submission, in accordance with the WAPC's *Transport Impact Assessment Guidelines* (Refer to Clause 2 of this Policy);
- c) a written explanation of the need for the proposed facility or service in the area; and
- d) details of how amenity impacts will be managed to an acceptable level, which may include specialist reports (e.g. an Acoustic Report to address noise).

Conditions of approval

The Council shall have regard to and may apply conditions relating to matters including hours and days of operation, number of clients/customers to the site, car parking, deliveries, advertising signs (including hours of illumination), provision of landscaping and boundary fencing, and other matters pertaining to the design and operation of the development.

VERSION CONTROL

Date Initially Adopted :	Former Policy 3.5 under Town Planning Scheme Policy Manual – adopted 30 September 1998
Date(s) Amended :	1. Adopted as Local Planning Policy 3 at Ordinary Council Meeting 9 February 2016; 2. Amended by Council resolution at Ordinary Council Meeting 11 December 2018.

14.5 Appendix 2 – Draft Revised Local Planning Policy 4 ‘Mixed Use Development and Residential Uses in Non-Residential Areas’ (as modified)



INTRODUCTION

It is possible to develop housing amongst many areas which are primarily of a non-residential (commercial) nature. Council's Scheme also encourages residential uses to be developed in conjunction with non-residential activities in certain areas, for example within the Residential/Commercial Zone or District Centre Zone, found along the Albany Highway activity corridor. Here, the residents of appropriately designed mixed use developments or stand-alone residential developments can benefit from proximity to various services, facilities and attractions often available in non-residential and mixed-use environments, and can contribute to after-hours activity.

This Policy has been prepared to provide guidelines for residential and mixed-use development proposed within non-residential areas.

OBJECTIVES

- a) To ensure that, where residential and non-residential uses are developed on the site, the activities are compatible so that each can function without undue interference from another use, and are developed in such a manner that the amenity of all uses is safeguarded.
- b) To promote successful development of residential uses in non-residential areas, as a means of achieving a diversity of uses, benefitting from proximity to services and attractions, and contributing to after-hours activity.
- c) To ensure non-residential uses are able to conduct their normal day to day activities without undue influence from or conflict with residential uses.

POLICY SCOPE

Where permitted under the relevant Scheme and Precinct provisions.

POLICY REQUIREMENTS

1. Wholly Residential Development

In considering an application for a wholly residential development within a non-residential area (i.e. on non-Residential zoned land), the Council shall have regard to:

- a) protecting the character of the area and ensuring non-residential uses are able to conduct their normal day to day activities without undue influence from residential uses;
- b) ensuring residential uses are not developed where it will result in significant

unacceptable disturbance to residents resulting in a reduced level of amenity, acknowledging that residential uses in non-residential areas should expect a different level of amenity to that available in a residential area; and

- c) the relevant provisions of the Residential Design Codes and the development standards of the Scheme.

2. Mixed-Use Development

Where residential uses are to be developed in conjunction with non-residential uses, the development should have regard to the following matters, in addition to any area-specific development standards or design guidelines applicable to the site under Council's Scheme or adopted State and/or Local Planning Policies:

- a) Address, Servicing and Access

The address and entry points for the residential use must be separate from other uses and readily identifiable. All necessary rubbish bin areas, letterboxes, drying areas and similar facilities and services must be separately provided for residential uses.

- b) Amenity and Security

A high level of amenity and security should be ensured for all uses, particularly residential. All development should be designed to avoid problems such as overlooking, overshadowing and nuisances. In addition, maximum advantage should be taken of available views and favourable orientation for residential development.

- c) Parking

Car parking shall be provided as required under the relevant Local Planning Policy requirements. Parking for the residential use(s) shall be separate from parking for other uses. Access to car parking spaces shall be available for all uses at all times of operation.

- d) Setbacks

Setbacks for residential development shall be provided as required under the Scheme and relevant Precinct Plan requirements. For the purpose of determining the distance between non-residential and residential buildings or parts of buildings on the same site, both shall be treated as though they are residential and set back accordingly. Likewise, windows, doors and similar openings in non-residential buildings shall be treated, for the purposes of calculating setbacks, as though they are major openings in residential buildings.

- e) Open Space

Open space shall be provided for residential uses as required under the Residential Design Codes. For the purposes of calculating the amount of required open space for Single Houses and Grouped Dwellings, the 'site' (area) shall be that portion of the site set aside for residential purposes.

f) Visual Privacy

The non-residential portion of any mixed-use development is to be designed to minimise overlooking of major openings and outdoor active habitable spaces of the multiple dwellings within the site.

VERSION CONTROL

Date Initially Adopted :	Former Policy 3.6 and 3.7 under Town Planning Scheme Policy Manual – adopted 30 September 1998
Date(s) Amended :	1. Adopted as Local Planning Policies 4 and 5 at Ordinary Council Meeting 9 February 2016; 2. Amended by Council resolution at Ordinary Council Meeting 11 December 2018.

DRAFT

14.5 Appendix 3 – Ordinary Council Meeting Minutes of 10 July 2018

14.10 Recommendation from the Future Planning Committee - Review of Local Planning Policies 3, 4 and 5

File Reference:	PLA/9/0001
Appendices:	<ol style="list-style-type: none"> 1. Current version of Local Planning Policy 3 'Non-Residential Uses in or Adjacent to Residential Areas' 2. Current version of Local Planning Policy 4 'Residential Uses in Non-Residential Areas' 3. Current version of Local Planning Policy 5 'Mixed Residential/Commercial Development'
Attachments	No
Date:	12 June 2018
Reporting Officer:	R. Cruickshank
Responsible Officer:	R. Cruickshank
Voting Requirement:	Simple Majority
<p>Executive Summary: Recommended: That the Draft Local Planning Policies 3 and 4 as contained in the Appendices, be advertised for public comment for a minimum period of 21 days in accordance with deemed clause 4 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p> <ul style="list-style-type: none"> • Council's Urban Planning Business Unit have undertaken a review of all 37 Local Planning Policies (LPPs). It is intended to progressively amend and advertise a number of LPPs. • This report deals with a review of the following LPPs : <ul style="list-style-type: none"> ○ LPP3 'Non-Residential Uses in or Adjacent to Residential Areas'; ○ LPP4 'Residential Uses in Non-Residential Areas'; and ○ LPP5 'Mixed Residential/Commercial Development'. • In reviewing the LPPs, consideration has been given to a number of matters including: the effectiveness of the current Policies including any issues of interpretation, application and gaps or deficiencies; like Policies of other Local Governments; alignment with relevant State legislation, policy and/or guidelines (where applicable); greater clarity in the objectives of the Policies; improving the presentation of the Policies. • It is recommended that all three (3) Policies be amended as detailed within the Officer's Report and the Attachments, with Policies 4 and 5 to be amalgamated into a single Policy (a new LPP 4). • It is recommended that the draft LPPs be advertised for public comments. 	

TABLED ITEMS:

Nil

BACKGROUND:

The subject Policies were previously Policies forming part of the Town Planning Scheme No. 1 (TPS 1) Policy Manual.

(To be confirmed 14 August 2018)

Amendment 69 to TPS 1, which was gazetted on 2 December 2016, removed the Policies as forming part of the Town Planning Scheme.

At the Ordinary Council Meeting on 9 February 2016, Council resolved to adopt a number of planning policies as Local Planning Policies, including the Policies the subject of this review.

DETAILS:

A review of all three (3) LPPs has been undertaken by Council Officers including considering:

- the effectiveness of the current Policies including any issues of interpretation, application and gaps or deficiencies;
- like Policies of other Local Governments;
- alignment with relevant State legislation, policy and/or guidelines (where applicable);
- greater clarity in the objectives of the Policies; and
- improving the presentation of the Policies.

The review of each of the Policies is summarised as follows:

LPP3 'Non-Residential Uses in or Adjacent to Residential Areas

Policy is presently lacking in terms of the number, and clear articulation, of its provisions, but can be amended to provide clearer, more specific requirements for non-residential uses in or adjacent to residential areas, which will contribute to the improved location and quality of non-residential development and promote reasonable streetscape and amenity outcomes.

1. Incorporate standardised formatting changes consistent with all other reviewed policies.
2. Incorporate minor grammatical and formatting changes.
3. Expand the policy Introduction and Aim to more comprehensively explain and justify the basis of the Policy.
4. Separately title/list the Policy Clauses according to the aspects/matters they are dealing with (i.e. 'Landscaping', 'Privacy', 'Fencing' etc.)
5. Include expanded traffic impact provision having regard to the WAPC's Traffic Impact Assessment Guidelines.
6. Insert new provision relating to the preferred location.
7. Insert new provision relating to front setback requirements on residential zoned land to be as for residential development under adopted Council Policy (rather than R-Codes as is stated presently).
8. Alter provision relating to side setbacks, such that a R-Codes setback applies to any neighbouring residential zoned property (not only if the non-residential development is located on Residential zoned land as is stated presently).
9. Policy to refer to Council's Boundary Walls policy in relation to side setback requirements.
10. Insert new provision relating to the ability for Council to apply conditions of approval related to scale or operations, operating hours, deliveries, etc.
11. Include new provision explicitly relating to visual privacy and protection of residential amenity from overlooking from adjoining non-residential development.

(To be confirmed 14 August 2018)

12. Expand landscaping requirement, to reference the landscaping requirements of the car parking policy and specify a minimum landscape buffer between car parking areas and the front boundary, as well as provision of landscaping down the length of any vehicular access leg abutting a residential property boundary
13. Insert provision relating to signage requirements (design to minimise amenity impacts in surrounding residences) and provision of a signage strategy where final details are unknown.
14. Include new general provision relating to CPTED principles. It is also recommended that the Council adopt a new stand-alone LPP relating to CPTED.

LPP4 'Residential Uses in Non-Residential Areas'

1. Incorporate standardised formatting changes consistent with all other reviewed policies.
2. Consolidate policy with Local Planning Policy 5 'Mixed Residential/Commercial Development' to form new combined Local Planning Policy 4 'Mixed-Use Development and Residential Uses in Non-Residential Areas'.
3. Incorporate minor grammatical and formatting changes as identified in the Tracked Changes version of the Policy.
4. Expand the policy Introduction and Aim to more comprehensively explain and justify the basis of the Policy.
5. Other changes as identified under Local Planning Policy 5 review, relating to mixed use (residential/commercial) development.

LPP5 'Mixed Residential/Commercial Development'

Changes as per LPP4 above.

A copy of the proposed draft revised Policies are contained as an Attachment to this report. For comparison, the current and operative versions of the Policies are contained as Appendices.

Legal Compliance:

Local Planning Policies

The amendment of a Local Planning Policy is to be undertaken in accordance with deemed clauses 4 and 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*, including:

- Community consultation for a period of not less than 21 days; and
- Consideration of public submissions and a Council resolution to proceed with the policy with or without modifications, or not proceed.

Policy Implications:

The proposed draft revised Policies provide greater clarity in the objectives, application and applicable requirements, and form part of a review of all of the Town's LPPs.

(To be confirmed 14 August 2018)

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Application of Policies which could be clearer in their intent, and in some instances could have been more effective if clearer and containing additional requirements	Moderate	Likely	Low	Support the proposed draft revised Policies for the purposes of community consultation.

Strategic Plan Implications:

Environment

EN1 – Land use planning that puts people first in urban design, allows for different housing options for people with different housing needs and enhances the Town’s character.

Economic

EC1 – A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.

Financial Implications:

There will be a cost for advertising of the proposal in the Southern Gazette newspaper, with their being funds available to cover this cost.

Sustainability Assessment:

External Economic Implications:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

The relevant LPPs have been reasonably effective in dealing with the forms of development that they relate to. However it is considered that revisions should be made to further improve their effectiveness and ease of use and understanding by members of the public.

It is recommended that the Future Planning Committee recommend to Council that draft revised Policies 3 and 4 as attached to this report, be advertised for public comment. A further report will be presented to Council in the future following the conclusion of the advertising period, reporting on any submissions received, and seeking a final decision from Council as to whether or not to adopt the draft Policies (in their current revised form or in a further modified form). It will be necessary at this time to also formally revoke the current Local Planning Policy 5 ‘Mixed Residential/Commercial Development’.

(To be confirmed 14 August 2018)

RESOLVED BY EXCEPTION RESOLUTION:

Moved: Cr Anderson

Seconded: Cr Ife

That draft revised Local Planning Policies 3 ‘Non-Residential Uses in or Adjacent to Residential Areas’ and 4 ‘Mixed Use Development and Residential Uses in Non-Residential Areas’ as contained in the Appendices, be advertised for public comment for a minimum period of 21 days in accordance with deemed clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

CARRIED (8-0)

14.6 Appendix 1 – Draft Revised Local Planning Policy 31 ‘Serviced Apartments and Residential Buildings including Short Term Accommodation’



INTRODUCTION

The Town has witnessed a growing demand for more diverse forms of accommodation due to its close proximity to the Perth CBD, Curtin University, Perth Airport and the Swan River, as well as the wide range of commercial, retail, and educational opportunities available within the Town.

This policy has been designed to guide and facilitate the appropriate provision of specialised forms of accommodation other than dwellings occupied on a permanent basis (i.e. transient accommodation). In particular, the policy provides guidance and standards for the location and operation of Serviced Apartments, and Residential Buildings as defined by their land use definition contained under the Scheme. This Policy also further defines and categorises particular forms of Residential Building as either Bed and Breakfast Accommodation, Short Term Accommodation or a Lodging House.

This Policy should be read in conjunction with the Town of Victoria Park Town Planning Scheme No. 1 (Scheme), Precinct Plans and all relevant Local Planning Policies, including:

- *Local Planning Policy 3 - Non-Residential Uses in or Adjacent to Residential Areas;*
- *Local Planning Policy 4 - Mixed Use Development and Residential Uses in Non-residential Areas;*
- *Local Planning Policy 23 - Parking Policy; and*
- *Local Planning Policy 25 - Streetscape*

OBJECTIVES

- a) To facilitate the development of appropriately located and high quality accommodation other than permanent residential dwellings within the Town of Victoria Park;
- b) To define and control the use, management and level of service provided for Residential Buildings and Serviced Apartments, including specialised forms of accommodation such as Lodging Houses, Bed and Breakfast Accommodation and Short Term Accommodation;
- c) To provide guidelines for the design of Serviced Apartments, particularly where they are proposed as part of a residential or mixed use development occupied by permanent residents;
- d) To protect the residential amenity of permanent and long term residents and minimise the perceived negative impacts that may be caused by the transient nature of alternative forms of accommodation;
- e) To ensure various forms of accommodation, particularly where they are to be located within existing residential areas, are of a compatible scale and design with surrounding development;
- f) To locate Residential Buildings and Serviced Apartments in a coordinated manner that provides accessibility and convenience for guests/occupants while minimising potential adverse amenity impacts, particularly within low density residential areas and local neighbourhood streets;
- g) To recognise the positive contribution that Serviced Apartments and Residential Buildings including Short Term Accommodation may have on the local economy.

REQUIREMENT FOR DEVELOPMENT APPROVAL

Serviced Apartments and Residential Buildings are 'AA' discretionary uses in all zones within the Scheme Area and therefore require development approval to be obtained from the Council in all instances. The requirement for development approval applies to all forms of accommodation that may comprise a Residential Building land use, including bed and breakfast, short term accommodation and lodging houses.

POLICY SCOPE

This Policy applies to any proposal for a Residential Building or Serviced Apartment(s) within the Town of Victoria Park.

Given that a Residential Building may take a variety of forms (and therefore variety of design/operational requirements and potential impacts) this Policy further defines the use of Residential Building under the three subcategories of Bed and Breakfast, Short Term Accommodation and Lodging House (refer to Definitions below).

Hotel and Motel are defined and listed as separate land use classifications under the Scheme and are not dealt with by this Policy. In general, Hotel or Motel developments will be considered on their merits subject to compliance with the Scheme, Precinct Plan and all relevant Local Planning Policies.

Conversion of existing dwellings

Where an existing dwelling is proposed to be used or occupied contrary to the definition of a dwelling (refer to Definitions below), it ceases to be classified as a dwelling and is instead classified as a Residential Building, or in some circumstances as Serviced Apartments. This also applies in the case of a new building proposed or capable of occupation in a manner that is inconsistent with the definition of a dwelling.

DEFINITIONS

Bed and Breakfast

means a *dwelling*:

- (a) used by a resident of the dwelling to provide *short-term* accommodation, including breakfast, on a commercial basis for not more than 4 adult persons or one family; and
- (b) containing not more than 2 guest bedrooms.

Dwelling

a building or portion of a building that is used, adapted, or designed or intended to be used for the purpose of human habitation on a *permanent* basis by a single person, a single family, or no more than six (6) persons who do not comprise a single family, and includes a Single House, Grouped Dwelling, Multiple Dwelling and Ancillary Accommodation as defined by the Scheme and the Residential Design Codes.

Lodging House

has the same meaning as defined in the *Health Act 1911*, namely any building or structure, permanent or otherwise, and any part thereof, in which provision is made for lodging or boarding more than 6 persons, exclusive of the family of the keeper thereof, for hire or reward; but the term does not include–

- (a) premises licensed under a publican's general licence, limited hotel licence, or
- (b) wayside-house licence, granted under the *Licensing Act 1912*;
- (c) residential accommodation for students in a non-government school within the meaning of the *School Education Act 1999*; or
- (d) any building comprising residential flats.

Examples of Lodging Houses include youth hostels, guesthouses, boarding houses, backpackers and workers accommodation and any other form of *Residential Building* proposed or capable of providing accommodation for 7 or more guests/occupants,



whether on a *short-term* commercial basis or on a *long term* basis.

Applications seeking approval for a building determined by the Council as capable of providing accommodation for 7 or more persons who do not comprise a single family, shall be assessed as a Lodging House under the provisions of this Policy.

