

appendices



Elected Members Briefing Session
4 August 2015

And

Ordinary Meeting of Council
11 August 2015

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10.1 Review of Council Policies and Procedures



policies of council

Prepared by

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Last reviewed by Council 11 August 2015

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ADMINISTRATION – ADM

ADM1 PRIVATE USE OF COUNCIL VEHICLES

POLICY:

With the exception of the CEO and the Directors, all other officers to whom a Council vehicle has been allocated for commuting or limited private use will be required to pay a charge for full private use.

The rates and conditions for private use shall be as determined by Council from time to time and in accordance with the following Procedure.

PROCEDURE:

1. All officers who are required to pay for full private use of a sedan or wagon shall have their salary reduced by the following amounts:
 - Managers and Senior Officers. \$23.40/week – after tax
 - Other Officers \$40.90/week – after tax
 - Officers may elect to choose a 4 cylinder vehicle or similar, at the discretion* of Director Renew Life (DTS), and shall have their normal weekly payment reduced by an additional \$5/week – after tax

**The discretion utilised by the Director of Renew Life shall consider the number of vehicles in the fleet, circumstances of the relevant officer, safety of the vehicle, impact on the value of the fleet and advantages to the Town.*

Officers who receive limited private use of utilities shall have their annual gross salary reduced by the following amounts:

- Officers with dual cab utilities \$35.10/week – after tax
- Officers with single cab utilities \$29.20/week – after tax

The level of contribution will be subject to an annual review and any adjustments shall be affected as at 1 July each year. The adjustment in percentage on the above payment shall not exceed any increase in the operating costs of vehicles as outlined on the RAC website consumer guide to vehicle running costs.

2. Use of the vehicle is limited to sealed roads.
3. During working hours the vehicle is to be made available to other staff members when not required by the manager or relevant officer.
4. All vehicle maintenance and repairs will be provided by the Town. Fuel costs will be provided by the Town within the Metropolitan Area (Scheme Boundary), on the condition that the executive manager, manager or officer meets the cost of refuelling on annual leave and long service leave. Wherever possible the Council's issued fuel card should be used, even for purchases made on annual leave or long service leave. If fuel is purchased on those leave periods then the Executive Manager Business Development (EMBD) shall be advised within 14 days of return to work. Once the Town has received the monthly fuel statement, the EMBD will invoice the relevant officer and payment is to be made within 14 days from the invoice date.

Where an officer refuels at any other service station a receipt for that purchase should be obtained and passed on to the EMBD as soon as practicable.

(This is for Fringe Benefits Tax reduction purposes).

5. The spouse or partner of a manager or relevant officer is permitted to drive the vehicle. A relative or friend may also drive the vehicle when the vehicle is not required for work purposes, only if the relevant officer is an occupant of the vehicle.
6. The vehicle allocated to a manager or relevant officer will be subject to rotation to ensure that the Town's Fringe Benefits Tax liability is minimised.
7. Utilities allocated to an officer for commuting use or limited private use are not available for use during any period of leave or any period of sick leave longer than three(3) days. The vehicle is to be left at the officer's place of work during these periods and the officer is to make his/her own arrangements for travel home and to work once the period of leave commences. Payments towards limited private use will not be enforced during such periods of leave.

RELATED POLICES:	None
DELEGATION:	Delegated to CEO – Delegation Number 12.1 Sub-delegation – Yes
AUTHORITY	Council Meeting 28 July 1998
REVIEW:	December 2007 July 2013

ADM2 TAKING OF LONG SERVICE LEAVE

POLICY:

An employee shall commence the taking of long service leave within six(6) months after it becomes due.

Where in the opinion of the CEO it is advantageous or not to the detriment of the Town, an employee due to take long service leave may be granted approval to:

- defer the leave, or
- take the leave in two parts, or
- take the leave in half the time (6.5 weeks) at double pay.

Provided the leave is commenced no later than two(2) years from the date it became due, and completed within 4 months of that commencement date, the rate of pay for the leave shall be the rate that is applicable at the time the leave is commenced. The rate of pay for long service leave – or any part thereof - deferred beyond 2 years and 4 months shall remain fixed at the rate in existence on the second anniversary after the leave originally became due.

PROCEDURE:

None

RELATED POLICES:

None

DELEGATION:

Delegated to CEO – Delegation Number 12.2
Sub-delegation – Yes

AUTHORITY

Council Meeting 28 September 1999
Revised – Council Meeting 14 August 2007

REVIEW:

August 2007
July 2013

ADM3 CONFERENCE, TRAINING AND COUNCIL REPRESENTATION - ATTENDANCE INTRASTATE OR INTERSTATE

POLICY:

An officer attending an intrastate (involving an overnight stay outside the metropolitan area), interstate or overseas business such as a conference, training opportunity, awards presentation or other sanctioned attendance shall be provided with:

1. Accommodation, travel and conference expenses, prepaid where possible;
2. An allowance for sundry expenditure not exceeding \$75 per day or any greater amount endorsed by the Mayor and authorised by Council by Absolute Majority. All expenses in excess of \$75 per day will only be reimbursed on the production of receipts and upon prior approval of the CEO.

The Town will limit the cost of airfares to 'Economy Class' air travel only.

Car rental facilities shall not be provided for officers on intrastate or interstate business or conferences except with the prior approval of the CEO.

Where an officer is attending an intrastate, interstate or overseas business such as a conference, training opportunity, awards presentation or other sanctioned attendance and has a 'disability' as defined **in the Disability Services Act 1993**, the Council will meet the cost of a carer to accompany that officer where that carer is a person who provides ongoing care or assistance.

PROCEDURE:

1. Any approval shall be subject to the availability of adequate funds allocated in the budget for this purpose.
2. Where any approval for a member of staff to attend an interstate seminar, conference or course is granted, the Chief Executive Officer will review the program and if he considers elected members, in their role, may benefit from the program, a report be presented to Council providing an opportunity for one or more elected members to accompany that staff member.

RELATED POLICES:

EM5 Conference Expenses - Members

DELEGATION:

YES Delegation 12.3
Sub-delegation – Yes

AUTHORITY

Council Meeting 28 September 1999

REVIEW:

December 2007
July 2013

ADM4 GRATUITY PAYMENTS TO EMPLOYEES

POLICY:

In the event that Council, either on its own initiative or on a recommendation from the CEO, decides that it intends to confer a gratuity benefit on an employee who retires or resigns from full-time employment with the Town, the details of the intended gratuity shall be published in accordance with the provisions of s.5.50.(2) of the *Local Government Act 1995*.

A 'gratuity benefit' means any payment of monies in excess of any contractual or award entitlement and/or the disposition of Town property but it does not include a farewell gift to a value not exceeding \$500 and/or a farewell function not exceeding \$50 per head to a maximum of \$1500.

PROCEDURE:

None

RELATED POLICES:	Refer: Severance Pay Policy (Employee Relations Policy Manual)
DELEGATION:	No
AUTHORITY	Local Government Act 1995 s.5.50. Council Meeting 28 September 1999
REVIEW:	August 2004 July 2013

ADM5 LEGAL ADVICE – ENGAGE SOLICITOR FOR OPINIONS

POLICY:

To prescribe procedures for the Town's administration in obtaining legal advice or engaging legal representation to ensure the most efficient and effective use of these resources.

1. Introduction:

The Town will seek expert legal advice where, in the opinion of the Chief Executive Officer, that advice is required to:

- 1.1. minimise the potential risk of litigation;
- 1.2. obtain assistance on interpretation and implications of relevant new and/or existing legislation or legal precedent;
- 1.3. clarify statutory powers and responsibilities;
- 1.4. clarify the Town's responsibility to take action to protect the health, safety and well-being of the Town's ratepayers/residents, general public and protection of property;
- 1.5. ensure the best commercial outcome for the Town; or
- 1.6. represent the Town in matters proceeding to a court or tribunal.

2. Definition:

Obtaining legal advice is defined as; "the procurement of specialist advice for areas of work where there are gaps in specialist and/or legal knowledge within the Town or for the engagement of legal representation in a court or tribunal".

3. Authorisation:

- 3.1. The Chief Executive Officer and Directors only will be able to access legal advice. The Chief Executive Officer's prior approval is required which may be delegated to another employee/s.
- 3.2. Where necessary, the Chief Executive Officer may approve of other employees obtaining legal advice.

4. Legal Advice:

- 4.1. The legal advice will be sought from the panel of legal practitioners established by the Western Australian Local Government Association as updated from time to time, or from another legal firm having specialised expertise in the matter being considered.
- 4.2. All legal advice will be recorded in a Legal Register or appropriate file.

NB: This Policy does not restrict the delegations contained within Policy PLNG10.

PROCEDURE:

1. Introduction

- 1.1. Many legislative duties and functions are discharged on a daily basis through employees being aware of legislation which they are authorised to administer as well as through the development and implementation of policies and procedures.
- 1.2. There may be occasions, where new, unfamiliar, urgent or potentially high risk circumstances emerge which are not covered by the Town's standard

procedures or documentation. In these circumstances, it may be necessary to seek further advice.

2. Risk Assessment

2.1 In circumstances where legal advice is being obtained it will usually be necessary to undertake a Risk Assessment.

2.2 Factors that need to be considered in determining whether professional legal advice may be required include:

- Actual or potential risk of litigation;
- Assistance on interpretation and implications of relevant new and/or existing legal precedent or legislation;
- Lack of clarity around statutory position, powers or responsibilities;
- The responsibility of the Town to take responsible action to protect the health, safety and wellbeing of the Town's ratepayers/residents, general public and protection of property;
- The need to be represented by legal counsel in a court or tribunal.

2.3 By the nature of the Town's business and its position as a public authority, legislative compliance is a statutory duty.

3. Requesting Legal Advice

3.1. For certain matters it may be possible to obtain legal advice quickly over the telephone.

3.2. To assist the Town's legal advisers to provide comprehensive advice, where possible, it will be necessary to include details of all relevant factors provided or reference all relevant documentation and outline specific issues on which advice is being sought.

3.3. Any guidance or advice given should ideally be given in writing. Careful consideration needs to be given to the method of communication to ensure that confidentiality and the rules around transmission of confidential material are adhered to.

3.4. In the unlikely event that legal advice is required out of hours, this should be referred to the Chief Executive Officer for authorisation.

4. Recording and Monitoring

The advice should be recorded on the Legal Advice Register or appropriate file, which will become a reference point for Authorised Persons and is to be reviewed prior to making legal enquires. This will help to develop a knowledge base on the legal matters within the Town.

5. Legal Advice Providers

The Town will obtain legal advice from:

- 5.1. The Western Australian Local Government Association's Legal Services Panel of Preferred Suppliers; or
- 5.2. Another legal firm having expertise in the matter being sought.

6. Internal Procedure

The following procedure is to be followed:

- 6.1. Prior to contacting any solicitors/lawyers for any advice, a 'Legal Advice Authorisation Form' as shown in Appendix 2 is to be completed and the matter is to be referred (either by memorandum or orally) to the Chief Executive Officer (or his assignee).

- 6.2. The Town will seek preliminary advice from the Western Australian Local Government Association's Legal Services Panel of Preferred Suppliers (or at least two of them) as to the prospect of success of any action/appeal and an estimate of fees/costs.
- 6.3. After considering the legal firm's response, the Chief Executive Officer (or his assignee) may prescribe a maximum amount which is not to be exceeded unless a variation is subsequently approved.

7. Authorised Persons

Where an employee has been authorised to make a direct approach to external legal advisers, they are individually responsible for ensuring that the firm approached is on the Western Australian Local Government Association's Legal Services Panel of Preferred Suppliers. The Panel of legal firms is shown in Appendix 1. If consideration is being given to the use of another firm, approval should be obtained from the Chief Executive Officer (or his assignee).

8. All Employees to Comply with the Policy Procedure

All employees must comply with this procedure. In particular, employees are reminded that there shall be no direct approach to external legal advisers without proper authorisation, and that any contact or correspondence relating to matters of civil or criminal liability should be passed immediately to their relevant Director or the Chief Executive Officer.

9. Implementation

All Directors and Managers are responsible for ensuring that all employees within their Programs and Sections have read and understood this document and are competent to carry out their duties in accordance with this Policy and Procedure.

RELATED POLICES:	PLNG2
DELEGATION:	YES Number 20.3 Sub-delegation – Yes
AUTHORITY	Council Meeting 22 February 2011
REVIEW:	July 2013

**Western Australian Local Government Association
Panel of Preferred Legal Providers**

1. Civic Legal

Level 2, 11 Mounts Bay Road Perth
Western Australia
Phone: 9460 5060

2. Freehills

250 St George's Terrace Perth
Western Australia
Phone: 9211 7777

3. Jackson McDonald

140 St George's Terrace Perth
Western Australia
Phone: 9426 6611

4. Kott Gunning

Level 8, 140 St George's Terrace Perth
Western Australia
Phone: 9321 3755

5. Minter Ellison

152 St George's Terrace Perth
Western Australia
Phone: 9429 7444

6. McLeods Barristers & Solicitors [Appointed 26 July 2010]

220-222 Stirling Highway Claremont
Western Australia
Phone: 9383 3133

7. Cornerstone Legal

Market City Commercial Centre
Suite 1/280 Bannister Road
Canning Vale, Western Australia
Phone 9456 0900

Legal Advice Authorisation Form

NAME OF ORIGINATING OFFICER _____

BUSINESS UNIT _____

PROGRAM _____

RECORDS FILE REFERENCE NUMBER _____

ADDRESS / ASSOCIATED PROPERTY _____

DETAILS OF LEGAL ADVICE SOUGHT (Attach supporting information if insufficient space)

REASONS FOR OBTAINING LEGAL ADVICE (Attach supporting information if insufficient space)

NAME OF LEGAL ADVISOR (if known) _____

NAME OF LEGAL FIRM _____

ESTIMATED COST OF THE LEGAL ADVICE (if known) _____

ESTIMATED DURATION OF ENGAGEMENT _____

EXECUTIVE MANAGER'S SIGNATURE (If applicable) _____

DIRECTOR'S SIGNATURE _____

ORIGINATING OFFICER TO COMPLETE:

ARE THERE SUFFICIENT FUNDS IN THE BUDGET TO COVER THE COST OF THE LEGAL ADVICE?
YES () tick NO () tick GL ACCOUNT NUMBER _____

AUTHORISATION

I approve / do not approve this application for legal advice.

If the application is not approved please see the reasons for this decision below.

Signature of CEO or Executive Manager Governance

Date

ADM6 AUDIO RECORDING OF COUNCIL MEETINGS, ELECTED MEMBERS BRIEFING SESSIONS, COMMITTEES AND ELECTORS MEETINGS

POLICY:

Policy Objectives:

The Council has resolved to audio record Council Meetings, Elected Members Briefing Sessions (EMBS), other Committees that have delegated authority from Council and Elector Meetings to assist in the preparation of the minutes of those meetings and to ensure that an audio-recorded account of meetings is available. The purpose of this policy is to guide the implementation of that decision and to describe how the recordings will be used and made available.

Policy Statement:

All meetings of the Council (Ordinary and Special), the EMBS, other Committees that have delegated authority from Council and Electors Meetings (Annual and Special) shall be digitally recorded, consistent with the objectives of the *Local Government Act 1995* (the Act) section 1.3 (2) (c), which promotes greater accountability of local governments to their communities. This does not include where Council has resolved to close the meeting to members of the public in accordance with section 5.23 of the Act).

Purpose:

The primary purpose of recording is to ensure that a true and accurate account of debate, discussions, questions and answers at all meetings are available and to assist in the preparation of the minutes of Council, the EMBS, other Committees that have delegated authority from Council and Electors meetings. The minutes will continue to be prepared in accordance with the requirements of the Act and the *Local Government (Administration) Regulations 1996*.

Access:

The Minute Secretary shall have access to the recordings to assist in the preparation of the minutes. The recordings may only be used for verifying the accuracy of the minutes.

Digital copies of the recordings shall be made available to Elected Members upon request to the Chief Executive Officer free of charge. Members of the public may purchase a copy of the recorded proceedings upon written request to the Chief Executive Officer and the payment of the prescribed fee.

Transcription:

Recordings will not be transcribed unless the CEO or Council by resolution determines otherwise. Where transcription of Council Minutes is provided, it is conditional upon the full cost being met by the applicant. External resourcing may be utilised to prepare the transcription.

Storage:

Recordings must be stored in accordance with the State Records Act 2000.

Signage:

Clear signage must be placed prominently in the Council chamber or meeting room advising members of the public that the meeting is being recorded.

Public notice:

At the commencement of each Council meeting, the EMBS, a Committee that has delegated authority from the Council and an Electors meeting, the Presiding Member is to publicly announce that the meeting will be audio recorded.

PROCEDURE:

None

RELATED POLICES:

None

DELEGATION:

None

AUTHORITY

Council Meeting 9 June 2015
Local Government Act 1995
General Disposal Authority for Local Government Records

REVIEW:

BUILDING – BLDG

BLDG1 CANVAS AWNINGS

POLICY:

The Town may approve the erection of canvas awnings where the awning, or any part thereof, projects into a road reserve. Any approval shall be in accordance with the following Procedure.

PROCEDURE:

1. Town approval must be obtained for a canvas awning, or any part thereof, that will project into a road reserve.
2. For the purpose of this policy a “Canvas Awning” includes any other stable, fire-retardant, flexible membrane material capable of being shaped over a support structure and tensioned and fixed in a manner that prevents undue movement and associated noise under moderate wind conditions, is waterproof, capable of meeting wind and other live load requirements, and has durability properties similar to or greater than awning canvas.
3. The “width” of an awning means the horizontal measurement perpendicular to the wall to which it is affixed.
4. No part of a canvas awning shall be erected under any cantilever veranda and the ends of an awning shall be clear of an adjoining cantilever veranda by at least 500mm.
5. An awning, including any part thereof, projecting into a road reserve shall:
 - Not exceed 2.5 metres in width;
 - Not project more than 2.5 metres into the road reserve;
 - Be at least 600mm, measured horizontally, clear of the face of the kerb of the adjacent road;
 - Be not less than 2400mm above the footpath or verge level and the lowest edge of the awning fascia not more than 3 metres above it;
 - If it is wider than 2 metres, be fitted with guttering and downpipes sufficient to prevent rainfall run-off from cascading on to the road verge;
 - Be of a design, colour(s) and materials which, in the opinion of the Director Future Life & Built Life Programs, will be compatible with the aesthetics and character of the street;
 - Be designed to carry, in addition to its own weight, a live load of at least 50kg per square metre.
6. No separate sign panel shall be affixed to any part of an awning but signage may be incorporated in or painted on the awning cover material or fascia provided that the details of such lettering or signage are submitted at the time of application and approved by the Director Future Life and Built Life Programs. Likewise prior approval must be obtained for any new signage proposed to be painted, sewn or welded on to an existing awning.

7. A canvas awning shall be kept in good repair to the satisfaction of the Town.
8. The Town reserves the right to order an owner to repair, replace or remove a canvas awning not kept in good repair.

RELATED POLICES:	None
DELEGATION:	YES Delegation No. 15.1 Sub-delegation – Yes
AUTHORITY	Council Meeting 1 July 1994
REVIEW:	August 2006 July 2013

BLDG2 RAINFOREST TIMBERS – USE IN COUNCIL CONSTRUCTION**POLICY:**

Rainforest timbers shall not be used in any construction or building project undertaken wholly or jointly by the Town.

PROCEDURE:

None

RELATED POLICES:

None

DELEGATION:

YES Delegation No. 15.2
Sub-delegation – Yes

AUTHORITY

Council Meeting 1 July 1994

REVIEW:

August 2006
July 2013

ELECTED MEMBERS – EM

EM1 ELECTORAL SIGNS

POLICY:

The erection of signs promoting candidates in Federal, State or Local Government elections is prohibited on public property within the Town.

PROCEDURE:

None

RELATED POLICES:

None

DELEGATION:

YES Delegation No.5.1
Sub-delegation – No

AUTHORITY

Council Meeting 1 July 1994

REVIEW:

August 2006
July 2013

POLICY:

An elected member is entitled to receive, annually and free of charge, one (1) copy of the street listing of owners and occupiers of property located within the Ward that he or she represents.

PROCEDURE:

None

RELATED POLICES:

None

DELEGATION:

YES Delegation No. 18.1
Sub-delegation –Yes

AUTHORITY

Council Meeting 28 September 1999

REVIEW:

August 2006
July 2013

POLICY:

Council may, at such times and under such Terms of Reference as it deems fit, establish a Working Group or Project Team (a group) for the purpose of providing advice on a matter and appoint to that Group any member or members of the public whom Council, at its absolute discretion and by resolution, deems appropriate..

PROCEDURE:

1. For the purpose of this policy a group may be established for the purpose of providing advice to Council on only such matter or matters that are specified in its Terms of Reference.
2. Invitations for nomination as a community representative on a council appointed group shall be by public advertisement in a local newspaper. Nominations are to be submitted in writing and signed by the nominee.
3. Unless Council has specifically resolved otherwise, a group shall have no delegated authority to make any decisions for or on behalf of the Council and no group, or individual member thereof, shall, in particular:
 - Expend, or authorise the expenditure of, any Council funds;
 - Correspond with any party;
 - Speak for or on behalf of the Council;
 - Issue any press release;
 - Issue any instruction to Town staff;
4. A group may however, make decisions as to the convening, conduct and operation of its meetings.
5. In the absence of any specific Council resolution to the contrary, the following procedures shall apply to an advisory group:
 - The number of representatives from the public on the advisory group shall not exceed five (5);
 - The number of elected members shall not exceed one-third of the total number of elected members holding office;
 - Meetings of groups will be limited to six (6) times per year;
 - The meetings will be held in a venue determined by the CEO;
 - All meetings shall be open to the public, as well as to any elected member of Council and any Town employee authorised by the CEO;
 - Administrative support to the group by way of agenda preparation and the taking of action notes will be provided by the Town;
 - All action notes, including any attachments, of a meeting a group will be circulated to the members of Council by means of the Members Information Bulletin;

- The Chairperson of a group will be the person consulted on the day-to-day operations of the group and the preparations, including the agenda, for its next meeting.
6. The term of appointment of members of the public to a group expires at the next ordinary Council election and the newly constituted Council after such election may or may not re-establish the group, nor necessarily re-appoint the previous members.
 7. A member of the public appointed to a group who is absent, without obtaining leave of the group throughout 3 consecutive meetings shall be removed from office by Council. Where this occurs, the group shall provide details of the member's non-attendance record to Council in a report recommending that the member be removed from office.

RELATED POLICES:	None
DELEGATION:	Not Applicable
AUTHORITY	Council Meeting 11 March 1997 Local Government Act 1995 s.5.9, s.5.10, s.5.11
REVIEW:	August 2006 July 2013

EM4 APPOINTMENTS TO OUTSIDE BODIES**POLICY:**

The period of appointment of an elected member as a Council representative to any statutory board or outside body is limited to the balance of the term of office as an elected member of Council.

PROCEDURE:

None

RELATED POLICES:	None
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DELEGATION:	Not Applicable
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AUTHORITY	Council Meeting 5 May 1997
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REVIEW:	August 2006 July 2013
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POLICY:

In accordance with the Public Service Award an elected member attending an intrastate (involving an overnight stay outside the metropolitan area), interstate or overseas business such as a conference, training opportunity, awards presentation or other sanctioned attendance shall be provided with accommodation, travel, conference expenses and meals, prepaid where possible.

The Town will reimburse an elected member all reasonable sundry expenses incurred by the member in relation to the conference attendance. Where a cash advance is requested to cover anticipated sundry expenses, the amount advanced by the Town will not exceed \$75 per day for each day or part day the member will be away.

Reimbursement will be made on the basis of approved receipts and a signed declaration attesting that those expenses for which no receipts were produced, were incurred in relation to the conference attendance.

The Town will limit the cost of airfares to 'Economy Class' air travel only.

Car rental facilities shall not be provided for elected members on interstate business or conferences except with the prior approval of the CEO.

Where an elected member is attending, intrastate, interstate or overseas business such as a conference, training opportunity, awards presentation or other sanctioned attendance, and has a 'disability' as defined in the *Disability Services Act 1993*, the Council will meet the cost of a carer to accompany that elected member where that carer is a person who provides ongoing care or assistance.

PROCEDURE:

None

RELATED POLICES:	ADM5 Conference Expenses – Officers
DELEGATION:	YES – Delegation Number 18.2 Sub-delegation – No
AUTHORITY	Council Meeting 28 August 2001 Local Government Act 1995 s.5.99A Local Government (Administration) regulations 1996 Reg. 34AB Public Service Award 1992
REVIEW:	August 2009 July 2013

EM6 FEES, EXPENSES AND ALLOWANCES – ELECTED MEMBERS

POLICY:

The Mayor shall be paid the maximum prescribed annual meeting fee and the maximum prescribed annual local government allowance.

The Deputy Mayor shall be paid the maximum prescribed local government allowance in addition to the maximum prescribed annual meeting fee for Councillors.

Councillors shall be paid the maximum prescribed annual meeting fee.

All elected members shall be paid the maximum prescribed annual telecommunications Information and Communication Technology Allowance.

Subject to the provisions of Regulations 31 and 32, the Town shall reimburse the cost of childcare, travel, reading allowance and other relevant expenses incurred by an elected member in carrying out his/her duty as Councillor or Mayor

PROCEDURE:

1. Meeting fees and allowances to which the elected members are entitled are paid in two (2) equal instalments in July and December of a financial year. The calculation for the first instalment will be from the date of the Ordinary Election Day in October to the corresponding day of the month in April of the following year. The calculation for the second instalment will be from the day after upon which the first instalment was calculated to in April, to the same day of the month in October of that year.
2. The Information and Communication Technology allowance is for the provision of information technology equipment, service charges, connection and installation fees from telephone and internet service providers and for the cost of using these services in relation to the business of Council.
3. Any claim for reimbursement of childcare, travel, reading allowance and other relevant expenses is to be accompanied by sufficient information to permit verification of the actual amounts and costs incurred.

“Travel expenses” means those expenses incurred by an elected member attending Council meetings, committee meetings, working group meetings, project team meetings and Councillor Workshops. Travel expenses for attending committee meetings working group meetings and project team meetings shall only be authorised for payment or reimbursed where the elected member has been appointed to that committee working group or project team, which also includes any statutory board or outside body, by Council.

Where an elected member uses her or his private motor vehicle the reimbursement rate for travel expenses shall be in accordance with the Public Service Award.

RELATED POLICES:	None
DELEGATION:	YES – Delegation Number 18.3 Sub-delegation – Yes
AUTHORITY	Council Meeting 25 May 1999 Local Government Act 1995 s.5.98., 5.98A., 5.99., 5.99A. Local Government (Administration) Regulations 1996 Regs.30-34AB
REVIEW:	August 2006 July 2013 August 2013

EM7 PUBLICITY – ELECTED MEMBERS

POLICY:

The use of photographs or articles featuring elected members whose terms of office expire at the next ordinary election shall not be used in any public advertisement or publication funded by the Town in the period commencing from 1 July to Election Day, in the year of the ordinary election, with the exception of their portraits on display at the various Town venues and in each edition of Council’s Newsletter during that period.

PROCEDURE:

None

RELATED POLICES:

None

DELEGATION:

YES – Delegation Number 18.4, refer also Nos. 29.1 and 29.2
 Sub-delegation – No

AUTHORITY

Council Meeting 28 September 1999
 Amended Council Meeting 15 August 2006
 Amended Council Meeting 27 November 2007

REVIEW:

November 2007
 July 2013

POLICY:

Any notice of motion involving or requesting the expenditure of Reserve Funds shall be referred to the Town's Administration for a report prior to a decision being made on the allocation of such funds.

PROCEDURE:

None

RELATED POLICES:

None

DELEGATION:

Not applicable

AUTHORITY

Council Meeting 11 April 2000

REVIEW:

August 2004
July 2013

EM9 MAYORAL VEHICLE

POLICY:

The position of Mayor shall, for the purposes of carrying out the functions of the Mayoral office, be entitled to receive the provision of a fully maintained Council owned vehicle for his or her exclusive use on official council purposes and for private use during their term of office. Any costs associated with private use of the Mayoral Vehicle are to be reimbursed by the Mayor to the Town in accordance with the Procedure.

The Mayoral Vehicle may also be used by the Deputy Mayor representing the Mayor at the Mayor's request or when the Mayor is on leave of absence or by an employee of the Town approved by the Chief Executive Officer.

The Deputy Mayor shall reimburse the Town for any private use of the Mayoral vehicle in accordance with the Procedure.

PROCEDURE:

The Town of Victoria Park and the Mayor shall enter into an agreement on the provision and use of the Mayoral vehicle. Such an agreement is to include inter alia the conditions enumerated 1 to 6 below:

1. The Mayoral vehicle is provided in lieu of travel/mileage claims otherwise claimable by the Mayor for use of his/her personal vehicle;
2. The Mayoral vehicle can be used for personal private purposes, not for any commercial purpose, but only on the basis that the cost of that private use is fully reimbursed by the Mayor to the Town;
3. The provision of a Mayoral vehicle will not occur at the reduction of the fees, allowances and reimbursements (other than the travel/mileage claims) otherwise ordinarily payable to the Mayor's position as approved by Council in accordance with the relevant provisions of the Local Government Act 1995;
4. The Policy and Procedure will be administered in accordance with any related Management Practice to this Policy that the Council has in place;
5. The calculation of the reimbursement amount is by way of a log book record of private use and through the use of the rates specified in Schedule F – Motor Vehicle Allowance of the Public Service Officer's Award (as amended from time to time); and
6. The private use reimbursement amount is to be deducted from the annual Mayoral allowance paid in two instalments in July and December of each year.

RELATED POLICES:	EM6 Fees, Expenses and Allowances – Elected Members.
DELEGATION:	YES Delegation Number 21.5 for the CEO to administer the Policy. Sub-delegation – No
AUTHORITY	Council Meeting 11 April 2000
REVIEW:	August 2004 July 2013

ENGINEERING – ENG

ENG1 DIRECTIONAL SIGNS

POLICY:

To provide guidance on the provision, erection and maintenance of directional signs within road reserves.

Requests for directional signs within road reserves will be approved for applications received from hospitals, churches, community centres, and non-commercial sporting and community facilities.

PROCEDURE:

1. Approval may be granted for the erection of directional signs to hospitals, police stations, Universities or technical colleges, schools, churches and places of worship, major sporting organisations or facilities, major tourist attractions or facilities and non-commercial sporting and community facilities only at the applicant's expense and subject to the following conditions:
 - Not more than three (3) signs are erected on nearby arterial or district distributor roads, or as determined by the Council, except in the case of hospitals admitting emergency patients, when additional signs may be erected with approval;
 - No sign causing or is likely to cause a traffic hazard or undue distraction to motorists;
 - Directional signs to shopping precincts are permitted for district, neighbourhood and local centres;
 - Hospital signs displays the name of the Hospital;
 - Each sign is to be of the standard colours consisting of a white legend on blue background or where applicable conforming to Australian Standards;
 - Signs must not adversely affect in any way the effectiveness of traffic control devices, confuse drivers by indicating a direction which they may have difficulty in following or distracting drivers' attention either as individual signs or by clutter;
 - Each message must be short, clear, unambiguous and give systematic preparation for decisions. The letter size and the total sign should be sufficiently large so as to be readily recognised, having regard to its location and the vehicle operating speeds;
 - Signs individually approved under previous policies will be permitted to remain, but no replacement is to be permitted if the signs are not in conformity with current policy; and
 - All requests are to be submitted in writing and include:
 - The exact wording requested on the signs;
 - The number and location(s) where the sign(s) are to be erected;
 - Suggestions as to which existing structure or pole the sign could be mounted.

2. All signs purchased and erected by Council are to be maintained and replaced at the expense of the applicant.
3. The cost per sign shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget.

RELATED POLICES:	None
DELEGATION:	YES Delegation No. 10.1, refer also No. 5.1 Sub-delegation –Yes
AUTHORITY	Council meeting 12 August 1997
REVIEW:	August 2006 July 2013

ENG2 STORMWATER RUNOFF CONTAINMENT

POLICY:

Except where topographical or ground conditions make it impractical and/or a piped connection to a Council stormwater drainage system is both possible and approved, all stormwater falling on private land shall be contained within that land by means of a drainage system capable of effectively preventing the discharge of runoff onto adjacent private or public property.

PROCEDURE:

1. For commercial or industrial developments the owner of the property may make an application for an extension or connection to the Town's stormwater drainage system.
2. Where there is concern regarding the pollution of the stormwater generated on such a property, the stormwater must be adequately treated and retained on site.
3. In general, for residential properties, stormwater should be retained on site. However in circumstances where stormwater cannot be suitably retained a connection to Council's drainage system may be approved.
4. Any connection to the Town's stormwater drainage system is undertaken by the Town at the owner's cost.
5. Connection fees shall be in accordance with the amount shown in the Schedule of Fees and Charges contained in the annual budget.

RELATED POLICES:

None

DELEGATION:

YES Delegation No. 10.2
Sub-delegation –Yes

AUTHORITY

Council meeting 12 August 1997
Local Government Act 1995 s.3.25.(1) Schedule 3.1(1.)