**Permanent/
Permanently**

In relation to the terms used to describe the length or nature of occupation of a building in this Policy, the terms "*long term*", and "*permanent*" have the same meaning as the definition of "*permanently*" contained in the Scheme (i.e. the habitation of a building or part of a building for 6 months or more).

**Residential
Building**

a building, together with rooms and outbuildings separate from such building but incidental thereto; such building being used or intended, adapted or designed to be used for the purpose of human habitation:

- *temporarily* by two or more persons; or
- *permanently* by seven or more persons, who do not comprise a single family, but does not include a hospital or sanatorium, a prison, a hotel, a motel or a residential school.

For the purposes of this Policy, the use of part of a building (such as a unit or room) in the manner described above shall also be regarded as a Residential Building.

**Serviced
Apartment(s)**

means a group of units or apartments providing –

- (a) self-contained temporary accommodation for guests; and*
- (b) any associated reception or recreational facilities.*

Examples include complexes of two or more units that are commonly maintained and operated, and are furnished and equipped to be occupied in a manner similar to Multiple Dwellings but on a temporary basis. Serviced Apartments will usually be provided with laundry and cleaning services, with or without other ancillary amenities.

Applications which seek the use of an individual *dwelling* for the provision of accommodation on a *short term* basis where the maintenance and management of the accommodation is independent of other units (although generally not supported by the Council) shall be classified as *Short Term Accommodation*.

**Short Term
Accommodation**

means a Residential Building occupied on a short term/temporary basis by no more than 6 unrelated persons at any one time; and excludes a Lodging House, Bed and Breakfast accommodation and Serviced Apartments.

Examples of Short Term Accommodation include short stay rental accommodation, holiday homes, student accommodation, share housing, etc.

**Temporarily/
Temporary**

In relation to the terms used to describe the length or nature of occupation of a building in this Policy, the terms "*short term*", "*short stay*", "*temporary*" and "*transient*" have the same meaning as the definition of "*temporarily*" contained in the Scheme (i.e. the habitation of a building or part of a building for less than 6 months).

POLICY REQUIREMENTS

1. Location

- 1.1 Residential Buildings and Serviced Apartments should be appropriately located to ensure they are in convenient, easily accessible locations for their guests, and to minimise potential adverse impacts on the amenity of surrounding residential properties, particularly within low density, suburban environments.
- 1.2 To achieve 1.1 above, Residential Buildings and Serviced Apartments will only be supported by the Council where they are located on sites which meet at least two or more of the following criteria:
 - a) Are on a Primary, District or Local Distributor road;
 - b) Are within 400 metres of a train station or high frequency bus route stop;
 - c) Are within 400 metres of an area of tourist potential as determined by the Town, such as adjacent to the Swan River foreshore and major sporting/entertainment complexes;
 - d) Are within 400 metres of a District Centre zone, Commercial zone or other location providing convenience shopping and access to everyday goods and services; and/or
 - e) Are within 800 metres of a higher education provider (TAFE or University campus), where the proposal is for Short Term Accommodation to house students.
- 1.3 Applications for a Lodging House will generally not be supported on 'Residential' zoned land with a designated density coding of 'R60' or lower under the Scheme.

2. Design of Residential Buildings

2.1 Conversion of Existing Buildings

Applications involving the conversion or change of use of an existing dwelling(s) to a Residential Building will generally only be supported where:

- a) The existing building is approved by the Council as a Single House or Grouped Dwelling; or
- b) The existing building is an approved non-residential building but meets (or will be modified to meet) the visual privacy, open space and outdoor living area requirements of the Residential Design Codes that apply to a Single House or Grouped Dwelling constructed on the site;
- c) In the case of a Bed and Breakfast, the guest accommodation does not comprise more than 2 guest bedrooms providing accommodation for a total of 4 adult persons or one family;
- d) In the case of Short Term Accommodation, there are a maximum of six (6) rooms designed for and/or capable of use as bedrooms;
- e) Applications to convert an existing Grouped Dwelling to Bed and Breakfast accommodation or Short Term Accommodation will be considered on their merit but must demonstrate that the amenity of the occupants of the other Grouped Dwellings within the development/complex will not be adversely affected by the proposal by way of noise, interruption, access or other impacts;
- f) The conversion of single Multiple Dwellings to Short Term Accommodation or Bed and Breakfast accommodation will generally not be supported by the Council given the potential for negative impacts and conflict to occur with permanent residents of other units. Any applications of this kind shall be additionally subject to the location and design requirements for Serviced Apartments outlined in Clause 3 of this Policy; and
- g) In the case of a Lodging House proposal, the applicant has demonstrated that the

internal design and layout of the building is consistent with the construction and use requirements specified for Lodging Houses in Part V, Division 2 of the *Health Act 1911* and Council's *Health Local Law 2003*, except where the proposal is specifically excluded from the definition of a 'Lodging House' contained in the *Health Act 1911*. This includes the requirement for a keeper/manager to reside on the premises at all times;

2.2 New Buildings

Applications proposing the construction of a new building(s) to accommodate a Residential Building(s) shall:

- a) Meet the requirements of the Residential Design Codes that apply to a Single House or Grouped Dwelling constructed on the site in relation to density (i.e. number of buildings), boundary setbacks, open space, outdoor living area, site works, building height, visual privacy and design for climate;
- b) Meet the requirements of Council's *Local Planning Policy 25 – Streetscape* that apply to a Single House or Grouped Dwelling constructed on the site, where it is located on Residential zoned land;
- c) a) and b) above apply to the design and location of carports, garages and any other incidental development associated with a Residential Building(s);
- d) In the case of a Bed and Breakfast, the guest accommodation does not comprise more than 2 guest bedrooms providing accommodation for a total of 4 adult persons or one family;
- e) In the case of Short Term Accommodation, there are a maximum of six (6) rooms designed for and/or capable of use as bedrooms;
- f) In the case of a Lodging House proposal, the applicant has demonstrated that the proposed internal design and layout of the building is consistent with the construction and use requirements specified for Lodging Houses in Part V, Division 2 of the *Health Act 1911* and Council's *Health Local Law 2003*, except where the proposal is specifically excluded from the definition of a 'Lodging House' contained in the *Health Act 1911*. This includes the requirement for a keeper/manager to reside on the premises at all times.

2.3 Additional Requirements for Bed and Breakfast Accommodation

- a) The permanent residents responsible for the operation of the Bed and Breakfast accommodation must reside in the building from which the accommodation is provided. Where the accommodation is provided from within a building detached from the main dwelling they shall reside within the main dwelling (or vice versa); and
- b) The permanent residents responsible for the operation of the Bed and Breakfast accommodation must have dedicated bedroom and bathroom facilities, separate from those of the guest accommodation.

3. **Design of Serviced Apartments**

3.1 Conversion of existing dwellings

- a) The conversion of dwellings to Serviced Apartments (or vice versa) on a unit by unit basis will generally not be supported by the Council; and
- b) Applications for the conversion of existing Multiple Dwelling(s) to Serviced Apartments will generally only be considered where they seek to change the use of entire floors to ensure compliance with the separation of uses within the building, outlined in 3.3(b) below.

3.2 New Buildings

- a) Applications for Serviced Apartments shall be subject to the siting, design and location



requirements applicable to the site for Multiple Dwellings under the Council's Scheme, the relevant Precinct Plan for the locality and the Residential Design Codes. Where Serviced Apartments are located on Residential zoned land they are additionally subject to the requirements of Council's Local Planning Policy – Streetscape;

- b) Where a combination of dwellings (permanent occupancy) and Serviced Apartments are proposed within a development, the applicant must demonstrate how the amenity and security of all occupants will be protected and maintained through the design and management of the development;
- c) In such instances the Serviced Apartments will be required to be separated from the permanent/long term residents of the development by being located on separate floors of the building;
- d) Separate entrances should be provided for permanent and temporary residents where a combination of dwellings and Serviced Apartments are proposed within a single development;
- e) Applications for Serviced Apartments shall include within the entrance foyer or lobby, a reception desk which is to be attended by staff at all times or suitable other arrangements (e.g. provision of a secure combination key safe) to ensure the accommodation guests are able to check-in/check-out of the accommodation at their intended time of arrival/departure; and
- f) Consideration should be given to providing some communal facilities for the use of permanent residents only, where a combination of dwellings and Serviced Apartments are proposed within a single development.

4. Signage and Advertising

4.1 Residential Zoned Land

On land zoned 'Residential' under the Scheme, a maximum of one (1) sign on the site not exceeding 0.2m² in area, and incorporated into a front fence, wall, structure or building that identifies the name and address of the accommodation is permitted.

4.2 Land in Zones other than Residential

Signage associated with the accommodation on land zoned other than 'Residential' shall be subject to Local Planning Policy 38 'Signs'.

5. Car Parking

- 5.1 All resident, guest, staff or visitor car parking associated with the accommodation shall be contained on site. No consideration will be given to the parking of vehicles on-street or on Council verge areas;
- 5.2 The number of car parking bays to be provided for the development shall be in accordance with *Local Planning Policy 23 – Car Parking*;
- 5.3 Serviced Apartment developments must make provision for the parking of delivery, servicing and maintenance vehicles on the site;
- 5.4 Tandem car parking may be considered in relation to proposals for Bed and Breakfast Accommodation and Short Term Accommodation, only; and
- 5.5 Where a development involves a combination of dwellings (permanent occupancy) and Serviced Apartments, the parking area for permanent residents and their visitors shall be clearly separated and delineated from the parking area for the Serviced Apartments.

6. Management Plan

- 6.1 A detailed Management Plan shall be submitted for all applications for a Residential Building



or Serviced Apartments to the satisfaction of the Council. As a minimum the Management Plan should address and/or provide details of the following:

- a) Name and contact details of the owner, manager and other persons responsible for management or servicing of the premises, including addresses, email and direct telephone contact details.
- b) Control of noise and other disturbances, including the appropriate use of outdoor entertainment areas, appropriate times for the checking-in and checking-out of occupants, etc.;
- c) Complaints Management Procedure detailing the person(s) responsible and measures that will be taken in the event a complaint is received in relation to the guests or operation of the premises. This will detail the approach and timeframe to resolve any complaints received and provide feedback to the complainant that appropriate actions have been taken to resolve the issue and prevent further occurrences. The Complaints Management Procedure is to be provided to all properties surrounding the premises (if approved) and revised copies provided should the person(s) responsible for receiving and responding to complaints (or their contact details) change. There shall be at least one person available by direct telephone at all times of operation of the accommodation, that is within local proximity of the premises to be able to respond and be present at the site, within one hour of any complaints or other issues being received.
- d) The use and on-going maintenance of the premises, landscaping and gardens, and any common property areas or common facilities (where applicable);
- e) Security of guests, residents and visitors;
- f) Strata titled developments should include appropriate By-Laws to be entered into the strata management statement acknowledging the type and nature of the accommodation (for example Short Term Accommodation), which also acts as a mechanism to advise future and prospective owners of the existence of the accommodation within the development;
- g) Exclusive use of the storage areas by the operator of the building, where the operator of the accommodation is to reside within the premises;
- h) Details of car parking management, including the expected number of vehicle trips to and from the premises by guests, visitors and occupants of the accommodation, including delivery vehicles. The plan shall demonstrate the sufficient provision of car parking on the site, and as a minimum shall comply with the requirements of *Local Planning Policy 23 – Parking Policy*, unless otherwise stipulated by this policy. The plan should also detail the manner in which occupants and visitors will be directed to park vehicles on the site at all times – e.g. guest instructions and limitations on vehicle numbers;
- i) Preparation of guest House Rules or a Code of Conduct setting out the expected behaviour of residents/guests and other matters in order to minimise any impact on adjoining properties and prevent anti-social behaviour. These matters include rubbish disposal and collection, removal of old furniture, maintenance of building and gardens, use of outdoor entertainment areas, guests/parties, noise and playing of loud music, etc.);
- j) Compliance with Lodging House management requirements, if the premises is deemed a Lodging House (such as registers, water supply, cleaning, disease notification, maintenance, room occupancy, painting, linen washing, cooking and food storage, fire control, etc.) as defined in the *Health Act 1911*; and
- k) Details of consequences/measures that will be taken should guests fail to adhere to House Rules/Code of Conduct etc. (e.g. eviction of guest).

- 6.2 The Management Plan shall be kept at the premises at all times, and the House Rules/Code of Conduct shall be displayed in a prominent position within the premises.

7. Servicing Strategy (Serviced Apartments)

7.1 In addition to a Management Plan, all applications for Serviced Apartments shall include a Servicing Strategy detailing the level of servicing that contains, but is not limited to, the following:

- a) Opening hours for guest check-ins and check-out;
- b) Method of reservations/bookings;
- c) Means of attending to guest complaints;
- d) Type or extent of room service to be offered;
- e) Cleaning and laundry services, where applicable;
- f) Company name and relevant experience of management/operator;
- g) Back of house facilities (e.g. kitchen, laundry, office); and
- h) Management and accommodation of servicing vehicles within the context of the overall car parking for the development.

8. Community Consultation

Community consultation will be carried out in relation to a proposed Residential Building or Serviced Apartments development in accordance with *Local Planning Policy 37 – Community Consultation on Planning Proposals*.

9. Application Information

In addition to the Management Plan and Servicing Strategy (in the case of Serviced Apartments) referred to above and normal development application information requirements (submission of forms, plans etc.), the following additional information is required to be submitted for development approval for any application for a Residential Building or Serviced Apartments:

- 9.1 Information justifying the proposed location of the accommodation; and
- 9.2 Justification as to how and why the proposed accommodation will be compatible with the adjoining area and is consistent with the objectives and provisions of this Policy.
- 9.3 Development applications for a Residential Building or Serviced Apartments that involve the proposed use of common property within an existing Grouped Dwelling or Multiple Dwelling development (including for guest/customer access or car parking) require signed consent from the Strata Council/Body Corporate (as applicable) or all owners within the complex in order to be a valid development application.

10. Validity and Extent of Development Approval

10.1 Term of Approval for Residential Buildings

Where the Council has exercised its discretion and determined to grant development approval for a Residential Building, the initial approval period shall not exceed a maximum of 12 months. An extended timeframe may be considered for prospective applications that involve construction of a new building for the use. Owners/managers are to update management plans and other supporting documents/evidence as appropriate when applying for further development approval.

10.2 Restriction of Operator

Any approval of a Residential Building or Serviced Apartments is restricted to the approved operator of the Residential Building or Serviced Apartments only. Fresh approval must be



obtained in the event that the approved operator of a Residential Building or Serviced Apartments development changes.

11. Assessment of Applications for Dwellings

11.1 Criteria used to determine accommodation type

The Council will have regard to the following criteria in determining whether an application for a building providing accommodation will be determined as a dwelling (for example a Single House or Grouped Dwelling) or a Residential Building:

- a) The number of proposed and potential bedrooms and occupants, in particular where there are 6 or more rooms proposed or considered capable for use as bedrooms. The Council may consider any enclosed habitable room greater than 10m² in area as capable of occupation by two persons;
- b) The ratio of bathrooms and toilets to the number of bedrooms/occupants. As a guide, the Council will consider a building that provides a high ratio of toilets and bathrooms to the number of proposed or potential bedrooms as characteristic of a Residential Building (i.e. a ratio of more than 1 toilet per 2 bedrooms or more than 1 bathroom per 2 bedrooms);
- c) The floor area ratio of potential bedrooms to living areas;
- d) The location and provision of outdoor living areas so that they do not provide opportunity for conversion to car parking spaces;
- e) The proportion of soft landscaping in comparison to hard/paved surfaces to determine whether a proposed building will have landscaped surroundings and a level of maintenance usually associated with a dwelling for permanent occupation, particularly in the case of applications for a Single House or Grouped Dwelling(s);
- f) Proximity of the site to higher education providers (i.e. Curtin University and Carlisle TAFE), high frequency public transport and/or commercial centres, which serve as attractive locations for Short Term Accommodation and other forms of Residential Buildings (i.e. within 400 to 800 metre radius).

11.2 Restriction on use of approved dwellings

Where the Council is satisfied that an application for a Single House, Grouped Dwelling or Multiple Dwelling is proposed and intended for use and occupation as a 'dwelling', the Council may impose the following or similar condition on the development approval:

This approval is for the use and occupation of the building as a dwelling only, to be occupied by a single family or no more than six (6) persons who do not comprise a single family, on a permanent basis. Any alternative use or occupation of the building is not permitted unless further development approval has been granted by the Council.

11.3 Notification to prospective owners & occupiers

Where the Council is of the view that there is a risk that a proposed building may be used or occupied as a Residential Building rather than as a dwelling (i.e. Single House, Grouped Dwelling, etc.) as stated by an applicant or owner of a property, the Council may impose the following or similar condition on the development approval:

Prior to submission of an application for building permit, a notification in the following terms shall be registered on the Certificate of Title for (property address) under section 70A of the Transfer of Land Act 1893 at the expense of the owner/developer:

- a) *Under the provisions of the Town of Victoria Park Town Planning Scheme No. 1, the whole of the building on the lot is approved as a dwelling, which may only be occupied by members of the same family or by no more than six (6) persons who do not comprise*



a single family, on a permanent basis. The lease or occupation of any part of the building on a temporary basis or as self-contained living accommodation separate from any other part of the building is not permitted without development approval first being granted by the Town of Victoria Park.

The use or occupation of the dwelling in contravention of this requirement is an offence under the Planning and Development Act 2005.

VERSION CONTROL

Date Initially Adopted :	Former Administrative Policy PLNG 17 'Specialised Forms of Accommodation Other Than Dwellings' – adopted 10 April 2012
Date(s) Amended :	1. Adopted as Local Planning Policy 31 at Ordinary Council Meeting 8 November 2016. 2. Amended by Council resolution at Ordinary Council Meeting [insert date of adoption].

DRAFT

APPENDICES

APPENDIX 1: Non-planning related legislation and Other Matters

1. Building Code of Australia

Serviced Apartments and Residential Buildings, including Bed and Breakfast Accommodation, Short Term Accommodation and Lodging Houses, may be subject to Building Code of Australia (BCA) and Australian Standards requirements over and above those normally required for a dwelling. These may include requirements relating to access to, mobility within and egress from buildings for disabled and ambulant persons. Applicants are strongly advised to familiarise themselves with these requirements and ensure they have been factored into the design, management and operation of the proposal, prior to submitting an application for development approval.

2. Strata Titles Act 1985

Serviced Apartments or Residential Building proposals within a strata development may require additional (i.e. separate) approval by the Council of Owners or strata by-laws of the body corporate under the *Strata Titles Act 1985*. The granting of development approval does not affect any requirement to obtain necessary approvals under the *Strata Titles Act 1985*.

3. Health Act 1911 & Town of Victoria Park Health Local Law

Where the development or use of a building as a Residential Building falls within the definition of a Lodging House, it is subject to the strict requirements of the *Health Act 1911* and the Town of Victoria Park's Health Local Law in relation to Lodging Houses, including the requirement for a keeper/manager to reside on the premises at all times.

Applicants are strongly advised to familiarise themselves with these requirements and ensure that they have been factored into the design, management and operation of the proposal, prior to submitting an application for a Residential Building which falls within the definition of a Lodging House.

4. Voluntary Accreditation

Owners and operators of short term or tourism based accommodation such as Bed and Breakfast Accommodation, certain forms of Short Stay Accommodation such as holiday homes, Lodging Houses, and Serviced Apartments are encouraged to attain accreditation from the Tourism Council of Western Australia.

Accreditation is a non-regulatory, voluntary means of addressing customer service and consumer protection issues. The benefits of accreditation include improvements and consistency in the quality of accommodation product through the application of best practice standards and capture of accommodation provider details. Programs include the Australian Tourism Accreditation Program (ATAP) and the Australian STAR Rating Scheme.

5. Other Legislation and Insurance

It is recommended that landowners/operators seek independent legal advice on legislative requirements regarding the use and management of Residential Buildings and Serviced Apartments developments, including but not limited to the *Equal Opportunity Act 1984* and the *Fair Trading Act 1987*.

As many residential public liability insurance policies exclude the use of premises for short term rental accommodation, it is recommended that landowners/operators check this matter with their insurance providers.

<PROPOSED USE> MANAGEMENT PLAN

ADDRESS

DATE

1. BACKGROUND

< Provide details of the property (e.g. single dwelling, grouped dwelling, multiple dwelling), the layout of the dwelling (e.g. number of bedrooms, bathrooms etc.) and where the property exists within the Town of Victoria Park municipality >

2. OBJECTIVES OF MANAGEMENT PLAN

< Outline objectives of the Management Plan >

3. MANAGEMENT STRATEGIES

3.1 MANAGER

<Name and contact details of the owner, manager and any other personnel in relation to the property, email and direct telephone contact details . Proximity (in estimated typical driving time) of Managers place of residence from the proposed residential building (specify suburb/postcode) and general availability to respond to any issues that may arise at the subject premises.>

<Revisions to the management of the property are to be reflected in an updated version of the management plan which is to be provided to the Town within two weeks of change of management>

3.2 CHECK-IN/CHECK-OUT

< Check-in and check-out times and procedure, as well as procedure for late/early check-in/check-out >

3.3 MITIGATION AND COMPLAINTS PROCEDURE

< Mitigation strategies for the control of noise and other disturbances, including the appropriate use of outdoor living areas. Complaints procedure for both neighbours and guests and resolution procedure and timeframe (refer to Complaints Management Form). Complaints Management Form to be provided to all adjoining property owners and tenants >

<Revisions to the management of the property are to be reflected in an updated version of the Complaints Management Form which is to be provided to the adjoining property owners and tenants within two weeks of change of management>

2.4 USE AND MAINTENANCE

< The use of the premises (refer to Code of Conduct) and on-going maintenance of the property including but not limited to:

- landscaping and gardens;
- upkeep of any common property areas or facilities; and
- removal of old/disused furniture (if applicable)>

3.4 SAFETY, HYGIENE AND SECURITY

3.4.1 SAFETY

< Details regarding smoke alarms, fire blankets and extinguishers, medical supplies and any other safety related facilities >

3.4.2 HYGIENE AND COMFORT

< Details regarding food storage, bins, vermin control, linen and towels, exhaust fans, air conditioning/heating, laundry facilities >

3.4.3 SECURITY

< Details regarding door locks, security alarms, security cameras >

3.5 CAR PARKING

< Details regarding where the designated car parking is located, the manner in which occupants and guests shall park and the expected number of vehicle trips to and from the premises by guests, visitors and occupants of the accommodation.>

<NOTE 1: applicant to provide a site plan clearly depicting the location of the parking bays. NOTE 2: The Car Parking ratio required for commercial accommodation *under Local Planning Policy 23*. Please refer to *Local Planning Policy 23* on the Town's website to ensure the most up-to-date standard is applied.>

14.6 Appendix 2 – Existing Local Planning Policy 31 ‘Specialised Forms of Accommodation Other Than Dwellings’

POLICY:

CONTENTS

PART 1 Policy Objectives, Accommodation Types & General Considerations

- 1.1 Introduction
- 1.2 Policy Objectives
- 1.3 Types of Accommodation
- 1.4 Community Consultation
- 1.5 Validity and Extent of Planning Approval
- 1.6 Hotel & Motel Developments
- 1.7 Building Code of Australia
- 1.8 Health Act 1911 & Town of Victoria Park Health Local Law
- 1.9 Voluntary Accreditation
- 1.10 Other Matters

PART 2 Design and Location of Accommodation

- 2.1 Bed & Breakfast Accommodation
- 2.2 Short Term Accommodation
- 2.3 Lodging Houses
- 2.4 Serviced Apartments

PART 3 Management & Operation

- 3.1 Management Plan
- 3.2 Servicing Strategy (Serviced Apartments)
- 3.3 Application Information
- 3.4 On-Site Register
- 3.5 Council Register

PART 4 Assessment of Applications for Dwellings

- 4.1 Criteria Used to Determine Type of Accommodation
- 4.2 Restriction on Use of Approved Dwellings
- 4.3 Notification to Prospective Owners & Occupiers

4.4 Determination of Applications

PART 1 POLICY OBJECTIVES & CLASSIFICATION OF ACCOMMODATION

1.1 INTRODUCTION

The Town has witnessed a growing demand for more diverse forms of accommodation due to its close proximity to the Perth CBD, Curtin University, airport and the Swan River, as well as the wide range of commercial, retail, and educational opportunities available within the Town.

This policy has been designed to guide and facilitate the appropriate provision of specialised forms of accommodation other than dwellings occupied on a permanent basis. In particular, the policy provides guidance and standards for the location and operation of Serviced Apartment developments, and Residential Buildings comprising Bed and Breakfast Accommodation, Short Term Accommodation or a Lodging House, as defined by this Policy.

This Policy should be read in conjunction with the Town of Victoria Park Town Planning Scheme No. 1 (Scheme), Precinct Plans and all relevant Policies of the Town Planning Scheme No. 1 Policy Manual, including:

- Policy 3.5 'Non-Residential Uses in or Adjacent to Residential Areas';
- Policy 3.7 'Mixed Residential/Commercial Development'; and
- Policy 5.1 'Parking Policy'

1.2 POLICY OBJECTIVES

- To facilitate the development of appropriately located and high quality accommodation other than permanent residential dwellings within the Town of Victoria Park;
- To define and control the use, management and level of service provided for Residential Buildings and Serviced Apartments, including specialised forms of accommodation such as Lodging Houses, Bed and Breakfast Accommodation and Short Term Accommodation;
- To provide guidelines for the design of Serviced Apartments, particularly where it is proposed they will be incorporated into a residential or mixed use development occupied by permanent residents;
- To protect the residential amenity of permanent and long term residents and minimise the perceived negative impacts that may be caused by the

transient nature of alternative forms of accommodation; and

- To ensure various forms of accommodation, particularly where they are to be located within existing residential areas, are of a compatible scale and design with surrounding development.

1.3 TYPES OF ACCOMMODATION

A **dwelling** is a building or portion of a building that is used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six (6) persons who do not comprise a single family, and includes a Single House, Grouped Dwelling, Multiple Dwelling and Ancillary Accommodation as defined by the Scheme and the Residential Design Codes.

Where an existing dwelling is proposed to be used or occupied contrary to the above, it ceases to be classified as a dwelling and is instead classified as a **Residential Building**, or in some circumstances as **Serviced Apartments**. This also applies in the case of a new building proposed or capable of occupation in a manner that is inconsistent with the definition of a dwelling.

Where an applicant has been unable to satisfy the Council that a proposed building is intended to be occupied in a manner consistent with the definition of a dwelling, it shall be subject to the provisions outlined in this Policy for a Residential Building or Serviced Apartments (as applicable) and determined accordingly.

Permanent Accommodation

In relation to the terms used to describe the length or nature of occupation of a building in this Policy, the terms “long term”, and “permanent” have the same meaning as the definition of “permanently” contained in the Scheme (i.e. the habitation of a building or part of a building for 6 months or more).

Temporary Accommodation

In relation to the terms used to describe the length or nature of occupation of a building in this Policy, the terms “short term”, “short stay”, “temporary” and “transient” have the same meaning as the definition of “temporarily” contained in the Scheme (i.e. the habitation of a building or part of a building for less than 6 months).

1.3.1 RESIDENTIAL BUILDINGS

A **Residential Building** is defined by the Scheme and means:

“a building, together with rooms and outbuildings separate from such building but incidental thereto; such building being used or intended, adapted or designed to be

used for the purpose of human habitation:

- *temporarily by two or more persons; or*
- *permanently by seven or more persons, who do not comprise a single family, but does not include a hospital or sanatorium, a prison, a hotel, a motel or a residential school.”*

For the purposes of this Policy, the use of part of a building (such as a unit or room) in the manner described above shall also be regarded as a Residential Building.

Given the wide range of forms (and therefore variety of impacts) that a Residential Building can have, this Policy splits Residential Buildings into three defined categories as follows:

- **“Bed and Breakfast Accommodation”** means a dwelling, used by a resident(s) of the dwelling, to provide accommodation for persons away from their normal place of residence on a short-term commercial basis and includes the provision of breakfast; and excludes a Lodging House, Short Term Accommodation and Serviced Apartments.
- **“Short Term Accommodation”** means a Residential Building occupied on a short term basis by no more than 6 unrelated persons at any one time; and excludes a Lodging House, Bed and Breakfast Accommodation and Serviced Apartments.

Examples of Short Term Accommodation include short stay rental accommodation, holiday homes, student accommodation, share housing, etc.

- **“Lodging House”** has the same meaning as defined in the Health Act 1911, namely:

“means any building or structure, permanent or otherwise, and any part thereof, in which provision is made for lodging or boarding more than 6 persons, exclusive of the family of the keeper thereof, for hire or reward; but the term does not include—

- (a) premises licensed under a publican’s general licence, limited hotel licence, or*
- (b) wayside-house licence, granted under the Licensing Act 1911²;*
- (c) residential accommodation for students in a non-government school within the meaning of the School Education Act 1999; or*
- (c) any building comprising residential flats”.*

Examples of Lodging Houses include youth hostels, guesthouses, boarding houses, backpackers and workers accommodation and any other form of Residential Building proposed or capable of providing accommodation for 7 or more guests/occupants.

Applications seeking approval for a building determined by the Council as capable of providing accommodation for 7 or more persons who do not comprise a single family,

whether on a short-term commercial basis or on a long term basis shall be assessed as a Lodging House under the provisions of this Policy.

1.3.2 SERVICED APARTMENTS

A **Serviced Apartment** is defined by the Scheme as:

“a building or buildings which include self-contained units for transient accommodation.”

For the purposes of this Policy, applications proposing a number of units within a complex where common maintenance or other services are provided will be classified as Serviced Apartments. Examples include complexes of two or more units that are commonly maintained and operated, and are furnished and equipped to be used on a temporary basis in a manner similar to Multiple Dwellings. Serviced Apartments will usually be provided with laundry and cleaning services, with or without other ancillary amenities.

Applications which seek the use of a dwelling for the provision of accommodation on a short term basis where the maintenance and management of the accommodation is independent of other units (although generally not supported by the Council) shall be classified as Short Term Accommodation.

1.4 COMMUNITY CONSULTATION

All applications for Residential Buildings and Serviced Apartments shall be subject to consultation with the owners and occupiers of surrounding properties. The extent of consultation is subject to the discretion of the Council. The Council shall have regard to any valid submissions received during the community consultation period.

1.5 VALIDITY AND EXTENT OF PLANNING APPROVAL

1.5.1 Term of Approval for Residential Buildings

Where the Council has exercised its discretion and determined to grant planning approval for a Residential Building, the initial approval period shall not exceed a maximum of 12 months. Owners/managers are to update management plans and other supporting documents/evidence as appropriate when applying for further planning approval.

1.5.2 Restriction of Operator

Any approval of a Residential Building or Serviced Apartments is restricted to the approved operator of the Residential Building or Serviced Apartments only. Fresh approval must be obtained in the event that the approved operator of a Residential

Building or Serviced Apartments development changes.

1.6 HOTEL & MOTEL DEVELOPMENTS

A Hotel and Motel are listed as separate land use classifications under the Scheme and are not dealt with in detail by this Policy. In general, Hotel or Motel developments will be considered on their merits subject to compliance with the Scheme, Precinct Plan and other relevant Planning Policy provisions.

1.7 BUILDING CODE OF AUSTRALIA

Serviced Apartments and Residential Buildings, including Bed and Breakfast Accommodation, Short Term Accommodation and Lodging Houses, may be subject to Building Code of Australia (BCA) and Australian Standards requirements over and above those normally required for a dwelling. These may include requirements relating to access to, mobility within and egress from buildings for disabled and ambulant persons. Applicants are strongly advised to familiarise themselves with these requirements and ensure they have been factored into the design, management and operation of the proposal, prior to submitting an application for planning approval.

1.8 HEALTH ACT 1911 & TOWN OF VICTORIA PARK HEALTH LOCAL LAW

Where the development or use of a building as a Residential Building falls within the definition of a Lodging House, it is subject to the strict requirements of the *Health Act 1911* and the Town of Victoria Park's Health Local Law in relation to Lodging Houses, including the requirement for a keeper/manager to reside on the premises at all times.

Applicants are strongly advised to familiarise themselves with these requirements and ensure that they have been factored into the design, management and operation of the proposal, prior to submitting an application for a Residential Building which falls within the definition of a Lodging House.

1.9 VOLUNTARY ACCREDITATION

Owners and operators of short term or tourism based accommodation such as Bed and Breakfast Accommodation, certain forms of Short Stay Accommodation such as holiday homes, Lodging Houses, and Serviced Apartments are encouraged to attain accreditation from the Tourism Council of Western Australia.

Accreditation is a non-regulatory, voluntary means of addressing customer service

and consumer protection issues. The benefits of accreditation include improvements and consistency in the quality of accommodation product through the application of best practice standards and capture of accommodation provider details. Programs include the Australian Tourism Accreditation Program (ATAP) and the Australian STAR Rating Scheme.

1.10 OTHER MATTERS

It is recommended that landowners/operators seek independent legal advice on legislative requirements regarding the use and management of Residential Buildings and Serviced Apartments developments, including but not limited to the *Equal Opportunity Act 1984* and the *Fair Trading Act 1987*.

As many residential public liability insurance policies exclude the use of premises for short term rental accommodation, it is recommended that landowners/operators check this matter with their insurance providers.

PART 2 DESIGN AND LOCATION OF ACCOMMODATION

2.1 BED & BREAKFAST ACCOMMODATION

Note:

Applications seeking approval to provide accommodation for 7 or more persons on a short-term commercial basis shall be assessed as a Lodging House under this policy, regardless of whether it includes the provision of breakfast, and may be subject to the requirements set out in Part V, Division 2 of the *Health Act 1911* and Council's Health Local Law 2003 relating to Lodging Houses.

2.1.1 Location

Bed and Breakfast Accommodation will be more favourably considered by the Council, where it is located in the following preferred locations:

- i) On a Primary, District or Local Distributor road;
- ii) Within 400 metres of a train station or high frequency bus route stop;
- iii) Within 400 metres of an area of tourist potential, such as adjacent to the Swan River foreshore, an entertainment centre or other attraction; and
- iv) In or within 400 metres of a District Centre zone, Commercial zone or other location providing convenience shopping and access to everyday goods and services.

2.1.2 Design

Applications for Bed and Breakfast Accommodation will generally not be supported by the Council unless the proposed site and building in which the use/occupation is to occur is consistent with the following:

2.1.2.1 Existing Buildings:

- (a) The existing building is approved by the Council as a Single House or Grouped Dwelling; or
- (b) The existing building is approved (excluding a Multiple Dwelling) but meets the visual privacy, open space and outdoor living area requirements of the Residential Design Codes that apply to a Single House or Grouped Dwelling constructed on the site.

2.1.2.2 New Buildings:

- (a) The proposed building meets the requirements of the Residential Design Codes that apply to a Single House or Grouped Dwelling constructed on the site in relation to density (i.e. number of buildings), boundary setbacks, open space, outdoor living area, site works, building height, visual privacy and design for climate; and
- (b) The proposed building meets the requirements of Council's Local Planning Policy – Streetscape that apply to a Single House or Grouped Dwelling constructed on the site, where it is located on Residential zoned land;
- (c) 2.1.2.2(a) and 2.1.2.2(b) apply to the design and location of carports, garages and any other incidental development associated with Bed and Breakfast Accommodation.

2.1.3 **Residence of Operator**

2.1.3.1 The permanent residents responsible for the operation of the Bed and Breakfast Accommodation shall reside in the building from which the accommodation is provided. Where the accommodation is provided from within a building detached from the main dwelling they shall reside within the main dwelling (or vice versa).