REVIEW:

August 2006
July 2013

ENG3 PAVING OF VERGES IN COMMERCIAL AREAS

POLICY:

To allow commercial property owners, subject to the Town's approval, to place containerized plants on commercial paved areas immediately in front of the properties in question.

PROCEDURE:

Size

Containers shall be in the order of 600 millimetres high by 750 millimetres wide and between 750 to 1500 millimetres long to ensure they are of an appropriate scale in relation to other elements of the street, and to ensure visibility to the pedestrian.

Design

Including materials, colour and finish should be in sympathy with surrounding streetscape and to the satisfaction of the Town.

Plant Material

May be at the discretion of the property owner but must reach a height of 1.2 metres above ground to ensure visibility by motorists when reversing or alighting from vehicle. The plants should not exceed a height of 1.5 metres above ground, except in the case of a plant with a clean trunk higher than 1.5 metres, to prevent screening of pedestrians, cluttering of the street and reduced visibility generally and should not extend more than 300 millimetres beyond the container laterally. However, if a plant with a clean trunk is to be used, providing the trunk is clean to a height of 1.5 metres the canopy can extend to the underside of the building awning.

Plant material should be in healthy, tidy condition at all times, and all maintenance is the responsibility of the property owners. The watering should be in the form of a mini tank system incorporated inside the container. No drainage or other discharges from the containers are to flow across the footpath or stain the pavement in any way. No poisonous prickly or other harmful plant material is to be used and maintenance procedures should not interfere with pedestrians at any time.

Quantity

- (1) When used to complement alfresco dining, the number of plants will be determined by the following spacing requirements:
 - (a) parallel to kerblines – a pedestrian gap of at least 2.0 metres every 7000 mm;
 - (b) right angles to kerblines – one at each end of the alfresco area.
- (2) When not used as part of an alfresco application, a maximum of two planters shall be permitted unless otherwise approved by the Town.

The foregoing requirements will be cognisant of the furniture adjacent to neighbouring properties.

Location

Plant containers must not obstruct parking bays, public utilities or other public facilities in the street. The plants and containers shall not restrict the footpath to a width of less than 2.0 metres and shall be:

- 0.8 metres from the face of the roadside kerb;
- 6.0 metres from a street corner;
- 3.0 metres from a crossover.

Approvals

The proposals for the placement of plant containers in the street indicating all relevant details are to be submitted to the Town for approval prior to implementation. The Town reserves the right to request owners to remove the containers at any time.

Cleaning

The applicant shall be responsible for the cleaning of the area adjacent to and under the container.

Costs

All costs associated with the application, purchase of containers and plants and installation are to be borne by the applicant.

Indemnification

Notwithstanding the granting of approval, the Town reserves the right to remove the containers at any time, and applicants must ensure that the Town is indemnified against all claims resulting from the installation of plant containers.

Damage

Any damage to footpath, verge or other street furniture caused by the planter or its movement shall be the responsibility of the applicant/property owner.

Plant containers will not be permitted in public areas where, in the opinion of the Director Renew Life, they have abrasive surfaces or sharp angles that may be a hazard to pedestrians.

RELATED POLICES:	ENG4 Plant Containers on Commercial Paved Areas
DELEGATION:	YES Delegation No. 10.3, refer also Nos. 5.1 and 30.3 Sub-delegation –Yes
AUTHORITY	Council meeting 12 August 1997
REVIEW:	August 2006 July 2013

ENG4 PLANT CONTAINERS ON COMMERCIAL PAVED AREAS

POLICY:

Plant containers on paved verges or public places must be placed so as not to:

- impede pedestrian movement
- obstruct public utilities or access to public facilities
- adversely affect traffic safety and movement
- obstruct access to parking bays.

Where plant containers are kept on a paved verge, a clear pedestrian strip with a minimum width of 1.5 metres is to be maintained parallel to the road kerb at all times.

Plant containers will not be permitted in public areas where, in the opinion of the Director Renew Life, they have abrasive surfaces or sharp angles that may be a hazard to pedestrians.

PROCEDURE:

None

RELATED POLICES:	ENG3 Paving of Verges in Commercial Areas HLTH1 Alfresco Dining
DELEGATION:	YES Delegation No. 10.4 Sub-delegation –Yes
AUTHORITY	Council meeting 12 August 1997
REVIEW:	August 2009 July 2013

ENG5 VEHICLE CROSSOVERS

POLICY:

A vehicle crossover may be constructed either:

- by the Town – by means of an approved contractor - upon application by the property owner, or
- by the property owner.

All crossovers shall be constructed in accordance with the Town's crossover specifications in either insitu concrete; insitu limecrete; insitu exposed aggregate or approved brick/block paving.

The Town will contribute towards the cost of the crossover in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget. This amount will subsidise the cost of one, and the first new crossover to each individually titled lot or strata development.

The Town will also contribute towards the cost of replacing an existing bituminous crossover in insitu concrete, insitu limecrete, insitu exposed aggregate or approved brick/block paving in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget.

The Town will not repair nor contribute to the cost of repairing or resurfacing a bituminous crossover.

PROCEDURE:

1. The maximum width of any crossover and/or adjoining crossover shall be 6 metres or to a maximum of 40% of the property frontage, except for commercial/industrial premises.
2. In cases of financial hardship or where the property owner is an aged or invalid pensioner, the Town may agree to construct a crossover and have the owner's share of the costs paid by instalments or have it remain a charge against the property.

CONSTRUCTION BY OWNER (OR OWNER'S AGENT/CONTRACTOR)

3. Owners who elect to undertake the construction or modification of a crossover themselves, or by a contractor of their choice, must first obtain the Town's approval. There are restrictions on the location and size of crossovers and the construction must be to Town specifications. Owners may make application for a contribution from the Town for the first new crossover they have constructed or bituminous crossover they have reconstructed. The contribution will only be made if prior approval to construct the crossover was given by the Town and all conditions associated with the approval, including compliance with the specifications, have been met.

4. The contribution by the Town is to be determined annually by the Chief Executive Officer.	
RELATED POLICES:	None
DELEGATION:	YES Delegation No. 10.5, refer also delegation Nos. 2.6, 2.7 and 5.1 Sub-delegation –Yes
AUTHORITY	Council meeting 12 August 1997 Local Government Act 1995 Schedule 9.1 (7)
REVIEW:	August 2006 July 2013

ENG6 WASTE REMOVAL – RESIDENTIAL PROPERTIES

POLICY:

Each ratable residential dwelling, whether single or multi-unit, is entitled to be provided with one (1) 240 litre capacity mobile garbage bin.

An additional mobile garbage bin may be supplied upon payment of an annual service fee.

In a multi-unit residential development where it is impractical for each dwelling unit to be provided with its own bin, the Town will require the provision of a bin compound within the development and determine the aggregate number and type of bins that will be provided.

PROCEDURE:

1. In a multi-unit residential development the tenants of that development are entitled to make shared use of any or all of the bins within the bin compound.
2. Bins are emptied once a week.
3. The cost of an additional mobile garbage bin service shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the annual budget. This is payable annually in advance for the number of weeks the service will be provided in a financial year. (1 July to 30 June).

RELATED POLICES:	ENG7 Waste Removal – Commercial Properties ENG13 Recycling Collection – Residential and Commercial Properties
DELEGATION:	YES Delegation No. 10.6 Sub-delegation –Yes
AUTHORITY	Council meeting 12 August 1997
REVIEW:	August 2006 July 2013

ENG7 WASTE REMOVAL – COMMERCIAL PROPERTIES

POLICY:

Each commercial premise is entitled to be provided with one (1) 240 litre capacity mobile garbage bin per 450 square metres of floor space.

An additional mobile garbage bin may be supplied upon payment of an annual service fee in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget.

Excessively moist organic waste or swill must not be placed in Council bins. A premises producing waste of this type must make suitable arrangements with a private contractor for its removal.

PROCEDURE:

1. Bins are to be kept and contained within an enclosure that is located in an area easily accessible to the truck emptying the bins.
2. Bins are emptied once a week.
3. The cost of an additional mobile garbage bin service shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the annual budget. This is payable annually in advance for the number of weeks the service will be provided in a financial year. (1 July to 30 June).

RELATED POLICES:	ENG6 Waste Removal – Residential Properties ENG13 Recycling Collection – Residential and Commercial Properties
DELEGATION:	YES Delegation No. 10.7 Sub-delegation –Yes
AUTHORITY	Council meeting 12 August 1997
REVIEW:	August 2006 July 2013

ENG8 TEMPORARY VEHICLE STANDS AT BUILDING SITES

POLICY:

Temporary authorised vehicle stands adjacent to building sites may be approved during demolition or construction of a building.

PROCEDURE:

1. All applications are to be submitted in writing and charges payable by the applicant shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the annual budget.
2. The following conditions shall apply to the provision of an authorised vehicle stand:
 - (i) Only those vehicles engaged in the loading/unloading of building materials will be permitted to utilise the stand for the time sufficient to effect those operations.
 - (ii) Parking of private vehicle is not allowed.
 - (iii) ‘Kerbside’, ‘Clearway’, ‘No Stopping’ and ‘No Parking’ conditions shall be adhered to at all times.
 - (iv) Approval does not permit the placing of waste disposal bins or other materials on the carriageway.
 - (v) Non-compliance with any of the above conditions will result in the cancellation of the authorised vehicle stand.
 - (vi) The Town is to be advised when the authorised vehicle stand is no longer required.

RELATED POLICES:	ENG6 Waste Removal – Residential Properties ENG13 Recycling Collection – Residential and Commercial Properties
DELEGATION:	YES Delegation No. 10.8 Sub-delegation –Yes
AUTHORITY	Council meeting 12 August 1997
REVIEW:	August 2006 July 2013

ENG9 PATHS – LOCATION WITHIN ROAD RESERVES

POLICY:

Unless precluded by adverse verge levels, significant trees or above-ground public utility services, or for reason of “invasion of privacy”, all new strip footpaths or dual-use paths that are constructed or reconstructed within road reserves, shall be located adjacent to the property boundary.

PROCEDURE:

For the purpose of this Policy:

“Invasion of privacy” – means where the living quarters of a residential building is located less than 4 metres from the property boundary and that boundary either has no fence or lacks an enclosed fence that is at least 1800mm in height above the surface level of the proposed path.

“adjacent to the property boundary” – means the edge of the path nearest to the property boundary being either right up to the boundary or not more than 500mm away from it.

RELATED POLICES:

None

DELEGATION:

YES Delegation No. 10.9
Sub-delegation –Yes

AUTHORITY

Council Meeting 28 September 1999

REVIEW:

August 2006
July 2013

ENG10 STREET VERGES – REINSTATEMENT OF LAWNS FOLLOWING COUNCIL WORKS

POLICY:

Where Council works require an alteration to the level of a street verge to the extent that part or all of an established lawn is removed, the Town’s liability for reinstating the lawn will be limited to:

- modifying the reticulation system; and
- replanting the modified verge with lawn runners.

Unless warranted in special circumstances, the Town will not reinstate a lawn with full turf.

PROCEDURE:

The Town will take responsibility to reinstate permissible verge treatments following any construction or maintenance works undertaken by the Town that impact on the verge. Material and finishes will be matched as closely as practicable to the existing.

The Town will take no responsibility to reinstate synthetic turf affected by routine maintenance of services, assets or construction works. It will be the residents’ responsibility to reinstate or repair the affected areas at the residents’ cost.

Where requested, the Town will make available to the householder the lawn turf to be removed due to roadworks. A householder is entitled only to the lawn turf removed from the verge immediately outside his or her property.

RELATED POLICES:

None

DELEGATION:

YES Delegation No. 10.10
Sub-delegation –Yes

AUTHORITY

Council Meeting 28 September 1999

REVIEW:

August 2006
July 2013

ENG11 FENCES BETWEEN COUNCIL AND ADJOINING PROPERTY

POLICY:

The Town may contribute to the cost of a dividing fence between property owned by or vested in the Town and adjoining property.

For the purpose of this policy land owned by or vested in the Town does not include road reserves, linear drain reserves, rights-of-way or pedestrian access ways.

As a rule, the Town contribution will be limited to 50% of the cost of erecting an original fence, or replacing a deteriorated existing fence, in colour bond or similar metal fence or timber lap fence.

PROCEDURE:

1. A request from an owner for the Town to share in the cost of erecting an original dividing fence or replacing a deteriorated existing dividing fence must be made in writing by the owner setting out:
 - The reason for the request;
 - The total length of proposed new fence that adjoins Town property;
 - The material(s) to be used in the making of the fence together with - if other than a standard material dividing fence - brochures or a sketch detailing the height, design, materials proposed and a quotation (or estimated cost) of the portion adjoining Town property.

(Note: Dividing fences or walls acting as dividing fences made from materials other than standard fence materials such as 'HardiFenceTM', 'colorbond', timber picket require the Town's Planning Approval. Contact the Planning and Development Services staff at the Council Office).
2. Where the Town and the owner are agreed on the terms of the agreement, it shall be documented and signed by both parties. The agreement is to include the type of fence, the cost sharing arrangements and which party will arrange the erection.
3. Where it has been agreed that the Town will arrange the fence erection, the Town will obtain not less than 3 quotes and require the adjoining owner's contribution to be paid to the Town prior to accepting the most suitable quotation.
4. Where it has been agreed that the owner will arrange the fence erection, the Town's contribution is subject to the Town having agreed to a quotation obtained by the owner - or the owner's selection if more than one quotation - and the fence having been constructed to a satisfactory standard.
5. In cases of financial hardship or where the adjoining owner is an aged or invalid pensioner, the Town may agree to erect or replace a fence and have the owner's share of the costs paid by instalments or have it remain a charge against the property.

RELATED POLICES:	None
DELEGATION:	YES Delegation No. 10.11 Sub-delegation –Yes
AUTHORITY	1 July 1994
REVIEW:	August 2006 July 2013

POLICY:

The Town recognises that graffiti vandalism is a costly community problem, not only in monetary terms but also in environmental and social terms. The Town will remove, clean or cover incidences of graffiti vandalism that can be seen from any public space, including – but not limited to – footpaths, walkways, reserves and roads.

The Town will remove, clean or cover incidences of graffiti vandalism that can be seen from any public space, including – but not limited to – footpaths, walkways, reserves and roads.

PROCEDURE:

1. The Town will clean, remove or cover graffiti on buildings, fences and structures that are within or constitute boundaries of all reserves under the management of the Town. This includes (but is not limited to) parks, drainage and other reserves, public access ways and road reserves.
2. Where the structure is a fence, wall or building on a shared boundary with private property or a reserve under the management of another authority, the owner of the private property or that authority must provide prior approval for the graffiti to be removed and indemnify the Town against all actions, claims and damages – other than workers compensation claims - resulting from the graffiti removal.
3. The Town will not remove graffiti from:
 - Any place where the graffiti is located higher than what can be safely reached from a 2-metre ladder. The Town will appoint a Contractor to undertake the removal in these instances;
 - Places where it is necessary for the removalist to traverse a roof,
 - Places where it is possible or likely that the removalist may become exposed to hazardous materials such as asbestos or chemicals.
4. Subject to unforeseen circumstances/events, inclement weather or staff availability, the Town will endeavour to remove offensive graffiti within 24 hours and all other graffiti within 10 days of it being reported or authorised.

RELATED POLICES:	None
DELEGATION:	YES Delegation No. 10.12 Sub-delegation –Yes
AUTHORITY	Council Meeting 7 December 1999
REVIEW:	August 2006 July 2013

ENG13 RECYCLING COLLECTION – RESIDENTIAL AND COMMERCIAL PROPERTIES

POLICY:

Each rateable residential dwelling, whether single or multi unit, is entitled to be provided with one(1) 240 litre capacity recycling mobile garbage bin.

Each commercial premises is entitled to be provided with one(1) 240 litre capacity recycling mobile garbage bin per 450 square metre of floor space.

An additional recycling mobile garbage bin may be supplied upon payment of an annual service fee in accordance with the amount shown in the Schedule of Fees and charges contained within the Annual Budget.

In a multi-unit residential or commercial development where it is impractical for each unit to be provided with its own bin, the Town will require the provision of a bin compound within the development and determine the aggregate number and type of bins that will be provided and collection frequency.

PROCEDURE:

Residential Properties

1. In a multi-unit residential development the tenants of that development are entitled to make shared use of any or all of the recycling bins within the bin compound.
2. Recycling bins are emptied once a fortnight.

Commercial Properties

- 1 Recycling bins are to be kept and contained within an enclosure that is located in an area easily accessible to the truck emptying the bins.
2. Recycling bins are emptied once a week.
3. Recycling bins shall be provided on request.

General

The cost of an additional recycling mobile garbage bin service shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the annual budget. This is payable annually in advance for the number of weeks the service will be provided in a financial year (1 July to 30 June).

RELATED POLICES:	ENG6 Waste Removal – Residential Properties ENG7 Waste Removal – Commercial Properties
DELEGATION:	YES Delegation No. 10.13 Sub-delegation –Yes
AUTHORITY	Council meeting 2 September 2008
REVIEW:	July 2013

POLICY:

The Town shall undertake to sustainably provide and manage infrastructure assets that support the delivery of agreed services in line with its Strategic Vision (Strategic Community Plan), for current and future stakeholders. This will be achieved through:

- A commitment to continuous improvement in its organisational asset management practices;
- A commitment to developing the asset and financial management proficiency of its Councilors and staff;
- Ensuring that Councilors and staff clearly understand their organisational asset management responsibilities;
- Adopting and applying appropriate and sustainable asset management practices and principles that form the basis of long term decision making;
- Developing and implementing an asset management framework, as part of a broader organisational Integrated Planning and Reporting Framework, and that includes a vision, strategy and plans;
- Ensuring that asset management decisions consider, and integrate with, other key Town policies and plans (e.g. Long Term Financial Plan);
- Developing and implementing a reporting framework for asset management activities;
- Managing assets in a whole-of-life manner;
- Giving priority to the needs of current assets and services over future ones; and
- Establishing level of service targets through community consultation and reporting the Town's performance against these.

PROCEDURE:

The following Responsibility and Reporting framework shall be established and maintained in order to ensure an organisational approach to Asset Management exists:

1. The Town shall seek to be a leading local government in Asset Management.
2. Council is responsible for approving (including amendments to) the Asset Management Policy, Asset Management Strategy and Asset Management Plans. It shall ensure that sufficient resources are allocated to achieve the objectives of these documents.
3. The Strategic Management Team (SMT) will ensure that strategies are in place for the successful implementation of Asset Management and report to Council, as required, on significant matters relating to Asset Management.
4. An organisational Asset Management Working Group (AMWG) will be responsible for the development, implementation and review of the Asset Management Strategy and Plans. The AMWG shall report to the SMT as

required on the Town's asset management performance. The overall purpose of the AMWG is to ensure a coordinated and integrated approach to asset management is achieved across the entire organisation. Attachment A defines the AMWG's scope, role and membership. The AMWG is to be cross-functional and multi discipline.

The Town considers assets (such as infrastructure, land, plant and equipment) to be physical items that support the delivery of one or more of the following services:

- Property
- Recreation
- Transport
- Plant & Equipment
- Information Technology
- Waste Management

The Asset Management Policy shall apply to all assets which are required to be managed by the Town, and where their components have a useful life of more than one year and have a replacement cost greater than \$1,000.

The Town will develop, maintain and implement an integrated asset management framework broadly in line with the WA State Government's Department of Local Government and Communities' Integrated Planning and Reporting Framework (IPRF). The Town's Framework shall be documented in its Asset Management Strategy.

The Town shall take a sustainable and holistic lifecycle approach when considering decisions to renew, upgrade or acquire (new) assets and apply the following principles:

1. *That adequate research has been conducted into:*
 - ✓ *other key Town Policies and Plans so that the asset aligns with desired strategic outcomes;*
 - ✓ *the asset to ensure that it will deliver significant, direct and tangible benefits to its stakeholders;*
 - ✓ *the asset's whole of life costs in order to identify potential impacts on rates and charges; and*
 - ✓ *ensuring that the asset will remain sustainable over its lifecycle.*
2. *That the asset's lifecycle costs have been identified and are appropriated captured within its respective Asset Management Plan.*

With respect to the management of land and property assets, Council Policy GEN7 shall apply.

Long term asset and financial management priority will be given to the resource needs of asset renewal, before upgraded or new assets.

Asset Management Plans for all service areas will be prepared in accordance with the IPWEA's International Infrastructure Management Manual's (IIMM) recommended format.

Asset service delivery performance levels will be developed through appropriate stakeholder engagement methods. Asset performance against these levels will be documented within the AMPs and reported to Council, staff and stakeholders.

Underperforming assets, and/or those determined to not align with the Strategic Community Plan, will be reviewed to determine whether they are required and may then be considered for upgrade, replacement or disposal.

The Town will develop and maintain accurate asset data inventories that support the needs of the organisation and its asset management policy, strategy and plans. This shall be done using industry leading asset management software and data management practices.

RELATED POLICES:	GEN7 – Strategic Management of Land and Property Assets FIN4 – Purchase of Goods and Services
DELEGATION:	YES Delegation No. 10.14 Sub-delegation –No
AUTHORITY	Council meeting 24 November 2009
REVIEW:	May 2014 14 October 2014

FINANCE – FIN

FIN1 INVESTMENTS

POLICY:

Objectives:

The objective of this policy is to provide a framework for the investment of the Town's surplus funds. While exercising the power to invest, consideration will be given to the following:

- (a) Preservation of capital: Investment management is to be undertaken in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk where applicable within identified threshold and parameters.
- (b) Liquidity: There is to be sufficient liquidity to meet all reasonably anticipated cash flow requirements as and when they fall due without incurring significant costs due to the unanticipated sale of an investment.

Investment Return: Investments are expected to achieve a market average rate of return taking into account the Town's risk tolerance.

Legislative Requirements:

All investments are to comply with the following:

- Local Government Act 1995 - Section 6.14;
- Local Government (Financial Management) Regulation 1996 - Regulation 19 Regulation 28 and Regulation 49;
- The Trustees Act 1962 – Part III;
- Australian Accounting Standards;
- Investment Policy Local Government Operational Guideline 19 February 2008; and
- Local Government (Financial Management) Amendment Regulation. 2012

Approved Investments:

Without express approval from Council, investments are limited to:

- (a) Interest bearing term deposits with Authorised Deposit Taking Institutions (Australian banks, building societies and credit unions) for a term not exceeding 12 months.
- (b) Interest bearing deposits with the Western Australian Treasury Corporation (WATC) for a term not exceeding 12 months.

- (c) Bonds guaranteed by the Commonwealth Government or State or Territory for a term not exceeding 3 years.

With express approval from Council. Investment is also permitted in land and its development - subject to the requirements of Section 3.59 (1) of "the Act".

Delegation of Authority:

The Chief Executive Officer has delegated authority to invest the Town's surplus funds to planned requirements. Pursuant to the provisions of Section 5.45 of the Local Government Act 1995, this authority may be delegated to designated Town officers.

Risk Management Guidelines:

1. Investments entered into, following adoption of this Investment Policy, must comply with three key criteria relating to:
 - (a) Portfolio Credit Framework: limit overall credit exposure of the portfolio;
 - (d) Counterparty Credit Framework: limit exposure to individual counterparts / institutions;
 - (b) Term of Maturity Framework: limits based upon maturity of securities.
 - (c) Liquidity: Portfolio management must always maintain adequate levels of liquidity to cover seasonality, planned capital expenditure and contingencies.
2. The Town will determine credit and short-term obligation ratings in accordance with the Credit Ratings described in Appendix 1 of this policy taking into account any higher guarantors (including government guarantees on any assets). Investments in an Australian Authorised Deposit Taking Institution (ADI) shall be grouped according to the parent bank's rating where applicable.

(a) Overall Portfolio Limits

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P* Long Term Rating	S&P* Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A-1+	100%	0%
AA	A-1	100%	0%
A	A-2	40%	0%
BBB (ADI only)	A-3 (ADI only)	20%	0%
Not Rated (refer to Appendix)		0%	25%

* or Moody's/Fitch equivalents

(b) Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below:

S&P* Long Term Rating	S&P* Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A-1+	60%	0%
AA	A-1	35%	0%
A	A-2	20%	0%
BBB (ADI only)	A-3 (ADI only)	5%	0%
Not Rated (refer to Appendix)		0%	25%

* or Moody's/Fitch equivalents

If any of the Town's investments are downgraded such that they no longer fall within the investment policy, they will be reviewed as soon as practicable. Where it is considered in the Town's interests to retain the investment (or the investment is not tradeable), the circumstances shall be reported to Council.

(c) Term to Maturity Framework

The investment portfolio is to be invested within the maturity constraints as imposed by Regulation.

Reporting and Review:

A monthly report will be provided to Council in support of the monthly statement of activity. The report will detail the investment portfolio in terms of percentage exposure of total portfolio, maturity date and income received.

Documentary evidence must be held for each investment and details thereof maintained in an Investment Register retained in the Town's Corporate Record Keeping Systems.

Certificates must be obtained from the financial institutions, and retained in the Town's Corporate Record Keeping Systems, confirming the amounts of investments held on the Town's behalf as at 30 June each year and reconciled to the Investment Register.

PROCEDURE:

None

RELATED POLICES:

None

DELEGATION:

YES Delegation No. 14.1, refer also delegation No. 1.32 Sub-delegation –Yes

AUTHORITY

Council Meeting 23 March 1999
Amended 24 February 2009
Amended 8 July 2014
Amended 9 June 2015

REVIEW:

February 2009; July 2013; July 2014; June 2015

Appendix 1:

Standard & Poor's Ratings Description

Credit Ratings

Standard & Poor's (S&P) is a professional organisation that provides analytical services. An S&P rating is an opinion of the general credit-worthiness of an obligor with respect to particular debt security or other financial obligation — based on relevant risk factors.

Credit ratings are based, in varying degrees, on the following considerations:

- Likelihood of payment.
- Nature and provisions of the obligation.
- Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganisation or other laws affecting creditors' rights.
- In the case of financial institutions, the perceived likelihood of sovereign support.

The issue rating definitions are expressed in terms of default risk.

Short-Term Obligation Ratings are:

A-1

This is the highest short-term category used by S&P. The obligor's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.

A-2

A short-term obligation rated A-2 is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the obligor's capacity to meet its financial commitment on the obligation is satisfactory.

A-3

A short-term obligation rated A-3 exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.

Long-Term Ratings are:

AAA

An obligation/obligor rated AAA has the highest rating assigned by S&P. The obligor's capacity to meet its financial commitment on the obligation is extremely strong.

AA

An obligation/obligor rated AA differs from the highest rated obligations only in a small degree. The obligor's capacity to meet its financial commitment on the obligations is very strong.

A

An obligation/obligor rated A is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations/obligor in higher rated categories. However, the obligors capacity to meet its financial commitment on the obligation is still strong.

Plus (+) or Minus (-): The ratings from "AA" to "CCC" may be modified by the addition of a plus or minus sign to show relative standing within the major rating categories.

CreditWatch highlights an emerging situation, which may materially affect the profile of a rated corporation and can be designed as positive, developing or negative. Following a full review the rating may either be affirmed or changed in the direction indicated.

A Rating **Outlook** assesses the potential direction of an issuer's long-term debt rating over the intermediate-to-long term. In determining a Rating Outlook, consideration is given to possible changes in the economic and/or fundamental business conditions. An outlook is not necessarily precursor of a ratings change or future CreditWatch action. A "Rating Outlook – Positive" indicates that rating may be raised. "Negative" means a rating may be lowered. "Stable" indicates that ratings are not likely to change. "Developing" means ratings may be raised or lowered.

FIN2 BANK ACCOUNTS, SIGNATORIES AND PAYMENTS

POLICY:

The Town shall maintain the following bank accounts:

- Municipal Account
- Trust Account

The signatories to, and the making of payments from, the above accounts shall be in accordance with the following Procedure.

PROCEDURE:

1. There shall be two (2) signatories to the Municipal and Trust Fund and with authority to make payments by EFT or for investment of Funds in accordance with Council’s Policy, to sign jointly, from the following five groups of signatories:
 - The Chief Executive Officer
 - An Elected Member
 - A Director
 - The Executive Manager of Business Performance
 - The Financial Services Manager, or in their absence, the Acting Financial Services Manager.
2. The approval for the payment of expenses incurred through the corporate card facility as issued to the Chief Executive Officer and the Directors will be addressed through the standard process of approval as detailed at clause 1 above.
3. Cash floats may be established or amended with the joint authority of the Chief Executive Officer and the Director of Business Life, or in the Directors absence, the Executive Manager Business Performance.

RELATED POLICES:	None
DELEGATION:	YES Delegation No. 14.2, refer also delegation Nos. 1.31, 4.1 and 4.2 Sub-delegation –Yes
AUTHORITY	Council Meeting 12 August 1997
REVIEW:	August 2006 July 2013

FIN3 DEBT COLLECTION

POLICY:

Any payments due to the Town that have not been received by the due date shall be recovered in accordance with the following Procedure.

PROCEDURE:

1. Amounts outstanding after the due date for payment will be followed up within 30 days of the due date with a Final Notice (Ratepayers) or a letter requesting immediate payment (sundry debtors).
2. A report will be presented to Council to obtain approval to refer ratepayers or sundry debtors (except Library debtors) who do not respond to the Town's request for the payment of overdue amounts to the Town's debt collection agency and, if necessary the Town's lawyers, for further action.
3. The sequence of actions taken against defaulting ratepayers who have been referred to the Town's debt collection agency will be as follows:
 - a) Letter of demand (7 day letter),
 - b) Issuing of Claim,
 - c) Issuing of Court proceedings in accordance with s.6.56. of the Local Government Act 1995. Processes to enforce judgment are as follows:
 - i) Default Judgment;
 - ii) Property and Seizure Sale Order; and
 - iii) Appropriation of Earnings.
 - d) Section 6.60. Notice – diverting rental payments due to the lessor to the Town.
 - e) Lodging a Caveat on the property, or
 - f) Take possession of the land under s.6.64. of the Local Government Act 1995. In this instance the Town may rent or dispose of the property if rates remain unpaid for at least three (3) years. A resolution of Council is required before proceeding with this course of action.
4. The following list of actions may be taken against defaulting sundry debtors who do not respond to normal requests for payment:
 - a) Letter of demand(7 day letter);
 - b) Issuing of Claim,
 - c) Issuing of Court proceedings. Processes to enforce judgment are as follows:
 - i) Default Judgment;
 - ii) Property and Seizure Sale Order; and
 - iii) Appropriation of Earnings.
 - d) Rescind the Seasonal Licence;
 - e) Request up-front bonds for future dealings which may be used to offset against the outstanding debt;
 - f) Offset Town contributions owing to the entity against any outstanding debt;
 - g) Cancellation of the Lease Agreement, in accordance with the terms of the Lease, or

h) Refusing further hire of facilities.

For community/sporting organisations, the proposed method of recovering debt will be a letter of demand followed by any of options a) – h) above. Legal action will only be taken in extreme situations.

5. The Town may, at the request of a ratepayer, approve payment arrangements other than the options offered on the rate notice subject to the following:
 - a) The alternative arrangement shall not exceed three(3) consecutive years;
 - b) Where a ratepayer has received a maximum three year alternative payment arrangement, and providing the ratepayer has met all the conditions of that arrangement, the ratepayer be advised prior to the third year's rates that it is the last year of the alternative arrangement after which any entitlement to any further alternative arrangement ceases.
6. Library debtors who do not respond to the Town's request for payment of overdue amounts shall be referred to the debt collection agency and, if necessary, to the Town's lawyers, for further action. A listing of the number and value of library debts shall be reported to Council at intervals not exceeding six (6) months.

RELATED POLICES:	None
DELEGATION:	YES Delegation No. 14.3, refer also delegation Nos. 1.35 and 4.4 Sub-delegation –Yes
AUTHORITY	Council Meeting 28 September 1999
REVIEW:	August 2006 July 2013

POLICY:

The following requirements shall be observed before entering into a contract or placing an order for the purchase of goods or services:

- Up to \$999 (excluding GST) – Where possible or practical, obtain at least two (2) verbal quotations or purchase from published price list(s).
- Between \$1000 and \$19,999 (excluding GST) – Obtain a minimum of three (3) written or verbal quotations.
- Between \$20,000 and \$39,999 (excluding GST) – Obtain a minimum of three (3) written quotations.
- Between \$40,000 and \$99,999 (excluding GST) – Obtain a minimum of three (3) written quotations that address stipulated requirement criteria
- \$100,000 and above (excluding GST) – Public Tender
- Preference is to be given to a local supplier if the evaluation shows that their offer is equal to or better than non-local suppliers as assessed on the criteria of price, quality, reliability, timeliness of delivery, and customer service generally.

PROCEDURE:**1. Goods or services not exceeding \$999 (excluding GST)**

No quotations are required to be obtained however it is recommended that at least two (2) verbal quotations be obtained, including at least one local supplier, where possible. Periodic market testing with a greater number or more formal forms of quotation should be undertaken to ensure best value is maintained.