2.1.3.2 The permanent residents responsible for the operation of the Bed and Breakfast Accommodation are provided with their own dedicated bedroom and bathroom facilities.

2.1.4 Car Parking

2.1.4.1 All resident, guest, staff or visitor car parking associated with Bed and Breakfast Accommodation shall be contained on site. No consideration will be given to the parking of vehicles on-street or on Council verge areas.

2.1.4.2 Applications for Bed and Breakfast Accommodation shall be subject to the car parking requirements for 'commercial accommodation' stipulated by the Scheme Policy Manual, except as otherwise stated below.

2.1.4.3 Where the proposed Bed and Breakfast Accommodation comprises no more than two rooms for a combined total of 4 persons, then only 1 additional car bay shall be required on the site for the Bed and Breakfast Accommodation. This is in addition to the minimum car parking requirements for the permanent residents of the dwelling providing the accommodation.

(For example, a Single House or Grouped Dwelling would require 2 car bays for the permanent residents plus one additional car bay for the Bed and Breakfast Accommodation).

2.1.4.4 Tandem Parking

Where compliant with 2.1.4.3, tandem car parking (i.e. one bay parked behind another) may be included as part of the approved car parking requirement for the development, except where it conflicts with any requirement for vehicles to exit onto the street in forward gear.

2.1.5 Signage

2.1.5.1 Residential Zoned Land

On land zoned 'Residential' under the Scheme, a maximum of only one (1) sign on the site not exceeding 0.2m² in area, and incorporated into a front fence, wall, structure or building that identifies the name and address of the Bed and Breakfast Accommodation is permitted.

2.1.5.2 Land in Zones other than Residential

Signage associated with Bed and Breakfast Accommodation on land zoned other than 'Residential' shall be subject to Council's Signs Local Law.

2.1.6 Use of Grouped Dwellings and Multiple Dwellings

2.1.6.1 Grouped Dwellings

Applications for Bed and Breakfast accommodation from a Grouped Dwelling will be considered on their merit and should demonstrate that the amenity of the occupants of the other Grouped Dwellings within the development/complex will not be adversely affected by the proposal by way of noise, interruption, access or other impacts.

2.1.6.2 Multiple Dwellings

Provision of Bed and Breakfast Accommodation from a Multiple Dwelling will generally not be supported by the Council given the potential for negative impacts and conflict to occur with permanent residents of other units. Any applications of this kind shall be additionally subject to the location and design requirements for Serviced Apartments set out in this Policy.

2.2 SHORT TERM ACCOMMODATION

Note: Applications seeking approval to provide accommodation for 7 or more persons on a short-term commercial basis shall be assessed as a Lodging House under this Policy, and may be subject to the requirements set out in Part V, Division 2 of the *Health Act 1911* and Council's Health Local Law 2003 relating to Lodging Houses.

2.2.1 Location

Short Term Accommodation will be more favourably considered by the Council, where it is located in the following preferred locations:

- i) On a Primary, District or Local Distributor road;
- ii) Within 400 metres of a train station or high frequency bus route stop;
- iii) Within 400 metres of an area of tourist potential, such as adjacent to the Swan River foreshore, an entertainment centre or other attraction;
- iv) In or within 400 metres of a District Centre zone, Commercial zone or other location providing convenience shopping and access to everyday goods and services; and
- v) Within 800 metres of a higher education provider, where the Short Term Accommodation is proposed to house students.

2.2.2 Design

Applications for Short Term Accommodation will generally not be supported by the Council unless the proposed site and building in which the use/occupation is to occur is consistent with the following:

2.2.2.1 Existing Buildings:

- (a) There are a maximum of six (6) rooms designed for and/or capable of use as bedrooms; and
- (b) The existing building is approved by the Council as a Single House or Grouped Dwelling; or
- (c) The existing building is approved (excluding a Multiple Dwelling) but meets the visual privacy, open space and outdoor living area requirements of the Residential Design Codes that apply to a Single House or Grouped Dwelling constructed on the site.

2.2.2.2 New Buildings:

- (a) There are a maximum of six (6) rooms designed for and/or capable of use as bedrooms;
- (b) The proposed building meets the requirements of the Residential Design Codes that apply to a Single House or Grouped Dwelling constructed on the site in relation to density (i.e. number of buildings), boundary setbacks, open space, outdoor living area, site works, building height, visual privacy and design for climate; and
- (c) The proposed building meets the requirements of Council's Local Planning Policy – Streetscape that apply to a Single House or Grouped Dwelling constructed on the site, where it is located on Residential zoned Land.
- (d) 2.2.2.2(b) and 2.2.2.2(c) applies to the design and location of carports, garages and any other incidental development associated with the Short Term Accommodation.

2.2.3 Use of Multiple Dwellings

The conversion of single Multiple Dwellings to Short Stay Accommodation will generally not be supported by the Council given the potential for negative impacts and conflict to occur with permanent residents of other units. Any applications of this kind shall be additionally subject to the location and design requirements for Serviced Apartments set out in this Policy.

Applications should only seek to change the use of entire floors (i.e. as Serviced Apartments) to ensure compliance with the separation of uses within the building.

2.2.4 Car Parking

2.2.4.1 All resident, guest, staff or visitor car parking associated with the Short Term Accommodation shall be contained on site. No consideration will be given to the parking of vehicles on-street or on Council verge areas.

2.2.4.2 Applications for Short Term Accommodation shall be subject to the car parking requirements for 'commercial accommodation' stipulated by the Scheme Policy Manual, except as otherwise stated below:

2.2.4.3 Tandem Car Parking

Tandem car parking arrangements (one bay behind another) will only be permitted for applications which comply with the definition of Short Term Accommodation contained in this Policy (i.e. accommodation for 6 or less persons) and where it does not conflict with any requirement for vehicles to exit onto the street in forward gear.

2.2.4.4 Short Term Accommodation for Students

Given the unique circumstances and reduced need for students to own a vehicle where they live in close proximity to their education provider, the Council will permit a reduction to the car parking requirements for Short Term Accommodation (i.e. 6 or less persons) where it is to be provided for students only, as follows:

- (a) Where the property is located within a 400 metres radius of a higher education provider (i.e. Carlisle TAFE or Curtin University) a 50% reduction to the commercial accommodation car parking requirement under Council's Scheme will be permitted, subject to a minimum of 2 on-site car parking bays being provided in any instance.
- (b) Where the property is located within a 800 metres radius of a higher education provider (i.e. Carlisle TAFE or Curtin University) a 25% reduction to the commercial accommodation car parking requirement under Council's Scheme will be permitted, subject to a minimum of 2 on-site car parking bays being provided in any instance;
- (c) The radii referred to in 2.2.4.4(a) and 2.2.4.4(b) are to be measured in a straight line from the lot boundary of the subject property on which the Short Term Accommodation is located to the boundary of the lot containing the main/central campus of the higher education provider.
- (d) The car parking reductions permitted by this clause do not apply to

buildings or research facilities associated with a higher education provider that are not located on the same lot as the main/central campus of the higher education provider.

- (d) Where Council's approval of the car parking for the proposed Short Term Accommodation is based on the provision of accommodation for students within proximity of a higher education provider, all persons occupying the building must be enrolled students of that same education provider.
- (e) Details of student enrolments of all persons occupying the premises shall be kept in the Register required to be kept on the site (refer Part 3.4 of this Policy), which shall be available for inspection by Council Officers upon request.

2.2.5 Signage

2.2.5.1 Residential Zoned Land

On land zoned 'Residential' under the Scheme, a maximum of only one (1) sign on the site not exceeding 0.2m² in area, and incorporated into a front fence, wall, structure or building that identifies the name and address of the Short Term Accommodation is permitted.

2.2.5.2 Land in Zones other than Residential

Signage associated with Short Term Accommodation on land zoned other than 'Residential' shall be subject to Council's Signs Local Law.

2.3 LODGING HOUSES

Note: Applications seeking approval to provide accommodation for 7 or more persons who do not comprise a single family, whether on a short-term commercial basis or on a long term basis shall be assessed as a Lodging House under the provisions of this Policy.

Applications for a Residential Building falling into the category of a Lodging House are also subject to the requirements set out in Part V, Division 2 of the *Health Act 1911* and Council's Health Local Law 2003 relating to Lodging Houses, except where the proposal is specifically excluded from the definition of 'Lodging House' contained in the *Health Act 1911*.

2.3.1 Location

- 2.3.1.1 Where a Lodging House is proposed on 'Residential' zoned land, it will generally only be considered for approval where it has a designated

density coding of R60 or higher under the Scheme.

2.3.1.2 In addition to the above, applications for a Lodging House will be more favourably considered by the Council, where it is located in the following preferred locations:

- i) On a Primary, District or Local Distributor road;
- ii) Within 400 metres of a train station or high frequency bus route stop;
- iii) Within 400 metres of an area of tourist potential, such as adjacent to the Swan River foreshore, an entertainment centre or other attraction; and
- iv) In or within 400 metres of a District Centre zone, Commercial zone or other location providing convenience shopping and access to everyday goods and services.

2.3.2 Design

Applications for a Lodging House will generally not be supported by the Council unless the proposed site and building in which the use/occupation is to occur is consistent with the following:

2.3.2.1 Existing Buildings:

- (a) The applicant has demonstrated that the internal design and layout of the building is consistent with the construction and use requirements specified for Lodging Houses in Part V, Division 2 of the *Health Act 1911* and Council's Health Local Law 2003, except where the proposal is specifically excluded from the definition of a 'Lodging House' contained in the *Health Act 1911*. This includes the requirement for a keeper/manager to reside on the premises at all times; and
- (b) The existing building is approved by the Council as a Single House or Grouped Dwelling; or
- (c) The existing building is approved (excluding a Multiple Dwelling) but meets the visual privacy, open space and outdoor living area requirements of the Residential Design Codes that apply to a Single House or Grouped Dwelling constructed on the site.

2.3.2.2 New Buildings:

- (a) The applicant has demonstrated that the internal design and layout of the building is consistent with the construction and use

requirements specified for Lodging Houses in Part V, Division 2 of the Health Act 1911 and Council's Health Local Law 2003, except where the proposal is specifically excluded from the definition of a 'Lodging House' contained in the Health Act 1911. This includes the requirement for a keeper/manager to reside on the premises at all times;

- (b) The proposed building meets the requirements of the Residential Design Codes that apply to a Single House or Grouped Dwelling constructed on the site in relation to density (i.e. number of buildings), boundary setbacks, open space, outdoor living area, site works, building height, visual privacy and design for climate;
- (c) The proposed building meets the requirements of Council's Local Planning Policy – Streetscape that apply to a Single House or Grouped Dwelling constructed on the site, where it is located on Residential Zoned Land;
- (d) 2.3.2.2(b) and 2.3.2.2(c) applies to the design and location of carports, garages and any other incidental development associated with the Lodging House.

2.3.3 Car Parking

2.3.3.1 All resident, guest, staff and visitor car parking associated with a Lodging House shall be contained on site. No consideration will be given to the parking of vehicles on-street or on Council verge areas.

2.3.3.2 Applications for a Lodging House shall be subject to the car parking requirements for 'commercial accommodation' stipulated by the Scheme Policy Manual.

2.3.4 Signage

2.3.4.1 Residential Zoned Land

On land zoned 'Residential' under the Scheme, a maximum of only one (1) sign on the site not exceeding 0.2m² in area, and incorporated into a front fence, wall, structure or building that identifies the name and address of the Lodging House is permitted.

2.3.4.2 Land in Zones other than Residential

Signage associated with a Lodging House on land zoned other than 'Residential' shall be subject to Council's Signs Local Law.

2.4 SERVICED APARTMENTS

2.4.1 Location

2.4.1.1 Applications for Serviced Apartments will be favourably considered by the Council where they are classified as 'P' (permitted) uses under the Scheme for the particular zone in which they are proposed to be located, subject to the provisions outlined in this policy, those of the Scheme and any other relevant policies.

2.4.1.2 Consideration may be given to locations where Serviced Apartments are classified as an 'AA' (discretionary use) under the Scheme, however this is limited only to locations where Multiple Dwellings are classified as a 'P' (permitted) or 'AA' (discretionary) use under the Scheme.

2.4.1.3 In addition to the above, applications for Serviced Apartments will be more favourably considered by the Council, where they are located in the following preferred locations:

- i) On a Primary, District or Local Distributor road;
- ii) Within 400 metres of a train station or high frequency bus route stop;
- iii) Within 400 metres of an area of tourist potential, such as adjacent to the Swan River foreshore, an entertainment centre or other attraction; and
- iv) In or within 400 metres of a District Centre zone, Commercial zone or other location providing convenience shopping and access to everyday goods and services.

2.4.2 Design

2.4.2.1 Applications for Serviced Apartments shall be subject to the siting, design and location requirements applicable to the site for Multiple Dwellings under the Council's Scheme, the relevant Precinct Plan for the locality and the Residential Design Codes. Where Serviced Apartments are located on Residential zoned land they are additionally subject to the requirements of Council's Local Planning Policy – Streetscape.

2.4.2.2 Where a combination of dwellings (permanent occupancy) and Serviced Apartments are proposed within a development, the applicant must demonstrate how the amenity and security of all occupants will be protected and maintained through the design and management of the development.

- 2.4.2.3 In such instances the Serviced Apartments will be required to be separated from the permanent/long term residents of the development by being located on separate floors of the building.
- 2.4.2.4 The conversion of dwellings to Serviced Apartments (or vice versa) on a unit by unit basis will generally not be supported by the Council. Applications should only seek to change the use of entire floors to ensure compliance with the separation of uses within the building.
- 2.4.2.5 Separate entrances should be provided for permanent and temporary residents where a combination of dwellings and Serviced Apartments are proposed within a single development.
- 2.4.2.6 Applications for Serviced Apartments shall include within the entrance foyer or lobby, a reception desk which is to be attended by staff at all times when apartment check-ins and check-outs can occur.
- 2.4.2.7 Consideration should be given to providing some communal facilities for the use of permanent residents only, where a combination of dwellings and Serviced Apartments are proposed within a single development.

2.4.3 Car Parking

- 2.4.3.1 All resident, guest, staff and visitor car parking associated with Serviced Apartments shall be contained on site. No consideration will be given to the parking of vehicles on-street or on Council verge areas.
- 2.4.3.2 Applications for Serviced Apartments shall be subject to the minimum on-site car parking requirements applicable to:
 - (a) “commercial accommodation” as specified in Policy 5.1 ‘Parking Policy’ of the Scheme Policy Manual; or
 - (b) Multiple Dwellings under the Residential Design Codes, including visitor car parking;

Whichever is the lesser.

Applications shall demonstrate the sufficient and appropriate allocation of car parking bays for occupants, staff and visitors of Serviced Apartments developments. Applications must also demonstrate the sufficient provision of facilities for the loading/unloading of goods on the site, as per the requirements of Town Planning Scheme 5.2 ‘Loading and Unloading’.

- 2.4.3.3 Where a development involves a combination of dwellings (permanent occupancy) and Serviced Apartments, the parking area for permanent

residents and their visitors shall be clearly separated and delineated from the parking area for the Serviced Apartments.

- 2.4.3.4 Tandem car parking arrangements (one bay behind another) will only be considered where the bays are allocated to the same apartment. Only one of two tandem car bays shall be calculated as part of the approved car parking requirement for a development in other instances.

2.4.4 Signage

2.4.4.1 Residential Zoned Land

On land zoned 'Residential' under the Scheme, a maximum of only one (1) sign on the site not exceeding 0.2m² in area, and incorporated into a front fence, wall, structure or building that identifies the name and address of the Serviced Apartments is permitted.

2.4.4.2 Land in Zones other than Residential

Signage associated with Serviced Apartments on land zoned other than 'Residential' shall be subject to Council's Signs Local Law.

PART 3 MANAGEMENT & OPERATION

3.1 MANAGEMENT PLAN

The Council will require a detailed Management Plan to be submitted for all applications for a Residential Building or Serviced Apartments. The Management Plan should include, but not be limited to, the following:

- a) Control of noise and other disturbances, including the appropriate use of outdoor entertainment areas, appropriate times for the checking-in and checking-out of occupants, etc.;
- b) Complaints management procedure, which is to include the provision of the telephone number of the accommodation owner and operator to adjoining neighbours;
- c) The use and on-going maintenance of the premises, landscaping and gardens, and any common property areas or common facilities (where applicable);
- d) Security of guests, residents and visitors;
- e) Control of anti-social behaviour and potential conflict between short-term residents with neighbouring long-term residents. A Code of Conduct shall be prepared detailing the expected behaviour of residents/guests in order to minimise any impact on adjoining properties;

- f) Strata titled developments should include appropriate By-Laws to be entered into the strata management statement acknowledging the type and nature of the accommodation (for example Short Term Accommodation), which also acts as a mechanism to advise future and prospective owners of the existence of the accommodation within the development;
- g) Exclusive use of the storage areas by the operator of the building, where the operator of the accommodation is to reside within the premises;
- h) Parking Management Plan detailing the expected number of vehicle trips to and from the premises by guests, visitors and occupants of the accommodation, including delivery vehicles. The plan shall demonstrate the sufficient provision of car parking on the site, and as a minimum shall comply with the requirements of Council's Scheme in relation to on-site car parking for commercial accommodation, unless otherwise stipulated by this policy. The plan should also detail the manner in which occupants and visitors will be directed to park vehicles on the site at all times;
- i) Compliance with House Rules (such as recycling, rubbish disposal, removal of old furniture, maintenance of building and gardens, etc.); and
- j) Compliance with Lodging House management requirements, if the premises is deemed a Lodging House (such as registers, water supply, cleaning, disease notification, maintenance, room occupancy, painting, linen washing, cooking and food storage, fire control, etc.) as defined in the Health Act 1911.

The Management Plan shall be kept at the premises at all times, and the Code of Conduct shall be displayed in a prominent position within the premises.