Notes: The general principles for obtaining verbal quotations are:

- Ensure that the requirements/specifications are clearly understood by the person seeking the quotation.
- Ensure that the requirements/specifications are clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

2. Goods and services between \$1000 and \$19,999 (excluding GST)

At least three (3) verbal or written quotations (or a combination of both) are required. Where this is not practical, e.g. due to limited suppliers, an explanation must be noted on the purchase requisition form.

Notes: Refer to (1) above for details on obtaining verbal quotes.

The general principles relating to written quotations are:

- An appropriately detailed specification that communicates the requirement(s) in a clear, concise and logical fashion.
- The request for a written quotation should include as a minimum:
 - Written specification
 - Price Schedule

- Any conditions relating to the submission of the quotation.
- The period or date until which the offer remains valid.
- Invitations to quote should be issued to suppliers at the same time.
- Any subsequent new or amended requirements for the goods or service during the quotation period must be communicated to all invitee suppliers as soon as the new or amended requirement is determined. Such communication must be made to all invitee suppliers at the same time and if made verbally, confirmed in writing (email, fax, letter) immediately thereafter.
- Responses should be assessed for compliance, in order: (i) against the selection criteria, (ii) value for money. All evaluations must be documented.
- Invited suppliers should be advised of the outcome of their quotations as soon as possible after the final determination is made and approved.

3. **Goods or services between \$20,000 and \$39,999 (excluding GST)**

At least three (3) written quotes; the number dependent on the type and nature of the goods or service sought.

Note: Refer to (2) above for details on obtaining written quotes.

4. **Goods or services between \$40,000 and \$99,999 (excluding GST)**

At least three (3) written quotes; the number dependent on the type and nature of the goods or service sought.

Note: In addition to the requirements for obtaining written quotes detailed in (2) above, qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, the organisation's capability, previous relevant experience and any other relevant factor should be considered as part of the assessment.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$100,000 threshold (excluding GST). If a decision is made to seek public tenders for the Contracts of less than \$100,000, a Request for Tender process that entails all the procedures for tendering outlined in this procedure must be followed in full.

The procurement of goods and/or services available from only one private sector source of supply (Monopoly Supplier), (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision "sole source of supply" should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

5. **Goods or services over \$100,000 (excluding GST).**

The following minimum requirements must be met:

- **Anti-Avoidance**

Officers shall not divide a tender or quotation for goods or a service into two or more contracts for the purpose of reducing each component contract below \$100,000.

- **Tender Criteria**

The officer authorised to manage a public tender shall, before tenders are publicly invited, determine in writing the criteria and criteria weightings for deciding which tender should be accepted.

An evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For requests with a total estimated (excluding GST) price of:

- Between \$40,000 and \$99,999, the panel must contain a minimum of 2 members; and
- \$100,000 and above, the panel must contain a minimum of 3 members.

- **Advertising Tenders**

Tenders are to be advertised in a state wide publication e.g. “The West Australian” newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 full days after the date the tender is advertised.

The notice must include:

- A brief description of the goods and services required;
- Information as to where and how tenders may be submitted;
- The date and time after which tenders cannot be submitted;
- Particulars identifying the person from whom more detailed information on the tender may be obtained;
- Such information as the CEO decides should be disclosed to those interested in submitting a tender;
- Detailed specifications of the goods and services required;
- The criteria for deciding which tender should be accepted;
- Whether or not the Town of Victoria Park has decided to submit an in-house tender; and
- Whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

- **Issuing Tender Documentation**

The issuing of tender documentation, whether by counter, mail, internet, referral or other means, to an interested potential tenderer is conditional upon the potential tenderer disclosing the name, contact person and contact details of the entity he or she owns or represents.

These details must be recorded and will be used for the purpose of any subsequent clarifications, addendums or further communication that may be required prior to the close of the tenders.

The Town reserves the right to charge a non-refundable ‘documents fee’ for large construction projects comprising voluminous specifications and design drawings.

- **Tender Deadline**

A tender that is not received in full and/or in the required format by the advertised closing time and date shall be disqualified and will not be evaluated.

- **Opening of Tenders**

No tenders are to be removed from the tender box, opened, read or evaluated prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial-in-confidence to the Town of Victoria Park. Members of the public are entitled to be present at opening of tenders.

The Tenderer's Offer Form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Town of Victoria Park Officers present at the opening of tenders.

- **No Tender Received**

Where the Town of Victoria Park has invited tenders but no compliant submissions were received, direct purchases can be arranged on the basis of the following:

- A sufficient number of quotations are obtained;
- The process follows the guidelines for seeking quotations between \$40,000 and \$99,999 (listed above);
- The specification for goods and/or services remains unchanged;
- Purchasing is arranged within 6 months of the closing date of the lapsed tender.

- **Tender Evaluation**

Each tender that has not been disqualified shall be assessed by a tender evaluation panel. The panel must provide a written evaluation against the pre-determined criteria.

- **Addendum to Tender**

If, after a tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Town of Victoria Park may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

- **Minor Variation**

If after the tender has been publicly advertised and a successful tenderer has been chosen, but before the Town of Victoria Park and tenderer have entered into a Contract, a minor variation may be authorised by the CEO. A minor

variation is deemed to be one where the scope and price does not vary by more than 10% of the original scope and price. Variations in price alone, i.e. without a change in scope or variation in specification, will not be authorised.

A minor variation must not alter the nature of the goods and/or services procured, nor materially alter the specification or structure provided for by the initial tender.

- **Notification of Outcome**

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer;
- The total value of consideration of the tender as detailed in the Council resolution;

The details and total value of consideration must also be entered into the Tender register at the conclusion of the tender process.

- **Records Management**

All records associated with the tender's process or a direct purchase must be recorded and retained in accordance with the minimum requirements of the State Records Act.

6. **When public tenders or quotations are NOT required**

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions applicable under Regulation 11 of the Functions and General Regulations.

7. **Recording Quotations**

All quotations, whether verbal or written, must be recorded in compliance with the Record Keeping Act.

8. **Local supplier**

If a local supplier is invited to quote and provides a quotation which, on evaluation, is either equal or better than a non-local supplier, then preference must be given to that local supplier.

RELATED POLICES:	FIN5 - Budget Expenditure Authorisation FIN9 – Business Dealings with Elected Members and Employees
DELEGATION:	YES Delegation No. 14.4, refer also delegation Nos. 14.5 and 30.5 Sub-delegation –Yes
AUTHORITY	Local Government Act 1995 - s.3.57. Local Government (Functions & General) Regulations 1996 – Part 4 Council Meeting 12 August 1997 Local Government (Functions & General) Amendment Regulations 2007
REVIEW:	November 2009 July 2013

FIN5 BUDGET EXPENDITURE AUTHORISATION**POLICY:**

Subject to conditions imposed under delegated authority, management discretion may be used to incur expenditure for all approved budget items except those identified in the budget as requiring a report, or a further report, to Council.

PROCEDURE:

Refer: Purchasing Procedure (Admin.)

RELATED POLICES:

FIN4 Purchase of Goods and Services

DELEGATION:

YES Delegation No. 14.5, refer also delegation Nos. 14.4 and 30.5
Sub-delegation –Yes

AUTHORITY

Council Meeting 12 August 1997

REVIEW:

August 2006
July 2013

FIN6 DISPOSAL OF DISUSED EQUIPMENT, MACHINERY AND OTHER MATERIALS

POLICY:

Subject to the provisions of s.3.58. of the Local Government Act 1995 and the Local Government (Functions & General) Regulations 30 and 31 the Town may donate to non-profit community organisations, sell to elected members, staff or other persons, or deposit at a refuse site surplus, unused, disused or superseded items of light machinery, office equipment, furniture or construction materials that are of no further use to the Town and that are of little or nominal residual value or which cannot be traded-in.

This does not include office equipment installed in the premises or home of an elected member.

All disposals shall be made in accordance with the following Procedure.

PROCEDURE:

1. For the purpose of this policy:
 - “Disused equipment, machinery and other materials” means any item/s which are exempt from disposition pursuant to the Local Government (Functions & General) Regulations 1996, Regulation 30(3), and which cannot be readily sold or be traded-in and have little or no residual value as determined by the CEO other than any item/s that is provided to elected members.
 - “Non-profit community organisation” means any non-profit group, agency or service whose primary aims are to improve the quality of life to sections of the community or provide targeted welfare or other support. This includes the provision of recreation and sporting opportunities, community arts and cultural development programmes.
2. Order of disposal shall be by:
 - (a) Donations to non-profit community organisations and schools
 - The Town shall give local public notice when an appropriate amount of item/s become available for donation to welfare organisations, sporting clubs, community groups and schools, which are to complete an application form supplied by the Town.
 - First priority for allocating the donation of item/s will be given to those welfare organisations, sporting clubs, community groups and schools, which are located within the Town.
 - Records will be kept of all item/s donated to organisations for the purpose of ensuring an equitable distribution over time.
 - (b) Sale to elected members and staff by tender
 - The Town may invite elected members and staff to submit a tender for the purchase of any remaining item/s not donated.

- Items will be advertised internally within Council by giving 14 days notice by e-mail of which a copy is to be placed on staff notice boards and circulated in the Members' Information Bulletin. Interested parties are required to submit a tender for the item/s. Each item will be offered for sale separately unless otherwise determined by the CEO.
 - Sealed tenders with the envelope marked "Purchase of Minor Disused Equipment" must be lodged in the tender box prior to the nominated closing time.
 - The Purchasing Officer and the Assistant Accountant are to open the tenders and prepare a schedule, which is to be maintained in a register.
 - The CEO may limit the number of same items able to be sold to any elected member or staff.
 - In each case the highest tenderer will be offered the item/s at the tendered price. In the case of several identical items being offered for sale the highest tenderer will have first choice of same items, the second highest tenderer will have the next choice and so on.
- (c) Sale to other individuals
- If any item/s cannot be disposed of by selling it by tender to an elected or staff member or donation to a non-profit community organisation, it may be advertised to be sold by private treaty to any individual or organisation at a price approved by the CEO.
- (d) Dumping at refuse site
- If any item/s cannot be disposed of by the processes outlined in (a), (b) and (c) above it may be recycled or dumped at a refuse site with approval of the CEO.
3. Conditions of disposal/sale
- All items are sold or donated on an as is where is basis with all faults if any.
 - The tendered sum or negotiated sale price is to be paid prior to collection of the item/s.
 - The Town will not provide any consumables or technical support for any item/s that have been donated or purchased from the Town.
 - The CEO expressly reserves the right to:
 - (i) withdraw any lot or lots from a tender at any time; and
 - (ii) not accept any tender.
4. Details of item/s disposed will be reported to Council via the Members' Information Bulletin.

RELATED POLICES:	None
DELEGATION:	YES Delegation No. 14.6, refer also delegation No. 28.2 Sub-delegation –Yes
AUTHORITY	Council Meeting 28 September 1999 Local Government Act 1995 s.3.58. Local Government (Functions & General) Regulations 1996 Reg. 30. and 31.
REVIEW:	August 2006 July 2013

FIN7 DONATIONS – FINANCIAL ASSISTANCE

POLICY:

The Town may sponsor individual members of the community or provide financial assistance to non-profit community organisations for the provision of services that are of benefit, or will benefit, the community or the individual.

Applications in the following categories will be considered:

- Sporting, Recreation, Academic Achievement and Leadership sponsorship for individuals;
- Donations to welfare, charity and community groups generally;
- Donations towards sport and recreation initiatives;
- Donations towards community arts and cultural development initiatives;
- Donations to schools including welfare assistance to individual students.

All donations shall be made in accordance with the following Procedure.

PROCEDURE:

For the purpose of this policy a “community group” is defined as any non-profit incorporated group, agency or service whose primary aims are to improve the quality of life to sectors of the community or provide targeted welfare or other community support. This includes the provision of leadership, recreational and sporting opportunities, community arts and cultural development projects.

Welfare, Charity and Community Groups

The Town recognises the following three (3) groups, in order of priority:

Group A

Located within or outside the Town and providing a project or service specifically dedicated to assisting residents of the Town. The project or service provides a benefit to the general community or to a specific sector of the community.

Group B

Located within the Town and providing a service dedicated to servicing the wider community, including residents of the Town. The service provides a benefit to the general community or to a specific sector of the community.

Group C

Located outside the Town and providing a service dedicated to servicing the wider community, including residents of the Town. The service provides a benefit to the general community or to a specific sector of the community.

Individual Sponsorships

The Town recognises the following three (3) groups for individual donations:

1. Sport

Individuals selected by an accepted sporting governing body to represent the State/Commonwealth in a recognised sporting event requiring financial assistance to participate in the event.

2. Academic and Educational Achievement

Individuals selected by a recognised educational institution to represent the State/Commonwealth for academic or educational achievement requiring financial assistance to participate in the representation.

3. Youth Leadership

Individuals between the ages of 12-25 nominated to undertake youth leadership training delivered by a recognised organisation.

Schools

The Town recognises two (2) categories available for Schools located within the Town:

1. General

To support initiatives for the benefit of the students and/or wider community, separate from the core provision of education;

2. Welfare

Support students that reside in the Town to assist with the provision of necessary educational and personal development items. Donations will be made on the recommendation of the school's Principal.

- (a) All applicants must complete and comply with the appropriate application form which will be supplied by the Town on request.
- (b) General and specific eligibility criteria that apply to each of the categories must be satisfied before funding will be considered.
- (c) All donations made under delegated authority will not exceed the amounts set out in the following table:

APPLICANT	AWARD	DONATION
Welfare, Charity, Sport, Recreation, Cultural, Arts And General Community Groups	Group A	\$500
	Group B	\$250
	Group C	\$150
Individual Sponsorships (only available to persons residing within the Town) (group relates to more than two people going to the same event at the same time)	State representation at national level for sport, academic & educational achievement	\$200 per group or person or \$500 per group
	National representation at international level for sport, academic & educational achievement	\$300 per group or person or \$600 per group
	Youth Leadership	\$300 per person or \$500 per group and no more than 50% of total event cost up to \$300 or \$500 respectively
Schools - Pre-primary	Up to 35 enrolled children	\$150
	Over 35 enrolled children	\$200
- Primary	Up to 200 enrolled students	\$250
	Over 200 enrolled students	\$300
- Secondary	Up to 500 enrolled students	\$350
	Over 500 enrolled students	\$500
Primary or Secondary	Education support	\$500
Schools Welfare	Maximum two applications per school per financial year	\$200 per student

- (d) Donations will not be made retrospectively.
- (e) All donations made under delegated authority will be reported to Council via the Members' Information Bulletin annually.
- (f) Applications that fall outside these guidelines or exceed the maximum donation amounts specified in the table may be referred to Council for determination.
- (g) Applications are limited to a maximum of one per person or (individuals in

a group) per financial year.

- (h) Organisations listed to receive a donation in the Annual Operating Budget are deemed ineligible to apply for an annual donation consistent with this policy.
- (i) Applications for school tour groups (or individuals participating in a school tour group) will be funded, if the group has been selected by a peak body outside of the school, to represent the state or nation at a national or international competition. In such instances the group or individual will be considered under the 'individual' category of donation.

RELATED POLICES:	None
DELEGATION:	YES Delegation No. 14.7 Sub-delegation –Yes
AUTHORITY	Council Meeting 28 September 1999.
REVIEW:	August 2008 July 2013

FIN8 SPONSORSHIP BY PRIVATE COMPANIES ON COUNCIL PROPERTY INCLUDING EVENTS

POLICY:

The Town may seek sponsorship from business and/or other organisations for the promotion and delivery of community initiatives, events and facilities which contribute to the vibrancy and wellbeing of the Town.

Any sponsorship arrangements shall be made in accordance with the following Procedure.

PROCEDURE:

1. Sponsorship must not:

- 1.1 compromise the Town's reputation, public image, probity, ability to fulfil its functions or influence decisions or actions by the Town
- 1.2 be in conflict with the Town's strategic objectives and policies (for example, political parties, drugs and alcohol, smoking, fast food, pornography)
- 1.3 provide personal benefits to Town staff, sitting members or staff of the sponsoring agent.

2. Sponsorship arrangements must be;

- 2.1 confirmed in writing and provide the Sponsor and the Town with a clear outline of proposed benefits and responsibilities
- 2.2 communicated to the Communications Manager before acceptance
- 2.3 endorsed by Council.

3. Sponsorship Delivery Risk Assessment;

- 3.1 risk assessment of the sponsorship delivery must identify potential issues that may arise in managing the sponsorship
- 3.2 control/s to be implemented identified to ensure that the relationship with the sponsor is enhanced and strengthened
- 3.3 complete Appendix 1 Risk Management Assessment

4. Formalising the Agreement;

- 4.1 sponsorship that involves a transfer of resources to the Town of the value of \$5,000 or more must have an endorsed partnership/sponsorship agreement by all parties
- 4.2 sponsorship for less than \$5,000 requires an endorsed letter of agreement or Memorandum Of Understanding
- 4.3 any invitations or gifts should be noted on Town's Gift Register
- 4.4 complete Letter of Agreement or Appendix 2 Sponsorship Agreement

5. Annual Call for Expressions of Interest;

- 5.1 the annual call for expressions of interest will be advertised in the Western Australian, the *summer* edition of Life in the Park and Town website for one month to allow potential sponsors equal opportunity for involvement. The advertisement will;

- 5.2 overview The Town's strategic objectives
- 5.3 list events which are open for sponsorship during the next year
- 5.4 provide Town's internal contact for responses
- 5.5 ensure information provided is consistent for all organisations
- 5.6 the annual call does not prohibit The Town from directly approaching potential sponsors in accordance with the terms of this Policy

6. Unsolicited Offers;

- 6.1 the Town may be approached directly by an organisation with an unsolicited sponsorship offer. The Town may obtain better value for money by accepting the sponsorship than calling a new expression of interest.
- 6.2 where an unsolicited offer of sponsorship is received and there is a desire to test the market for further interest, the commercially valuable ideas and strategies of the organisation or the individual that proposed the original offer must be protected.
- 6.3 there may be occasions when it is considered desirable to accept an unsolicited offer or to renew an existing sponsorship agreement without first testing the market for alternative offers.
Such instances could include;
 - sole or limited supplier situations
 - where a considered assessment establishes that the calling or expressions of interest or tenders will threaten the viability of the existing sponsors and/or lead to a lesser end result
 - where there is reason to believe that no other competitor could provide a better offer
 - when deadlines prohibit the calling of expressions of interest or tenders.

7. Engagement and Management of existing Sponsors and Prospective Sponsors;

- 7.1 these engagement activities include but are not limited to;
 - Life in the Park. (4 x editions with personal note as per Engagement Policy)
 - Christmas Card / New Year's note as per Engagement Policy
 - Minimum of 2 x one on one meetings per year
 - Thank you/debrief of event
 - Annual update regarding current sponsors marketing drivers
 - Invitations to Town events
 - Acceptance of invitations issued by sponsors to the Town
 - Email updates

8. Sponsorship Review;

- 8.1 Post event meeting/thank you with each sponsor to gain feedback and check any changed sponsor drivers/marketing segment objectives
- 8.2 appropriate transitioning of key sponsorship relationships (both Town staff and sponsor personnel changes)
- 8.3 review of attendance numbers to ensure the subject of the sponsorship retains appeal

9. Evaluation;

- 9.1 total value of sponsorship to event: cash and in kind

9.2	value add for each sponsorship (stalls, punter appeal and reach)
9.3	number of long term sponsorship partnerships managed
RELATED POLICES:	None
DELEGATION:	YES Delegation No.14.8 refer also Delegation No. 26.1 Sub-delegation – Yes
AUTHORITY	Council meeting 26 April 2000.
REVIEW:	December 2007 July 2013

APPENDICE 1: Risk Management of the Sponsorship Relationship and Delivery

Risk Register

Project/Activity:				Prepared by:				Date:			
Date of review :				Reviewed by:				Date:			
Ref	Risk Issue (what can happen and how)	Existing controls	Effectiveness	Analysis			Risk Priority				
				Consequence	Likelihood	Risk Rating					
1	Costs to the Town if the sponsorship agreement is breached and/or cancelled										
2	Suitability of proposed partner-Sponsor's objectives and drivers consistent with the objectives in Town's Plan for the Future										
3	Sponsorship resource costs do not outweigh benefits to the Town										
4	Sponsor delegated authority identified to endorse agreement										
5	Sponsorship terms and conditions evidenced in writing										
6											

Risk Assessment Matrix

Consequence Likelihood				
	MINOR	MODERATE	SIGNIFICANT	MAJOR
Almost Certain	High	High	Extreme	Extreme
Likely	Moderate	High	High	Extreme
Possible	Low	Moderate	High	Extreme
Unlikely	Low	Low	Moderate	High

Risk Treatment Plan

Project/Activity:		Prepared by:		Date:	
Date of review :		Reviewed by:		Date:	
Risk (In priority order from risk register)	Possible treatment options	Preferred options	Person responsible	Timeframe	Monitoring (How will treatment & risk be monitored)

Appendix 2: Sponsorship Agreement

1. This Sponsorship Agreement (**Agreement**) is between:
 - (a) the Town of Victoria Park, 99 Shepperton Road Victoria Park WA 6100 (**Town**); and
 - (b) the party named as the Sponsor in Schedule 1 (**Sponsor**).
2. The parties agree to be bound by the terms and conditions of this Agreement which includes this document and Schedule 1 and Schedule 2.
3. This Agreement commences and then ends on the dates specified in Schedule 1.
4. The contact persons of each party for the purposes of this Agreement are set out in Schedule 1. All notices in relation to this Agreement must be directed to the contact person.
5. The Sponsor agrees to sponsor the Town and the Town agrees to accept a sponsorship from the Sponsor:
 - (a) having the title, for the purpose and with the scope specified in Schedule 1; and
 - (b) otherwise on the terms and conditions of this Agreement.
6. The Town agrees to comply with its obligations as specified in Schedule 2 and may exercise its independent discretion as to the manner in which it complies with any obligations in Schedule 2.
7. The Sponsor agrees to pay or provide to the Town the cash and/or in kind support specified in Schedule 1 (**Support**) by the date or dates specified in Schedule 1. The Town must use or apply the Support as specified in Schedule 2.
8. The consideration provided for a supply under this Agreement is inclusive or exclusive of GST as specified in Schedule 1. The parties acknowledge that GST is payable in respect of each taxable supply under this Agreement.
9. If GST is imposed on a supply under this Agreement:
 - (a) the party making a taxable supply must issue a tax invoice to the recipient for that taxable supply; and
 - (b) the recipient of the supply must pay to the supplier, on receipt of a tax invoice, an additional amount equal to the GST imposed on the supply.
10. The parties agree to issue tax invoice/s in respect of the Support on or before the dates specified in Schedule 1.
11. The Sponsor authorises the Town to use the Sponsor's name, logo or other identifying mark to promote the Sponsor's association with the Town and agrees to

provide the Town with an electronic copy of this. The Town is not required to reissue or change any promotional material if the Sponsor subsequently changes its logo.

12. The Sponsor is not entitled to use the Town's name, logo or other identifying mark without the Town's express authority.
13. Unless otherwise specified in Schedule 2:
 - (a) the Town remains the owner of all intellectual property rights owned by the Town prior to commencement of this Agreement; and
 - (b) all intellectual property rights created in connection with this Agreement shall be vested in and will be the sole property of the Town as and when created.
14. Each party agrees:
 - (a) not to take any action in connection with this Agreement which may damage the value or reputation of the other party's name, business, products, logo or other identifying mark; and
 - (b) not to make any misleading statements to any third party in relation to any matter in connection with this Agreement or the other party.
15. The Town's maximum liability to the Sponsor out of or related to any claim in connection with this Agreement shall not exceed the total value of the Support provided under this Agreement.
16. In no circumstances is the Town liable for, and the Sponsor releases the Town from any, consequential, incidental, indirect, or special damages, including lost profits, lost revenue or other commercial or economic loss of any kind relating to, in connection with or arising out of this Agreement.
17. The parties must attempt to resolve any dispute arising out of or relating to this Agreement through negotiations between senior executives of the parties, who have authority to settle the dispute.
18. Nothing in this Agreement creates any relationship of employment, agency or partnership between the parties.
19. Each party will bear its own costs in relation to the preparation and execution of this Agreement.
20. Unless otherwise agreed between the parties, the Sponsor must bear its own costs relating to:
 - (a) Sponsor requested evaluation over and above evaluation provided in Schedule 2; and
 - (b) signage, advertising and/or promotion.
21. The Town is permitted to disclose details of this Agreement to the public in accordance with its obligations under the *Freedom of Information Act 1992 (WA)* and otherwise as required by law.

- 22. Any changes to this Agreement must be agreed between the parties in writing.
- 23. Neither party may assign this Agreement without the prior written agreement of the other party.
- 24. The Town may terminate this Agreement:
 - (a) immediately on notice to the Sponsor in the event of a material breach of this Agreement by the Sponsor; and
 - (b) otherwise on 14 days written notice to the Sponsor.
- 25. This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, representations, proposals, undertakings and agreements, whether written or oral, relating to the subject matter of this Agreement.

Executed by the parties as an agreement

Town:

Signed for and on behalf of the Town
by its authorised signatory:

Signature

Name

Sponsor:

Signed for and on behalf of the
Sponsor by its authorised signatory:

Signature

Name

Schedule 1 – Sponsorship Details

Item	Particulars
Sponsor	Name: Address: ABN:
Commencement Date	
End Date	
Contact Persons	Town: Name: Address: Position: Mobile: Direct: Sponsor: Name: Address: Position: Mobile: Direct:
Sponsorship Title	
Sponsorship Purpose	
Sponsorship Scope	

Support	Cash: Due date: In kind: Due date:
GST Inclusive / Exclusive	
Tax Invoice Due Date/s Note that the identity of the recipient of the taxable supply depends on whether it is cash or in kind support.	Cash: In kind:

Schedule 2 – Sponsorship Deliverables

Item	Particulars
Targeted Attendees	
Measureable Objectives	
Terms and conditions of the proposed management arrangements including: <ul style="list-style-type: none"> • roles; • responsibilities; and • deliverables of each party to the agreement 	
Project Team names / contacts including Sponsor contact nominee	
Critical Path including: <ul style="list-style-type: none"> • action plan; • ownership of actions and timeframes; • the reporting cycle; and • reporting responsibilities 	

Media requirements and responsibilities	
Agreed evaluation of project	
Details of exclusivity if appropriate	
Benefits to the Town and the proposed Sponsor	
Sponsor approval of promotional materials	<input type="checkbox"/> Approval Required <input type="checkbox"/> Approval Not Required
Ownership of any intellectual property generated	
Acquittal arrangements	

FIN9	BUSINESS DEALINGS WITH ELECTED MEMBERS AND EMPLOYEES
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POLICY:

Where an employee or an elected member owns or is closely associated (as defined by s.5.62. of the Local Government Act 1995) to a business from which the Town purchases, or intends to purchase, goods and services, the council will determine annually or before the association commences, whether or not the Town will purchase, or continue to purchase, from the business concerned.

Where the Town conducts business with such an entity, it will disclose the extent of the funds paid to it by way of a separate note to the accounts of the annual financial report.

PROCEDURE:

None

RELATED POLICES:	FIN4 – Purchase of Goods and Services
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DELEGATION:	Not Applicable
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AUTHORITY	Council meeting 14 November 2000 Local Government Act 1995 s.5.62.
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REVIEW:	August 2006 July 2013
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FIN10 TAXI VOUCHERS FOR COMMUNITY MEMBERS OF COUNCIL COMMITTEES, WORKING GROUPS AND PROJECT TEAMS

POLICY:	
Community Members of committees working groups and project teams, established by Council, that are unable to drive a motor vehicle or whose primary mode of transportation is taxi, will be reimbursed for the cost of the incurred taxi fare and from meetings.	
PROCEDURE:	
<ol style="list-style-type: none"> 1. To be eligible for reimbursement, a Community Member must provide evidence that he or she is a member of the Department of Transport's Taxi Users Subsidy Scheme. 2. If there are two or more Community Members attending the same meeting who require taxi transportation they should endeavour to share a taxi if it is cost effective and convenient for them to do so. 3. Community Members must seek prior approval from the authorised officer who will process the reimbursement if they are leaving from or going to a location that is likely to increase the cost of the fare in comparison to previous fares. 4. The maximum reimbursement for a taxi fare for Community Members shall be the extent to which travel costs can be reimbursed as prescribed in Clause 31(4)(a) and (b) of the <i>Local Government (Administration) Regulations 1996</i>. 5. Expenditure relating to reimbursement of taxi fares for community members of committees working groups and project teams in accordance with Policy FIN10 must be presented to Council in its monthly schedule of accounts for authorisation. 	
RELATED POLICES:	None
DELEGATION:	YES Delegation No. 14.9 Sub-delegation –Yes
AUTHORITY	Council Meeting 9 July 2002 Local Government Act 1995 s. 5.98., 5.100. Local Government (Administration) Regulations 1996 Regulation 31
REVIEW:	August 2006 July 2013

FIN11 LOAN BORROWINGS LIMITATION

POLICY:	
In any financial year the combined cost of servicing loans, excluding the servicing cost of self-supporting loans, is not to exceed 10% of the total revenue from rates.	
PROCEDURE:	
None	
RELATED POLICES:	None
DELEGATION:	Not Applicable
AUTHORITY	Council Meeting 11 April 2006 Local Government Act 1995 s.6.20. and 6.21
REVIEW:	August 2006 July 2013

GENERAL – GEN

GEN1

APPEALS AGAINST COUNCIL POLICY

POLICY:	
A person objecting to or aggrieved by a Council Policy may appeal against that Policy.	
PROCEDURE:	
<ol style="list-style-type: none">1. For the purpose of this policy, “a person” means:<ul style="list-style-type: none">• An owner or occupier of property within the Town• An authorised agent of an owner or occupier of property within the Town• An employee of an owner or occupier of property within the Town• An employee of the Council.2. Any person other than those listed above may object to any Council Policy but such objection shall be restricted to the wording or formulation of the Policy, not its intent.3. Appeals and objections are to be submitted in writing, clearly stating the grounds for the appeal or objection.4. Every appeal will be referred to, and determined by, the Council.	
RELATED POLICES:	None
DELEGATION:	Not Applicable
AUTHORITY	Council Meeting 28 September 1999
REVIEW:	August 2006 July 2013

POLICY:

Government, community and non-profit organisations may make application to erect banners or flags on masts owned by the Town for a continuous period of up to four weeks in any period of twelve (12) months.

PROCEDURE:

1. All applications are to be submitted in writing and will be allocated on a 'first in, first served' basis.
2. Applications will not be confirmed more than twelve (12) months in advance.
3. The design of the banner graphics requires approval and should be submitted at least three (3) months prior to the period of use.
4. Applicants are required to make their own arrangements for the manufacture of their banner which should be:
 - made from durable material of adequate strength to withstand inclement weather without fraying or tearing;
 - double-sided, of a good quality design, pleasing in appearance with a clear and easily read message by motorists and pedestrians.
5. The banners, which are to be delivered by the applicant to the Town's Depot at 199 Star Street, Carlisle before 12 noon on the Thursday prior to the erection, will be erected and removed by Council. The banners are to be collected from Council's Depot on the Monday after dismantling.
6. The total cost of erection and dismantling shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the annual budget which is payable within seven (7) days of receiving approval.
7. The Town accepts no responsibility for damage incurred to the banner and, in the event the banner is required to be dismantled before the hire period has expired, the fee is non-refundable.
8. Applicants are required to supply proof of public liability insurance to a value of not less than \$10M prior to the erection of a banner.

RELATED POLICES:

None

DELEGATION:YES – Delegation No. 9.1
Sub-delegation – Yes**AUTHORITY**

Council meeting 12 August 1997

REVIEW:August 2006
July 2013

GEN3 COMMUNITY CONSULTATION

POLICY:

The purpose of community consultation is to (i) inform the community about matters under consideration by Council and, (ii) enable Council to make better informed decisions.

A community consultation process will usually be commenced after Council has received a proposal put to it by an external party, by its officer(s) or by Council itself.

Community consultation provides the opportunity for either a broad or restricted number of the community to make their opinion known to Council. All submissions lodged in an appropriate manner and by the due date will – either in summary or in full – be referred to Council.

As Council is a democratically elected decision making body, the results of a community consultation process should not be construed as binding on Council nor a mandate for it to act in accordance with the majority opinion, irrespective of the total number of respondents for or against a matter.

The target public, extent, duration and manner in which a community consultation process will be undertaken shall be as set out in the following Procedure.

PROCEDURE:

(see following pages)

RELATED POLICES:

GEN6

DELEGATION:

YES – Delegation No. 9.2
Sub-delegation – Yes

AUTHORITY

Council Meeting 28 September 1999

REVIEW:

July 2013

PLANNING APPROVAL

Town Planning Scheme No.1 stipulates that where an application is required to be advertised, it shall be carried out in one or more of the following ways:- (i) by newspaper advertisement, (ii) by sign(s) on the subject land, (iii) by mailed notices to relevant nearby owners and occupiers, (iv) any other way considered appropriate by Council.

The schedule below sets out the consultation practices adopted for various categories of development applications.

CONSULTATION PROCEDURE:

ALL DEVELOPMENTS INCLUDING RESIDENTIAL AND NON RESIDENTIAL USES				
DEVELOPMENT TYPE	COMMENT PERIOD	WRITTEN NOTICE	SIGN(S) ON SITE	NEWSPAPER ADVERT.
"X" (PROHIBITED) USE	NO CONSULTATION AS THE APPLICATION CANNOT BE APPROVED			
ALL DEVELOPMENTS IN EXCESS \$1.5M	14 days * For advice only (no comment invited) where the proposal is compliant.	To owners and occupiers of adjoining properties.		
"AA" (DISCRETIONARY) USES +, EXCLUDING HOME OCCUPATIONS (REFER BELOW)	14 days *	To owners and occupiers of adjoining properties.	For whole of comment period (For development in Residential zone only, or Hotel, Motel or Tavern uses in any zone.)	
NON-CONFORMING USE	14 days *	To owners and occupiers of adjoining properties.	For whole of comment period	
UNLISTED USES	21 days * (minimum)	To owners and occupiers of adjoining properties.	For whole of comment period.	Once a week for 3 consecutive weeks. Comment period to extend at least 21 days beyond date advertisement first appeared
HOME OCCUPATIONS	14 days *	The owners and occupiers of adjoining properties will not be consulted unless the application is considered to have a possible adverse impact on the surrounding properties or neighbourhood.		

* The consultation periods exclude all public holidays and Christmas Day to the day after New Years Day (inclusive).

+ Excludes minor additions where the existing building is being used for an approved purpose and the building works are compliant.

NON-RESIDENTIAL DEVELOPMENT – VARIATIONS TO TOWN PLANNING SCHEME (INCLUDING PRECINCT PLAN OR POLICY MANUAL)				
NON-COMPLIANCE	COMMENT PERIOD	WRITTEN NOTICE	SIGN(S) ON SITE	NEWSPAPER ADVERT.

VARIATIONS TO DEVELOPMENT STANDARDS IN RELATION TO PLOT RATIO; BUILDING HEIGHT; SETBACKS; AND ON-SITE PARKING PROVISION (EXCEPT WHERE THERE IS NO NET INCREASE IN AN EXISTING PARKING SHORTFALL)	14 Days *	To owners and occupiers of adjoining properties affected by the variations.		
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RESIDENTIAL DEVELOPMENT – VARIATIONS TO THE ACCEPTABLE DEVELOPMENT STANDARDS OF COUNCIL’S LOCAL PLANNING POLICY - STREETSCAPE				
NON-COMPLIANCE	COMMENT PERIOD	WRITTEN NOTICE	SIGN(S) ON SITE	NEWSPAPER ADVERT.
<p>SETBACKS TO PRIMARY STREET, SECONDARY STREET OR RIGHT-OF-WAY (BUT NOT INCLUDING COMMUNAL STREETS)</p> <p>Applications not complying with the Acceptable Development requirements of the Local Planning Policy – Streetscape in relation to street setback with the exception of carports in the Residential Character Study Area, a Weatherboard Precinct or Weatherboard Streetscape, which comply with a 1.5m minimum front setback but do not achieve an average setback from the primary street of 6.0m.</p>	14 Days *	Owners and occupiers of the affected adjoining properties.		

RESIDENTIAL DEVELOPMENT – VARIATIONS TO TOWN PLANNING SCHEME PRECINCT PLAN OR POLICY MANUAL, OR THE ACCEPTABLE DEVELOPMENT STANDARDS OF THE RESIDENTIAL DESIGN CODES OR LOCAL PLANNING POLICY-BOUNDARY WALLS

NON-COMPLIANCE	COMMENT PERIOD	WRITTEN NOTICE	SIGN(S) ON SITE	NEWSPAPER ADVERT.
<p>SIDE SETBACKS: Setbacks not complying with the Acceptable Development requirements of the Residential Design Codes, with the exception of (a) setbacks that would be compliant if the wall height was measured from natural ground level to the underside of the eaves; and (b) open sided carports built up to a side boundary.</p>	<p>14 Days *</p>	<p>Owners and occupiers of the affected adjoining properties.</p>		
<p>BOUNDARY WALLS: Boundary walls not complying with the Acceptable Development requirements of the Local Planning Policy – Boundary Walls.</p>	<p>14 Days *</p>	<p>Owners and occupiers of the affected adjoining properties.</p>		
<p>PARKING: Applications proposing a lesser number of on-site car bays (including visitors bays) than required under the Acceptable Development provisions of the Residential Design Codes or Council Policy PLNG4.</p>	<p>14 days *</p>	<p>The property on either side of, and immediately adjoining, the proposed development and those properties on the opposite side of the road to the proposed development which have the majority of their land area falling within an envelope bounded by lines projecting away at 135 degrees from the road frontage corners of the subject land.</p>		

SITE DENSITY AND PLOT RATIO: Applications not complying with the density (average only) and plot ratio requirements outlined in the Acceptable Development requirements of the Residential Design Codes.	14 days *	The owners and occupiers of all properties adjoining the proposed development and those properties on the opposite side of the road to the proposed development which have the majority of their land area falling within an envelope bounded by lines projecting away at 135 degrees from the road frontage corners of the subject land.		
NON-COMPLIANCE	COMMENT PERIOD	WRITTEN NOTICE	SIGN(S) ON SITE	NEWSPAPER ADVERT.
BUILDING HEIGHT: Applications not complying with the requirements of the TPS Scheme or Precinct Plan, Residential Design Codes ('AD' standards) or Council Policy PLNG1, with the exception of walls to a development with a pitched/gable roof, that would comply if measured from natural ground level to the underside of the eaves.	14 days *	Owners and occupiers of the affected adjoining properties.		
RETAINING WALLS HIGHER THAN 500MM ABOVE NATURAL GROUND LEVEL	14 days *			

NON-COMPLIANCE	COMMENT PERIOD	WRITTEN NOTICE	SIGN(S) ON SITE	NEWSPAPER ADVERT.
PRIVACY AND OVERLOOKING : Where the proposal does not comply with the Acceptable Development requirements of the Residential Design Codes.	14 days *	Owners and occupiers of the affected adjoining properties.		
OVERSHADOWING: Applications not complying with the Acceptable Development requirements of the Residential Design Codes or Clause 3.1.6.8 of the Scheme Policy Manual.	14 days *	Owners and occupiers of the affected adjoining properties.		
OUTBUILDINGS: Applications not complying with the Acceptable Development requirements of the Residential Design Codes in relation to floor area, wall height (where 3.0m or greater), ridge height or setbacks.	14 days *	Owners and occupiers of the affected adjoining properties.		

OTHER DEVELOPMENT TYPES				
LAND USE	COMMENT PERIOD	WRITTEN NOTICE	SIGN(S) ON SITE	NEWSPAPER ADVERT.
SPECIAL USE ZONE	14 days * unless otherwise stipulated.	To owners and occupiers of adjoining properties where it is considered that a particular use could have a detrimental impact on the amenity of the surrounding area (mainly adjacent residential uses)		
PARKS AND RECREATION RESERVE, PUBLIC PURPOSE RESERVE AND CIVIC USE RESERVE - DEVELOPMENT BY LOCAL GOVERNMENT	14 days *	To owners and occupiers of adjoining properties where it is considered by the Director Future Life and Built Life Programs or Executive Manager Built Life that a particular development could have an impact on the amenity of the surrounding area (particularly adjacent residential uses)	If considered appropriate	
SATELLITE DISHES	14 days *	To owners and occupiers of adjoining properties.		

TELECOMMUNICATIONS FACILITIES	21 days *	To owners and occupiers of land within a radius of 100 metres from the boundaries of the proposed land.	For whole of comment period	Once a week for 3 consecutive weeks. Comment period to extend at least 21 days beyond date advertisement first appeared.
VEHICULAR ACCESS TO A PROPERTY VIA A ROW	14 days *	To owners and occupiers abutting the ROW if the ROW is subject to a possible future closure action.		
APPLICATIONS FOR DEVELOPMENT OF PROPERTIES FRONTING ALBANY HIGHWAY IN A DISTRICT CENTRE OR COMMERCIAL ZONE WHICH PROPOSE DEMOLITION OF AN ORIGINAL SHOPFRONT.	14 days	To owners and occupiers of adjoining properties.	For whole of comment period	

* The consultation periods exclude all public holidays and Christmas Day to the day after New Years Day (inclusive).

The following standard PROCEDURES apply to the consultation process:

1. The consultation periods exclude all public holidays and Christmas Day to the day after New Years Day (inclusive).
2. The interpretation of “owners and occupiers of adjoining properties” is, in general, limited to those nearby properties that are affected by the proposal. The Director Future Life and Building Life Programs or Executive Manager Built Life shall decide which owners or occupiers will be consulted on a specific application unless otherwise stipulated.
3. The written notices to owners and occupiers of adjoining properties will be undertaken by the Council. Applications requiring consultation shall be referred to owners and occupiers for comment regardless of whether or not the Council Officer intends to recommend to Council that the application be refused.
4. Owners and occupiers of adjoining properties shall be notified of the following:
 - i) the site and general nature of the proposals;
 - ii) the nature of the discretionary decision or concern involved;
 - iii) the availability of details of the proposals at the Council premises; and
 - iv) the last date by which any comments are to be lodged with the Council, and
 - v) an invitation to comment on that part of the proposed development that is being consulted on.

5. Where an applicant has already obtained the signatures of owners and occupiers of adjoining properties when submitting plans of the development, the Council Officer will contact the owners and occupiers (by telephone where possible) to confirm that they have sighted and signed the plan(s). In doing so the Council Officer will draw attention to the specific matters of non-compliance or variation from the Residential Design Codes and/or Town Planning Scheme No.1 and invite their comment on these matters. The owners and occupiers will be invited to lodge a written submission if they object to the non-compliance or variation.
6. Where an applicant has not obtained the signatures of owners and occupiers of adjoining properties when submitting plans of the development or where a Council Officer has not been able to verify the signatures of owners and occupiers on the submitted plan(s), Council will forward a standard letter inviting them to make comment within the specified time as set out in Schedule One from the date of the letter. If no response is received within that period it will be assumed there is no objection and that application will be determined without any further consultation.
7. 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 adjoining properties. Where the signatures of owners and occupiers are provided on plans submitted by the applicant the names of those signatories will be checked against Council records.
8. When checking the details of owners and occupiers of adjoining properties, a printout will be made and placed with the application to avoid a subsequent dispute about the validity of these details at the time the check was made. The onus is on the owners and occupiers of the property within the Town to inform the Council in writing of any changes in their address details as and when these occur.
9. Where an objection is received from an owner or occupier of an adjoining property, such objection will be verbally communicated to the applicant and that applicant will be given the opportunity to amend the proposal so as to overcome the objection. If the applicant requests, a written summary of the comments is to be provided and the applicant given ten (10) days to respond to the Council.

Where an owner or occupier of the adjoining property objects to a proposal and the applicant is not prepared to modify the proposal, the matter will be referred to Council for consideration and determination. Following the Council decision both the applicant and the person who objected will be advised in writing of that decision.

10. Where the signature(s) of either the office-bearer of a strata company or the strata owners who appear on the rate records accompany a planning approval application involving a strata proposal, further consultation with the strata body will not be required. However, where the signature(s) of either the office-bearer of a strata company or the strata owners are not required on the planning approval application but the proposal requires consultation, the office-bearer of the strata company or the other strata owners will be notified.
11. In regard to Privacy and Overlooking the owners and occupiers of properties on the opposite side of the road to the proposed development, as a rule, will not be consulted.
12. Procedures relating to sign/s on the site and advertisements in a newspaper are required to be undertaken by the applicant. These are detailed in Policy 2.2 Public Notification/Advertising Procedure in the Town Planning Scheme No 1 Policy Manual.
13. Consultation is not required to be undertaken for a new application for planning approval which seeks to renew a previous approval issued, provided that the previous approval did not expire more than 12 months prior and provided that the design has not significantly changed or increased the extent of any non-compliances.

STATUTORY COMMUNITY CONSULTATIONS LOCAL GOVERNMENT ACT 1995 (and its various REGULATIONS)

INTERPRETATION

Wherever the Act prescribes that **LOCAL PUBLIC NOTICE** is to be given on a matter this means that it is:

- Published, at least once, in a newspaper circulating generally throughout the Town,
- Exhibited , for a reasonable time and not less than 7 days, on the Notice Board at the Council's offices as well as Council's library.

Wherever the Act prescribes that **STATEWIDE PUBLIC NOTICE** is to be given on a matter, the requirements listed above are the same except the newspaper in which it is published must be in circulation generally throughout the State.

(s.1.7. and s.1.8.)

Subject	Legislation	Minimum Requirement	Additional Consultation or Notification
LOCAL LAW – Making of New	s.3.12.(3) s.3.12.(3a)	Statewide Public Notice & Minister Local Public Notice	Council Website
LOCAL LAW – Publishing of New	s.3.12.(5)	Publish in Govt Gazette	Council Website
LOCAL LAW – Notice After Making New	s.3.12.(6)	Local Public Notice	Council Website
LOCAL LAW – Review of Existing	s.3.16.(2) s.3.16.(2a)	Statewide Public Notice Local Public Notice	Council Website
ROAD (Thoroughfare) CLOSURES – To Vehicles	s.3.50.(4) Local Govt. (Functions & General) Regulation 4. s.3.50.(5)	Local Public Notice (reasonable time) – not less than 28 days <ul style="list-style-type: none"> • All public utility services • St John’s Ambulance • Fire & Emergency Services Authority • Occupier of land that will lose access • Main Roads Commissioner 	Council Website Newsletter (if close to next regular publication)
ROAD (Thoroughfare) CLOSURES – To Vehicles and Council (or Minister) decides to Revoke	s.3.50.(6)	Local Public Notice	Council Website Newsletter (if close to next regular publication)
ROAD (Thoroughfare) CLOSURES – To Vehicles, Without Formal Prior Notice (eg. Emergency)	s.3.50.(8)	Local Public Notice as soon as practicable after the closure	Council Website
ROAD (Thoroughfare) CLOSURES – For Repairs and Maintenance	s.3.50A.	No notification required if no significant adverse effect on users	Signs to be erected and local residents to be informed in writing unless closure is during normal working hours only
ROADS – Altering Level and Alignment of	s.3.51.(3) s.3.51. (4) Local Govt. (Functions & General) Regulation 5.	Owners and occupiers of land adversely affected (In writing and not less than 14 days prior notice) Local Public Notice if any land is likely to be adversely affected All public utility services	

Subject	Legislation	Minimum Requirement	Additional Consultation or Notification
ROADS – Draining Water from a Road or other Public Place onto Adjoining Land	s.3.51.(3) s.3.51. (4) Local Govt. (Functions & General) Regulation 5.	Owners and occupiers of land adversely affected (In writing and not less than 14 days prior notice) Local Public Notice if any land is likely to be adversely affected	
TENDERS – For Goods and Services	s.3.57. Local Govt. (Functions & General) Regulations 14.(1), 21.(3)	Statewide Public Notice (at least 14 days)	Council Website
PROPERTY (Council Owned) – Disposing of	s.3.58.(3) Local Govt. (Functions & General) Regulation 30	Local Public Notice (at least 14 days)	
COMMERCIAL ENTERPRISES – Proposed by Council	s.3.59.(4)	Statewide Public Notice (at least 6 weeks)	
ENROLMENTS – Close of Electoral Roll	s.4.39.(2)	Statewide Public Notice (at least 56 days – but not more than 70 days – before Election Day)	Council Website
NOMINATIONS – Call for Candidates for Election	s.4.47.(1)	Statewide Public Notice (at least 45 days – but not more than 56 days – before Election Day)	Council Website
ELECTIONS – How, When, Where Conducted and who Candidates are (Election Notice)	s.4.64.	Statewide Public Notice (as soon as practicable but no later than 19 days before Election Day)	Council Website
COUNCIL MEETINGS – Dates, Times and Place Where Held in Next 12 Months	s.5.25.(g) Local Govt. (Admin.) Regulation 12.(1)	Local Public Notice (at least once a year)	Council Website
COUNCIL MEETINGS – Changes to Previous Notification	s.5.25.(g) Local Govt. (Admin.) Regulation 12.(2)	Local Public Notice	Council Website
SPECIAL COUNCIL MEETINGS – Date, Time, Place and Purpose (Not required if meeting not open to the public)	s.5.25.(g) Local Govt. (Admin.) Regulations 12.(3) & 12.(4)	Local Public Notice or, if not practicable, in a manner and extent decided by the CEO	Council Website

Subject	Legislation	Minimum Requirement	Additional Consultation or Notification
ELECTORS' MEETINGS – Date, Time, Place and Purpose	s.5.29.(1)	Local Public Notice (at least 14 days) Each Council Member (at least 14 days)	Council Website
GRATUITY PAYMENTS – To Employees who are Retiring or Finishing	s.5.50. Local Govt. (Admin.) Regulation 19A	Local Public Notice (of Council Policy ADM7 in relation to employees retiring or finishing)	
GRATUITY PAYMENTS – If More than the Amount Previously Determined by Policy	s.5.50.(2)	Local Public Notice	
ANNUAL REPORT – Availability of	s.5.55.	Local Public Notice (as soon as practicable after acceptance by Council)	Council Website
PLANNING FOR THE FUTURE – Plan for the future of the District & Modification of Plan	s.5.56 Local Govt. (Admin.) Regulation 19C	Local Public Notice (42 day submission period) (at least every 2 years)	Council Website
PLANNING FOR THE FUTURE – Adoption of Plan or Modification of Plan	s.5.56 Local Govt. (Admin.) Regulation 19D	Local Public Notice	Council Website
RESERVE ACCOUNTS – Changing Purpose of or if Using for Another Purpose	s.6.11.(2) Local Govt. (Financial Management) Regulation 18.	Local Public Notice (one month's notice) NOTE: No notice required if: <ul style="list-style-type: none"> • Disclosed in budget or • Amount does not exceed \$5000 or • Authorised in advance by Mayor in an emergency 	
FEES and CHARGES – Intention to Impose and Date From Which They Apply	s.6.19.	Local Public Notice	Council Website
BORROWING MONEY or OBTAINING CREDIT	s.6.20.(2) Local Govt. (Financial Management) Regulation 20.	Local Public Notice (one month's notice) NOTE: No notice required if: <ul style="list-style-type: none"> • Included in budget or • Re-financing a loan or another accommodation except if a major variation 	

Subject	Legislation	Minimum Requirement	Additional Consultation or Notification
BORROWING MONEY – Not Proceeding With or Using Unexpended Part for Other Purpose	s.6.20.(3)&(4) Local Govt. (Financial Management) Regulation 21.	Local Public Notice (one month's notice) NOTE: No notice required if: <ul style="list-style-type: none"> • Disclosed in budget or • Amount does not exceed \$5000 or • Authorised in advance by Mayor in an emergency 	
DIFFERENTIAL RATES and ASSOCIATED MINIMUM PAYMENT	s.6.36.	Local Public Notice (within 2 months prior to the financial year – not less than 21 days submission period) NOTE: No notice required if: <ul style="list-style-type: none"> • In an emergency propose to impose supplementary rate or specified area rate or • Proposed rates or minimum payment is modified after having considered submissions 	
REVESTMENT OF LAND – For Non-payment of Rates, etc.	s.6.74. Local Govt. (Financial Management) Regulation 77.	Government Gazette (not less than 30 days from notice to parties nominated in the Regulation)	
WARD BOUNDARIES REVIEW – At least once in every eight(8) years	s.2.2.(3) Schedule 2.2 – Clause 7.(1)	Local Public Notice (not less than 6 weeks notice)	
SALE OF LAND - For Unpaid Rates, etc.	s.6.68.(3) Schedule 6.3 – Clause 1.(1) and 1.(3)	Official Notice Board (not less than 35 days) and/or Local Public Notice	
SALE OF LAND (For Unpaid Rates, etc) - ADVERTISING	s.6.68.(3) Schedule 6.3 – Clause 2.(1) and 2.(2)	Statewide Public Notice	

LAND ADMINISTRATION ACT 1997

Subject	Legislation	Minimum Requirement	Additional Consultation or Notification
REQUEST TO MINISTER TO DEDICATE PRIVATE ROAD AS PUBLIC ROAD	s.56.	No requirement	Owner of the private road, adjoining property owners and public utilities
REQUEST TO MINISTER TO ACQUIRE ANY ALIENATED LAND DESIGNATED FOR A PUBLIC PURPOSE OR ANY PRIVATE ROAD AS CROWN LAND	s.52.	Notice to owner of the land, adjoining property owners and public utilities. WAPC Approval required	
REQUEST TO MINISTER TO PERMANENTLY CLOSE A ROAD	s.58.(3)	Daily newspaper circulating throughout the district (at least 35 days prior to request).	Adjoining property owners and public utilities
REQUEST TO MINISTER TO RESERVE CROWN LAND AS A MALL RESERVE	s.59.	Newspaper circulating in the district. Notice on a signpost on the land. Copy of advertisement to owners and occupiers of the land, public utilities and the State Planning Commission.	
REQUEST TO MINISTER TO CLOSE A MALL RESERVE	s.62.	Newspaper circulating in the district. Notice on a signpost on the land. Copy of advertisement to owners and occupiers of the land, public utilities and the State Planning Commission.	

DOG ACT 1976

DOGS – Applications for Kennel Licence	s.27.(4) Dog Local Law 2000 Part 4	Consultation with surrounding residents (extent of consultation at the discretion of the Director Corporate Services)	
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BUSH FIRES ACT 1954

FIREBREAK – Notice to Plough or Clear	s.33.(1)	Government Gazette. Newspaper circulating in the area.	
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NON-STATUTORY CONSULTATIONS

CONSULTATIONS UNDER COUNCIL POLICY

Subject	Legislation	Minimum Requirement	Additional Consultation or Notification
PROPOSED EVENTS ON PARKS AND RESERVES (Major Events)	Policy RECN2	Local residents likely to be disrupted or adversely affected (Not less than 1 week prior to event)	
EXTENDED TRADING PERMIT APPLICATIONS – LICENSED PREMISES	Policy HLTH3	New Applications: Letter to owners and occupiers of residential properties within 60 metres of the premises (if past midnight otherwise at discretion of Manager, Environmental Health and Building). Renewals: At discretion of Manager, Environmental Health and Building	

MISCELLANEOUS

Subject	Minimum Requirement	Additional Consultation or Notification
JOB VACANCIES	Statewide Public Notice	Council Website
ANNUAL BUDGET – Draft	Local Public Notice	Council Website
COUNCIL NEWSLETTER – Up to 5 Editions per Year	Hand delivered to all letter boxes Distributed to all PO Boxes at local Post Offices	Council Website
MAJOR TOWN PLANNING PROPOSALS/STUDIES MAJOR ROAD PROPOSALS MAJOR RESERVE DEVELOPMENT PROPOSALS	Regular or Special edition of Council Newsletter to all owners/residents of selected target area, with or without pre-addressed and pre-paid mail-back response form Newsletter also mailed to all non-resident owners	Council Website Displays rotated between Admin Centre, Library, Aqualife Centre, Leisurelife Centre
LOCAL AREA TRAFFIC MANAGEMENT SCHEME (LATM) – Proposal to Conduct	Notice delivered or mailed to all owners and occupiers within the designated area and those on both sides of the perimeter roads	
STREETSCAPE ENHANCEMENT SCHEME – Proposal to Initiate	Notice delivered or mailed to all owners and occupiers adjoining the proposal street and affected properties on the side streets of the proposal street.	

Subject	Minimum Requirement	Additional Consultation or Notification
UNDERGROUND POWER SCHEME - Proposal	Notice delivered or mailed to all affected owners and occupiers in the proposal precinct	
COMMUNITY NEEDS SURVEY	Consultation with owners and/or occupiers selected at random or from selected land-use zones, age groups, stakeholders, etc., depending on what needs are being sought, or as recommended by consultant (if used)	Council Website
COMMUNITY SATISFACTION SURVEY	Consultation with owners and/or occupiers selected at random or from selected land-use zones, age groups, stakeholders, etc., depending on what information is being sought, or as recommended by consultant (if used)	Council Website
DOGS – Application for Keeping More than Two	Consultation with surrounding residents (extent of consultation at the discretion of the Director Corporate Services)	
PARKING RESTRICTIONS – Amending Existing or Introducing New	Consultation with adjacent and/or affected residents (extent of consultation at the discretion of the Director Renew Life)	

GEN4 COMMEMORATIVE RECOGNITION

POLICY:

Applications for recognising or honouring individuals, organisations or events that have made a significant contribution to the Town or the development of Western Australia will be considered and processed in accordance with Policy Procedure GEN4 of the Procedures and Practices Manual.

Recognition can be in a variety of ways ranging from (but not limited to) a Certificate of Appreciation, through to the naming of a path, trail, laneway, street, park, a facility on a park, tree, gate, building, or part of a building, item of public art, or any other item of infrastructure owned or managed by the Town.

PROCEDURE:

1. All applications for commemorative recognition are to be handled in accordance with the following steps.
2. The application is to be referred to:
 - i. the Director Renew Life if it relates to Parks, Reserves and Roads; and
 - ii. the Local History Co-ordinator for all other enquiries.
3. The applicant is to be advised of the process, initially verbally (if possible) and/or in writing. A copy of the *Commemorative Recognition Application Form* and *Application Guidelines* will then be sent to the applicant.
4. Upon receipt of the completed application form the following steps will be taken:
 - i. the Local History Co-ordinator will forward a copy to Records.
 - ii. the Local History Co-ordinator will forward all applications relating to a Park, Reserve or a Road to the Renew Life to be assessed and processed.
 - iii. a copy of all other applications will be sent to all members of the Local Culture and Local History Working Group to be assessed at their next meeting.
 - iv. the Director Renew Life will contact the Local History Co-ordinator to research applications relating to a Park, Reserve or Road where necessary.
5. A letter will be sent to the applicant from the Local History Co-ordinator or the Director Renew Life acknowledging receipt of the application and explain the steps in the process.
6. At the next meeting of the Culture and Local History Working Group the application will be assessed against the criteria contained within the Application Guidelines. A joint meeting with the Arts Working Group will be held when appropriate.
7. A report recommending whether or not the application be approved will be prepared for discussion at the next Elected Members Workshop. If at the Workshop the Elected Members indicate support for the application the Local Studies Librarian or Director Renew Life will draft a report for the next Ordinary Council Meeting to have the application formally considered. If necessary, the Council decision will be referred on to the Department of Land Administration, Geographic Names Committee for its consideration.

8. On completion of the process the Chief Executive Officer will write to the applicant advising the outcome.
9. The Director Renew Life will keep the Local History Co-ordinator informed of changes and additions to Parks, Reserves and Roads so that the register is kept up to date.
10. The Local History Co-ordinator will be responsible for maintaining an up-to-date register of all applications and decisions. The register will be reviewed annually, at which time all objects/works are to be checked to ensure that they are in good condition.

RELATED POLICES:	None
DELEGATION:	Yes- Delegation No. 9.3 Sub-delegation
AUTHORITY	Council Meeting 29 November 2005
REVIEW:	August 2006 July 2013

POLICY:

The Town of Victoria Park accepts that the transport, storage, treatment and use of radioactive substances could involve potential threats to the health and well-being of the residents and environment of the Town and declares:

1. That approval will not be given for the building of any nuclear power stations, enrichment plants, weapons plants, radio-active storage facilities within the Town;
2. That approval will not be given for the storage of uranium and/or nuclear waste within the Town's boundaries;
3. That approval will not be given to transport uranium or nuclear waste through the Town's boundaries;
4. That the responsible use of low levels of radioactive material is acceptable in health facilities, equipment used in geological, geophysical, forensic investigations, structural engineering and materials analysis, and within smoke detectors as the benefits to residents far outweigh the risks to the community at large;
5. That the Town of Victoria Park is a Nuclear Free Zone.

PROCEDURE:

None

RELATED POLICES:

None

DELEGATION:

Not Applicable

AUTHORITY

Council Meeting 16 December 2008

REVIEW:

July 2013

POLICY:

The Council is committed to developing a culture that involves community participation in the decision making process..

This Policy, and its attachments, provides a framework that:

- allows the Council and staff be suitably informed regarding community and stakeholder views prior to making decisions regarding the Town’s activities, projects, services and policies, where appropriate;
- encourages the community to have a shared understanding on the decision-making process;
- supports the need for each public participation opportunity to be tailor-made specific for each project, requiring deployment of a variety of different engagement techniques and tools;
- provides feedback on decisions made as a result of public participation;
- provides a system and guidelines to ensure that public participation is well-planned, consistent, inclusive and effective in reaching positive outcomes;
- creates a culture that fosters authentic participation opportunities in the decision-making process consistent with a best practice model;
- supports the Town complying with statutory requirements;
- integrates with best practice in project management and strategic relationship management .

It must be noted that when a decision is

- mandatory it is a compulsory obligation and the Town of Victoria Park shall comply with legislative requirements; and
- discretionary and deemed appropriate, the Council will engage in public participation.

The Policy is based on the International Association for Public Participation (IAP2) Spectrum, core values and ethics.

PROCEDURE:

Purpose:

Public participation is a way of including the views of the community in the planning and decision making processes so that together Council and the community can actively participate in identifying, understanding and developing strategies that deliver services which reflect community expectations.

Scope:

This policy and procedure applies to Elected Members, staff, contractors, consultants, working groups and committees of Council who are working on any project or program that require Council to engage (inform, consult and/or partner) with the community;

Keeping Elected Members informed

- Elected Members should be invited to attend public participation opportunities and should be provided with any supporting information prior to invitations being made to the community
- Opportunities for public participation should be identified to Elected Members through the Members’ Information Bulletin; and/or Program Area Bulletins; and/or Councillors Workshop prior to any planned community participation engagements.

Integration of Public Participation with key processes and corporate documents

1. *Project Management*

Integral to effective public participation is the ability to manage projects. A Project Management suite of documents and tools is being developed and will incorporate a section that demonstrates the technique to be used.

2. **The Integrated Planning and Reporting Suite of Corporate documents**

Community Actions and Priorities that emanate out of the Public Participation Process shall be used in development of the following Corporate documents:

1. Strategic Community Plan;
2. Work Force Plan;
3. Asset Management Plans;
4. Long Term Financial Plan;
5. 4 Year Corporate Business Plan;
6. Annual Budget; and
7. Annual Business Unit Business Plans

The table below outlines examples of mandatory and discretionary engagement:

Status	Basis	Examples
Mandated	Legislation – Town Planning Scheme	<ul style="list-style-type: none">• Advertising road closures• Informing neighbours of property changes• Advertising major trading undertakings• Council meeting dates
Discretionary	Policy Management Practice	<ul style="list-style-type: none">• Development of Plans that affect the community• Gauging community opinion on services provided

When do we engage?

Before making a decision on who to engage and the method of engagement to be used, it is critical that the following considerations be made.

NOTE: Project Management templates and the International Association for Public Participation (IAP2) Matrix attached to this Procedure **MUST BE USED**.

STEP ONE - SCOPE

Decide whether or not to engage.

- 1 Confirm why you have made your decision
- 2 Keep your Objective simple
- 3 Identify and prioritise your issues
- 4 Be mindful of any constraints or limitations – these could be – budget, timeframe for completion, internal decisions that have already been made; any legal and policy requirements
- 5 Develop a list of stakeholders and chart the nature of relationships (collaboration and conflict)
- 6 Identify the appropriate participation method using the IAP 2 spectrum
- 7 Explore and define the purpose collectively with the project sponsor and team
- 8 Obtain in-principle approval of the Scope

Consider:

- the purpose of engagement because stakeholders may vary depending upon the type of project;
- characteristics such as ethnicity, gender, age, socio-economic background as well as special needs – each is equally important;
- the impact of not including people from different backgrounds;
- the desired level of participation and influence of stakeholders in the process
- what will maximise participation in the engagement process;
- what will be the most effective ways to reach out to different groups of stakeholders;
- what will be the most suitable method of engagement and tools/techniques to use; and
- a good Communication Plan that can go a long way to ensuring commitment to transparency and accountability as it provides stakeholders with an understanding of the technical aspects that impact the project as well as the engagement process;

STEP TWO - PLAN

- 1 Identify, map and prioritise stakeholders
- 2 Correlate stakeholders and issues
- 3 Conduct a risk assessment
- 4 Determine level of engagement
- 5 Establish the technique you will use
- 6 Establish your evaluation criteria

Note: It is extremely significant and important to ensure that adequate financial and human resources are assigned to the project.

In establishing the **evaluation criteria**, consider:

- The purpose of the evaluation;

- What indicators will be used;
- What evaluation method will be used;
- Who will carry out the evaluation; and
- How will reporting back to the community occur.