3.2 SERVICING STRATEGY (SERVICED APARTMENTS)

In addition to a Management Plan, all applications for Serviced Apartments shall include a Servicing Strategy detailing the level of servicing containing, but not limited to, the following:

- a) Opening hours for guest check-ins and check-out;
- b) Method of reservations/bookings;
- c) Means of attending to guest complaints;
- d) Type or extent of room service to be offered;
- e) Cleaning and laundry services, where applicable;
- f) Company name and relevant experience of management/operator;

- g) Back of house facilities (e.g. kitchen, laundry, office); and
- h) Management and accommodation of servicing vehicles within the context of the overall car parking for the development.

3.3 APPLICATION INFORMATION

In addition to the Management Plan and Servicing Strategy (in the case of Serviced Apartments) referred to above and normal planning application information requirements (submission of forms, plans etc.), the following additional information is required to be submitted for planning approval for any application for a Residential Building or Serviced Apartments:

- (a) Information justifying the proposed location of the accommodation;
- (b) Justification as to how and why the proposed accommodation will be compatible with the adjoining area and is consistent with the objectives of this Policy;

3.4 ON-SITE REGISTER

A register of all occupants of an approved Residential Building or Serviced Apartments development is required to be kept by the operator of the accommodation and shall be made available for inspection upon the request or demand of an authorised Council Officer.

The register shall:

- a) Show the name and usual place of residence of every occupant staying within the accommodation; and
- b) Include the date of arrival and date of departure of the occupants of the accommodation.

3.5 COUNCIL REGISTER

3.5.1 A register of approved Residential Buildings and Serviced Apartments shall be established and maintained by the Council.

- i. The register should record basic details of the property including the contact details of the owner and/or manager, property address, and configuration of the accommodation (bedroom number, number of beds, bathrooms, car parking spaces etc.). These matters should be consistent with the Management Plan

and/or Servicing Strategy approved for the Residential Building or Serviced Apartments.

PART 4 ASSESSMENT OF APPLICATIONS FOR DWELLINGS

4.1 CRITERIA USED TO DETERMINE TYPE OF ACCOMMODATION

The Council will have regard to the following criteria in determining whether an application for a building providing accommodation will be determined as a dwelling (for example a Single House or Grouped Dwelling) or a Residential Building:

- (a) The number of proposed and potential bedrooms and occupants, in particular where there are 6 or more rooms proposed or considered capable for use as bedrooms. The Council may consider any enclosed habitable room greater than 10m² in area as capable of occupation by two persons;
- (b) The ratio of bathrooms and toilets to the number of bedrooms/occupants. As a guide, the Council will consider a building that provides a high ratio of toilets and bathrooms to the number of proposed or potential bedrooms as characteristic of a Residential Building (i.e. a ratio of more than 1 toilet per 2 bedrooms or more than 1 bathroom per 2 bedrooms);
- (c) The floor area ratio of potential bedrooms to living areas;
- (d) The location and provision of outdoor living areas so that they do not provide opportunity for conversion to car parking spaces;
- (e) The provision of soft landscaping in comparison to hard/paved surfaces to determine whether a proposed building will have landscaped surroundings and a level of maintenance usually associated with a dwelling for permanent occupation, particularly in the case of applications for a Single House or Grouped Dwelling(s);
- (f) Proximity of the site to higher education providers (i.e. Curtin University and Carlisle TAFE), high frequency public transport and/or commercial centres, which serve as attractive locations for Short Term Accommodation and other forms of Residential Buildings (i.e. within 400 to 800 metre radius).

4.2 RESTRICTION ON USE OF APPROVED DWELLINGS

Where the Council is satisfied that an application for a Single House, Grouped Dwelling or Multiple Dwelling is proposed and intended for use and occupation as a 'dwelling', the Council may impose the following or similar condition on the planning approval:

This approval is for the use and occupation of the building as a dwelling only, to be occupied by a single family or no more than six (6) persons who do not comprise a single family, on a permanent basis. Any alternative use or occupation of the building is not permitted unless further planning approval has been granted by the Council.

4.3 NOTIFICATION TO PROSPECTIVE OWNERS & OCCUPIERS

Where the Council is of the view that there is a risk that a proposed building may be used or occupied as a Residential Building rather than as a dwelling (i.e. Single House, Grouped Dwelling, etc.) as stated by an applicant or owner of a property, the Council may impose the following or similar condition on the planning approval:

Prior to submission of an application for building permit, a notification in the following terms shall be registered on the Certificate of Title for (property address) under section 70A of the Transfer of Land Act 1893 at the expense of the owner/developer:

- a) *Under the provisions of the Town of Victoria Park Town Planning Scheme No. 1, the whole of the building on the lot is approved as a dwelling, which may only be occupied by members of the same family or by no more than six (6) persons who do not comprise a single family, on a permanent basis. The lease or occupation of any part of the building on a temporary basis or as self-contained living accommodation separate from any other part of the building is not permitted without planning approval first being granted by the Town of Victoria Park.*

The use or occupation of the dwelling in contravention of this requirement is an offence under the Planning and Development Act 2005.

14.7 Appendix 1 – Draft Revised Local Planning Policy 6 ‘Family Day Care and Child Care Premises’ (as modified)



INTRODUCTION

The policy establishes a consistent approach for the Council to consider proposals for the establishment of new or expanded child care services within the Town, with particular regard to location, site characteristics, environmental suitability, design, traffic, access, noise, and health and safety issues.

OBJECTIVES

- (a) To provide an appropriate planning framework from which planning decisions can be made regarding the location and design of family day care services and child care premises;
- (b) To clarify the circumstances in which a family day care service will require development approval to be obtained from the Town;
- (c) To locate family day care services and child care premises appropriately in relation to their surrounding service area;
- (d) To minimise the impact a child care premises has on its surrounds, in particular on the amenity of existing residential areas;
- (e) To minimise the impact that the surrounds may have on a child care premises; and
- (f) To consider the health and safety of children attending the child care premises within the confines of the planning system.

POLICY SCOPE

This policy aims to differentiate between child care related activities operating in existing residential areas, such as family day care that takes place in dwellings, and non-residential child care activities, namely 'Child Care Premises', that are centre-based child care services operated from purpose-built facilities.

DEFINITIONS

The following terms are defined specifically under Council's Town Planning Scheme No. 1.

General and expanded definitions are provided below, having regard to the *Education and Care Services National Law (WA) Act* and the *Education and Care Services National Regulations*, and to clarify the application of the provisions contained in this policy.

Child Care Premises means premises where:

- (a) an education and care service as defined in the *Education and Care Services National Law (Western Australia)* section 5(1), other than a family day care service as defined in that section, is provided; or
- (b) a child care service as defined in the *Child Care Services Act 2007* section 4 is provided.

More generally, a child care premises refers to a centre-based child care service that offers education and care from a premises used exclusively for this purpose and includes long day care, out of school hours care and occasional care.

Family Day Care means premises where a family day care service as defined in the *Education and Care Services National Law (Western Australia)* is provided.

The Act refers to the *Education and Care Services National Law (Western Australia) 2012*.

Under the *Act*, a **family day care service** means an education and care service that is delivered through the use of 2 or more educators to provide education and care for children in residences whether or not the service also provides education and care to children at a place other than a residence.

The Regulations refers to the *Education and Care National Regulations 2012*.

Under the Regulations, a family day care educator must not educate and care for more than seven (7) children at a family day care residence or approved family day care venue at any one time, with no more than four (4) being of preschool age or under.

In addition to referring to the relevant requirements of the Act and Regulations referred to above, applicants are encouraged to refer to the Australian Children's Education and Care Quality Authority (www.acecqa.gov.au) or contact the relevant State Government regulatory authority for further information and licensing requirements for the establishment and operation of education and care services.

REQUIREMENT FOR DEVELOPMENT APPROVAL

Family Day Care

Under Schedule A 'Supplemental Provisions to the Deemed Provisions' of the Scheme, a family day care service is exempt from the requirement for development approval where:

- (a) it is for five (5) children or less (including any children of the service provider(s)); and
- (b) operates within the hours of 7am and 7pm by no more than one person in addition to any occupier of the dwelling.

A family day care service that does not operate in strict accordance with the above requires development approval to be obtained from the Council.

Notwithstanding the above, the operators of family day care services exempt from the requirement for development approval are encouraged to locate, design and operate their services in accordance with the requirements set out in this policy.

Child Care Premises

Development approval is required to be obtained from the Council to establish a child care premises in all instances.

An education and care service that does not satisfy the requirements of the Act or Regulations with respect to a family day care service is deemed to be, and will be assessed as, a child care premises in accordance with the provisions of Council's Scheme and this Local Planning Policy.

POLICY REQUIREMENTS

1. Requirements Applying to Family Day Care (where development approval is required)

1.1 Location

Family day care services should be appropriately located to ensure they meet the needs of children and their families as well as limiting any adverse impacts they may have on surrounding activities and vice versa.

Family day care may be suitable in locations that are:

- (a) within convenient walking distance (5-10 minutes) of appropriate commercial, recreation or community nodes and education facilities, (e.g. local parks and playground facilities, schools and kindergartens, etc.); and
- (b) serviced by public transport (where available); and
- (c) considered suitable from a traffic engineering/safety perspective.

1.2 Design

(a) Dwelling Type

- i. Family day care should preferentially be provided from a Single House on a site of sufficient size and shape to provide:
 - all required outdoor play space or other facilities required under the Act and Regulations;
 - adequate security and privacy;
 - minimal potential for adverse impacts on adjoining residential properties; and
 - adequate on-site car parking for the drop-off and collection of children.
- ii. The operation of family day care from a Grouped Dwelling will only be supported if it can be demonstrated by the applicant that the requirements detailed in *i.* above can be achieved, as well as having regard to the outcomes of any required community consultation; and
- iii. The operation of family day care from a Multiple Dwelling will generally not be permitted, having regard to their limited ability to adequately provide for the facilities and outdoor play spaces required under the Act and Regulations, and the significant potential for adverse amenity impacts to occur with the residents of other Multiple Dwellings by way of car parking, noise, disturbance or other impacts.

(b) Building Appearance

Where alterations or additions are required to the dwelling to accommodate the family day care service the dwelling must continue to comply with the relevant requirements of the Residential Design Codes, Council's Scheme and all relevant Local Planning Policies, including the *Local Planning Policy 25 – Streetscape*.

(c) Street Walls and Fencing

All front fencing to primary and secondary streets must comply with the relevant requirements applicable to a residential dwelling on the site, as per the *Local Planning Policy 25 – Streetscape* or any applicable Design Guidelines.

(d) Signage

Any signage in relation to a family day care service is limited to that permissible for a Home Occupation, as per Council's Local Planning Policy and/or Local Law related to Signs.

1.3 Car Parking and Vehicular Access

(a) On-site Car Parking

Car parking shall be provided in accordance with Council's *Local Planning Policy 23 – Parking Policy*.

(b) Vehicular Access

- i. The provision of family day care services from dwellings situated on a rear battleaxe lot should be avoided, due to their constrained ability to accommodate the on-site parking of vehicles for the drop off and collection of children, and the increased traffic and safety hazards associated with customer vehicles reversing onto the street.
- ii. The driveway servicing the family day care service is to be designed to allow customer vehicles to enter the street in forward gear where:
 - the distance from the nominated car parking bay/drop off and collection area to the street is 15m or more; or
 - the public street to which it connects is designated as a primary distributor, district distributor or integrated arterial road.
- iii. Where the driveway servicing the family day care service is situated on land held in common property and/or is shared by a dwelling other than the dwelling from which the family day care is proposed to operate, then the signed consent of all affected landowners who own or have a right of access to utilise the shared driveway is required to be provided as part of the application.

1.4 Noise Impacts

(a) Hours of Operation

As a general rule, the hours of operation of a child care premises should be limited to between the hours of 7am and 7pm Monday to Saturday, and 9am to 5pm on Sunday, unless otherwise agreed to by Council.

(b) Noise Regulations

Sound levels associated with a family day care service are required to comply with the provisions of the *Environmental Protection (Noise) Regulations 1997* at all times.

2. Requirements Applying to Child Care Premises

2.1 Child care premises proposed within or adjacent to residential areas

Where a child care premises is proposed adjacent to or on land zoned for Residential purposes, the provisions of Council's *Local Planning Policy 3 – Non-Residential Uses In or Adjacent to Residential Areas* (LPP3) shall apply to the development, in addition to the provisions of this policy. In the circumstance that there is a conflict between a provision of this policy and a provision of LPP3 then the provisions of this policy shall prevail.

LPP3 provides a range of provisions relating to building size/plot ratio, setbacks, design, privacy, landscaping, signage, traffic and noise (amongst others) that may affect the location, design or operation of a child care premises proposed on or adjacent to Residential zoned land, in addition to the policy requirements outlined below.

2.2 Location

Child care premises should be appropriately located to ensure they meet the needs of children and their families as well as limiting the impact they may have on surrounding activities and vice versa.

- (a) A proposed child care premises may be suitable in locations that are:
- i. within convenient walking distance (5-10 minutes), or part of, appropriate commercial, recreation or community nodes and education facilities (e.g. local parks and playground facilities, schools and kindergartens, etc.);
 - ii. located in areas where adjoining uses are compatible with a child care premises (includes considering all permissible uses under the zoning of adjoining properties);
 - iii. serviced by public transport;
 - iv. considered suitable from a traffic engineering/safety perspective; and
 - v. of sufficient size and dimension to accommodate the development, including provision of sufficient outdoor play space and other facilities as required by the Act and the Regulations, and on-site car parking, without unreasonably affecting the amenity of the area.
- (b) Child care premises are not considered suitable in locations where:
- i. soil contamination exceeds the levels regarded by DEC and DOH as suitable for standard residential land uses with accessible soils as published in guideline "Assessment Levels for Soil, Sediment and Water" (Department of Environment, November 2003);
 - ii. groundwater is to be abstracted for the irrigation of gardens and play area within the child care premises and groundwater contamination exceeds 10 x Australian Drinking Water Criteria in accordance with the "Contaminated Sites Reporting Guideline for chemicals in groundwater" (Department of Health 2006);
 - iii. access is from a major road or in close proximity to a major intersection where there may be safety concerns;
 - iv. access is from a local access street where there may be unreasonable adverse amenity impacts due to traffic and parking;
 - v. the current use or any permissible use under the zoning of the adjoining premises produces unacceptable levels of noise, fumes or emissions or poses a

- potential hazard by reason of activities or materials stored on site;
- vi. noise produced by roads, railways and aircraft are likely to have an adverse impact on the site; and/or
- vii. the site is in a heavy industry area or within the buffer area of a heavy industry area.

2.3 Site Characteristics

(a) Size and Shape of Site

- i. Sites selected for child care premises should be of sufficient size and suitable shape to accommodate the development, including all buildings and structures, parking for staff and parents, outdoor play areas and landscaping.
- ii. Sites in residential areas should have a regular shape, with a minimum lot area of 1,000m² and effective frontage of 20 metres width to provide the opportunity for design aimed at minimising the impact on surrounding properties.

(b) Topography

The site should generally be flat or gently sloping, as steep slopes may affect access to the facility, noise transfer and methods of noise mitigation.

(c) Site Contamination

As a sensitive land use, any party considering development of a child care premises should obtain and consider any information the Department of Water and Environment Regulation (DWER) may have about the contamination status of a given site. Even in the absence of a report to DWER there is no guarantee that the site has not been contaminated by a previously operating land use and applicants/operators must exercise a duty of care to ensure that the site is suitable for use as a child care premises.

If the site or adjoining site(s) may have been used for a potentially contaminating activity, a *Form 2 – Request for a Summary of Records in Respect of Land* is to be applied for and obtained from the Department of Water and Environment Regulation (available from <https://www.der.wa.gov.au/your-environment/contaminated-sites/57-forms>) for all relevant sites, and supplied to Council with the development application.

The site will be assessed by Council to determine potential of soil or groundwater contamination having regard to previous or currently operating land uses on and within the vicinity of the site, and may refer the application to the Department of Water and Environment Regulation for comment and advice should the subject site be known or suspected to be affected by a potentially contaminating land use.

2.4 Design

(a) Building Appearance

- i. The visual appearance of the development should reflect the character of the area, enhance its amenity and be considered appropriate for regular use by children, with a welcoming and inviting appearance from the street.
- ii. The development should be designed having regard to any adopted design guidelines, built form/streetscape policies or other development requirements applicable to the site under the relevant Precinct Plan.

- iii. Development within or adjacent to residential areas should reflect a residential appearance, character and proportions that responds to the requirements of Council's *Local Planning Policy 3 – Non-Residential Uses In or Adjacent to Residential Areas*. Particular regard should be given to appropriate building setbacks, roof form and style, external colours, finishes and materials and orientation of building openings, that is sympathetic to surrounding development.

(b) Street Walls and Fencing

- i. Fencing and walls visible from the street should be suitably designed to provide appropriate access, privacy, safety and security, whilst maintaining adequate levels of passive surveillance (i.e. 'open style' fencing) and have a visually interesting appearance.
- ii. Areas of solid walls or screening visible from the street should be of high quality materials and be articulated/visually interesting. Soft landscaping should also be used to reduce the visual dominance of solid portions of walls or fences and soften their appearance from the street.
- iii. Front fences to child care premises within or adjacent to residential areas should attempt to comply with residential street fencing requirements as far as possible and be constructed of appropriate materials that compliment the development and respect the amenity of the streetscape and surrounding residential properties.

(c) Fencing to Boundaries with Neighbouring Properties

- i. New or upgraded boundary fencing shall be required to be a minimum of 1.8 metres high and is encouraged to be of masonry construction in a colour/finish that complements the development as well being of compatible colours and materials to any neighbouring residential properties.
- ii. Efforts should be made to obtain agreement with neighbouring properties regarding the height, materials and finish of any new/upgraded boundary fencing.
- iii. The provision of new/upgraded boundary fencing may be applied as a condition of development approval where it is deemed necessary by the Council to reduce the impacts of the development, in particular where the site adjoins residential properties.

(d) Location of openings, play areas and other noise sources

Openings to rooms which may create a source for unreasonable noise levels, such as play areas, should be oriented away from adjacent residential properties, and be provided with suitable setbacks.

(e) Landscaping

- i. Where car parking is provided between the building and street alignment(s) a minimum 1.5 metre wide landscaping strip to be established and thereafter maintained along the street alignment(s).
- ii. The development to be designed to retain and conserve existing mature trees on the site as well as existing Council verge trees, wherever possible.
- iii. Car parking areas to be landscaped and provided with shade trees at a minimum rate of 1 tree per 4 car parking bays provided.

- (f) Signage
- i. All signage associated with the development should be detailed as part of the development application. Where final specifications are unknown, a signage strategy identifying the location, size and type of external advertising signage to be installed on the building/site is to be submitted to Council as part of the development application.
 - ii. Signage should be designed integrally with the building/site and be of modest scale and proportions so as not to visually dominate the site/building or detract from the visual amenity of the streetscape or surrounding properties.
 - iii. The use of tethered banners, inflatable signage or free-standing transportable signs is inappropriate and will not be supported by Council.
 - iv. The design, type, location and number of signs on the site/building is subject to the requirements of Council's Local Planning Policy and/or Local Law related to Signs and/or a signage strategy approved by Council as part of a development application for the site.

2.5 Car Parking, Vehicular Access and Traffic

(a) On-site Car Parking and Vehicular Access

Car parking and vehicular access shall be provided and designed in accordance with Council's *Local Planning Policy 23 – Parking Policy*.

(b) Traffic Generation

- i. Development should only be permitted where it does not negatively impact the function or safety of the adjacent roads or cause undue conflict through the generation of traffic or demand for parking.
- ii. In assessing an application for a new or expanded child care premises, in addition to considering matters such as traffic volumes, road capacity and road safety from a technical engineering perspective, Council will have also regard to these matters from a residential amenity perspective.
- iii. A Transport Impact Statement (TIS) or Transport Impact Assessment (TIA) prepared by a suitably qualified independent traffic consultant may be required to be submitted as part of a development application, which assesses the likely traffic impacts associated with the proposed development and details how parking and/or traffic will be managed.
- iv. The appropriate level of traffic assessment required to be undertaken for the proposed development will be determined by Council having regard to the requirements of the Western Australian Planning Commission's (WAPC) (2016) *Transport Impact Assessment Guidelines*.

2.6 Noise Impacts

(a) General Design and Layout Considerations

Child care premises should be appropriately designed and operated to minimise the noise impact it may have on adjacent properties, and also limit the impact noise from external sources may have on the child care premises. This may be achieved either by physical separation, design and layout of the premises or by implementing noise-

mitigation measures, such as acoustic treatments to buildings or other noise attenuation measures. The following basic principles will apply when considering a proposal:

- i. Where a child care premises is located adjacent to a noise-sensitive use, such as residential dwellings, retirement villages and nursing homes, the noise-generating activities of the child care premises, such as the outdoor play areas, parking areas and any plant and equipment, are to be located away from the noise-sensitive use;
- ii. Where, due to design limitations or safety considerations, noise-generating activities such as outdoor play areas are located close to noise-sensitive uses, appropriate noise mitigation is to be undertaken; and
- iii. The design and construction of buildings may include noise-mitigation measures to reduce impact from external sources and to achieve accepted indoor noise limits.

(b) Noise Impact Assessment

In general a noise impact assessment/acoustic report will be required by Council where a child care premises is proposed adjacent to a noise sensitive use such as a residential dwelling(s), retirement village or a nursing home.

(c) Hours of Operation

As a general rule, the hours of operation of a child care premises should be limited to between the hours of 7am and 7pm Monday to Saturday, and 9am to 5pm on Sunday, unless otherwise agreed to by Council.

(d) Noise Regulations

Sound levels associated with a child care premises are required to comply with the provisions of the *Environmental Protection (Noise) Regulations 1997* at all times.

3. CONSIDERATION OF APPLICATION FOR DEVELOPMENT APPROVAL

3.1 Submission Requirements

In addition to the mandatory application form and fees and standard application requirements for non-residential development, applications for family day care or a child care premises should also be accompanied by:

- (a) a written statement and/or Management Plan outlining the number of children proposed, age group breakdown, days and hours of operation, staff requirement, and explanation of why the use is appropriate for its location;
- (b) a detailed site plan to a scale sufficient to identify clearly the boundaries and all proposed structures, external play areas; landscaping, refuse storage area, car parking, pedestrian and vehicle access ways, crossover(s) and kerb locations, verge width and associated road infrastructure (e.g. light poles, traffic islands) for the full road reserve width for all roads abutting the application site;
- (c) a traffic impact statement/assessment, where the proposed development is of a scale that warrants its submission, in accordance with the WAPC's *Transport Impact Assessment Guidelines*;
- (d) a noise impact assessment (in the case of a child care premises), where the proposal is located adjacent to one or more noise-sensitive uses;

- (e) signage details or a signage strategy;
- (f) if the site or adjoining site(s) may have been used for a potentially contaminating activity, a *Form 2 - Request for a Summary of Records in Respect of Land* is to be applied for and obtained from the Department of Water and Environment Regulation (available from <https://www.der.wa.gov.au/your-environment/contaminated-sites/57-forms>) for all relevant sites, and supplied to Council with the development application; and
- (g) any additional information or written justification relevant to the assessment of the application.

3.2 Community Consultation

Development applications for a family day care service or child care premises will be publicly advertised by the Council, including seeking the comments of the owners and occupiers of adjoining or surrounding properties, in accordance with *Local Planning Policy 37 – Community Consultation on Planning Proposals* (LPP37). The applicant may also be required to advertise the proposal in a local newspaper and install sign(s) on site during the community consultation period, where required by LPP37.

3.3 Conditions of approval

Where a development application is submitted to Council for approval of a family day care service or child care premises the Council shall have regard to and may apply conditions relating to matters including hours and days of operation, number of children/customers to the site, car parking, deliveries, advertising signs, provision of landscaping and boundary fencing, and other matters pertaining to the design and operation of the development.

3.4 Building Regulations 2012 and Building Code of Australia Requirements

The conversion of an existing building to a child care premises may trigger the requirement to undertake building improvement works to bring the building into compliance with the disabled access and facilities requirements of the Building Code of Australia.

Applicants are encouraged to consult the services of a registered building surveyor and/or universal access consultant to ensure that any applicable requirements are capable of being met, prior to submission of an application involving the conversion of an existing building.

VERSION CONTROL

Date Initially Adopted :	Former Policy 3.9 under Town Planning Scheme Policy Manual – adopted 30 September 1998
Date(s) Amended :	1. Adopted as Local Planning Policy 6 at Ordinary Council Meeting 9 February 2016; 2. Amended by Council resolution at Ordinary Council Meeting 11 December 2018.

14.7 Appendix 2 – Draft Revised Local Planning Policy 37 ‘Community Consultation on Planning Proposals’ (as modified)



INTRODUCTION

Council recognises that development within the Town may impact the amenity of neighbouring properties or the community as a whole. Community consultation plays an important role in ensuring that those who may be affected by a *planning proposal* are given an opportunity to comment on the proposal, and allows for their comments to be considered as part of the decision-making process.

This policy provides guidance on the community consultation process for *planning proposals*, including when consultation will occur, the means and duration of consultation, and the manner in which Council will keep the community informed of the decision-making process.

Notwithstanding this policy, applicants are strongly encouraged to discuss proposals with nearby owners and occupiers prior to the submission of any *planning proposal*.

POLICY SCOPE

This policy is applicable to the entire municipal area of the Town of Victoria Park and will be applied by the Town when making discretionary decisions relating to advertising of *planning proposals*. In circumstances where consultation is undertaken it will include both the owners and occupiers of properties that, in the opinion of the Town, may be impacted by the proposal and/or other stakeholders where these are identified. The Policy also applies to *planning proposals* for which the Council is not the final decision making authority.

OBJECTIVES

The objectives of this policy are to:

- (a) outline the process the Council will use when undertaking community consultation and considering submissions; and
- (b) recognise the balance between the desire for the community to be informed and have reasonable opportunity for input into *planning proposals* and the administrative requirement to process *planning proposals* in an efficient manner and within prescribed statutory time frames.

STATUTORY BACKGROUND

The Town of Victoria Park Town Planning Scheme No. 1 includes a number of clauses relating to community consultation for development applications, Structure Plans, Local Development Plans and Local Planning Policies. Many requirements relating to community consultation are mandatory while others provide the Town with discretion as to whether a proposal is to be advertised and the method of advertising.

Part 4 of the Residential Design Codes (R-Codes) requires that for residential developments, the Town may notify potentially affected neighbours in certain circumstances. These circumstances are outlined in the tables contained in this Policy.

RELATIONSHIP TO OTHER COUNCIL POLICIES

Council Policy GEN6 'Public Participation Policy' provides a framework for Council to engage with the community in relation to any Town proposal or initiative. This local planning policy complements Council

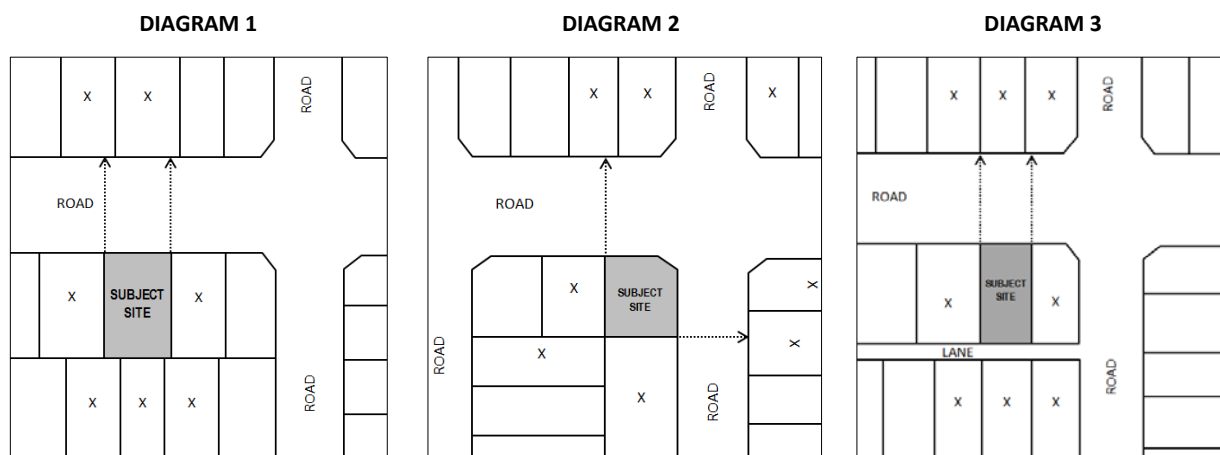
Policy GEN6. In most instances, the level of public participation to be undertaken for *planning proposals* will be Level 2 ‘Consult’.

This Policy also aligns with the strategic outcomes of the Town’s Strategic Community Plan, specifically Civic Leadership outcomes CL1 and CL2, which aim to ensure that members of the community:

- Receive information in various ways and at different times, that is easy to understand; and
- Are authentically engaged and informed in a timely manner.

DEFINITIONS

‘**Adjoining properties**’ (AP) is to be determined by reference to Diagrams 1 to 3 below:



‘**Directly adjoining property**’ means only the property(ies) with a boundary directly adjacent to that part of the building for which a variation is proposed. For example if a development proposes a reduced setback to the western lot boundary, then only the property to the west will be consulted.

‘**LPP**’ refers to an adopted Local Planning Policy of the Council.

‘**Online**’ where referred to as an applicable consultation method in Table 1 or Tables 2A, 2B, 2C or 2D includes advertising/display of the proposal on the Town’s ‘Your Thoughts’ consultation hub, and where considered necessary may additionally include the Town’s website or other online platforms.

‘**Planning proposal**’ in the context of this policy includes a development application; Structure Plans; Scheme Amendments and Local Development Plans.

‘**Significant application**’ means a development application that:

- involves a significant exercise of discretion in terms of the Scheme, R-Codes or Council Policies; or
- proposes a scale of development that is considered to be significantly different from the predominant and expected pattern of land use or development within the locality; or
- proposes development with potentially significant amenity impacts on nearby residential areas or neighbours in terms of visual impact, streetscape, privacy, noise, intensity of use, traffic generation and adequacy of parking.

‘**Surrounding properties**’ (SP) means those properties which fall wholly or partly within a 100m radius of the subject site, unless specified otherwise, in Table 1 and Tables 2A, 2B, 2C or 2D.

POLICY REQUIREMENTS

The following provisions apply to community consultation on *planning proposals*:

1. Scheme Amendments, Structure Plans and Local Development Plans

(a) Consultation Requirements (Table 1)

- i. Community consultation in relation to Scheme Amendments, Structure Plans, Local Development Plans and Local Planning Policies will be undertaken in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, relevant provisions of this Policy, and Table 1 below.
- ii. Within Table 1, the:
 - ‘✓’ symbol denotes that a particular consultation method does apply; and
 - ‘✗’ symbol denotes that a particular method does not apply.

(b) Preliminary Consultation for Scheme Amendments

In the case of a proposed Scheme Amendment that is not consistent with a Council approved strategy or policy, an approved Structure Plan, or Council’s strategic planning position, then Council will undertake community consultation for 21 days prior to determining whether or not to initiate a Scheme Amendment.

TABLE 1: Scheme Amendments, Structure Plans and Local Development Plans						
PROPOSAL TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS				
		LETTERS	SIGN(S) ON SITE	NEWS- PAPER	ONLINE	NOTICE BOARD
BASIC SCHEME AMENDMENT	Consultation not required					
STANDARD SCHEME AMENDMENT	42	✓*	✓*	✓	✓	✓
COMPLEX SCHEME AMENDMENT	60	✓*	✓*	✓	✓	✓
STRUCTURE PLAN	28	✓*	✓	✓	✓	✗
LOCAL DEVELOPMENT PLAN	14	✓*	✓	✓	✓	✗
LOCAL PLANNING POLICY	21	✓*	✗	✓	✓	✗

* The method(s) and extent of consultation will be determined by the Manager Development Services or Coordinator Urban Planning having regard to the nature of the proposal, its significance and its potential impact upon the area.

2. Applications for Development Approval

(a) Consultation Requirements for Development Applications (Tables 2A to 2D)

- i. The circumstances where an application for development approval will be the subject of community consultation and the methods and duration of consultation that will apply are contained in Tables 2A, 2B, 2C and 2D below.

- ii. Within Tables 2A to 2D, the:
- ‘✓’ symbol denotes that a particular consultation method does apply;
 - ‘✗’ symbol denotes that a particular method does not apply;
 - ‘AP’ refers to *Adjoining Properties* as defined in the Definitions; and
 - ‘SP’ refers to *Surrounding Properties* as defined in the Definitions.
- iii. The requirements of more than one Table may apply to a development application. Where more than one category/circumstance applies to a particular development application, then the greater of the relevant consultation requirements shall apply.
- (b) Circumstances where Community Consultation will not be required
- Community consultation will not be undertaken for a development application that:
- Complies with all applicable provisions of the Scheme, R-Codes or Local Planning Policies; or
 - Proposes variations to Scheme, R-Codes or Council Policies that are not specifically identified in Tables 2A, 2B, 2C or 2D as requiring consultation; or
 - Seeks to renew a previous approval issued, provided that the previous approval did not expire more than 12 months ago and the design has not significantly changed or increased the extent of any non-compliances.
- (c) Notwithstanding (b) above, the Council may inform adjoining or surrounding properties of a *Significant Application* (by letter, email or other methods), advising them of the Council’s decision (or that of another relevant decision maker) in relation to that application.