Remember to gather quantitative and qualitative data to ensure comprehensive evaluation

STEP THREE – ASSESS THE LEVEL OF PARTICIPATION

- 1 Assess internal and external expectations
- 2 Review the participation level chosen from the IAP2 Spectrum
- 3 Design your engagement strategy
- 4 Validate and confirm your strategy
- 5 Confirm objectives, scope and accountability

- Include internal and external stakeholders such as Elected Members, the community and other staff involved in the wide implementation of the project.
- Check to ensure that the project team is clear on the outcomes of the engagement planning process and that there is clarity about responsibility and roles within the team.
- Use the Project Management Suite of Templates.

STEP FOUR – DEFINE THE DECISION PROCESS AND PARTICIPATION OBJECTIVES

1. The existing decision process
2. Set Participation Objectives for each step in the process
3. Compare decision process with objectives
4. Check to confirm objectives meet needs

Ensure that

- all stakeholders including internal stakeholders such as the project team and Elected Members are kept informed of the process;
- there are adequate resources and that community resources are used efficiently and effectively; and
- project team members are appropriately trained eg: in cultural awareness and facilitation techniques

STEP FIVE - DESIGN THE PUBLIC PARTICIPATION PLAN

- 1 Determine plan format
- 2 Identify public participation techniques
- 3 Plan for evaluation
- 4 Report on engagement outcomes (include internal and external stakeholders)

Ensure that the:

- engagement process is documented;
- quantitative and qualitative data collected during the process is used to determine the need and timing for further engagement;
- results on the outcomes are communicated to all stakeholders;
- provide feedback on community input. Clearly state reason for final decision taken; and
- publish decision on the Web, in the newspapers

STEP SIX – LEARN AND IMPROVE

- 1 Document your learnings (what worked well; what could be improved); and
- 2 Assess implications of the engagement process and ensure that this information is captured and used in future public participation processes

Financial and Human Resource Implications:

- All identified public participation engagements should form part of a wider Project Plan approved by the Project Sponsor. The Project Plan should specifically include an engagement budget, human resource allocation and resource requirements commensurate with project and public participation needs.
- As one of the Town of Victoria Park's roles is Advocacy, there may be circumstances where public participation is not undertaken and this should be recorded in Council Minutes.

Statutory Implications:

It should be noted that when a decision is mandatory the Council shall comply with statutory requirements. An example of this is the Strategic Community Plan, Sections 1.7 and 1.8 of the *Local Government Act 1995* refer.

Evaluation of the Policy and Procedure:

An evaluation shall occur every 2 years and is the responsibility of the Chief Executive

Officer.	
RELATED POLICES:	GEN3 Community Consultation
DELEGATION:	Delegated to CEO – Sub-delegation – Yes
AUTHORITY:	Council Meeting 11 June 2013 – version 1
REVIEW:	July 2013

Attachments to GEN6 – Public Participation Policy

Examples of techniques used in the Town of Victoria Park – based on the International Association for Public Participation (IAP2)

Method of Engagement	Promise to the public	Examples of techniques for consideration
INFORM		
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives or solutions	We will keep you informed	<ol style="list-style-type: none"> 1. Policy changes 2. Planning Applications for contentious issues 3. Road works – ‘Like-for-Like’ example – replacing bitumen
CONSULT		
To obtain public feedback on analysis, alternatives, or decisions	We will keep you informed, listen to and acknowledge your concerns, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	<ol style="list-style-type: none"> 1. Parking Hotspots 2. Planning Applications for contentious issues 3. Road works - roundabouts
INVOLVE		
To work directly with the public throughout the process to ensure that public and private concerns are consistently understood and considered	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision	<ol style="list-style-type: none"> 1. Events Strategy 2. Website

Method of Engagement	Promise to the public	Examples of techniques for consideration
COLLABORATE		
To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible	<ol style="list-style-type: none"> 1. Events Strategy 2. Major Land Transactions – example Town Centre Re-development 3. Community Group Projects
EMPOWER		
To place final decision making in the hands of the public	To place final decisions making in the hands of the public	Community Group Projects

More examples of engagement techniques

Method of Engagement	Promise to the public	Types of engagement techniques (examples)
INFORM		
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives or solutions	We will keep you informed	<ol style="list-style-type: none"> 1. Media advertisement 2. Fact sheets & Brochures 3. Direct email or mail-out 4. Newsletters 5. Briefings 6. Open Days 7. Web based engagement 8. Progress reports 9. Information kiosks/ displays 10. Open House
CONSULT		
To obtain public feedback on analysis, alternatives, or decisions	We will keep you informed, listen to and acknowledge your concerns, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	<ol style="list-style-type: none"> 1. Focus groups 2. Open days 3. Surveys 4. Public comment 5. Feedback forms 6. Resident feedback registers 7. Interviews 8. Ishikawa (Fishbone) 9. Brainstorming
INVOLVE		
To work directly with the public throughout the process to ensure that public and private concerns are consistently understood and considered	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision	<ol style="list-style-type: none"> 1. Stakeholder meetings 2. Seminars 3. Workshops 4. Tours and field trips 5. Deliberative Forums 6. Panels 7. Open space technology

COLLABORATE		
To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible	<ol style="list-style-type: none"> 1. World café 2. Open space meetings
EMPOWER		
To place final decision making in the hands of the public	To place final decisions making in the hands of the public	<ol style="list-style-type: none"> 1. Voting 2. Authorised panels 3. Citizen juries 4. Advisory Committees 5. Participatory budgeting

POLICY:**1. SCOPE**

This Policy provides a framework to guide Council in the effective management of its land and property assets with the view to increasing the future economic capacity of the Town of Victoria Park and assisting the delivery of Objectives outlined in the Strategic Community Plan.

Specifically the Town's land and property assets will be used to achieve the following:

- The delivery of strategic projects as identified in the Strategic Community Plan and 4 Year Corporate Business Plan;
- The facilitation of environmental, economic and social benefits to the Community;
- The stimulation and regeneration of areas within the Town of Victoria Park;
- Where appropriate enable the adoption of a commercial approach to the management of land and property assets capable of producing an income; and
- Development of non-operational land and property assets that will facilitate additional income streams for the Town.

2. DEFINITIONS

In applying the Scope and Principles of this Policy, the Council will categorise all land and property assets in accordance with the following established Definitions for the purpose of consistency, risk management and performance outcomes.

Surplus properties	Surplus properties are considered to be of no benefit to either the community through the delivery of services or to the Town as part of a more strategic land holding, part of a land bank of property assets or for any other purpose. i.e. surplus to requirements.
Civic properties	Civic properties are used for the delivery of services provided by the Town to the Community. These properties differentiate from Public Open Space and Other Reserves in that they may be held in freehold title by the Town.
Commercial properties	Commercial properties are held by the Town purely for the commercial return provided through the lease of the property to other entities. Such properties are not anticipated to provide services to the community but will yield an appropriate rate of return (on the capital value of the property) as a commercial proposition subject to

	appropriate levels of risk as determined by the Town.
Investment properties	Investment properties differ from Commercial Properties in that they have the potential to contribute towards the achievement of broader planning, social or strategic objectives of the Town. Whilst such properties may include a commercial undertaking, subject to a commercial agreement between a third party and the Town, the purpose of the Town's ownership of the property is as a contributory factor towards other outcomes rather than purely for commercial returns on the property investment. i.e. Urban Renewal Projects.
Residential properties	Residential properties are designed to provide residential facilities only. Such properties may be provided directly by the Town to the end user, or as part of an agreement with another agency or residential service provider.
Utility properties	Utility properties are used to deliver utility services such as drainage or other key utility functions. The delivery of utility services should be subject to review to ensure that the location from which the service is being delivered is suitable, the need for the utility service can be validated and the tenure of the property does not result in the Town having a significant value of freehold assets set aside for such uses with little opportunity to realise the value of these assets at any time in the future.
Public Open Space and Other Reserves	Public Open Space and others reserved properties are most often held as reserves vested in the care, control and management of the Town. Such properties may provide an active service but may also include properties that have little activation but provide other tangible community benefits through environmental protection or community recreational amenity.

3. PRINCIPLES

The Council will manage its property assets with the view to:

- (1) Increasing the Town's social, economic and environmental sustainability;
- (2) Increasing the Town's financial capacity;
- (3) Providing essential services and facilities; and
- (4) Developing an investment portfolio capable of providing income generation.

4 USE OF PROCEEDS

- (1) The proceeds from the effective management of Council land and property assets are to be used in the delivery of essential services, facilities and projects which provide for a community benefit.

- (2) The allocation of such proceeds will have due regard to the Council's Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan and relevant Policies.
- (3) The Council will consider the use of funds in the development of its land and property assets where an appropriate community, social, environmental or economic benefit can be demonstrated.
- (4) The proceeds derived from the application of this Policy will be allocated in accordance with the prevailing Financial Management Policies of the Council and in accordance with any Reserve Fund established for that purpose.

5. APPLICATION OF POLICY

In applying this Policy, the Council will:

1. Ensure all statutory and applicable governance requirements required by the Local Government Act 1995, associated Regulations and any other applicable legislation are adhered to.
2. Ensure that this Policy complies with all other relevant Council Policies and practices.
3. Ensure that suitable community engagement is undertaken as a fundamental component of any proposal to dispose of land and property assets in accordance with the Local Government Act 1995.

6. ACQUISITION AND DISPOSAL OF LAND AND PROPERTY ASSETS

The Council will only consider the acquisition and disposal of land after the following steps have been taken:

1. A thorough analysis of applicable financial, social and/or environmental benefits, undertaken in accordance with the established Procedure or any other endorsed template or methodology.
2. Consideration has been given to the disposal of land and property by means of auction, tender or private treaty dependent upon the specific circumstances of the proposed disposal and in accordance with the provisions of the Local Government Act 1995.
3. The acquisition or disposal follows a strategic approach to all land and property assets owned or controlled by the Town of Victoria Park in preference to considering properties only on a case by case basis.
4. Appropriate risk management strategies have been applied in accordance with any adopted Risk Management Policy.

7. PERFORMANCE MANAGEMENT

The Council will give consideration to the establishment of a Business Plan and specific performance management indicators to guide its property asset development.

Such performance management indicators will provide the means by which the performance of land and property assets can be monitored and reported to the community and will enable the Council to consider acquisitions and disposals of land and property assets cognisant of these indicators and the benefit or dis benefit such acquisitions and disposals may generate.

PROCEDURE:	
The supporting Procedure to this Policy document is provided as a separate confidential document. For access to Procedure GEN7 contact the Director Future Life & Built Life Programs for access permission.	
RELATED POLICES:	Nil
DELEGATION:	Delegated to CEO - No Sub-delegation – No
AUTHORITY:	Council meeting 11 March 2014
REVIEW:	

HEALTH – HLTH

HLTH1 ALFRESCO DINING

POLICY:

Eating houses that intend to provide alfresco dining services must obtain the Town's approval.

Any approval shall be subject to the conditions and requirements set out in the Procedures and Practices Manual.

PROCEDURE:

1. Applicants are required to complete an application to conduct an outdoor eating area form in accordance with Council's *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law*. A permit to conduct an outdoor eating area is valid for up to 12 months and requires renewing annually. All permits expire on the same date, 30 June, each year.
2. For the purpose of applying the provisions of the *Health Act 1911 (as amended)* and any regulations relating to the preparation and sale of food, outdoor eating areas will be assessed as though they are a part of the associated food premises. Due to the increased patronage associated with the outdoor eating area the proprietor will be required as necessary to upgrade or enlarge the facilities of the associated food premises.
3. Any permit issued will be conditional upon the permit holder having an acceptable public liability policy of not less than \$10 million. The applicant/permit holder is required to provide a certificate of currency for the public liability policy when a permit is applied for, renewed or transferred.
4. A permit holder must keep a footpath or paved verge clear of any furniture, street furniture or planter boxes to a width of not less than 2.0 metres for the purposes of pedestrian movement. The clear corridor is to abut the kerb with the proviso that the 2.0 metre clear access excludes any obstructions including street furniture, signs etc. Council may allow exceptions to this on corner locations where the width of footpath/pavement allows sufficient room for the 2.0 metre access corridor to be located other than abutting the kerb. In areas of high pedestrian traffic the Council reserves the right to require a clear pedestrian corridor greater than 2.0 metres.
5. Structures which are part of the furniture approved within the outdoor eating area are not to incorporate commercial advertising which is not directly associated with the food premises.
6. All furniture and other approved temporary structures including planter boxes are to be free standing. The furniture provided is to be sturdy, durable and maintained to a standard acceptable to Council. All furniture and other temporary structures must be removed from public areas at the close of business each day.
7. Any proposal for planter boxes or similar type structures associated with

outdoor eating activity which are to remain in the road reserve after the close of business, must be the subject of a separate application. These applications will be determined by Council's Director Renew Life and the assessment will require an independent safety audit to be carried out within 2 months of installation of any permitted structure. This audit will be arranged by Council at the permit holders cost.

8. There is no requirement for additional car parking to be provided as part of an Alfresco Dining permit.
9. Metal discs are to be installed on the footpath by Council, at the permit holders cost, to indicate the boundaries of each permit area as shown on the approved plan.
10. Permits to conduct outdoor dining areas are transferable in accordance with Council's *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law*.
11. The fees and charges for Alfresco Dining permits shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the annual budget.
12. Only a holder of a liquor licence may sell liquor. Under the Liquor Licensing Act 1988, the holder of a liquor licence, with the written consent of the Council, may be issued with an extended trading permit which permits the sale and supply of liquor on a road or footpath.
13. The hours of operation of an alfresco dining area serving alcoholic beverages will be limited to the hours stipulated in the extended trading permit of the adjacent licensed premises or as otherwise directed by the Town of Victoria Park.
14. Where alcohol is served, table service is mandatory and patrons must be seated at all times.

RELATED POLICES:	None
DELEGATION:	YES Delegation No. 17.1, refer also delegation No. 5.1 Sub-delegation –Yes
AUTHORITY	Council Meeting 1 July 1994
REVIEW:	August 2006 July 2013

HLTH2 SMOKING RESTRICTION – COUNCIL PROPERTY

POLICY:

Smoking is not permitted within Council owned or controlled buildings.

Smoking is not permitted in Council owned motor vehicles whilst being used for commuting or work purposes.

Where smoking is permitted in open areas of Council facilities it shall be as prescribed in the following Procedure.

PROCEDURE:

1. Environmental Health Officers shall enforce compliance with the *Tobacco Products Control Act 2006*, which from 31 July 2006 prohibits smoking in all enclosed public places except the International Rooms of Burswood Entertainment Complex.
2. Environmental Health Officers will provide advice and educational material on smoking to staff and community members, as required.
3. No smoking is permitted within Council owned or controlled buildings.
4. Council employees are responsible for controlling and discouraging smoking in all Council controlled properties, including:
 - Sporting and recreation facilities;
 - Public swimming pool centres;
 - Halls;
 - Library; and
 - Public toilets.
5. Smoking is prohibited within 5 metres outside of the entrance to all Council buildings. Where outdoor smoking areas are permitted they shall be established beyond 5 metres from entrances and signposted as such. Bins for the disposal of cigarette butts shall be provided in these designated areas.
6. Smoking is prohibited in the indoors area of the Aqualife Centre pool centre and on the brick-paved concourse of the 50-metre outdoor pool. All other outdoor areas are to comply with the general provisions of the *Tobacco Control Act 2006*.
7. Smoke-free zones are to be identified by the display of appropriate signage, where possible.
8. Council Officers are to encourage sporting and community groups to implement no-smoking strategies into their own policies associated with:
 - Banning smoking by minors;
 - Banning smoking at events, except in a designated smoking area;

- Banning smoking at club activities, except in a designated smoking area;
- Banning the sale of tobacco products at club facilities and events.

9. Council owned vehicles are to remain smoke free during such times as they are being used for commuting or work purposes.

RELATED POLICES:	None
DELEGATION:	YES Delegation No. 17.2 Sub-delegation –Yes
AUTHORITY	Council Meeting 1 July 1994 Amended Council Meeting 15 August 2006
REVIEW:	August 2006 July 2013

HLTH3 EXTENDED TRADING PERMIT APPLICATIONS – LICENSED PREMISES

POLICY:

Responses to the Director of Liquor Licensing for Extended Trading Permit applications shall be in accordance with the following Procedure.

PROCEDURE:

NEW APPLICATIONS

1. Applications will be assessed taking into consideration any previous application(s), any noise problems or complaints and any previous objections.
2. The Town will consult with the owners and occupiers of residential premises and businesses within a radius of 60 metres from the boundaries of the subject site where an application seeks to extend trading past the permitted time in the Liquor Licensing Act 1988. For applications not extending beyond the permitted time, any consultation with the owners and occupiers of residential premises, including the extent thereof, will be at the discretion of the Director Business Life.
3. A copy of all written submissions received in response to a consultation as per 2. above shall be included as part of the Town's submission to the Director of Liquor Licensing.
4. Where an application is received for an occasional (one-off) Extended Trading Permit, approval can be granted subject to conditions.

RENEWALS

5. Each renewal will be assessed on its merit. Any objections received on any previous approval will be taken into consideration in the preparation of Council's submission to the Director of Liquor Licensing.
6. Should an application have a prior history of complaints from residents, a community consultation process as per 2. above may be conducted.
7. Regardless of whether it is a new application or a renewal, any application that requires consultation with the community will be reported to Council.

RELATED POLICES:

None

DELEGATION:

YES Delegation No. 17.3
Sub-delegation –Yes

AUTHORITY

Council Meeting 1 July 1994

REVIEW:

August 2006
July 2013

HLTH4 MANAGEMENT OF NOISE EMISSIONS FROM EVENTS AT BELMONT RACECOURSE - OTHER THAN HORSE RACING

POLICY:

Applications for events at Belmont Racecourse (other than horse racing) made in accordance with Regulation 18 of the Environmental Protection (Noise) Regulations 1997 may be approved without prior approval of the Cities of Perth, Bayswater and Belmont and the Town of Vincent provided such approval is made in compliance with the following Procedure.

PROCEDURE:

1. All events to be held at Belmont Racecourse, other than those conducted by the WATC, shall be assessed under Regulation 18 of the Environmental Protection (Noise) Regulations 1997 and approved by the Chief Executive Officer of the Town of Victoria Park, subject to compliance with this procedure.
2. Not more than six (6) events shall be approved per calendar year and notwithstanding the number of events, no more than 20 cumulative hours of actual event time for events held outside the venue building. If more than 6 events are proposed in any calendar year, the details of the additional proposed event(s) shall be submitted to the Council of the Town of Victoria Park, the Cities of Perth, Bayswater & Belmont, the City of Vincent and the Department of Environmental Protection for appraisal.
3. The Cities of Perth, Bayswater, & Belmont and Vincent and the Department of Environmental Protection shall be advised in writing of any events proposed under this policy at least 30 days prior to the event. These authorities will be advised of the type of event, hours of operation, and contact numbers for anyone wishing to lodge a complaint. Where the above-mentioned local governments have endorsed this policy and procedure, the conditions of an approval given will be taken to have been agreed to by them under Noise Regulation 18(12).
4. Any organisation or statutory authority adversely affected by this policy, including the Cities of Perth, Bayswater, & Belmont and Vincent, the Department of Environmental Protection, and the Western Australian Turf Club, may request a review of the policy. The Town of Victoria Park will undertake not to approve any further events for a period of 60 days after receiving such a submission, except those applications that the Town of Victoria Park had already received prior to a request for such a review.
5. A request for a review should be addressed in writing to the Chief Executive Officer of the Town of Victoria Park, and will be assessed in consultation with the Department of Environmental Protection within 30 days of receiving the submission.
6. The starting time and the completion time for an event shall be specified on the application and will only be agreed to if it can be shown that compliance can be made with this procedure. For the purpose of this procedure the start and finish times of an event will be determined in consultation with the Town of Victoria Park, the Department of Environmental Protection and the applicant. For any event held outside the venue building the following time constraints will apply:

Friday and Saturday	10am – 11pm
Sunday, Monday, Tuesday, Wednesday, and Thursday	11am – 10pm.
New Years Eve	until 1.30am New Years Day

7. The duration of any rehearsal sessions and sound checks for an event shall not exceed two (2) hours on or before the event day.
8. Rehearsal sessions and sound checks for an event shall be held at times acceptable to the Town of Victoria Park and the Department of Environmental Protection, and under no circumstances shall commence before 9 a.m.
9. The public address system and stage for an event held outside the venue building shall be installed in compliance with the following requirements:
 - Any stage shall be located such that, as far as practicable, it faces the Belmont Racecourse grandstand or towards the south-east; and
 - For outdoor concerts the mixing desk shall be located in front of, but not more than 30 metres from, the primary speaker banks or at a location approved by the Council.
10. (a) Subject to Clause 10 (iv) below, the sound level resulting from music associated with an event held outside the venue building shall not exceed LAeq,1min level of 100 dB(A) measured at the mixing desk, where LAeq,1min is an average value taken over 1 minute, whose level contains the same energy as the fluctuating noise during that period.
- (b) Subject to Clause 10 (v) below, the sound level resulting from music associated with an event held inside the venue building shall not exceed the levels prescribed in the following table:

Time Period	Measurement Position	Sound Pressure Level – LCeq,1min
Before 12.00am on any day other than New Years Day, or before 2.00am on New Years Day	Position 1	97
	Position 2	103
	Position 3	105

12.00am to 2.00am on any day other than New Years day, or 2.00am to 4.00am on New Years Day	Position 1	92
	Position 2	98
	Position 3	100
After 2:00am on any day other than New Years Day, or after 4:00am on New Years Day	Position 1	89
	Position 2	95
	Position 3	97

where $L_{Ceq,1min}$ is the C-weighted average value taken over 1 minute, whose level contains the same energy as the fluctuating noise during that period.

- (c) The measurement positions referred to in Clause 10 (ii) are located external to the venue building and are in the following positions:
- i) Measurement position 1:- 10 metres directly in front of any ground level external door;
 - ii) Measurement position 2:- 4 metres directly in front of any level one external door or window; and
 - iii) Measurement position 3:- 1 metre directly in front of any level two external door or window.
- (d) Up to 5 percent of the $L_{Aeq,1min}$ levels may exceed, by not more than 5 dB, the levels specified in Clause 10 (i) over the period of the Event.
- (e) Up to 5 percent of the $L_{Ceq,1min}$ levels may exceed, by not more than 5 dB, the levels specified in Clause 10 (ii) over the period of the Event.

11. Monitoring shall be carried out by persons approved by the Chief Executive Officer of the Town of Victoria Park. The monitoring shall be carried out continuously during the sound system tests for an event and over a period of 10 minutes before an event, during an event and for 10 minutes after the event.

For outdoor events the monitoring shall be carried out at the mixing desk position. For indoor events, monitoring shall be carried out at the measurement positions referred to in Clause 10 (iii).

Provision shall be made to enable the approved person free access in and out of the venue, access to all sound engineers and stage management personnel.

12. The monitoring of sound levels shall be carried out using monitoring equipment that complies with Regulation 22 of the Environmental Protection (Noise) Regulations 1997. The public address system used at an event shall be operated so that the readings of the sound levels recorded by the monitoring equipment do not exceed the sound levels stipulated in Clause 10 (i) and (ii) regardless of the accuracy of the monitoring equipment.
13. If any person authorised to monitor the noise levels - including any Inspector appointed under Section 88 of the Act, the Police or an employee of the Town of

Victoria Park – issues a direction to reduce the sound levels, including low frequency sound levels generated by the public address system, the event organiser shall immediately comply with such direction.

14. Prior to the application for an event being processed by the Town of Victoria Park, the applicant shall pay the Town of Victoria Park the prescribed noise monitoring fees and any other costs estimated to be incurred to monitor an event in relation to noise.
15. The applicant shall provide a complaint response service for persons who wish to lodge complaints regarding noise from the activities associated with an event. This shall comprise a telephone service, which must always be answered in person by an operator. The complaint response service may also be handled by a Town of Victoria Park representative in which case a complainant shall also have access to the Town's after hours pager service.
16. The complaint response service shall be attended at all times when the event is in progress and during rehearsal sessions and sound system tests for the event. All complaints received will be logged.
17. Notice of the starting and completion times for the event and the establishment of the complaint service, its telephone number and the times of operation, shall be publicised not later than 5 days prior to the event by means of a "flyer" distributed to all noise sensitive premises (as defined in the Environmental Protection (Noise) Regulations 1997) including –
 - (a) All noise sensitive premises with addresses in the following locations in the **City of Perth**:
All streets within the area bounded by East Parade, Claisebrook Cove and the Swan River, and all streets within the area bounded by Nile Street, Trafalgar Road, Claisebrook Cove and the Swan River; and
 - (b) All noise-sensitive premises with addresses in the following location in the **City of Vincent**:

All streets within the area bounded by East Parade and the Swan River; and
 - (c) All noise-sensitive premises with addresses in the following locations in the **City of Bayswater**:
All streets within the area bounded by Guildford Road, Peninsula Road and Tranby Road and the Swan River; and
 - (d) All noise-sensitive premises with addresses in the following locations in the **City of Belmont**:
All streets within the area bounded by Riversdale Road and the Swan River;
 - (e) The premises known as Mercy Hospital - Ellesmere Road, Mt Lawley ; and
 - (f) Any other locality deemed necessary by the Town of Victoria Park, the Department of Environmental Protection, or another potentially affected local authority.
18. The approved person monitoring the noise for the event shall deliver a report on the noise monitoring to the Town of Victoria Park by not later than 5 working days after the event.

19. After the event the Town of Victoria Park shall submit a copy of the noise report to the Cities of Perth, Bayswater, & Belmont and Vincent and the Department of Environmental Protection for information

RELATED POLICES:	None
DELEGATION:	YES Delegation No. 17.4 Sub-delegation – No
AUTHORITY	Council Meeting 20 August 2002
REVIEW:	August 2006 July 2013

POLICY:

Applications for fireworks displays will be assessed having regard to the provisions of the Town of Victoria Park Fireworks Procedure.

Fireworks applications that are dealt with in accordance with Regulation 18 of the *Environmental Protection (Noise) Regulations 1997* may be approved without prior approval from those adjoining Local Governments who have given prior approval of this Policy, provided such approval is made in compliance with the Procedure.

PROCEDURE:

1. Aerial and ground fireworks displays that have the potential to create noise in contravention of the *Environmental Protection (Noise) Regulations 1997* are permitted in the Town and are to be controlled using the following measures:
 - (a) Displays that are held as part of a community event, such as shows, fairs, fetes, exhibitions and other similar events, with the main purpose being to the overall benefit of the general community are to be controlled through Regulation 16 of the *Environmental Protection (Noise) Regulations 1997*.
 - (b) Displays that are held as part of a non-community event are to be controlled through Regulation 18 of the *Environmental Protection (Noise) Regulations 1997*. Applications for fireworks displays that are to be dealt with under Regulation 18 may be approved by the Town of Victoria Park without prior approval being obtained from those adjoining Local Governments who have given prior approval of the Policy. Other Local Governments will still be required to be consulted.
2. At least one week and not more than two weeks prior to the event/s, the event organiser proposing to hold a fireworks display must notify surrounding residents that a fireworks display will occur. Notification must occur in the form of a prominent display notice in a local community newspaper circulating in the areas that have the potential to be affected by fireworks noise. The information in the public notice must include the dates, times and location of the fireworks as well as a contact name and phone number of the event organiser who will be present to take calls on the night of the display. A press release is also to be provided to the media advertising the event. The notification information must be viewed and approved by Environmental Health Services prior to the notification occurring.
3. Not more than a total of ten aerial fireworks displays shall be permitted at any one venue in the Town of Victoria Park in any one calendar year. Any application for additional displays must be referred to Council for determination.
4. Fireworks displays are not to be permitted in the Town on more than three occasions per week, Monday to Sunday.
5. The duration of a fireworks display shall not exceed 30 minutes on any one

occasion.

6. Aerial fireworks displays are limited to the following days and times in the Town of Victoria Park:
 - From Sunday to Thursday, and are to finish no later than 10.00pm on those nights; and
 - On Fridays, Saturdays and/or the day before a public holiday and are to finish no later than 11.00pm on those nights; and
 - On 31 December (New Year's Eve) and are to finish no later than 12.30am on those nights.
7. Titanium salute shells used in aerial or ground-based (low level) fireworks displays are not permitted in the Town of Victoria Park.
8. Fireworks shells used in displays within the Town of Victoria Park are not to be any larger than 75mm in size.
9. The Department of Industry and Resources are responsible for approving all fireworks displays held in the Town of Victoria Park. Council's Environmental Health Services are responsible for making a recommendation to the CEO who can in turn make a recommendation in regard to the fireworks application to the Department of Industry and Resources.
10. Council's Environmental Health Services will assess each application, taking into consideration previous application(s), potential noise problems, public safety issues and any previous complaints.
11. The applicant shall comply with the requirements of Ranger Services during restricted and prohibited burning times.
12. The applicant shall comply with all safety conditions of approval stipulated by the Department of Industry and Resources and the Fire and Emergency Services Authority.
13. Should an applicant wish to hold a fireworks display that does not comply with the requirements of this policy, the applicant may apply for an exemption in writing. Such an application must be received no later than 60 days prior to the event. The application will be referred to the Chief Executive Officer for determination. No more than two (2) exemptions per venue can be approved by the Chief Executive Officer in any twelve month period. Additional applications for exemptions shall be referred to Council for determination.

The Chief Executive Officer can refer any exemption application to Council for determination, as he deems necessary.

On receipt of such an application, consultation with adjoining Local Authorities under this Policy will not be undertaken unless the proposed timing of the fireworks display is outside of that specified in clause 6

RELATED POLICES:	None
DELEGATION:	YES Delegation No. 17.5 Sub-delegation – No
AUTHORITY	Council Meeting 28 September 2004

REVIEW:

August 2006
July 2013

PARKING – PKG

PKG1 PARKING PERMITS

POLICY:

1. OBJECTIVES

To provide clear guidelines for the issue and control of Parking Permits, issued in accordance with the Town of Victoria Park Parking and Parking Facilities Local Law.

2. TYPES OF PERMITS

- a. Residential Permits
- b. Transitional Permits

3. TERMS AND CONDITIONS OF RESIDENTIAL PERMITS

- a. Purpose
To provide residents with limited onsite parking with an exemption to access parking near their properties that has sign-posted restrictions.
- b. Maximum Number
 - i) An eligible residential property with no onsite parking may apply for a maximum of two Residential Permits
 - ii) An eligible property with space for one onsite parking bay may apply for a maximum of one Residential Permit.
 - iii) Properties with 2 or more onsite parking bays are ineligible for a Residential Permit.
- c. Application Process
 - i) To obtain a Residential Permit the applicant must complete the required application form.
 - ii) The application form will not be accepted without payment of the applicable fee.
 - iii) Documents demonstrating that the applicant resides in the Town are required to be provided along with the application form.
 - iv) The application form must include documents demonstrating that the vehicles subject to the application are owned by, or exclusively accessible, to the applicant, who is also a resident at the applicable address.
 - v) One application form can be submitted for up to 2 permits.
 - vi) A replacement or transfer form is required to be completed and submitted with the required documentation and fee before a replacement permit will be issued.
- d. Eligibility Criteria
 - i) When assessing how many onsite parking bays are available the following criteria for a parking bay will be followed.
 - A standard parking bay on private property is equivalent to a space of 2.4m x 5.4m + an additional 300mm width for any wall or other barrier it abuts.

- Driveways on private land leading to a carport or garage which are equivalent to the space of a parking bay are considered to be a parking bay for the purposes of assessing the application.
 - Spaces that could reasonably be converted into parking are considered to be a parking bay for the purposes of assessing the application.
 - Parking bays which are being used for purposes other than parking (such as storage of goods) are considered to be a parking bay for the purposes of assessing an application.
- ii) Residential Permits will not be issued to
- Heavy or Long Vehicles,
 - Caravans,
 - Boats,
 - Trailers,
 - Taxi's, or
 - Buses,
- iii) Residents of strata titled properties consisting of 4 or more individual dwellings are not eligible for a permit.
- iv) Residents who move into the Town after the date that this Policy is adopted will not be eligible for a permit.
- v) Only residents of the Town of Victoria Park are eligible to apply for a permit.
- vi) Businesses, visitors and non-residents are ineligible for a permit.
- e. Terms and Conditions
- i) Each Residential Permit is valid for one year.
- ii) Each permit can only be used on the vehicle shown on the permit.
- iii) Residential Permits cannot be used in parking bays where parking fees are payable.
- iv) Residential Permits can only be used in the streets or areas as stated on the permit.
- v) Residential Permits give the user an exemption to park for longer than the sign-posted time limit where the time limit is 1 hour or greater.
- vi) All Residential Permits expire 12 months after the date of issue.
- vii) A permit does not guarantee the holder a parking bay.
- viii) Lost or stolen permits will be replaced on application subject to the payment of the applicable fee.
- ix) Permits must be clearly displayed through the front windscreen of the vehicle at all times.
- x) All permits held by the applicant will be revoked if misused, copied or sold to a third party.
- f. Applicable Fees
- i) The application fee as stated in the Town's Schedule of Fees and Charges is required to be paid before an application will be accepted.
- ii) The application fee will not be refunded for incomplete or unsuccessful applications.
- iii) The replacement or transfer fee as stated in the Town's Schedule of Fees and Charges is required to be paid before a replacement

- permit will be issued.
- iv) Refunds do not apply for unused permits

g. Discretionary Authority

Notwithstanding any other provisions which restrict the number of Residential Permits that may be issued, the Chief Executive Officer may approve the issue of additional Residential Permits, to any resident, under such conditions as the Chief Executive Officer considers necessary.