TABLE 2A: LAND USE (Refer Note 1)					
LAND USE OR DEVELOPMENT TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS			
		ONLINE	LETTERS	SIGN(S) ON SITE	NEWS-PAPER
“X” PROHIBITED USES	NO CONSULTATION AS THE APPLICATION CANNOT BE APPROVED				
UNLISTED USES <u>Exemption from consultation</u> Minor additions to a building used as an Unlisted Use, where the additions comply with applicable development standards.	21	✓	✓ (SP)	✓	✓
CHANGE OF NON-CONFORMING USE <u>Exemption from consultation</u> Minor additions to a building with non-conforming use rights, where the additions comply with applicable development standards.	14	✓	✓ (SP)	✓	✗
“AA” DISCRETIONARY USES <u>Exemptions from consultation</u> (a) Minor additions to a building approved as an ‘AA’ use, where the additions comply with applicable development standards. (b) Home Occupations that do not involve activities generating any noise, traffic, odours, parking or customers to the site. *A Sign on Site is not required for a Home Occupation, Family Day Care or Residential Building (short term accommodation) in the Residential zone.	14	✓	✓ (AP)	✓ *	✗

TABLE 2B: DEVELOPMENT TYPE (Refer Note 1)					
LAND USE OR DEVELOPMENT TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS			
		ONLINE	LETTERS	SIGN(S) ON SITE	NEWS- PAPER
SIGNIFICANT APPLICATIONS *Includes notice on Public Notices section of Council's Website. **Surrounding properties within 200m radius of the subject site.	21	✓*	✓(SP**)	✓	✓
TELECOMMUNICATIONS FACILITIES (excluding exempt 'Low Impact' facilities)	21	✓	✓(SP)	✓	✓
SATELLITE DISHES (where non-compliant with Local Planning Policy 19 – Satellite Dishes)	14	✓	✓(AP)	✗	✗
SIGN(S) FOR A NON-RESIDENTIAL USE WITHIN A RESIDENTIAL ZONE (where non-compliant with a Local Law or Local Planning Policy applying to Signs)	14	✓	✓(AP)	✗	✗
DEMOLITION OF A PROPERTY OR STRUCTURE THAT IS: - On a Heritage List adopted under the Scheme; - Located within a designated Heritage Area under the Scheme; or - Entered in the State Register of Heritage Places	14	✓	✓(SP)	✓	✗
DEMOLITION OF AN ORIGINAL SHOPFRONT (where located on a property fronting Albany Highway in a District Centre or Commercial Zone)	14	✓	✓(AP)	✓	✗
VEHICULAR ACCESS TO A PROPERTY VIA A R.O.W. (where the R.O.W. is subject to possible future closure action)	14	✓	✓*	✗	✗
				*To owners and occupiers of land abutting the ROW which is subject to a possible future closure action.	
DEVELOPMENT BY LOCAL GOVERNMENT ON A PARKS AND RECREATION RESERVE; PUBLIC PURPOSE RESERVE; OR CIVIC USE RESERVE	Minor Works	14*	✓	✓(AP*)	✓*
	Major Works	21	✓	✓(SP)	✓
*Where considered by the Manager Development Services or Coordinator Urban Planning that a particular development could have an impact on the amenity of the surrounding area (particularly adjacent residential uses)					

TABLE 2C: NON-RESIDENTIAL OR MIXED USE DEVELOPMENT (Refer Note 1)					
VARIATION TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS			
		ONLINE	LETTERS	SIGN(S) ON SITE	NEWS- PAPER
VARIATIONS TO SCHEME, PRECINCT PLAN OR LOCAL PLANNING POLICY DEVELOPMENT STANDARDS RELATING TO: - Plot ratio, Building Height; Setbacks; On-site Parking Provision; and - Boundary Walls, Visual Privacy, and Overshadowing for Residential component only <u>Exemptions from consultation</u> A car parking shortfall, where there is no net increase in an existing parking shortfall.	14	✓	✓(SP*)	✗	✗
				*Directly adjoining properties only in case of setback variations	

TABLE 2D: RESIDENTIAL DEVELOPMENT (Refer Note 1)

VARIATION TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS			
		ONLINE	LETTERS	SIGN(S) ON SITE	NEWS-PAPER
<p>STREET SETBACKS: Applications not complying with the Acceptable Development requirements of LPP 25 – Streetscape in relation to Primary Street, Secondary Street and Right of Way setbacks.</p> <p><u>Exemptions from consultation</u></p> <p>(a) A carport in the Residential Character Study Area, a Weatherboard Precinct or Weatherboard Streetscape, with a minimum primary street setback of 1.5m but with an average setback of less than 6.0m;</p> <p>(b) A wall height variation to a wall with a pitched/gable roof, that would comply if measured from natural ground level to the underside of the eaves;</p> <p>(c) A front setback average of 5.8m or greater;</p> <p>(d) Porches or an entry feature to a secondary street with a setback of 1.5m or greater;</p> <p>(e) Variations to Communal Street setback requirements of LPP 25.</p>	14	✓	✓ (AP)	✗	✗
<p>SIDE SETBACKS: Setbacks not complying with the Deemed-to-Comply requirements of the R Codes.</p> <p><u>Exemptions from consultation</u></p> <p>(a) Ground floor side or rear setback variation, where the variation is no greater than 10% of the required minimum setback.</p> <p>(b) A wall exceeding a length of 9m due to the wall length including a boundary wall, where the wall is single storey and the side setback would comply if the length of boundary wall were not included.</p> <p>(c) A side or rear setback variation where the setback would be compliant if the wall height was measured from natural ground level to the underside of the eaves;</p> <p>(d) A side setback variation to an open sided carport including where the columns/posts are up to the boundary.</p>	14	✓	✓ (AP*)	✗	✗
<p>BOUNDARY WALLS: Boundary walls not complying with the Acceptable Development requirements of Local Planning Policy 26 – Boundary Walls.</p> <p><u>Exemption from consultation</u></p> <p>Structures with an open side adjacent to the boundary, if compliant with the wall height and length limitations prescribed by the Local Planning Policy 26 – Boundary Walls.</p>	14	✓	✓ (AP*)	✗	✗
<p>PARKING: Applications proposing a lesser number of on-site car bays (including visitors bays) than required under the Deemed-to-Comply provisions of the R-Codes, LPP 23 or LPP 30</p>	14	✓	✓ (AP)	✗	✗
<p>PLOT RATIO: Applications not complying with the plot ratio requirements outlined in the Deemed-to-Comply requirements of the Scheme or the R-Codes.</p>	14	✓	✓ (AP)	✗	✗
<p>BUILDING HEIGHT: Applications not complying with the requirements of the TPS Scheme or Precinct Plan, R- Codes (Deemed-to-Comply requirements) or LPP 27</p> <p><u>Exemptions from consultation</u></p> <p>A wall height variation to a wall with a pitched/gable roof that would comply if measured from natural ground level to the underside of the eaves.</p>	14	✓	✓ (AP)	✗	✗

TABLE 2D: RESIDENTIAL DEVELOPMENT (CONTINUED) (Refer Note 1)					
VARIATION TYPE	COMMENT PERIOD Minimum No. of Days	REQUIRED CONSULTATION METHODS			
		ONLINE	LETTERS	SIGN(S) ON SITE	NEWS- PAPER
RETAINING WALLS HIGHER THAN 500MM ABOVE NATURAL GROUND LEVEL	14	✓	✓ (AP*)	✗	✗
<i>*directly adjoining properties only</i>					
PRIVACY AND OVERLOOKING	14	✓	✓ (AP*)	✗	✗
*Where the proposal does not comply with the Deemed-to-Comply requirements of the R-Codes.					
OVERSHADOWING: Applications not complying with the Deemed-to-Comply requirements of the R-Codes or LPP 36	14	✓	✓ (AP*)	✗	✗
<i>*directly adjoining properties only</i>					
OUTBUILDINGS: Applications not complying with the Deemed-to-Comply requirements of the Residential Design Codes in relation to floor area, wall height, ridge height or setbacks. <u>Exemptions from consultation</u> An outbuilding with a wall height of no more than 3.0m.	14	✓	✓ (AP*)	✗	✗
<i>*Directly adjoining properties only</i>					

Note 1: Where there is an inconsistency in the requirements under this Policy, then the greater consultation requirements apply. Additionally, if an application is deemed to be a *significant application* then the consultation requirements for *significant applications* prevail over the consultation requirements that would otherwise apply.

3. Discretion to vary requirements

Notwithstanding Table 1 and Tables 2A, 2B, 2C and 2D, the Town may require consultation to be undertaken, or require additional consultation (method and/or duration), where it is considered appropriate based upon the nature of a particular *planning proposal*.

4. Holiday Periods

The consultation period for any *planning proposal* excludes all public holidays and the whole of the weeks in which Christmas Day to the day after New Year's Day (inclusive) falls.

5. Evidence of non-objection

- (a) In the case of development applications, consultation will not be required where the applicant provides a copy of the application plans(s) with certification from the owners and occupiers of the relevant property(ies) stating no objection to the proposal. Such certification must include a clearly printed and signed statement containing the following:
- i. A list of the specific variation(s) or aspect(s) of the development for which consultation would otherwise be required;
 - ii. A statement that the plans have been viewed and there is no objection to the proposal;
 - iii. The full name of the owner/s or occupier/s of the relevant properties;
 - iv. Signatures of all persons shown as owners on the Town's IntraMaps system (which is linked to the rate records);
 - v. a current contact address and telephone number for all signatories.

- (b) Council Officers (at their discretion) may contact the owners and occupiers (by telephone where possible) to confirm that they have sighted and signed the plan(s), and will be checked against available Council records to ensure all relevant signatures have been provided.
- (c) With respect to Tables 2A, 2B, 2C and 2D, where the consultation period is yet to conclude but written responses have already been received from all relevant persons notified of the proposal, then Council Officers may proceed to determine the application without awaiting the conclusion of the advertising period.

6. Ownership Details

- (a) Council will rely on the ownership details displayed on the IntraMaps system (which is linked to the rate records) for the purpose of notifying owners and occupiers of properties.
- (b) It is the responsibility of the owners and occupiers of the properties within the Town to inform the Council in writing of any changes in their address details as and when these occur.

7. Requirement for consultation within a strata development

- (a) Where a development application requires community consultation in accordance with Clause 2 and any of Tables 2A to 2D, and the proposal is located within a strata development, consultation with the owners and occupiers of all properties within the strata development will be undertaken except where the development application form is signed by all strata owners who appear on the rate records held by the Council. The sending of a letter/email to a Strata Company only in lieu of directly notifying each individual property owner is not accepted.
- (b) In all instances, Council Officers will notify the owners and occupiers of the properties within the strata development of the determination of the development application.

8. Letters and Email Notices

- (a) Where consultation for a *planning proposal* includes the sending of letters or emails (where email addresses are known and available), then this shall be the responsibility of Council, and will be sent at the commencement of the consultation period or the first week in which any required newspaper notice is published.
- (b) Letter or emails are to be sent to both the owners and occupiers of the adjoining or surrounding properties specified in Table 1 and Tables 2A, 2B, 2C and 2D.
- (c) Council's consultation letter/email notice shall contain the following:
 - i. the site and general nature of the proposal;
 - ii. the nature of the discretionary decision or concern involved;
 - iii. the availability of plans/information for viewing and how to access the plans and other relevant documents online from the Town's website, 'Your Thoughts' consultation hub or other platforms;
 - iv. the last date by which any comments are to be lodged with the Council;
 - v. an invitation to comment on that part of the proposal that is being consulted on; and
 - vi. a statement that it should not be construed that final approval will be granted for the proposal.

9. Sign(s) on Site

- (a) It is the responsibility of the applicant to arrange for installation of the sign(s) and payment of associated costs.
- (b) The sign board(s) is to be professionally prepared, constructed of aluminium composite material (ACM), acrylic, corflute or similar weather-resistant material. Alternative materials



- may be considered at the discretion of the Coordinator Urban Planning, such as where the sign is to be displayed from a shopfront window in direct view of the street.
- (c) Where a development application is to be advertised by way of a sign on-site, then the notice shall be in the format outlined in Appendix 1 and comply with the below:
 - i. The sign(s) being in a prominent position(s) on the land so that it can be clearly read from the adjoining streets;
 - ii. The sign board(s) being 1200mm x 1000mm, with black lettering on a white background;
 - (d) The sign(s) should be in place on the same day as consultation commences and is to remain on-site for the duration of the consultation/comment period.
 - (e) The applicant is to submit evidence, such as dated photographs, of all required signs on the site, no later than five (5) working days following installation.

10. Newspaper Notice

- (a) If a development application is required to be advertised by way of a newspaper notice then it shall be in the format outlined in Appendix 1 and comply with the below:
 - i. Be published once a week for the duration of the consultation period, in a newspaper circulating, at least weekly, in the area in which the land subject of the application is located; and
 - ii. The size of such advertisement(s) being sufficient for people to read clearly;
- (b) It is the responsibility of the applicant to arrange for publication of the notice and payment of associated costs.
- (c) The applicant is to submit evidence of the newspaper notice being published, no later than five (5) working days following its publication.
- (d) The Town will arrange for publication of any required newspaper notices for a *planning proposal* listed in Table 1.
- (e) The applicant shall reimburse the Town for payment of associated costs for publication of any newspaper notices for a *planning proposal* listed in Table 1.

11. Display and Viewing of Plans

- (a) Community consultation for all *planning proposals* will include relevant plans and documents (or links to plans and documents) on Council's website, 'Your Thoughts' consultation hub or other online platforms for the duration of the consultation period.
- (b) Copies of relevant plans and documents will be made available for viewing at Council's Administration Centre upon request, or in extenuating circumstances may be mailed upon request.
- (c) The submission of a *planning proposal* for assessment by the Town is taken to be agreement for plans and/or documents to be displayed, viewed or circulated in accordance with (a) to (b) above, for the duration of the consultation period.

12. Community Information Sessions

- (a) A community information session or drop-in session on a *significant application* or any other *planning proposal* may be held by Council Officers, where it is considered by the Town, that it will assist the community's understanding of the proposal and provide increased opportunity to view plans and any relevant additional information.
- (b) The community information session or drop-in session will be held at least one week prior to conclusion of the consultation period.

13. Submissions received by Council

- (a) Where a *planning proposal* is the subject of a report to a Council Meeting or other decision maker, the Officer's report will include a summary of the submissions received during the consultation period, along with an accompanying response from Council Officers considering the issues raised in the submissions.
- (b) Full copies of submissions will be made available to Elected Members but will not be made available to members of the public unless required by law.
- (c) All submissions received in relation to a planning proposal will be communicated by Council Officers to the applicant, with full copies (with personally identifying information removed) of submissions being provided to the applicant upon request.
- (d) The applicant will be provided with a minimum of ten (10) days to respond to any objection(s) received during the consultation period and/or amend a planning proposal in order to overcome the objection(s).

14. Notification of Submitters

Those persons who lodge a submission in a relation to a *planning proposal* will receive written notification of:

- (a) The decision of Council Officers where the proposal is a development application determined under delegated authority, along with a response to the matters raised in their submission;
- (b) The time, date and particulars of the Elected Members Briefing Session and Ordinary Council Meeting, where the *planning proposal* will be considered/determined by the Council, with notification to include instructions on how to access the agenda prior to the scheduled meetings.
- (c) The decision of the Council, where the *planning proposal* was considered at a Council Meeting, and any associated conditions of approval or reasons for refusal.

15. Planning proposals where Council is not the final decision maker

- (a) *Planning proposals* which are required to be determined by other planning authorities, for example the Metropolitan Central Joint Development Assessment Panel (DAP) or the Western Australian Planning Commission (WAPC), will be subject to the consultation procedures outlined in this Policy.
- (b) Those persons who lodge a submission in a relation to a *planning proposal* to be determined by the DAP or WAPC will receive written notification of:
 - i. Council's recommendation to the DAP or WAPC;
 - ii. Instructions on how to access the agenda of the DAP meeting on the DAP website, and the date and venue of the DAP meeting, where the proposal is to be considered by the DAP; and
 - iii. The decision of the DAP or WAPC once the proposal is determined.

16. Review of Applications by State Administrative Tribunal (SAT)

- (a) Development application decisions subject to an application for review by the SAT will be subject to the community consultation requirements contained in Tables 2A, 2B, 2C and 2D where the review:
 - i. Includes consideration of an amended proposal that introduces new, or increases the extent of, any previously proposed non-compliances; or
 - ii. where deemed appropriate by the Manager Development Services or Coordinator Urban Planning.



- (b) Those persons who lodge a submission in relation to a development application reviewed by the SAT (during the consultation for the original application, or consultation carried out in accordance with (a) above) will be notified as per Clause 14 of this Policy.

VERSION CONTROL

Date Initially Adopted :	Former Administrative Policy GEN3 ‘Community Consultation’ – adopted 28 September 1999
Date(s) Amended :	<ol style="list-style-type: none"> 1. Adopted as Local Planning Policy 37 at Ordinary Council Meeting 8 November 2016; 2. Amended by Council resolution at Ordinary Council Meeting 11 December 2018.

APPENDIX 1

NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL

TOWN OF VICTORIA PARK TOWN PLANNING SCHEME NO. 1

Notice is hereby given that (1) _____

has applied to the Town of Victoria Park for approval of (2) _____

on land situated at (3) _____

Any person wishing to comment upon this proposal can do so either via email to admin@vicpark.wa.gov.au or in writing to the Chief Executive Officer, Town of Victoria Park, Locked Bag No 437 Victoria Park WA 6979. Public comments are to be made by no later than (4) _____.

(1) *Insert name of applicant.*

(2) *Insert the particulars of the proposed land use or development.*

(3) *Insert the postal address and lot number of the land subject of the application.*

(4) *Insert the date that submissions close.*



14.7 Appendix 3 – Ordinary Council Meeting Minutes of 14 August 2018

14.8 Recommendation from the Future Planning Committee - Review of Local Planning 6 ‘Child Care Facilities in Residential Areas’

File Reference:	PLA/9/0001
Appendices:	1. Current version of Local Planning Policy 6 ‘Child Care Facilities in Residential Areas’ 2. Draft revised Local Planning Policy 6 ‘Family Day Care and Child Care Premises’
Attachments	No

Date:	12 July 2018
Reporting Officer:	L. Parker
Responsible Officer:	R. Cruickshank
Voting Requirement:	Simple Majority

Executive Summary:
Recommendation - That Council advertise the draft revised Local Planning Policies 6 ‘Family Day Care and Child Care Premises’ as contained within the Appendices, for public comment for a minimum period of 21 days in accordance with *Schedule 2 clause 4 of the Planning and Development (Local Planning Schemes) Regulations 2015.*

- Council’s Urban Planning Business Unit have undertaken a review of all 37 Local Planning Policies (LPPs). It is intended to progressively amend and advertise a number of LPPs.
- This report deals with a review of LPP6 ‘Child Care Facilities in Residential Areas’.
- In reviewing the Policy, consideration has been given to a number of matters including: the effectiveness of the current Policy including any issues of interpretation, application and gaps or deficiencies; like Policies of other Local Governments; alignment with relevant State legislation, policy and/or guidelines (where applicable); greater clarity in the objectives of the Policy; improving the presentation of the Policy.
- It is recommended that LPP6 be amended as detailed within the Officer’s Report and the Apendice.
- It is recommended that the draft revised LPP6 be advertised for public comments.

TABLED ITEMS:

Nil

BACKGROUND:

The subject Policies were previously Policies forming part of the Town Planning Scheme No. 1 (TPS 1) Policy Manual.

Amendment 69 to TPS 1, which was gazetted on 2 December 2016, removed the Policies as forming part of the Town Planning Scheme.

At the Ordinary Council Meeting on 9 February 2016, Council resolved to adopt a number of planning policies as Local Planning Policies, including the Policies the subject of this review.

(To be confirmed 11 September 2018)

DETAILS:

A review of LPP6 'Child Care Facilities in Residential Areas' has been undertaken by Council Officers including considering:

- the effectiveness of the current Policy including any issues of interpretation, application and gaps or deficiencies;
- like Policies of other Local Governments;
- alignment with relevant State legislation, policy and/or guidelines (where applicable);
- greater clarity in the objectives of the Policy; and
- improving the presentation of the Policy.

The existing Policy provides limited guidance on the location of child care premises within residential areas, and emphasises consideration of external amenity impact on surrounding residential properties when considering development applications for such proposals.

Review of this Policy has identified the following issues and shortcomings:

- Has very few provisions and deals only with child care centres within residential areas, to the exclusion of child care premises elsewhere within the Town;
- The Scheme Text definitions for "child care premises", "day care centre" and "family day care" refer to out-dated, superseded Acts or Regulations that are no longer in force;
- The use class of "Day Care Centre" which refers to out-dated State Government childcare services legislation is no longer a term used in current childcare legislation in the State or Nationally;
- There is a need to align the policy with proposed Amendment 80 to TPS1, which seeks to update the definitions in line with the Model Scheme Text and current childcare legislation, namely the Education and Care Services National Law (WA) Act 2012 and the Education and Care Services National Regulations 2012;
- The Policy does not currently cover the range of matters outline in WAPC Planning Bulletin 72/2009 'Child Care Centres', which seeks to guide local governments in the preparation of scheme provisions and local planning policies dealing which such uses;
- Provides very little guidance with respect to the location or design of child care premises;
- Does not outline the requirements in relation to previous potentially contaminating land uses, which must be considered when considering proposals for a sensitive land use such as a child care premises; and
- Does not capture or provide any requirements for family day care services, where they are not exempt from the requirement for development approval from the Town.

The changes proposed to LPP6 following its review include the following:

1. Incorporate standardised formatting changes, and correction of minor grammar and formatting errors, consistent with all other reviewed policies;
2. Incorporate revised scheme definitions for 'child care premises' and 'family day care' to reflect Amendment 80 to TPS1 and make reference to the relevant childcare legislation currently in force;
3. Expand the policy scope to capture all education and care services (family day care and child care premises) throughout the Town (not just within residential areas);

(To be confirmed 11 September 2018)

4. Retitle policy to 'Family Day Care and Child Care Premises' accordingly;
5. Expand the policy Introduction and Objectives to more comprehensively explain and justify the basis of the Policy;
6. Incorporate the majority of content contained in WAPC's Planning Bulletin 72/2009 'Child Care Premises', including provisions related to:
 - a. suitable and unsuitable locations;
 - b. site characteristics (lot size/shape, topography, site contamination);
 - c. design (building appearance, street walls and fencing, boundary fencing, landscaping and signage);
 - d. car parking, vehicular access and traffic; and
 - e. noise impacts
7. Align the policy provisions with revised LPP3 'Non-residential Uses In or Adjacent to Residential Areas' and minimise excessive overlap or duplication of provisions for childcare premises proposed in residential areas;
8. Insert provisions applying to Family Day Care acknowledging that these are typically of a small scale and provided from dwellings within residential areas/settings, to:
 - a. Clarify the circumstances in which development approval is required; and
 - b. Outline requirements for the location, design and operation of family day care, where development approval is required;
9. State that Family Day Care from a Multiple Dwelling will not be permitted (where development approval is required), due to significant risk of adverse amenity impacts on adjoining residents; and
10. Insert provisions related to application submission requirements, community consultation, conditions of approval and disabled access requirements when proposing the conversion of an existing building to a child care premises.

A copy of the draft revised Policy is contained in the Appendices to this report. For comparison, the currently operative version of the Policy is also contained in the Appendices.

Legal Compliance:

Local Planning Policies

The amendment of a Local Planning Policy is to be undertaken in accordance with deemed clauses 4 and 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*, including:

- Community consultation for a period of not less than 21 days; and
- Consideration of public submissions and a Council resolution to proceed with the policy with or without modifications, or not proceed.

Policy Implications:

The proposed draft revised Policy provides greater clarity in the objectives, application and applicable requirements, and forms part of a review of all of the Town's LPPs.

It also aligns LPP6 with current State Government planning legislation and Federal legislation related to education and care services.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/ Actions
LPP6 contains outdated and obsolete provisions that do not align with the currently applicable State and Federal legislative framework. It is also limited in scope, applying only to child care centres in residential areas. Delaying its amendment will exacerbate its already restricted scope and applicability, and leave the Town with deficient policy guidance to consider proposals for family day care and child care premises.	High	Likely	Moderate – Applications for child care premises are infrequent/ rarely received by the Town however it is considered essential to have a relevant and effective policy to adequately consider these proposals.	Support the proposed draft revised Policy for the purposes of community consultation.

Strategic Plan Implications:

Environment

EN1 – Land use planning that puts people first in urban design, allows for different housing options for people with different housing needs and enhances the Town’s character.

Economic

EC1 – A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.

Financial Implications:

There will be a cost for advertising of the proposal in the Southern Gazette newspaper, with their being funds available to cover this cost.

Sustainability Assessment:

External Economic Implications:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

(To be confirmed 11 September 2018)

COMMENT:

The review of LPP6 has identified that it is in need of significant revision to reflect proposed changes to TPS1, current legislative requirements, State (WAPC) level guidance on relevant policy considerations and the need to include provisions related to family day care services, where development approval is required from the Town.

It is recommended that the Future Planning Committee recommend to Council that draft revised Local Planning Policy 6 as contained in the Appendices to this report, be advertised for public comment. A further report will be presented to Council in the future following the conclusion of the advertising period, reporting on any submissions received, and seeking a final decision from Council as to whether or not to adopt the draft Policy (in its current revised form or in a further modified form).

RESOLVED BY EXCEPTION RESOLUTION:**Moved: Cr V Potter****Seconded: Cr Vernon**

That Council advertise the draft revised Local Planning Policy 6 ‘Family Day Care and Child Care Premises’ as contained within the Appendices, for public comment for a minimum period of 21 days in accordance with Schedule 2 Clauses 4 and 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The Motion was Put and**CARRIED (8-0)**

14.7 Appendix 4 – Ordinary Council Meeting Minutes of 11 September 2018

FUTURE PLANNING COMMITTEE

Recommendation from the Future Planning Committee: Review of Local Planning Policies 1 and 37

File Reference:	PLA/9/0001
14.5 Appendices:	<ol style="list-style-type: none"> 1. Current version of Local Planning Policy 1 'Public Notification/Advertising Procedure' 2. Current version of Local Planning Policy 37 'Community Consultation on Planning Proposals' 3. Draft revised Local Planning Policy 37 'Community Consultation on Planning Proposals'
Attachments	No

Date:	7 August 2018
Reporting Officer:	L. Parker
Responsible Officer:	R. Cruickshank
Voting Requirement:	Simple Majority

Executive Summary:

That Council advertise the draft revised Local Planning Policy 37, as contained in the Appendix 3, for public comment for a minimum period of 21 days in accordance with deemed clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

- Council's Urban Planning Business Unit have undertaken a review of all 37 Local Planning Policies (LPPs). It is intended to progressively amend and advertise a number of LPPs.
- This report deals with a review of the following LPPs:
 - LPP1 'Public Notification/Advertising Procedure'; and
 - LPP37 'Community Consultation on Planning Proposals'.
- In reviewing the LPPs, consideration has been given to a number of matters including: the effectiveness of the current policies including any issues of interpretation, application and gaps or deficiencies; like policies of other local governments; alignment with relevant State legislation, policy and/or guidelines (where applicable); greater clarity in the objectives of the policies; and, improving the presentation and ease of use.
- The following actions are proposed as a result of the review:
 - That LPP37 be amended as detailed within the report and the Appendices.
 - That LPP1 to be revoked, as it is now redundant, with all provisions either currently superseded or proposed for incorporation into LPP37.
 - That draft LPP37 be advertised for public comments.

TABLED ITEMS:

Nil.

BACKGROUND:

The subject policies were previously policies forming part of the Town Planning Scheme No. 1 (TPS 1) Policy Manual.

Amendment 69 to TPS 1, which was gazetted on 2 December 2016, removed the policies

(To be confirmed 9 October 2018)

as forming part of the Town Planning Scheme.

At the Ordinary Council Meeting on 9 February 2016, Council resolved to adopt a number of planning policies as Local Planning Policies, including the policies which are the subject of this review.

DETAILS:

Officers have undertaken a review of LPP1 and LPP37 by considering:

- the effectiveness of the current policies including any issues of interpretation, application and gaps or deficiencies;
- like policies of other local governments;
- alignment with relevant State legislation, policy and/or guidelines (where applicable);
- greater clarity in the objectives of the policies; and
- improving the presentation and ease of use (for both the public and the Town's officers) of the policies.

The review of each of the policies is summarised as follows:

LPP1 'Public Notification/Advertising Procedure'

The matters dealt with by the Policy are almost entirely covered by and/or superseded by the provisions of LPP37 'Community Consultation on Planning Proposals', which is the primary policy guiding the public advertising and community consultation requirements for planning proposals of all kinds.

The exception to the above is Clause 2.2.3(f) which outlines that the posting of consultation letters to owners/occupiers should coincide with the first week that a related newspaper notice is published, where both methods of consultation are required for a particular planning proposal. This clause is proposed for inclusion in the draft revised LPP37.

As existing LPP1 is otherwise redundant, it is recommended that LPP1 be revoked at the time of adoption of the recommended revisions to LPP37.

LPP37 'Community Consultation on Planning Proposals'

This policy was adopted in November 2016, and replaced the former administrative policy GEN3 'Community Consultation', which dealt almost exclusively with consultation requirements for development applications.

LPP37 is the primary policy guiding the public advertising and community consultation requirements for planning proposals of all kinds, including development applications, local planning scheme amendments, structure plans and local planning policies.

The policy is currently being implemented successfully, however improvements have been identified to assist applicants, community members and the administration in utilising the policy, such as reference to the increasing use of online consultation tools (i.e. Town's 'Your Thoughts' online consultation hub, etc.). The proposed changes include:

1. Incorporating standardised formatting changes consistent with all other reviewed policies

(To be confirmed 9 October 2018)

2. Linking the policy to the strategic outcomes of the Town's Strategic Community Plan
3. Removing references to position titles to reflect the current organisational structure and management
4. Changes to the format and layout of existing Table 1 (under Clause 1) to:
5. Move the development application consultation requirements to Clause 2
 - a. Name and categorise existing Table 1 (which is actually 4 separate tables) as Tables 2A, 2B, 2C and 2D
 - b. Improve clarity, user-friendliness and substantially reduce the length of the Policy through deletion of repetitive text in the tables and their replacement with a tick and cross style format
 - c. Group like categories of development types together
 - d. List online consultation methods (Council's website and 'Your Thoughts' online consultation hub)
 - e. Clarify the requirement for on-site signage when undertaking consultation for 'AA' discretionary uses, namely Residential Building (short term accommodation) and Family Day Care
 - f. Specify matters to be considered when consulting in relation to a proposed Home Occupation
 - g. Modify the consultation requirements for demolition of properties listed on the Town's Municipal Heritage Inventory to instead refer to properties heritage listed under the Scheme, located within a designated heritage area under the Scheme or entered in the State Register of Heritage Places, to align with the demolition and heritage provisions contained within the *Planning and Development (Local Planning Schemes) Regulations 2015*.
6. Changes to the format and layout of current Table 2 (now moved under Clause 1 as Table 1) to:
 - a. Include online consultation methods; and
 - b. Reformat to a tick and cross style to remove duplicated text, reduce its length and improve its readability/ease of use.
7. Changes to existing Clauses 3 to 18 to:
 - a. Consolidate and reduce the number of clauses
 - b. Reorder the clauses to reflect a more logical sequence
 - c. Reflect the changes to existing consultation requirements and layout of Tables 1 and 2
 - d. Separate the current paragraph-style clauses into separate provisions to provide for improved readability and ease of reference
8. Changes to Clause 4 'Holiday Periods' to exclude the whole of the weeks in which Christmas Day to the day after New Year's Day (inclusive) falls from the consultation period for a planning proposal
9. Incorporating Clause 2.2.3(f) of obsolete LPP1 under Clause 8 'Letters and Email Notices'
10. New provisions under Clause 9 'Sign(s) on Site' and Clause 10 'Newspaper Notice' to:
 - a. Detail acceptable on-site signage materials; and
 - b. Require evidence to be submitted of the installation of any required signs or publication of required newspaper notices within 5 working days of installation/publication.
11. Changes to existing Clause 10 (proposed Clause 7 'Requirement for consultation within a strata development') to:

(To be confirmed 9 October 2018)

- a. More clearly outline the circumstances where consultation for a development application within a strata development will not be required; and
 - b. Specify that notification of the Council's decision will be provided to all owners and occupiers within the strata development in such circumstances.
12. Changes to Clauses 13 'Submissions received by Council' to state the clause applies in respect to any planning proposal, not only development applications.
 13. Clarify the situations where an application before SAT may be the subject of further community consultation.

A copy of draft revised LPP37 is contained in the Appendices to this report. For comparison, the current and operative versions of LPP1 and LPP37 are also contained as Appendices.

Legal Compliance:

Local Planning Policies

The amendment of a Local Planning Policy is to be undertaken in accordance with deemed clauses 4 and 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*, including:

- Community consultation for a period of not less than 21 days; and
- Consideration of public submissions and a Council resolution to proceed with the policy with or without modifications, or not proceed.

Policy Implications:

The review of LPP1 and LPP37, and proposed draft revised LPP37 provides greater clarity in the objectives, application and applicable requirements, and forms part of a review of all of the Town's LPPs.

Alignment with State Government Legislation

The changes to applicable consultation requirements for demolition of existing properties/structures also aligns with relevant State Government legislation, namely the demolition and heritage provisions contained within the *Planning and Development (Local Planning Schemes) Regulations 2015*.

State Planning Policy 3.1 - Residential Design Codes

Part 4 of the Residential Design Codes (R Codes) provides that local governments may adopt policies requiring community consultation to be undertaken with adjoining properties where variations to the deemed-to-comply requirements of the R-Codes are proposed as part of a development proposal. The review of LPP37 has considered the existing scope of R Code variations that are specified as requiring consultation and these are considered to remain relevant and appropriate.

(To be confirmed 9 October 2018)

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/ Actions
Application of Policies which could be clearer in their intent, and in some instances could have been more effective if clearer and containing additional requirements.	Moderate	Likely	Low	Support the proposed draft revised Policy for the purposes of community consultation.
The continued operation of obsolete policies creating uncertainty or confusion to applicants and members of the community	Low	Some likelihood	Low	Support the proposed draft revised Policy for the purposes of community consultation (including revocation of LPP1).
The continued operation of clauses within LPP37 that are unclear, confusingly worded or limited in their applicability to development applications only, rather than planning proposals of all kinds.	Moderate	Likely	Medium	Support the proposed draft revised Policy for the purposes of community consultation.

Strategic Plan Implications:

Environment

EN1 – Land use planning that puts people first in urban design, allows for different housing options for people with different housing needs and enhances the Town’s character.

Economic

EC1 – A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.

Civic Leadership

CL1 – Everyone receives appropriate information in the most efficient and effective way for them; and

CL2 – A community that is authentically engaged and informed in a timely manner.

Financial Implications:

There will be a cost for advertising of the proposal in the Southern Gazette newspaper, with their being funds available to cover this cost.

Sustainability Assessment:External Economic Implications:

Nil.

Cultural Issues:

Nil.

Environmental Issues:

Nil.

COMMENT:

Existing LPP37 is currently proving effective in guiding the public advertising and community consultation requirements for planning proposals of all kinds, and has made existing LPP1 largely redundant further to reviews conducted in previous years. Changes have been identified to improve its structure and formatting, clarify consultation requirements for a small number of land use/development types, and reflect the increasing use of online consultation tools. The consultation requirements listed within the tables contained in the Policy have also been reduced in length and simplified by deleting duplicated text and amending them to a tick and cross style format, reducing the overall length of the policy by over three (3) pages.

The review has considered the operative policies of other local governments, some of which are substantially shorter in length than both the current and draft revised versions of LPP37. While shorter, the majority of these policies do not specify circumstances where consultation will not be required and so result in the requirement to consult for development applications that propose variations of any kind to the Residential Design Codes, even in circumstances where such variations are extremely minor in nature, have negligible adverse impact on surrounding properties or the streetscape, and are routinely supported under delegated authority and at a Council level. Additionally, many of these shorter policies provide for significant discretion by officers and Council to modify, reduce or require additional consultation methods for a broad range of proposals without outlining the scope or circumstances where such discretion will be exercised. Existing LPP37 has the significant advantage of addressing both of these matters, delivering confidence, certainty and consistency to the public and applicants of when consultation will or will not be required, and greater efficiency in the use of time and resources by applicants and officers. Accordingly, these aspects of existing LPP37 are proposed to remain (albeit in a revised format) as part of draft revised LPP37.

It is recommended that the Future Planning Committee recommend to Council that draft revised Local Planning Policy 37, as included in the Appendices, be advertised for public comment. A further report will be presented to Council in the future following the conclusion of the consultation period, reporting on any submissions received, and seeking a final decision from Council as to whether or not to adopt the draft Policy (in its current revised form or in a further modified form). It will be necessary at this time to also formally revoke the current Local Planning Policy 1 'Public Notification/Advertising Procedure'.

(To be confirmed 9 October 2018)

RESOLVED BY EXCEPTION RESOLUTION:

Moved: Cr V Potter

Seconded: Cr Vernon

That Council advertise the draft revised Local Planning Policy 37 'Community Consultation on Planning Proposals', as contained in the Appendix 3, for public comment for a minimum period of 21 days in accordance with deemed clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The Motion was Put and

CARRIED (9-0)

In favour of the Motion: Mayor Vaughan; Cr Ammons Noble; Cr Anderson; Cr Ife; Cr Jacobs; Cr Oliver; Cr R Potter; Cr V Potter; and Cr Vernon