4. TERMS AND CONDITIONS OF TRANSITIONAL PERMITS

a. Purpose

To provide a period of up to one year for residents to make alternative arrangements if there is inadequate on-site parking available.

b. Maximum Number

- i) An eligible residential property may apply for a maximum of three Transitional Permits.
- ii) Properties with 2 or less onsite parking bays are eligible for up to three Transitional Permits.
- iii) Properties with 3 onsite parking bays are eligible for up to two Transitional Permits.
- iv) Properties with 4 onsite parking bays are eligible for one Transitional Permits.
- v) Properties with 5 or more onsite parking bays are ineligible for Transitional Permits.

c. Application Process

- i) To obtain a Transitional Permit the applicant must complete the required application form.
- ii) The application form will not be accepted without payment of the applicable fee.
- iii) Documents demonstrating that the applicant resides in the Town are required to be provided along with the application form.
- iv) The application form must include documents demonstrating:
- v) That the vehicles subject to the application are owned by, or exclusively accessible, to the applicant, who is also a resident at the applicable address.
- vi) That the vehicles subject to the application were owned by, or exclusively accessible, to the applicant at the time that the parking restrictions were installed.
- vii) One application form can be submitted for up to 3 permits.
- viii) A replacement form is required to be completed and submitted with the required documentation and fee before a replacement permit will be issued for any lost or stolen permits, or stolen vehicles.
- ix) Transitional Permits cannot be transferred between vehicles.

d. Eligibility Criteria

- i) Transitional Permit's may be issued to residents of properties where new parking restrictions have been implemented adjacent to their residence.
- ii) When assessing how many onsite parking bays are available the following criteria for a parking bay will be followed.

1. A standard parking bay on private property is equivalent to a space of 2.4m x 5.4m + an additional 300mm width for any wall or other barrier it abuts.
 2. Driveways or similar on private land leading to a carport or garage which are equivalent to the space of a parking bay are considered to be a parking bay for the purposes of assessing the application.
 3. Space that could reasonably be converted into parking are considered to be a parking bay for the purposes of assessing the application.
 4. Parking bays which are being used for purposes other than parking (such as storage of goods) are considered to be a parking bay for the purposes of assessing an application.
- iii) Transitional Permits will not be issued to
1. Heavy or Long Vehicles,
 2. Caravans,
 3. Boats,
 4. Trailers,
 5. Taxi's, or
 6. Buses,
- iv) Only residents of the Town of Victoria Park are eligible to apply for a permit.
- v) Businesses, visitors and non-residents are ineligible for a permit.
- e. Terms and Conditions
- i) Each Transitional Permit is valid for one year after which time they will not be renewed or replaced.
 - ii) Each permit can only be used on the vehicle shown on the permit.
 - iii) Transitional Permits cannot be used in parking bays where parking fees are payable.
 - iv) Transitional Permits can only be used in the streets or areas as stated on the permit.
 - v) Transitional Permits provide the user with an exemption to park longer than the allowed limit in sign-posted time limited parking where the time limit is 1 hour or greater.
 - vi) A permit does not guarantee the holder a parking bay.
 - vii) Lost or stolen permits will be replaced on application subject to the payment of the applicable fee.
 - viii) Permits must be clearly displayed through the front windscreen of the vehicle at all times.
 - ix) All permits held by the applicant will be revoked if misused, copied or sold to a third party.
- f. Applicable Fees
- i) The application fee as stated in the Town's Schedule of Fees and Charges is required to be paid before an application will be accepted.
 - ii) The application fee will not be refunded for incomplete or unsuccessful applications.
 - iii) The replacement fee as stated in the Town's Schedule of Fees and Charges is required to be paid before a replacement permit will be issued.

iv) Refunds do not apply for unused permits

g. Discretionary Authority

Notwithstanding any other provisions which restrict the number of Transitional Permits that may be issued, the Chief Executive Officer may approve the issue of additional Residential Permits, to any resident, under such conditions as the Chief Executive Officer considers necessary.

PROCEDURE:

None

RELATED POLICES:

None

DELEGATION:

Delegated to CEO

AUTHORITY

Council Meeting 9 October 2012

REVIEW:

July 2013

PARKS – PKS

PKS1 REMNANT NATIVE VEGETATION

POLICY:

The management of remnant native vegetation on any land owned by, vested in, or managed by the Town shall be in accordance with the following Procedure.

PROCEDURE:

1. Only plant species indigenous to the particular area are to be maintained or re-established within naturally vegetated areas. All new plantings or sowing by seed shall be at the commencement of autumn rains. Plants shall be tube stock or stock of a similar size.
2. Areas of native vegetation that are eroded or have no vegetative cover and that require stabilisation shall be re-vegetated using rehabilitation methods or practices appropriate to the particular situation.
3. Weeds such as veldt grass and broad leaf species are to be removed by hand and/or selective herbicide application. Weed spraying is to be carried out at least once per year, in late winter or early spring.
4. All established trees in areas designated for public access are to be inspected annually and maintained to ensure they are not a safety hazard. Retention of the fauna habitat shall, wherever possible, be facilitated when remedial work is undertaken.
5. Areas shall be inspected regularly for rubbish accumulation, firebreak and fence repairs and corrective maintenance shall be undertaken promptly.
6. Access to remnant vegetation areas shall be controlled. Vehicles, other than service vehicles, are prohibited. Pedestrian traffic is to be confined to designated paths except where prior permission to access an area has been granted.
7. As a rule it is desirable that remnant vegetation areas be fenced to control access. The fencing shall be of a type that is appropriate to the particular site and suitable for fire management purposes.

RELATED POLICES:

None

DELEGATION:

YES Delegation No. 11.1
Sub-delegation –Yes

AUTHORITY

Council meeting 12 August 1997

REVIEW:

August 2006
July 2013

POLICY:**Pruning and Maintenance**

1. The Town is responsible for the maintenance of street trees situated within the Crown Land road reserve. Pruning is undertaken by qualified tree surgeons in a way to ensure the long-term survival of the trees and protect them for future generations.
2. The Town has a planned approach to street tree pruning whereby the Town is divided into pruning sectors. Programmed pruning includes lifting the canopies to enable pedestrian movement and allow vehicles vision clearance.
3. The pruning of trees under power lines is done by requirement and is initiated with Western Power liaison. The Town's contracted tree surgeons work through each sector selectively pruning the canopies from overhead power lines.
4. Consideration may be given to reduce the canopy overhang to a property boundary on the request of the adjoining property owner. These individual property line pruning requests are recorded, and then initiated when the tree surgeons are working through the applicable sector.
5. The Town will prune street trees only for the following reasons:
 - To remove or avoid conflict with public utility services;
 - To promote the health of the tree;
 - To remove or avoid a hazard to pedestrians, cyclists or motor vehicles;
 - To remove or avoid damage to adjoining property;
 - To allow access to a building site that would otherwise harm the tree. The cost of pruning a verge tree(s) necessitated by adjacent property development shall be the responsibility of the developer; and
 - Pruning of trees during spring months is to be undertaken in such a manner as to minimise the impact on flora and fauna and shall be done in accordance with the Tree Pruning Procedure.

Planting of Street Trees

1. The Town will provide and plant, at no charge, one or more street trees on the road verge adjacent to a private property upon the written request of the owner of that property.
2. The Town undertakes an annual tree planting program during the winter months or until appropriate soil moisture conditions as a result of rainfall has been achieved. Owners can request that their property frontage be listed for consideration within the program.
3. Requested locations are checked just prior to winter to determine the species and amount of trees that can be planted. To maintain unity within the streetscapes, species selection is required to be in accordance with the dominant healthy tree species already occurring within the street or district. The Town will maintain and water the tree(s) for three successive summers following the planting;
4. Applications for street tree planting can be made through the Town's Renew Life program and the request will be considered within the suitable planting program.
5. The Town's TREEPLAN was developed after an extensive process of public consultation and only the tree species specified for the particular street will be

approved for planting;

Street Tree Removal

1. Owing to the hazardous nature of the task, owners, residents, developers/builders or occupants are not permitted to remove street trees themselves.
2. The Town recognises the significant contribution made by street trees to both the aesthetic and environmental aspects of existing streetscapes within the Town. It also recognises that in some cases, tree retention may not be desirable, feasible or reasonable, owing to the condition, location or species of the tree, its implications for development on abutting site or the achievement of other Town objectives.

Council wishes to avoid removal of street trees except where retention is considered undesirable or unreasonable. In accordance with this policy, the Town may remove, or approve a request from an adjacent property owner or his/her authorised agent for the removal of any street tree that:

- Poses a significant nuisance or hazard to adjacent property or has the potential to become a significant nuisance or hazard. It is the responsibility of the property owner to provide appropriate proof (i.e. Arborist report) of any significant nuisance or hazard;
 - Is causing damage or has the potential to cause damage or conflict with adjacent property, underground or overhead services;
 - The tree is dead, significantly dying or diseased beyond remedial treatment;
 - The tree has been assessed by the Town is structurally weak and dangerous placing the public at risk;
 - The tree has been irreparably damaged by a storm or mechanical means;
 - Is incompatible with its environment or the provisions of the TREEPLAN,
 - Obstructs vehicular access or building development provided the owner/developer is able to demonstrate that it is not feasible to redesign the access or development to avoid the tree removal;
 - Is a hazard or has the potential to become a hazard to road users and/or traffic safety;
 - Where the owner/developer is able to demonstrate that it is not possible to retain the tree:
 - When a redesign of the access is not feasible; and
 - The tree is still impeding the development.
 - Where the tree is dead, or due to pest and disease, poor health and growth, and will not return to full vigour.
4. Street trees will not be removed for the following reasons:
 - The tree obscures or potentially obscures views (other than traffic and pedestrian sight lines)
 - The tree variety is disliked;
 - The tree variety causes nuisance by way of leaf, fruit or bark shedding or the like;
 - The tree causes allergy or health problems. In cases of extreme medical condition, the Town may consider removal of the tree, subject to appropriate certification from a medical practitioner confirming an allergy.
 - The tree is in the way of a non-essential crossover or verge paving options; and

- The tree shades private gardens, solar installations or the like.

PROCEDURE:

Pruning and Maintenance

1. All requests for pruning and maintenance to be submitted in writing or via the Town's Service Request system.

Planting of Street Trees

1. Following a written request from the owner of a property, the Town will arrange an onsite meeting to discuss the number and location(s) of the tree(s) sought and the Town will advise the species of tree(s) that are intended for those locations under the Town's adopted TREEPLAN.
2. The Town TREEPLAN was developed after extensive process of public consultation and only the tree species specified for the particular street will be approved for planting;
3. Street trees shall be located with due consideration to the proximity of existing and possible future public utility services, crossovers and footpaths;
4. Request for street trees will be received at any time throughout the year but planting will not be undertaken until appropriate soil moisture conditions as a result of rainfall has been achieved, i.e. Autumn/Winter;
5. As a rule the Town will plant one street tree for every 15-20 metres of frontage and generally in the centre of a 15-20 metre frontage lot; and
6. The Town will provide and plant street tree(s) requested by an owner on the condition the applicant maintains and waters the tree(s) for at least two (2) successive summers following the planting.

Street Tree Removal

1. Any decision to remove a mature tree from a road verge is to be communicated to the owners and occupiers of four (4) properties on either side of the tree, on both sides of the road, not less than two (2) weeks prior to the intended removal, unless the removal is or becomes, in the opinion of the Director Renew Life, urgent.
2. Any decision to remove a tree, either under 2.0 metres or a mature tree, that is clearly dead, can be removed without community consultation providing a 'Delegation of Authority' application has been approved.
3. Urgent removals after hours because of immediate safety concerns will be assessed by appropriate Council Officers at the time.
4. Owing to the hazardous nature of the task, owners, residents or occupants are not permitted to remove street trees themselves;
5. Notification of the removal shall be in writing to the owners and occupiers stating the approximate removal date and reasons for the removal; and
6. The full cost of removing a verge tree(s) necessitated by adjacent property development shall be the responsibility of the Developer in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget.

The Town assesses these requests as part of the standard application process. Applicants should consider that developments are required to have minimal impacts on the streetscapes and should primarily design for the retention of street trees.

RELATED POLICES:	None
DELEGATION:	YES Delegation No. 11.2 Sub-delegation –Yes
AUTHORITY	Council meeting 12 August 1997
REVIEW:	August 2006 July 2013

PKS3 MOWING OF STREET VERGES

POLICY:

With the exception of those streets listed in the Procedures and Practices Manual, routine verge mowing in all other streets within the Town is the responsibility of the owner or tenant of the adjacent property and the Town will only undertake mowing, or consider a request for mowing, where:

- The Town considers there are visibility problems affecting traffic safety
- The Town considers a verge to be a fire hazard

The owner, who must reside at the property, can demonstrate to the satisfaction of the Town an incapacity to undertake the mowing due to an advanced age, infirmity or other relevant disability and except where the Town otherwise decides, approvals shall be for a single service, with each subsequent service being subject to a new request.

PROCEDURE:

The Town arranges the periodic mowing of grassed verges in the following streets within the Town:

STREET	SECTION
Orrong Road / Great Eastern Highway Corner	
Technology Park Kent Street Verge	Jarraah Road to Hayman Road
Victoria Heights	Including Entrance
Albany Highway	Leichardt Street to Boundary Road
Archer Street	
Asquith Street	
Bank Street	Including railway edge to PTA fence line and cul-de-sac to Welshpool Road
Baron Hay Court	Both sides
Berwick Street	Canning Highway to Boundary Road
Boundary Road	Taree Street to Hillview Terrace both sides
Boundary Road	Albany Highway to Taree St – Town side only
Briggs Street	Rutland Avenue to Planet Street – Town side only
Burswood Road	Including Burswood Road POS
Craig Street	
Duncan Street	
Etwell Street	
George Street	Baron Hay court to Berwick Street

Hayman Road	
Hill View Terrace	
Jarrah Road	Kent Street to Hill View Terrace
Kent Street	Hayman Road to Berwick Street South Side Only
Kent Street	Hayman Road to Berwick Street South Side; Adjacent to Harold Rossiter Reserve and Kent Street High School
Kitchener Street	
McMillan Street	
Manning Road	Kent Street to Townsing Drive, south side only
Miller Street	Mint Street
Oats Street	
Orrong Road	Including all POS Town side only
Planet Street	Oats Street to Briggs Street
Roberts Road	
Rutland Avenue	Including Railway Verge to PTA Fence line
Shepperton Road	Including POS near Welshpool Road
Star Street	
Teddington Road	
Victoria Park Drive	Non Irrigated sections including POS
Welshpool Road	Bank Street to Shepperton Road Town side only
Burswood Industrial Area	Including Goodwood Parade, Riverside Drive (Goodwood to Graham Farmer), Vivian Street, Claude Street, Griffiths Street, Stiles Street, Dual Use Footpath from Great Eastern Highway to Riversdale Road next to freeway
Carlisle/Welshpool Industrial Area	Including Sandra Place, Harris Street (Cohn to Kew), President Street (Planet to Orrong), Mars Street (President to Kew), Star Street (Cohn to Kew), Planet Street (Briggs to Kew Street town side only), Briggs Street (Planet to Orrong), Cohn Street (Planet to Orrong)

RELATED POLICES:	None
DELEGATION:	YES Delegation No. 11.4 Sub-delegation –Yes

AUTHORITY	Council meeting 12 August 1997
REVIEW:	August 2006 July 2013

PLANNING – PLNG

PLNG1 BUILDING HEIGHT CONTROLS

POLICY:	
<p>Any application for planning approval will be assessed having regard to the height controls contained in the Town of Victoria Park Urban Design Study prepared by Hames Sharley dated October 2000 and approved by Council on 12 December 2000, in relation to the following locations:</p> <ul style="list-style-type: none"> • The ‘Office/Residential Zone’ within Precinct P2 ‘Burswood Precinct’. • Precinct P7 ‘Lathlain Precinct’. • Precinct P8 ‘Carlisle Precinct’. • Precinct P9 ‘Welshpool Precinct’” 	
PROCEDURE:	
None	
RELATED POLICES:	None
DELEGATION:	YES Delegation No. 16.1 Sub-delegation –Yes
AUTHORITY	<p>Originally adopted at the Ordinary Council Meeting of 7 May 2002. Amended on 11 April 2006 by the addition of the following words after ‘12 December 2000’:</p> <p><i>“1. north of Burswood Road shall be subject to the height limits prescribed in the Town Planning Scheme; and</i></p> <p><i>2. a height limit of 15 metres shall apply to that portion of the Causeway Precinct south of Burswood Road.”</i></p> <p>Further amended 25 July 2006 by the addition of the words “Interim Policy” in the title. Reverted to original policy wording of May 2002 at the Special Council Meeting of 3 October 2006. All words after <i>12 December 2000</i> added at Ordinary Council Meeting 18 March 2008 Amended OCM 11 August 2009</p>
REVIEW:	August 2009 July 2013

PLNG2 INDEPENDENT REPRESENTATION FOR APPEALS AGAINST COUNCIL DECISION ON APPLICATIONS FOR PLANNING APPROVAL

POLICY:	
<p>Independent representation shall be engaged by the Town for appeals to the State Administrative Tribunal where the decision of Council to approve or refuse an application for Planning Approval under Town Planning Scheme No.1 is, either in part or in its entirety, contrary to the recommendation of the officer responsible for the report to which Council responded with its decision.</p> <p>Representation may be in the form of legal representation and/or other relevant qualified persons and their terms of engagement shall include preparation of all relevant documentation and attendance at the State Administrative Tribunal hearings, and where the cost of representation is estimated to exceed \$15,000 on a single appeal, the prior approval of Council for the estimated expenditure is to be obtained.</p>	
PROCEDURE:	
None	
RELATED POLICES:	None
DELEGATION:	YES Delegation No. 16.2 Sub-delegation –Yes
AUTHORITY	Council Meeting 18 March 2003
REVIEW:	August 2006 July 2013

POLICY:

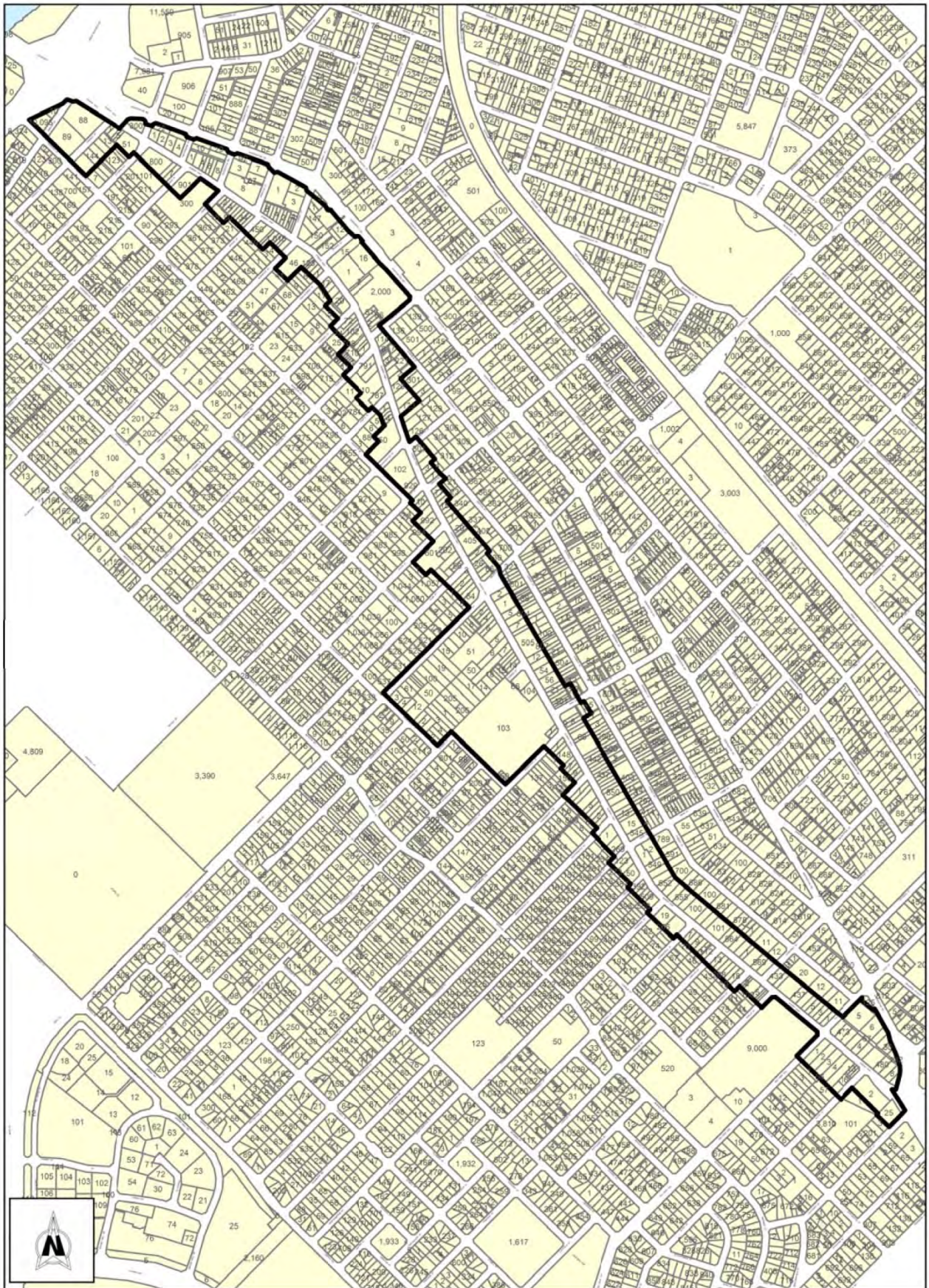
1. As part of the approval of all applications for planning approval (both new buildings and additions/alterations to existing buildings) with an estimated development cost of over \$5,000,000, a condition of approval will be applied requiring the owner/applicant to make a monetary contribution to the Town equal to 1 % of the total construction value * for the provision of public art.
2. Such funds determined in clause 1 above are to be paid into the Town of Victoria Park's Community Art Fund for the provision of public art at some time in the future within the same area (maps attached) or Developers may elect to provide public art within their development equal to the relevant amount required in clause 1 above.

* **Total construction value** is the estimated construction value nominated at the Building Permit stage.

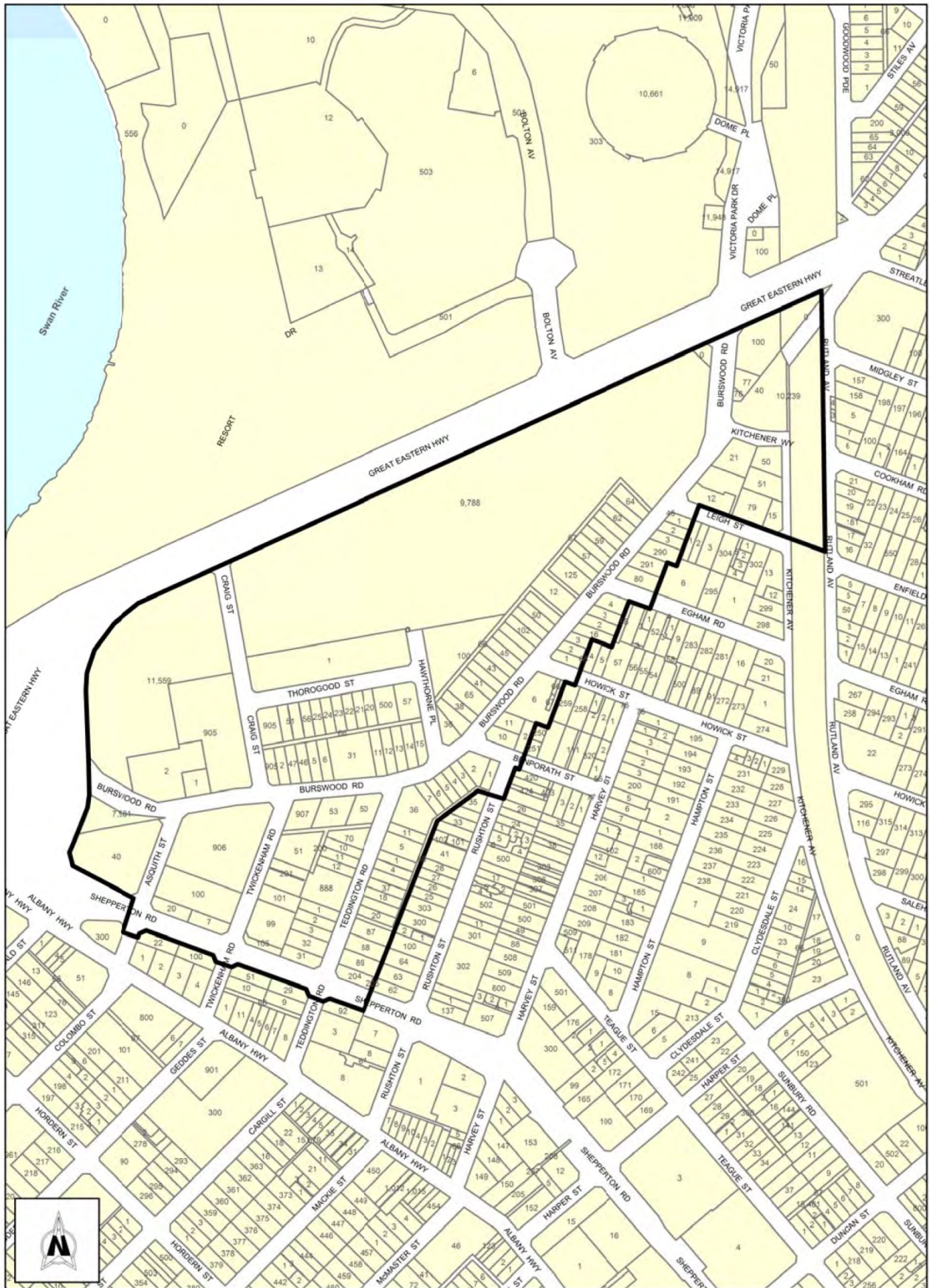
PROCEDURE:

1. Public artworks are to conform to the expectations outlined in the Developers Public Art Handbook.
2. The contribution will be used to fund a public art project within the Town, to satisfy this the developer may either:
 - a) Enter into a legal agreement (at their cost) with the Town of Victoria Park, agreeing to include a work of public art in the design of the proposed development; OR
 - b) Provide a monetary contribution to the Town which the Town will place in the Community Art Reserve Fund for the provision of public art at some time in the future.
3. When the developer enters into the legal agreement option, concept details of the proposed public artwork(s) and a fully notarised contract with the artist is to be presented to the Arts Working Group which will consider the proposed public artwork(s) concept and may resolve to recommend the proposal to the Director Community Life for approval under Delegated Authority (31.1 Selection of Public Art). If approval from the Director Community Life is given it will be provided in writing to the developer prior to the Town issuing the building license for the development.
4. Installation of the works of public art must be completed to the satisfaction of the Director of Community Life prior to an occupancy permit being issued.
5. Upon completion, all works of public art will be registered in the Towns Public Artwork inventory as a social record of public artworks in the Town.

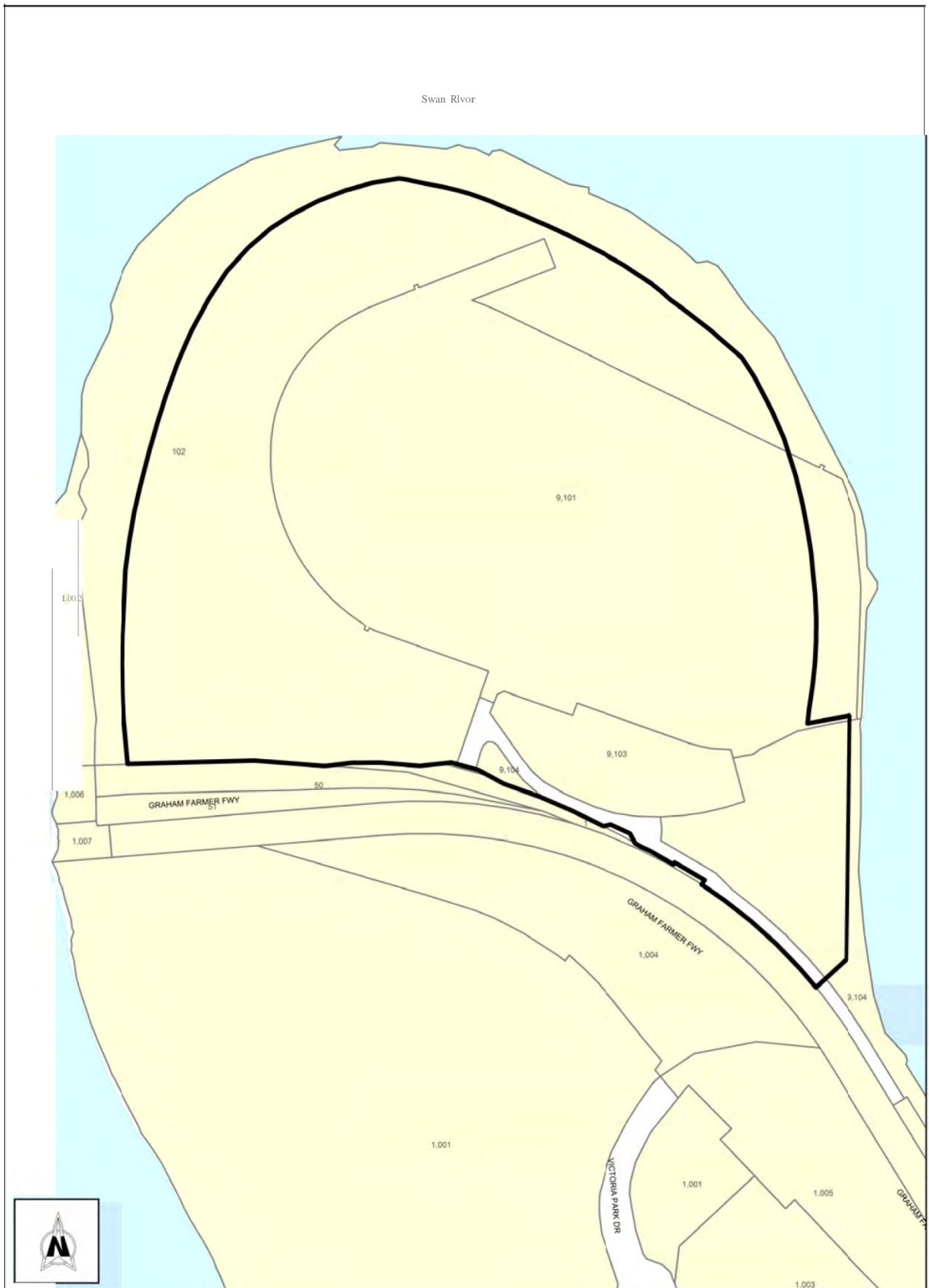
RELATED POLICES:	NONE
DELEGATION:	YES Delegation No. 16.3 Sub-delegation –Yes
AUTHORITY	Council Meeting 20 May 2008 Amended Council Meeting 17 March 2009 Amended Council Meeting 14 July 2015
REVIEW:	March 2009 July 2013 14 July 2015



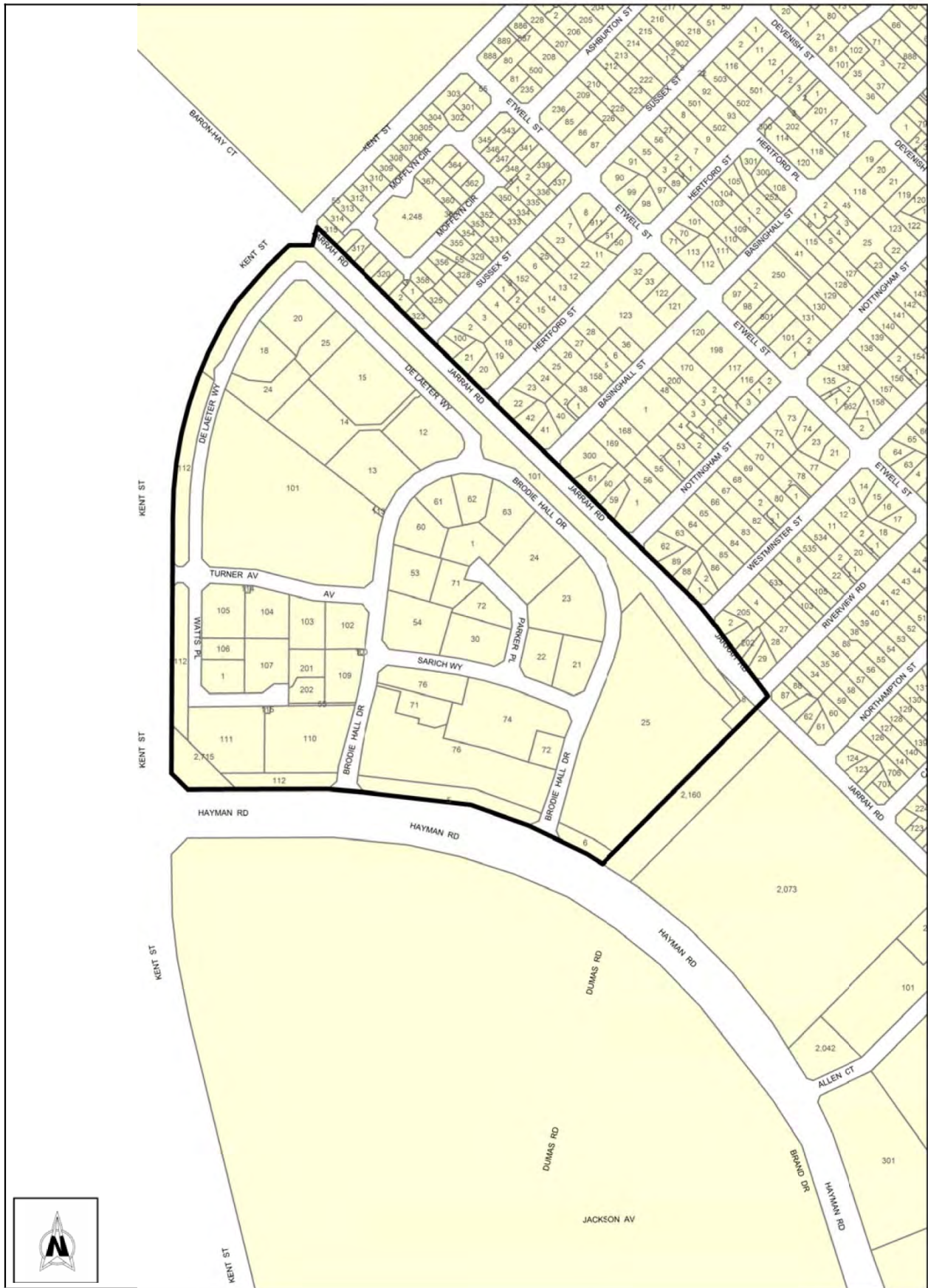
Albany Hwy PLNG3



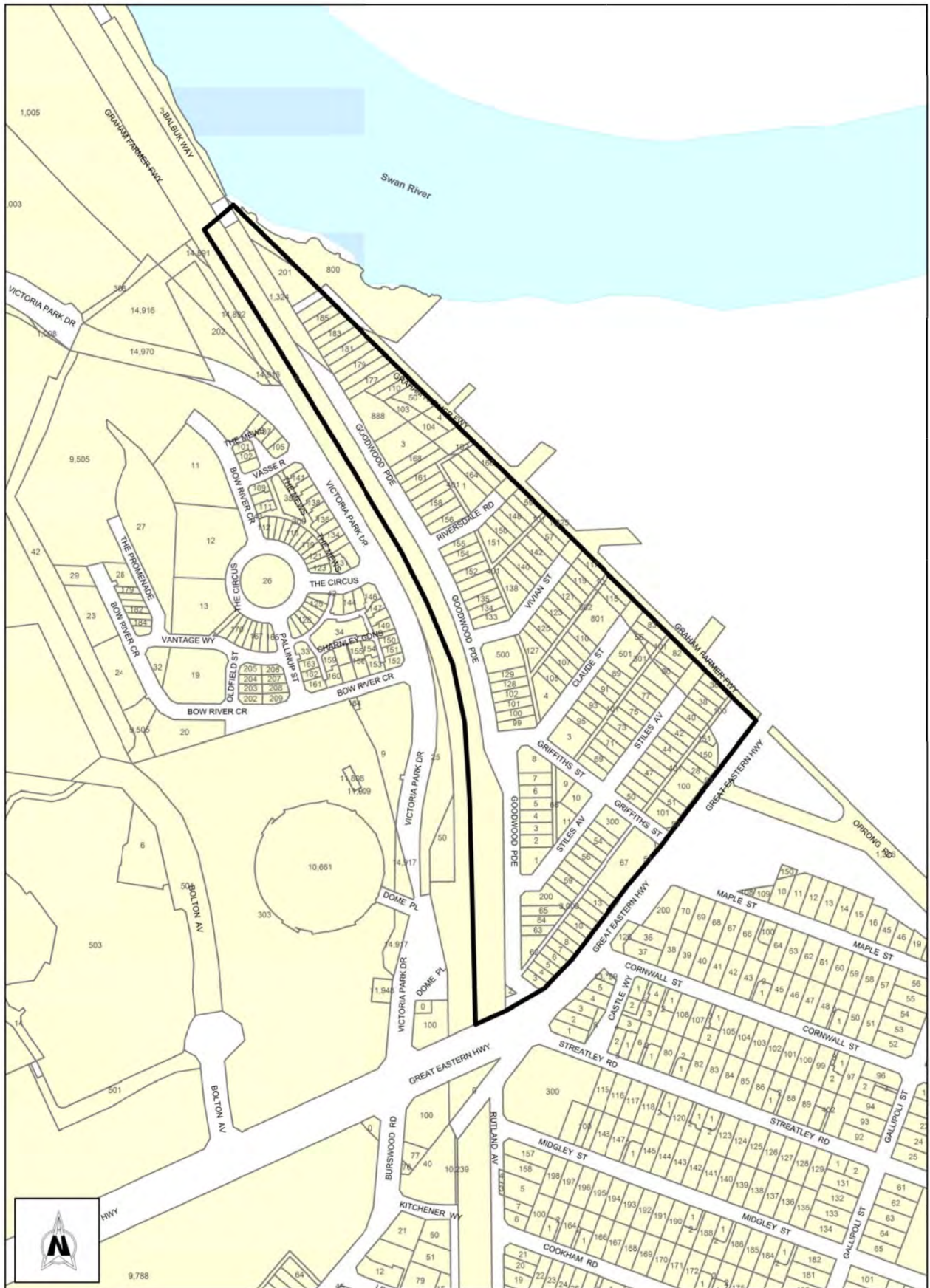
Causeway PLNG3



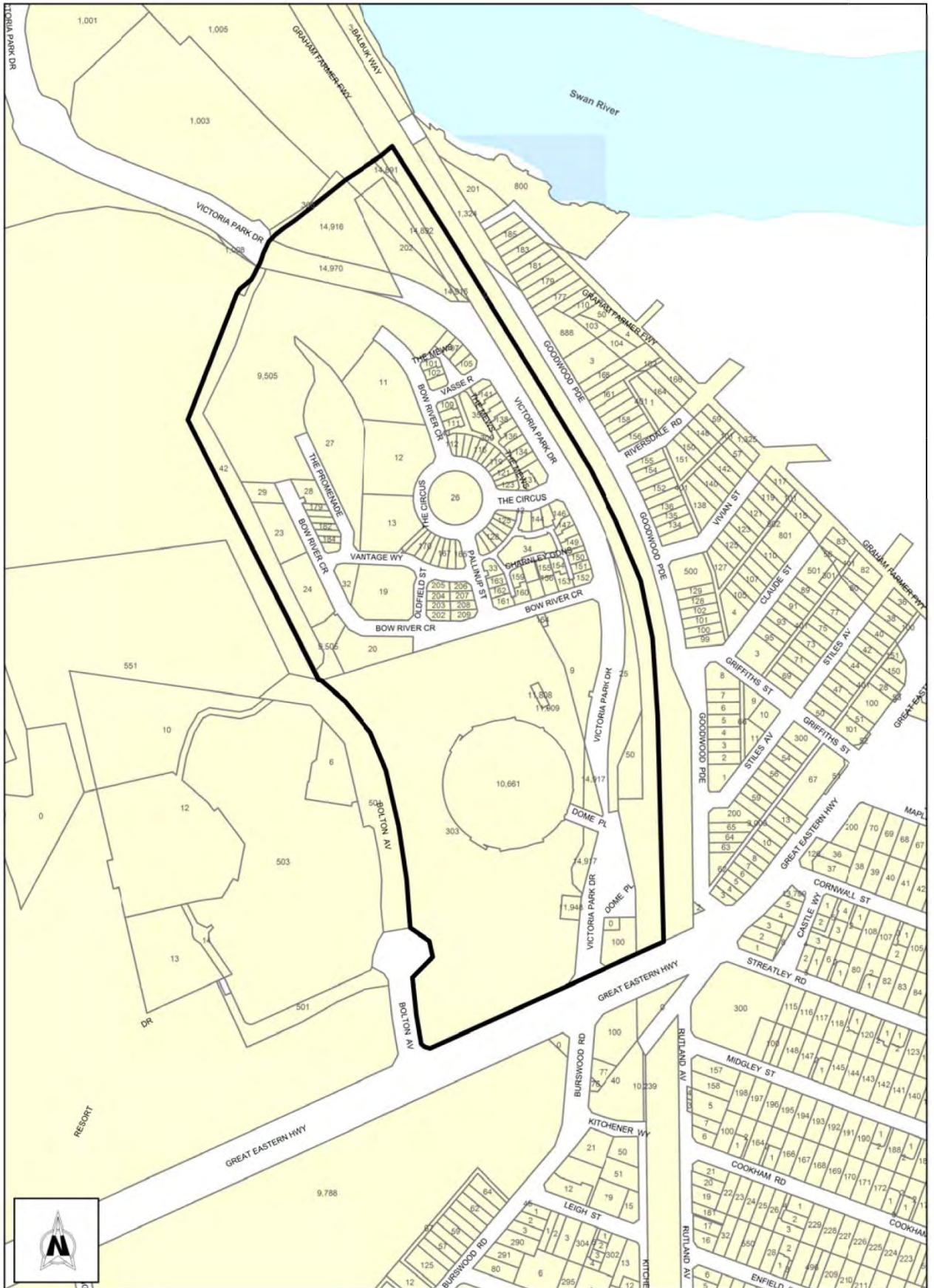
Belmont Park PLNG3



Technology Park-Curtin PLNG3



Burswood East PLNG3



Burswood West PLNG3

PLNG4 CAR PARKING STANDARDS FOR DEVELOPMENTS ALONG ALBANY HIGHWAY

POLICY:

Within Precinct P11 – Albany Highway Precinct as defined in Town Planning Scheme No. 1, all properties zoned “District Centre”, and for those properties zoned “Commercial” located between:

- Sussex Street and Tuam Street on both sides of Albany Highway; or
- McMaster Street and Cargill Street on the southern side of Albany Highway; or
- With frontage to Albany Highway between Harvey Street and Rushton Street on the northern side of Albany Highway;

The following parking requirements shall apply:

1. A reduced car parking ratio for “Shop” of 1 bay for every 20 square metres of retail floor area;
2. The following car parking requirements for a Restaurant use shall apply:
 - (i) A reduced ratio of 1 bay for every 6 square metres of net lettable area of sit down dining areas including walkways and counter queuing space, excluding queuing spaces for drive through. No additional parking is required for a fast food/takeaway component of a Restaurant use or for alfresco dining areas; OR
 - (ii) A ratio of 1 bay per 4.5 square metres of exclusive sit down dining area and publicly accessible counter queuing areas (measure at a depth of 1.0 metre for a full length or any counter/bar areas where food/beverages are provided to queuing customers;

Whichever is the lesser.
3. The following exceptions to the car parking requirements shall apply:
 - (i) Residential dwelling – as per the R-Codes or no more than a maximum of 1 bay required per dwelling (whichever is the lesser); no visitor parking requirement;
 - (ii) All existing ground floor development (with the exception of Hotels/Taverns) approved prior to 30 September 1998 within the District Centre zone will be assessed on the basis that the approved use for the purposes of parking is ‘Shop’; and
 - (iii) All existing development above ground floor (with the exception of Hotels/Taverns) approved prior to 30 September 1998 within the District Centre zone will be assessed on the basis that the approved use for the purposes of parking is ‘Office’.

PROCEDURE:	
None	
RELATED POLICES:	None
DELEGATION:	YES Delegation No. 16.4 Sub-delegation –Yes
AUTHORITY	Council Meeting 19 July 2011
REVIEW:	July 2013

POLICY:

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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'
- 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.
- 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 wayside-house licence, granted under the Licensing Act 1911²;*
- (b) 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.
- (e) 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.

- (f) 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.
- 1.4.3.2 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.);
- 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 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.

PROCEDURE:	
None	
RELATED POLICES:	None
DELEGATION:	YES Delegation No. 16.5 Sub-delegation –Yes
AUTHORITY	Council Meeting 10 April 2012
REVIEW:	July 2013

POLICY:

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PART 1 PURPOSE, OBJECTIVES, BACKGROUND & PREREQUISITES

1.1 PURPOSE OF POLICY

The purpose of this policy is to specify various forms of minor residential development (including the use of land) within the Town of Victoria Park which have been exempted from the need to obtain formal planning approval from the Town. This is in addition to those types of development specified by Clause 31 of TPS1 as being exempt from planning approval.

The policy also provides clarification in relation to other common forms of minor residential development which have not been exempted from the need for formal planning approval.

1.2 POLICY OBJECTIVES

To provide certainty for applicants, landowners and Council staff regarding the forms of minor development which are exempt from the need for formal planning approval.

To reduce the regulatory burden on residents within the Town of Victoria Park, while ensuring that acceptable development outcomes are maintained in relation to built urban form.

To assist the efficient and effective operation of the Town's Built Life Program.

1.3 BACKGROUND

Clauses 30 and 31 of the Town of Victoria Park Town Planning Scheme No. 1 (TPS1) identify types of development which require planning approval and types of development which are exempt from the need for planning approval.

The need to obtain the planning approval of the Town for many minor forms of development is often a time consuming and comparatively costly exercise both on behalf of the property owner or applicant and also administratively for the Town.

There is little potential for adverse amenity impacts to arise from the forms of development which have been incorporated into this policy; however there are significant benefits to be achieved from exempting the need for approval for such minor forms of development.

1.4 APPLICATION OF POLICY

This policy applies to all land which is developed for residential purposes within the Town of Victoria Park.

PART 2 PREREQUISITES & DETAILED POLICY PROVISIONS

2.1 PREREQUISITES

The following matters must be satisfied prior to the carrying out of any development listed within this policy:

- Owners consent is to be obtained before carrying out or continuing any development;
- No variation to any development standard prescribed in the Town of Victoria Park Town Planning Scheme No.1 or the Acceptable Development standards within the Residential Design Codes or Council's Local Planning Policies is permitted;
- Conditions of any current approval that relates to the land are not to be impacted or contravened by way of the development which is proposed to be undertaken;
- Neither vehicular or pedestrian access is to be affected by the proposed development;
- All stormwater shall be contained on the development site;
- Compliance with the 'Acceptable Development' provisions of the Residential Design Codes shall be maintained with respect to overall open space provision, minimum required outdoor living areas and boundary setbacks for all dwellings on the development site;
- Any building works are to be contained within the boundaries of the lot which is the subject of development; and
- Obtaining a Building Permit from the Town (where necessary).

2.2 MINOR DEVELOPMENT EXEMPT FROM NEED FOR FORMAL APPROVAL AND ASSOCIATED CONDITIONS

Development Type	Conditions applying to the exempted development
Arbour (or similar type decorative trellis structure to define the pedestrian entry to residential premises)	<ul style="list-style-type: none"> Not exceeding 2.5 metres in height.
Basketball or Netball Hoop	<ul style="list-style-type: none"> One per property; and Not greater in size than standard competition size and height
Birdcage / Dog Kennel (or other similar enclosure for the keeping of pets)	<ul style="list-style-type: none"> Compliance with all requirements specified for Outbuildings, below.
Clothes drying facilities	<ul style="list-style-type: none"> Clothes drying facilities to be screened from view of street or any other public place.
Cubby House	<ul style="list-style-type: none"> Compliance with all requirements specified for Outbuildings, below.
Decking	<ul style="list-style-type: none"> Where height of decking does not exceed 500mm above surrounding natural ground level at any point.
External Fixtures Attached or Adjacent to Walls and Roofs (such as hot water systems, air conditioners and solar hot water systems)	<ul style="list-style-type: none"> External fixtures attached or adjacent to walls where: <ul style="list-style-type: none"> They are not visible from a primary or secondary street; and All servicing lines including electrical, plumbing and duct work are concealed. External fixtures attached to roofs where: <ul style="list-style-type: none"> The fixture is mounted flush with the roof; and Air conditioning cooling units are to be coloured to match the roof.
Family Day Care	<ul style="list-style-type: none"> Family Day Care service for 5 children or less (including any children of the service provider(s)), when operated within the hours of 7am and 7pm by no more than one person in addition to any occupier of the dwelling.
Fences on side (not Secondary Street) and rear property boundaries	<ul style="list-style-type: none"> Fencing not to project closer than 6 metres to front (Primary Street) property boundary; and Fencing adjacent to a Secondary Street not exempted. <p>(Note: For requirements relating to Fences which are not exempted from the need to obtain approval, refer to the Town of Victoria Park 'Local Laws Relating to Fencing'. Refer also to 'Dividing Fences – A Guide' produced by the Building Commission)</p>

<p>Fences within Primary Street Setback Area</p>	<ul style="list-style-type: none"> • Fence not to exceed 750mm in height; and • Fence not to be constructed of sheet material (i.e. Colorbond sheeting or fibre cement sheeting) other than for properties within Lathlain or Carlisle <p>(Note: For requirements relating to Fences which are not exempt from the need to obtain approval, refer to the Town's Information Sheet 'Front Fence')</p>
<p>Flagpole</p>	<ul style="list-style-type: none"> • Maximum overall height of 6 metres; • No commercial advertising; and • Set back a minimum of 1.5 metres from any property boundary.
<p>Home Office</p>	<ul style="list-style-type: none"> • Home Office means a Home Occupation limited to a business carried out solely within a dwelling by a resident of the dwelling but which does not: <ul style="list-style-type: none"> (a) Entail clients, customers or delivery vehicles travelling to and from the dwelling; (b) Involve any advertising signs on the premises; or (c) Require any external change to the appearance of the dwelling. • A Home Office must also comply with all other provisions relating to a Home Occupation. <p>(Note: For requirements relating to Home Occupations which are not exempt from the need to obtain approval, refer to the Town's Information Sheet 'Home Office / Home Occupation')</p>
<p>Letterboxes</p>	<ul style="list-style-type: none"> • Not to exceed 750mm in height if located within a 1.5 metre x 1.5 metre truncation area adjacent to the intersection of a driveway and property boundary.
<p>Outbuilding</p>	<ul style="list-style-type: none"> • Floor area less than 10 sq.metres; and • Outbuilding being positioned in order that it is not visible from a Primary or Secondary Street; • Outbuilding is to comply with the Acceptable Development Provisions of the R-Codes (as modified below), being outbuildings that: <ul style="list-style-type: none"> (i) Are not attached to a dwelling; (ii) Are non-habitable; (iii) Collectively do not exceed 60 sq.metres in area or 10 per cent in aggregate of the site area, whichever is the lesser; (iv) Do not exceed a wall height of 2.4m; (v) Do not exceed a ridge height of 4.2m; (vi) Are not within the 6m primary street setback area; (vii) Are not within the 3m secondary street setback area; (viii) Do not reduce the amount of open space required in table 1; and

	<p>(ix) Comply with the siting and design requirements for the dwelling, but do not need to meet rear setback requirements of Table 1 (being a 1 metre boundary setback for walls of up to 9 metres in length and a 1.5 metre setback for walls exceeding 9 metres in length);</p> <ul style="list-style-type: none"> • Finished Floor Level is not to exceed 500mm above surrounding natural ground level; and • Stormwater to be contained on site; and • Where an outbuilding is located at the rear of an existing residence and a right-of-way exists which is not being used for sole vehicular access, the outbuilding is to be set back a minimum of 4.0 metres from the centreline of the right-of-way; or • Where an outbuilding is at the rear of a dwelling facing the right-of-way where the dwelling faces the primary street, the outbuilding is to match the material, colours and built form, including roof pitch and style of the existing dwelling; or • Where visible from a secondary street or right-of-way, Outbuilding to be of Colorbond or masonry construction; or • Where an outbuilding is located within the rear setback area and is not visible from a secondary street, or right-of-way, the outbuilding may vary in wall heights, materials, colours and built form, including roof pitch and style, to the existing dwelling. • Temporary Offices and Sheds (including containers) used by builders or contractors directly associated with building works occurring on site for the duration of completing those building works and operations. <p>(Note: For requirements relating to Outbuildings which are not exempt from the need to obtain approval, refer to the Town's Information Sheet 'Building an Outbuilding')</p>
Outdoor Blinds	<ul style="list-style-type: none"> • Outdoor blinds to verandahs or patios where not visible from the street and where there is no permanent enclosure of the associated side of the verandah or balcony.
Outdoor Cooking Facilities (i.e. Pizza Oven, BBQ)	<ul style="list-style-type: none"> • Located behind the primary street setback line; and • No more than 1.8 metres in height, excluding any chimney or flue.
Painting of weatherboard cladding on a weatherboard dwelling	<ul style="list-style-type: none"> • Nil

<p>Pergola or Vergola</p> <p>(NOTE: Patios have not been exempted from the need to obtain the formal approval of the Town)</p>	<ul style="list-style-type: none"> • The pergola shall be located behind the building line of the dwelling as viewed from either the primary street or secondary street frontages of the dwelling; and • The support posts to the pergola shall be set back a minimum of 1.0 metre from a side or rear property boundary in the case of pergolas with a length of 9.0 metres or less or 1.5 metres in the case of pergolas with a length exceeding 9.0 metres; and • The height of the pergola is not to exceed 2.5 metres above the surrounding ground level; and • Where covered with battens, the gap between the battens is to be no less than the width of the batten; • No roof covering other than shade cloth; and • Finished Floor Level not to exceed 500mm above surrounding natural ground level. <p>(Note: For requirements relating to Pergolas which are not exempt from the need to obtain approval, refer to the Town's Information Sheet 'Building a Pergola')</p>
<p>Photo Voltaic Panels (see Solar Collectors)</p>	
<p>Rain Water Tank (see Water Tank)</p>	
<p>Retaining Wall (not exceeding 500mm above or below natural ground level)</p>	<ul style="list-style-type: none"> • Retaining wall to be constructed out of concrete or masonry and not timber; • Wall being constructed to the specification of the relevant manufacturer and / or Australian Standard; and • The retaining wall not undermining or imposing a surcharge load onto any other structure or property.
<p>Roller shutters</p>	<ul style="list-style-type: none"> • Not supported given negative streetscape and surveillance outcomes.
<p>Satellite Dish</p>	<ul style="list-style-type: none"> • Satellite Dish with a diameter of 1.0 metre or less and which is not visible from the street. <p>(Note: For requirements relating to Satellite Dishes which are not exempt from the need to obtain approval, refer to the Town's Information Sheet "Satellite Dishes")</p>
<p>Sculpture or Statue (see Water Feature)</p>	
<p>Shade Sails</p>	<ul style="list-style-type: none"> • Not to be visible from either the primary or secondary street frontages of a property; and • Support posts to be set back 1.0 metre from a side or rear property boundary in the case of shade sails with a length of 9.0 metres or less or 1.5 metres in the case of shade sails with a length exceeding 9.0 metres; and • Support posts do not exceed 2.5 metres in height. <p>(Note: For requirements relating to Shade Sails which are</p>

	not exempt from the need to obtain approval, refer to the Town's Information Sheet 'Building a Shade Sail')
Shed (see Outbuilding)	
Solar Collectors	<ul style="list-style-type: none"> • Panels to be mounted flush to the roof.
Swimming Pools & Spas	<ul style="list-style-type: none"> • If located within street setback area, any associated fencing to be designed and constructed in accordance with Council's Policy requirements. Refer to refer to the Town's Information Sheet 'Front Fence'.
Trellis (Free standing trellis or lattice adjacent to Dividing Fence)	<ul style="list-style-type: none"> • Where located immediately adjacent to a side or rear (not secondary street) dividing fence, not to exceed 2.4 metres in height and not to be situated closer than 6 metres to the primary street boundary. • Where located immediately adjacent to a fence along a secondary street frontage of a property, not to exceed 1.8 metres in height.
TV Antennae	<ul style="list-style-type: none"> • Television aerials of the standard type.
Water Feature or sculpture / statues	<ul style="list-style-type: none"> • Maximum height of 1.8 metres above surrounding natural ground level; and • Complying with relevant provisions relating to fencing if constructed within the Primary Street Setback Area.
Water Tank	<ul style="list-style-type: none"> • Not to be located forward of the building line as viewed from the primary street frontage of the property; • Located a minimum of 1 metre from any other side or rear property boundary; • No part of which is more than 2400mm above the surrounding ground level; and • With a maximum capacity of 4000 litres.
Other Minor Forms of Development Not Listed Within this Policy	The Manager, Urban Planning or the Executive Manager, Built Life may determine that other forms of development, not listed within this policy, should be exempted from the need for approval, having regard to their minor nature, on a case by case basis.

PART 3 DEFINITIONS

3.1 DEFINITIONS

In this Policy, unless the context otherwise requires, the words and expressions used have the meanings set out below.

Words or expressions that have not been defined shall have their normal and common meanings.

Family Day Care:

Means premises used to provide family day care within the meaning of the Community Services (Child Care) Regulations 1988, being "a child care service provided to a child in a private dwelling in a family or domestic environment."

Home Occupation:

Means the carrying on or any business conducted in a dwelling or within the boundaries of the lot upon which a dwelling is constructed but does not include the sale or hire of any goods.

Home Office:

Means a Home Occupation limited to a business carried out solely within a dwelling by a resident of the dwelling but which does not –

- (a) entail clients, customers or delivery vehicles travelling to and from the dwelling;
- (b) involve any advertising signs on the premises; or
- (c) require any external change to the appearance of the dwelling.

Natural Ground Level:

Has the same meaning given to it in the Residential Design Codes, being “The levels on a site which precede the proposed development, excluding any site works unless approved by the Council or established as part of subdivision of the land preceding development.”

Outbuilding:

Has the same meaning given to it in the Residential Design Codes, being “an enclosed non-habitable structure that is detached from any dwelling.”

Patio:

Has the same meaning given to it in the Residential Design Codes, being “a water impermeable roofed open-sided area which may or may not be attached to a dwelling.”

Pergola:

Has the same meaning given to it in the Residential Design Codes, being “an unroofed open-framed structure.”

Primary Street:

Has the same meaning given to it in the Residential Design Codes, being “unless otherwise designated by the local government, the sole or principal public road that provides access to the major entry (front door) to the dwelling.”

Primary Street Setback Area:

The first six (6) metres of a property measured from the alignment of the front property boundary (Primary Street).

Secondary Street:

Has the same meaning given to it in the Residential Design Codes, being “In the case of a site that has access from more than one public road, a road that is not the primary street but which intersects with or adjoins that road.”

Vergola:

Means a structure similar to a patio or pergola, but which has a louvered roof which can be opened or closed.

PART 4 DEVELOPMENT NOT EXEMPT

4.1 MINOR DEVELOPMENT NOT EXEMPT FROM THE NEED TO OBTAIN PLANNING APPROVAL

The following Minor Development is not exempt from the need to obtain planning approval:

- Changing colours and materials where the existing colours and materials were specified as approved colours and materials within an earlier planning approval for the site.
- Construction of car parking bays and access ways (including construction of car parking bays and access ways to satisfy conditions of approval for the subdivision of land).
- Re-cladding walls of a dwelling where the materials of construction differ from those which previously existed.
- Replacing windows or doors of a dwelling where the material and/or appearance of those windows or doors differs from what originally existed, and those windows or doors are visible from either a primary or secondary street.
- Re-roofing an existing dwelling to a different material and / or colour from that which previously existed.
- Re-spraying or re-coating an existing roof to a different colour from that which previously existed.

PROCEDURE:

None

RELATED POLICES:

None

DELEGATION:

YES Delegation No. 16.6
Sub-delegation – Yes

AUTHORITY

Council Meeting 13 March 2012

REVIEW:

July 2013

PLNG7 GUIDE TO CONCESSIONS ON PLANNING REQUIREMENTS FOR MIXED-USE, MULTIPLE DWELLING AND NON- RESIDENTIAL DEVELOPMENTS

POLICY:

1. Purpose

Development applications within the Town of Victoria Park are assessed in accordance with the Town's planning and legislative framework. The aim of this document is not to replicate development requirements outlined in other Town of Victoria Park documents or State Government documents such as the Residential Design Codes. Rather, its purpose is to outline only the additional requirements that a development proposal must satisfy in order to be considered favourably in terms of concessions on prescribed plot ratio, height, recession plane, and setback requirements.

Concessions on planning requirements are often sought for Multiple Dwellings and Mixed-Use developments in the Town. This is largely driven by the metropolitan-wide objective to increase population densities in appropriate inner urban areas.

The purpose of these guidelines is to outline the matters that will be considered by the Town in dealing with concessions to planning requirements for new:

- Mixed use developments;
- Multiple Dwelling developments; and
- Non-residential buildings.

The benchmark for achieving a concession for planning requirements is deliberately set high, well beyond compliance levels. Strata-titled residential developments have a very long life and the Town of Victoria Park seeks to encourage this form of efficient inner city living while at the same time ensuring that:

- The amenity for multi-residential occupants and their long-term wellbeing are maximised;
- New developments exhibit a well-mannered response to neighbouring properties; and
- The Town's changing urban character is significantly enhanced.

2. How a concession on planning requirements can be achieved

The Town of Victoria Park's "Design Guidelines for Developments with Buildings Above 3 Storeys in Height" sets the minimum standards for such developments in the Town. A compliant development proposal which accords with the guidelines (where applicable), other Council Policies and the Residential Design Codes already sets an acceptable standard. Development

proponents are expected to satisfy these standards without any expectation of being granted any relaxation.

In order to be considered for a concession on planning requirements, a proponent must be able to demonstrate how a development proposal meets superior standards across all of the following areas:

- a) Response to local character and townscape
- b) Contribution to the existing streetscape
- c) Impact on the adjacent public realm
- d) Site planning and building block layouts
- e) Internal apartment design
- f) Long-term building performance and services
- g) Development overall

Achieving a superior standard means better practice in design is clearly evident in terms of the development's function, appearance, and its contribution to its locality.

Planning concessions will normally only be considered when the development proposal fits within the site's development envelope, where this is prescribed. In many locations development envelopes are determined by the Town to ensure the provision of amenity for streets and neighbouring properties. If a proponent seeks to vary the prescribed building envelope in a minor way by reducing a setback or increasing height, then it must be demonstrated that this variance will achieve a better outcome for the site without adversely affecting the neighbouring properties and the street.

3. Criteria for concessions

The following section describes how superior development standards can be achieved. In each section, a key evaluation question appears followed by a number of points each describing better practice that must be clearly evident in the proposed development.

The degree to which a development satisfies the criteria will be assessed by the Town's Design Review Committee and Planning Officers and this will determine the degree of concession granted to the planning standards i.e. the greater the degree of design excellence, the greater the extent of concessions supported.

As part of an application for planning approval, applicants are to provide a written response addressing each of the criteria described below.

a. Response to local character and townscape

Does the development integrate particularly well into its local context?

Superior standards required:

- i. the proponent clearly demonstrates that an appropriate strategy has been devised to manage site sensitivities; and,
- ii. the proponent demonstrates a comprehensive understanding of the desired character of the precinct and this understanding is reflected appropriately in their proposal.

b. Contribution to the existing streetscape

Does the development make a significant positive contribution to the streetscape and, does it set a high standard to be emulated by others?

Superior standards required:

- i. if the street is in an area where the urban form is undergoing a planned change, such as along Albany Highway, Burswood Road or the Goodwood Parade area, then the development must demonstrate how it sets a new high standard of architecture for the street which, if emulated by others, will set a high standard of development along the street. A high standard of architecture in terms of streetscape appeal means that the design is well resolved in terms of its roof form, massing, fenestration arrangement, balcony detailing, ground level detailing, scale, proportion, enclosure and external finishes including materials, colour and texture (Refer Figure 1 and 2);



- ii. **Figures 1 and 2.** The developments shown above are regarded as good examples of mixed-use developments fronting main streets. The elevations exhibit a consistency of horizontal and vertical elements; they are well modulated into small human-scaled elements; and, they layer the façade, which provides a desirable transition between the street and apartments.

Figure 3. The development shown below is regarded as a good example of an apartment development located off the main street or in areas along main streets where commercial or retail use at ground floor is not appropriate. Apartments are taken to ground level where a small transition space between the footpath and apartments creates a clear definition between public and private domain.



- iii. the development must demonstrate good manners in its relationship with neighbouring properties. When a significant height difference is proposed between new buildings and adjacent lower density housing, then the development must step down to reduce the height difference;
- iv. the interface of the development as a whole must be well resolved in terms of its composition of elements;
- v. all elevations must be well resolved, which is particularly important if the development will be taller than its neighbours prior to the development of adjacent sites (Refer Figure 4 and 5); and,



Figures 4 and 5. The buildings shown above are regarded as good examples of elevations facing a right-of-way or dedicated rear access way. These buildings make a positive contribution to the access ways and to neighbouring properties, as well as providing an attractive secondary entrance. As more properties develop and face these access ways they will develop a desirable character of their own.

- vi. public art is provided and integrated into the building design.

c. Impact on the adjacent public realm

This section mainly applies to developments in mixed-use areas, including Albany Highway, Burswood Road and the Goodwood Parade area.

Does the development make a significant positive contribution to the quality and character of the public realm for the long-term?

Superior standards required:

- i. the development avoids shadows being cast on the opposite footpath at midday at any time of the year;
- ii. where a retail use is proposed at ground level, the design must facilitate good street activation and in the case of food and beverage uses proposed at ground level, the development should enable the potential for alfresco dining (Refer Figure 6) ;



Figure 6. This is regarded as a good example of how street level retailing can enliven street activity during operating hours while still providing street character after hours. It succeeds because of its fine-grained detailing, materials, and colour and scale.

- iii. where office use is proposed at ground level, the design must facilitate transparent frontages and discourage the use of blinds to provide privacy to office workers;

- iv. there must be no abrupt change in level between the footpath and the ground floor of commercial development unless the site topography demands a level change, in which case the change must be well resolved;
- v. at the transition between public and private land, hard and soft landscape elements including paving materials, vegetation, lighting, bollards, and awnings must be of a very high standard and create an inviting place to be (Refer Figure 7 and 8);

vi.



Figures 7 and 8. In both images above a pedestrian-level space has been created which is appealing. The transition space between footpath and building edge has been developed in different ways to suit the function of each building. In each case the impact of the building on the public realm level significantly improves the quality and character of the street.

- vii. where a building adjoins a public footpath with a commercial interface, the building must provide shade and shelter for pedestrians (through the use of canopies, loggias, etc.);
- viii. the treatment of adjacent verges should achieve a high standard of finish and amenity;
- ix. vehicle entry points must be located to minimise disruption to the pedestrian movement network in the adjacent public domain; and,
- x. signage and letterboxes should be of a high standard and are well integrated into the development.

d. Site planning and building block layouts

Does the development provide superior amenity for residents and visitors while minimising impacts on neighbours?

Superior standards required:

- i. in mixed-use developments, residential and commercial entries must be separated and each must be well defined and appealing;
- ii. the entry experience from the street for both residents and visitors should avoid the use of long or convoluted corridors linking the front

- iii. open stairs linking floors should be provided in low-rise developments to enable ease of access between floors which minimises reliance on lifts and fire stairs;
- iv. corridors with apartments arranged on either side should be minimised and where they are necessary, the corridors must be wide, naturally lit and well ventilated;
- v. if more than one building block is proposed on the same site then the blocks must be positioned far enough apart to create a pleasant open air courtyard;
- vi. if more than one building block is proposed on the same site and the site has a rear ROW, then the ROW must be regarded as a second frontage with an appropriate built interface and possible secondary entry. Over time this enables the ROW to become an attractive, functional and active lane. Additionally, residents will benefit from an external outlook rather than the introverted outlook which usually results when buildings are designed to face into a development;
- vii. where buildings are proposed on a site with no rear laneway access, and there is a residential interface to the rear, the bulk of the building shall be located towards the front of the site;
- viii. approaches to apartments should avoid passing bedroom windows of adjacent apartments, but if unavoidable, the design should provide privacy measures that do not detract from the amenity of the residents;
- ix. if windows or balconies overlook neighbouring properties then the development must demonstrate how it reduces these impacts beyond simply complying with the Residential Design Codes (Figure 9); and

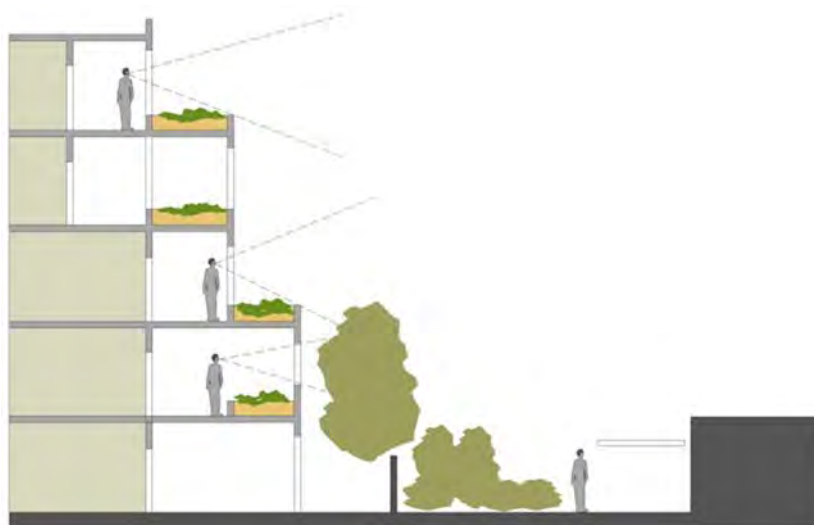


Figure 9. This section shows two ways of preventing overlooking of adjacent private open space. At ground level, dense landscaping will provide privacy up to the first floor. Above this the position of the viewer can be set back from balcony edges by using wide planter boxes which that are shallow enough to allow good outlook but wide enough to offer privacy to neighbours. A step in the building may be required as the height increases.

- x. where light wells are used as the main source of natural light to living areas and bedrooms they must be of an acceptable size, function and amenity.

e. Internal apartment layouts

Do internal layouts of apartments provide maximum amenity and usefulness for the residents in the long-term?

Superior standards required:

- i. combined living and dining areas that have a minimum width of 4m with a minimum area of 25m², main bedrooms that have a minimum width of 3m and a minimum area 12m² and no bedroom that has a dimension less than 3m, excluding the space occupied by built-in-robres;
- ii. no ceiling height in any room is less than 2.7m excluding bathrooms, which may be reduced to 2.4 m;
- iii. rooms that have multiple functions must be large enough to enable each of these functions to occur simultaneously and safely. An example is where a kitchen and dining area are collocated and the space also serves as the main access to a major living space (Refer Figure 10);



Figure 10. This plan shows how a combined living, dining and kitchen area can be planned to enable each space to function comfortably and safely while still ensuring good direct access to the outdoor living area.

- iv. the use of high-level windows as the sole source of natural light to habitable rooms should be avoided;
- v. the use of internal bedrooms with no direct access to natural light should be avoided, but where included in a development must not occur in more than 10% of apartments;
- vi. the development must provide built-in cupboard spaces within apartments beyond the external store required in the Residential Design Codes;
- vii. balconies should have a minimum useful area exceeding the minimum area required by the Residential Design Codes and access to the balcony from the primary living space must be convenient and generous;
- viii. the majority of balconies must have an outlook to the street, a ROW or a large internal courtyard;
- ix. laundry facilities must not be built into a cupboard which opens directly onto a habitable room;
- x. apartment entries should be recessed where accessed directly off corridors; and,
- xi. apartment entries from a common corridor should not open directly into living areas.

f. Long-term building performance and services

Does the building provide maximum environmental comfort for residents while still achieving high levels of energy efficiency?

Superior standards required:

- i. all living areas must have a large window offering direct natural light and ventilation;
- ii. good natural cross ventilation must be achievable through at least 75% of apartments (for the purposes of definition, cross ventilation is deemed to be where an apartment has openings on two external walls);
- iii. solar access to living areas and balconies must be maximised; and,
- iv. the integration of mechanical plant, ducting and other service infrastructure must be well resolved and visually discreet.

g. Development overall

Does the development, in overall terms, earn consideration for a relaxation of planning requirements?

Superior standards required:

- i. The development must clearly demonstrate that the individual criterion listed in the above sections have been addressed; and

- ii. as a whole, the development is well-considered and fully resolved.

4. Variations to planning approvals

Where planning approval is granted for a development, and then variations to that approval are subsequently proposed, the proponent must provide a statement disclosing all changes to the plans, elevations and any other information submitted and approved as part of the planning application with justification for those variations and a statement of the impact of those variations in the context of the provisions of the guidelines.

The variations will be assessed by Council Officers and the Design Review Committee who must be satisfied that the justification for any concessions granted in the original planning approval can still be supported as a result of the variations proposed to the planning approval. Council Officers and the Design Review Committee will not support any variations to planning approvals that result in a reduction in the overall development standard from that previously approved.

PROCEDURE:

None

RELATED POLICES: None

DELEGATION: YES Delegation No. 16.7
Sub-delegation – Yes

AUTHORITY: Council Meeting 14 October 2014

REVIEW: 14 October 2014

POLICY:

Purpose

To guide and control the use of sea containers throughout the Town in order to ensure that an acceptable standard of development is achieved that does not detrimentally affect the amenity of the locality.

Application of Policy

This Policy shall apply to sea containers located on private property throughout the Town. Sea containers constitute “development” under Clause 30 of the Town of Victoria Park Town Planning Scheme No. 1 and are subject to the requirement for planning approval unless otherwise specified in this Policy.

For the purposes of this Policy, sea containers are to be assessed for compliance with this Policy and are not to be assessed as “outbuildings” as defined by the Residential Design Codes.

Background

There has been an increasing use of sea containers in recent years within the Town. While they can serve a useful role in some instances, it is considered that sea containers can have an adverse effect on the visual amenity of an area in certain circumstances, and therefore there is a need to ensure an acceptable standard of development in order to safeguard the visual impact of sea containers on the amenity of adjoining properties and the area generally.

Policy Provisions

Residential zoned land or land used for residential purposes

1. Sea containers are not permitted except as provided for by Clauses 2 and 3 below.
2. Sea containers will be permitted where used for the storage of building materials and equipment in connection with a dwelling under construction, subject to:
 - (a) there being only one sea container; and
 - (b) the container does not exceed a length of 6m; and
 - (c) it is on-site for a maximum period of 12 months; and
 - (d) it is only placed on-site after the issue of a building permit for the dwelling on the site; and
 - (e) it is removed within 14 days after the building works are completed.

3. Sea containers will be permitted where on-site for a maximum period of 7 days for the purpose of relocating personal goods to/from the property.
4. Planning approval is not required to be obtained for sea containers compliant with Clause 2 or 3. In all other instances planning approval is to be obtained and is to be the subject of consultation with owners and/or occupiers of affected land.

Land not zoned Residential or not used for residential purposes

5. Subject to obtaining planning approval and consultation with owners and/or occupiers of affected land, sea containers may be permitted where the sea container will:
 - (a) Not result in a detrimental impact on the amenity of adjoining land or the area in general; and
 - (b) Not be located in front of the building line or be visually prominent from any public road; and
 - (c) Not compromise the approved development or use by:
 - Impinging on any car parking bays required to satisfy the minimum car parking requirement for the approved development or use; and
 - Obstructing access or visual truncation provided to an accessway, pedestrian or traffic.
 - (d) Be in good repair with no visible rust marks, a uniform colour to complement the building to which it is ancillary or surrounding natural landscape features; and
 - (e) Be appropriately screened (vegetation or otherwise) where considered necessary by Council.
6. Sea containers used for the storage of building materials and equipment in connection with a building under construction will be permitted subject to :
 - (a) there being only one sea container; and
 - (b) the container does not exceed a length of 6m; and
 - (c) Not compromising the approved development or use by:
 - Impinging on any car parking bays required to satisfy the minimum car parking requirement for the approved development or use;
 - Obstructing access or visual truncation provided to an accessway, pedestrian or traffic.
 - (d) it is on-site for a maximum period of 12 months; and

(e) it is only placed on-site after the issue of a building permit for the building on the site; and

(f) it is removed within 14 days after the building works are completed; and

7. Sea containers will be permitted where on-site for a maximum period of 7 days for the purpose of receiving or dispatching goods or equipment to/from the property.

8. Planning approval is not required to be obtained for sea containers compliant with Clause 6 or 7. In all other instances planning approval is to be obtained and is to be the subject of consultation with owners and/or occupiers of affected land.

In all instances

9. Sea containers shall not be used for habitable purposes.

PROCEDURE:

None

RELATED POLICES:

None

DELEGATION:

YES Delegation No. 16.8
Sub-delegation –Yes

AUTHORITY

Council Meeting 11 November 2014

REVIEW:

11 November 2014

PLNG9 POLICY RELATING TO DEVELOPMENT IN BURSWOOD STATION EAST

POLICY:

Application of Policy

This Policy applies to the area bounded by the railway line, Great Eastern Highway and Graham Farmer Freeway, located within Town Planning Scheme No. 1 Precinct Plan P2 'Burswood Precinct'.

Background

The subject land is zoned 'Office/Residential' under the Town of Victoria Park Town Planning Scheme No. 1.

Precinct Plan P2 prescribes applicable development standards for development within the 'Office/Residential' zone.

The Burswood Peninsula District Structure Plan was approved by the Western Australian Planning Commission on 24 February 2015. Council is now preparing a Masterplan and Local Structure Plan to coordinate the form of future development in the area. The Local Structure Plan will determine the appropriate development and built form controls for the future development of land within the area, including such matters as density, plot ratio, building height etc and will ensure that future development is coordinated. It is currently anticipated that this work will be completed in late 2016.

It is considered that until such time as the Local Structure Plan is completed, that it would be inappropriate and inconsistent with orderly and proper planning to approve or support developments which would prejudice the future planning of the Precinct.

Each and every application is required to be considered on its individual merit, however this Policy outlines that Council will not approve or support an application which is likely to prejudice the future planning and long-term objectives for the Precinct.

Policy

Until such time as a Local Structure Plan is approved for the area known as Burswood Station East, Council will not approve or support applications for planning approval unless satisfied that approval of the development will not prejudice future planning for the Precinct.

PROCEDURE:

None

RELATED POLICES:

None

DELEGATION:

Yes – Delegation 16.9
Sub-delegation – Yes

AUTHORITY:

Council Meeting 14 July 2015

REVIEW:

RECREATION – RECN

RECN1 RECREATION RESERVES - HIRE

POLICY:

Any person or organisation applying to hire a recreation reserve shall provide the Town with such details it requires to assess the application and indemnify the Town against all claims arising from the hire of the reserve, including all buildings, equipment, facilities, landscaping and trees on that reserve.

PROCEDURE:

1. Applicants seeking to obtain approval for the occasional hire of a Town Reserve may be required to complete the Town's Application Form prior to the application being considered.
2. The Town will respond in writing to the application. The reply will include any requirements or conditions associated with the proposed use or event, as well as details of any fees and bonds required and the dates by which these are payable.
 1. The Town may convene a meeting with the organisers if the proposed event will be of a considerable size or have a significant impact on either the surrounding locality or the Town generally.
 2. A copy of a Certificate of Currency for Public Liability insurance in the sum of not less than \$10,000,000 (ten million dollars) is required from clubs, associations, incorporated organisations, or organisers of large groups or events.
 3. Any preliminary discussion or negotiation with the Town on any proposed hire is not to be construed as, or implied to be, an approval. An approval is valid only after the hirer has received it in writing, paid all associated fees and has met the public liability insurance requirements.
 4. The Town retains the right to suspend activities on a Reserve or withdraw an approval if the hirer is found to be in breach of any of the conditions associated with the hire. In such an event any fees paid will be forfeited and any bond, or part thereof, may also be forfeited.
 5. The Town retains the right to cease or suspend activities on a Reserve if the organiser did not make a formal booking in accordance with the procedure, and the nature of use was deemed to require a formal booking due to a variety of factors including, but not limited to, number of people, exchange of money, identifiable teams, identifiable umpires, type of activity or creating a local disturbance.

RELATED POLICES:	RECN2 Events on Parks and Reserves – Notification to Local Residents
DELEGATION:	YES Delegation No. 13.1, refer also delegation Nos. 7.3 and 26.6 Sub-delegation –Yes
AUTHORITY	Council Meeting 1 July 1994
REVIEW:	August 2006 July 2013

RECN2 EVENTS ON PARKS AND RESERVES – NOTIFICATION TO LOCAL RESIDENTS

POLICY:

Local residents shall be notified at least one (1) week prior to the event where it is intended to grant approval for the use of a park or reserve involving:

- amplified sound or significant noise levels,
- the likely attraction of a significant number of people,
- the likely occurrence of parking difficulties or disruption to the normal traffic flow
- any road closure, or
- any other action likely to significantly inconvenience or disrupt the locality.

The costs associated with notifying the local residents are to be met by the hirer of the park or reserve.

An event which, in the opinion of the Town, may produce noise levels that are likely to adversely affect the comfort and convenience of nearby residents will be referred to Council.

Hire of reserves for seasonal sport and recreation use are exempt from the notification requirement.

PROCEDURE:

None

RELATED POLICES:	RECN1 Recreation Reserves – Hire
DELEGATION:	YES Delegation No. 13 .2 Sub-delegation –Yes
AUTHORITY	Council Meeting 9 December 1995
REVIEW:	August 2006 July 2013

REC3 VISUAL ARTS

POLICY:

Purpose:

The purpose of this policy is to guide the Town's aspirations to be a leader of contemporary visual arts and to further develop the cultural identity of Town of Victoria Park.

Statement:

The Town recognises the important role played by visual arts in expressing the cultural identity of the Town of Victoria Park, as well as the broader benefits of associating a place with art, rather than art with a specific place.

To achieve this cultural aspiration, the Town's approach to visual arts collection management is driven by a focus on contemporary, quality and professionally significant artwork that elevates the status of the Town as an investor in a culturally-enriched environment that provides a documentation of time. The management of Town's art collection is in accordance with 'National Standards for Australian Museums and Galleries' as the Town facilitates its development as a recognised cultural and artistic hub. Artwork could be acquired Australia wide in contributing to the Town's art collection.

For the Town, promoting and encouraging a significant visual arts education program is key in providing a community engagement with the art collection. This program will provide a clear reflection of Victoria Park, the place and it's people whilst also creating opportunities to build relationships and educate the community on the investment in the culture and health of the community.

PROCEDURE:

None

RELATED POLICES:

None

DELEGATION:

None

AUTHORITY

Council Meeting 10 June 2014

REVIEW:

APPENDIX 1 – POLICES OF COUNCIL BEING AMENDED

The following Council Polices are proposed to be amended. The amendments are shown with the track changes for:

ENG1	Directional Signs	Amend
ENG4	Plant Containers on Commercial Paved Areas	Amend
ENG5	Vehicle Crossovers	Amend
ENG6	Waste Removal – Residential Properties	Amend
ENG7	Waste Removal – Commercial Properties	Amend
ENG10	Street Verges – Reinstatement of Lawns Following Council Works	Amend
ENG11	Fences Between Council and Adjoining Property	Amend
ENG12	Graffiti Removal Management	Amend
ENG13	Recycling Collection – Residential and Commercial Properties	Amend
PKS2 PKS3 PKS4	Street Trees – Planting/Removal & Pruning	Revoke & Adopt New PKS2
PKS5	Mowing of Street Verges	Amend

POLICY:

To provide guidance on the provision, erection and maintenance of directional signs within road reserves.

Requests for directional signs within road reserves will be approved for applications received from hospitals, churches, community centres, and non-commercial sporting and community facilities.

PROCEDURE:

- ~~1. All requests are to be submitted in writing detailing:

 - ~~• The exact wording requested on the signs~~
 - ~~• The number and location(s) where the sign(s) are to be erected~~
 - ~~• Suggestions as to which existing structure or pole the sign could be mounted.~~~~
- ~~2. As a rule no more than three (3) directional signs will be approved for the same facility.~~
- ~~3. The wording on the sign must be restricted to the name of the facility and should be as brief as possible. Council may suggest the deletion of words, abbreviations, or a reduction in letter height or width, in the interest of keeping the sign panel to a serviceable length.~~
- ~~4. All directional signs shall be standard white lettering on a blue non-reflective background.~~
- ~~5. All signs will be purchased and erected by Council and maintained cost-free for a period of five(5) years.~~
- ~~6. Cost per sign panel shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the annual budget.~~
1. Approval maybe granted for the erection of directional signs to hospitals, police stations, Universities or technical colleges, schools, churches and places of worship, major sporting organisations or facilities, major tourist attractions or facilities and non-commercial sporting and community facilities only at the applicant's expense and subject to the following conditions:
 - Not more than three (3) signs are erected on nearby arterial or district distributor roads, or as determined by the Council, except in the case of hospitals admitting emergency patients, when additional signs may be erected with approval;
 - No sign causing or is likely to cause a traffic hazard or undue distraction to motorists;
 - Directional signs to shopping precincts are permitted for district, neighbourhood and local centres;
 - Hospital signs displays the name of the Hospital;
 - Each sign is to be of the standard colours consisting of a white legend on blue background or where applicable conforming to Australian Standards;

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- Signs must not adversely affect in any way the effectiveness of traffic control devices, confuse drivers by indicating a direction which they may have difficulty in following or distracting drivers' attention either as individual signs or by clutter;
- Each message must be short, clear, unambiguous and give systematic preparation for decisions. The letter size and the total sign should be sufficiently large so as to be readily recognised, having regard to its location and the vehicle operating speeds;
- Signs individually approved under previous policies will be permitted to remain, but no replacement is to be permitted if the signs are not in conformity with current policy; and
- All requests are to be submitted in writing and include:
 - The exact wording requested on the signs;
 - The number and location(s) where the sign(s) are to be erected;
 - Suggestions as to which existing structure or pole the sign could be mounted.

2. All signs purchased and erected by Council are to be maintained and replaced at the expense of the applicant.

3. The cost per sign shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget.

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RELATED POLICES:	None
DELEGATION:	YES Delegation No. 43.4 <u>10.1</u> , refer also No. 5.5 Sub-delegation – Yes
AUTHORITY	Council m Meeting 12 August 1997
REVIEW:	August 2006 July 2013

POLICY:

POLICY:

~~Plant containers on paved verges or public places must be placed so as not to:~~

- ~~• impede pedestrian movement~~
- ~~• obstruct public utilities or access to public facilities~~
- ~~• adversely affect traffic safety and movement~~
- ~~• obstruct access to parking bays.~~

~~Where plant containers are kept on a paved verge, a clear pedestrian strip with a minimum width of 1.5 metres is to be maintained parallel to the road kerb at all times. Plant containers will not be permitted in public areas where, in the opinion of the Director Renew Life, they have abrasive surfaces or sharp angles that may be a hazard to pedestrians.~~

~~To allow commercial property owners, subject to the Town's approval, to place containerized plants on commercial paved areas immediately in front of the properties in question.~~

PROCEDURE:

Size

~~Containers shall be in the order of 600 millimetres high by 750 millimetres wide and between 750 to 1500 millimetres long to ensure they are of an appropriate scale in relation to other elements of the street, and to ensure visibility to the pedestrian.~~

Design

~~Including materials, colour and finish should be in sympathy with surrounding streetscape and to the satisfaction of the Town.~~

Plant Material

~~May be at the discretion of the property owner but must reach a height of 1.2 metres above ground to ensure visibility by motorists when reversing or alighting from vehicle. The plants should not exceed a height of 1.5 metres above ground, except in the case of a plant with a clean trunk higher than 1.5 metres, to prevent screening of pedestrians, cluttering of the street and reduced visibility generally and should not extend more than 300 millimetres beyond the container laterally. However, if a plant with a clean trunk is to be used, providing the trunk is clean to a height of 1.5 metres the canopy can extend to the underside of the building awning.~~

~~Plant material should be in healthy, tidy condition at all times, and all maintenance is the responsibility of the property owners. The watering should be in the form of a mini tank system incorporated inside the container. No drainage or other discharges from the containers are to flow across the footpath or stain the pavement in any way. No poisonous prickly or other harmful plant material is to be used and maintenance procedures should not interfere with pedestrians at any time.~~

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Quantity

(1) When used to complement alfresco dining, the number of plants will be determined by the following spacing requirements:

(a) parallel to kerbline – a pedestrian gap of at least 2.0 metres every 7000 mm;

(b) right angles to kerbline – one at each end of the alfresco area.

(2) When not used as part of an alfresco application, a maximum of two planters shall be permitted unless otherwise approved by the Town.

The foregoing requirements will be cognisant of the furniture adjacent to neighbouring properties.

Location

Plant containers must not obstruct parking bays, public utilities or other public facilities in the street. The plants and containers shall not restrict the footpath to a width of less than 2.0 metres and shall be:

- 0.8 metres from the face of the roadside kerb;
- 6.0 metres from a street corner;
- 3.0 metres from a crossover

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Approvals

The proposals for the placement of plant containers in the street indicating all relevant details are to be submitted to the Town for approval prior to implementation. The Town reserves the right to request owners to remove the containers at any time.

Cleaning

The applicant shall be responsible for the cleaning of the area adjacent to and under the container.

Costs

All costs associated with the application, purchase of containers and plants and installation are to be borne by the applicant.

Indemnification

Notwithstanding the granting of approval, the Town reserves the right to remove the containers at any time, and applicants must ensure that the Town is indemnified against all claims resulting from the installation of plant containers.

Damage

Any damage to footpath, verge or other street furniture caused by the planter or its movement shall be the responsibility of the applicant/property owner.

Plant containers will not be permitted in public areas where, in the opinion of the Director Renew Life, they have abrasive surfaces or sharp angles that may be a hazard to pedestrians.

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None

RELATED POLICES:	ENG3 Paving of Verges in Commercial Areas HLTH1 Alfresco Dining
DELEGATION:	YES Delegation No. 13.4 <u>10.4</u> Sub-delegation – Yes
AUTHORITY	Council M meeting 12 August 1997
REVIEW:	August 2009 July 2013

POLICY:

A vehicle crossover may be constructed either:

- by the Town – by means of an approved contractor - upon application by the property owner, or
- by the property owner.

All crossovers shall be constructed in accordance with the Town’s crossover specifications in either insitu concrete ~~or approved brick/block paving.~~ insitu limecrete, insitue exposed aggregate or approved brick/block paving.

~~The Town will contribute up to 50% of the cost of one, and the first, new crossover to each individually titled lot or strata development.~~

~~The Town will also contribute up to 50% of the cost to replace an existing bituminous crossover in insitu concrete or approved brick/block paving.~~

~~The Town will not repair nor contribute to the cost of repairing or resurfacing a bituminous crossover.~~

The Town will contribute towards the cost of the crossover in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget. This amount will subsidise the cost of one, and the first new crossover to each individually titled lot or strata development.

The Town will also contribute towards the cost of replacing an existing bituminous crossover in insitu concrete, insitu limecrete, insitu exposed aggregate or approved brick/block paving in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget.

The Town will not repair nor contribute to the cost of repairing or resurfacing a bituminous crossover.

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PROCEDURE:

1. ~~The Town will, on the request of a property owner, provide a quotation to construct a new crossover or reconstruct or modify an existing crossover. If the application is for a first new crossover or the reconstruction of an existing bituminous crossover – either of which is limited in number to one per individually titled lot – the quotation will comprise the estimated total cost less 50% of the cost of the standard crossover amount as shown in the Schedule of Fees and Charges contained within the annual budget.~~
2. ~~A ‘standard crossover’ is a crossover of 3 metres maximum width, as measured at the property boundary, with a total surface area not exceeding 30 sq.metres and constructed in plain grey concrete.~~
3. ~~The amount shown on the quotation is the net amount payable by the property owner and this amount is to be paid in full prior to the Town commissioning the~~

~~construction.~~

~~1. The maximum width of any crossover and/or adjoining crossover shall be 6 metres or to a maximum of 40% of the property frontage, except for commercial/industrial premises.~~

4.2. In cases of financial hardship or where the property owner is an aged or invalid pensioner, the Town may agree to construct a crossover and have the owner's share of the costs paid by instalments or have it remain a charge against the property.

CONSTRUCTION BY OWNER (OR OWNER'S AGENT/CONTRACTOR)

~~5.~~ Owners who elect to undertake the construction or modification of a crossover themselves, or by a contractor of their choice, must first obtain the Town's approval. There are restrictions on the location and size of crossovers and the construction must be to the Town specifications.

~~6.3.~~ Owners may make application for a contribution from the Town for the first new crossover they have constructed or bituminous crossover they have reconstructed. The contribution will only be made if prior approval to construct the crossover was given by the Town and all conditions associated with the approval, including compliance with the specifications, have been met.

~~7.4.~~ The contribution by the Town is to be determined annually by the Chief Executive Officer ~~limited to one half of invoiced costs, to a maximum of the amount shown in the Schedule of Fees and Charges contained within the annual budget.~~

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RELATED POLICES:	None
DELEGATION:	YES Delegation No. 13.5 <u>10.5</u> , refer also delegation Nos. 2.6, 2.7 and 5.2 Sub-delegation – Yes
AUTHORITY	Council m Meeting 12 August 1997 Local Government Act 1995 Schedule 9.1 (7)
REVIEW:	August 2006 July 2013

ENG6 WASTE REMOVAL – RESIDENTIAL PROPERTIES

POLICY:

Each ratable residential dwelling, whether single or multi-unit, is entitled to be provided with one (1) 240 litre capacity mobile garbage bin. ~~Alternatively the householder may request a 140 litre capacity mobile garbage bin.~~

An additional mobile garbage bin may be supplied upon payment of an annual service fee.

In a multi-unit residential development where it is impractical for each dwelling unit to be provided with its own bin, the Town will require the provision of a bin compound within the development and determine the aggregate number and type of bins that will be provided.

PROCEDURE:

1. In a multi-unit residential development the tenants of that development are entitled to make shared use of any or all of the bins within the bin compound.
2. Bins are emptied once a week.
- ~~7.~~ The cost of an additional mobile garbage bin service shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the annual budget. This is payable annually in advance for the number of weeks the service will be provided in a financial year. (1 July to 30 June). ~~A full year's charge is the amount shown in the Budget (\$ Amount x 52).~~
- 3.

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RELATED POLICES:	ENG7 Waste Removal – Commercial Properties ENG13 Recycling Collection – Residential and Commercial Properties
DELEGATION:	YES Delegation No. 13-6 <u>10.6</u> Sub-delegation –Yes
AUTHORITY	Council M meeting 12 August 1997
REVIEW:	August 2006 July 2013

ENG7 WASTE REMOVAL – COMMERCIAL PROPERTIES

POLICY:

Each commercial premises is entitled to be provided with one (1) 240 litre capacity mobile garbage bin per 450 square metres of floor space.

An additional mobile garbage bin may be supplied upon payment of an annual service fee in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget.

Excessively moist organic waste or swill must not be placed in Council bins. A premises producing waste of this type must make suitable arrangements with a private contractor for its removal.

PROCEDURE:

1. Bins are to be kept and contained within an enclosure that is located in an area easily accessible to the truck emptying the bins.
2. Bins are emptied once a week.
8. The cost of an additional mobile garbage bin service shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the annual budget. This is payable annually in advance for the number of weeks the service will be provided in a financial year. (1 July to 30 June). ~~A full year's charge is the amount shown in the Budget (\$ Amount x 52).~~
- 3.

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RELATED POLICES:	ENG6 Waste Removal – Residential Properties ENG13 Recycling Collection – Residential and Commercial Properties
DELEGATION:	YES Delegation No. 13.7 <u>10.7</u> Sub-delegation – Yes
AUTHORITY	Council meeting 12 August 1997
REVIEW:	August 2006 July 2013

ENG10 STREET VERGES – REINSTATEMENT OF LAWNS FOLLOWING COUNCIL WORKS

POLICY:

Where Council works require an alteration to the level of a street verge to the extent that part or all of an established lawn is removed, the Town's liability for reinstating the lawn will be limited to:

- modifying the reticulation system; and
- replanting the modified verge with lawn stolons or runners.

Unless warranted in special circumstances, the Town will not reinstate a lawn with full turf.

PROCEDURE:

~~Where requested, the Town will make available to a householder the lawn turf to be removed due to road works. A householder is entitled only to the lawn turf removed from the verge immediately outside his or her property.~~

The Town will take responsibility to reinstate permissible verge treatments following any constructin or maintenance works undertaken by the Town that impact on the verge. Material and finishes will be matched as closely as practicable to the existing. The Town will take no responsibility to reinstate synthetic turf affected by routine maintenance of services, assets or construction works. It will be the residents' responsibility to reinstate or repair the affected areas at the residents' cost.

Where requested the Town will make available to the householder the lawn turf to be removed due to roadworks. A householder is entitled only to the lawn turf removed from the verge immediately outside his or her property.

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RELATED POLICES:	None
DELEGATION:	YES Delegation No. 10.10 Sub-delegation –Yes
AUTHORITY	Council Meeting 28 September 1999
REVIEW:	August 2006 July 2013

ENG11 FENCES BETWEEN COUNCIL AND ADJOINING PROPERTY

POLICY:

The Town ~~will~~may contribute to the cost of a dividing fence between property owned by or vested in the Town and adjoining property.

For the purpose of this policy land owned by or vested in the Town does not include road reserves, linear drain reserves, rights-of-way or pedestrian access ways.

As a rule, the Town contribution will be limited to 50% of the cost of erecting an original fence, or replacing a deteriorated existing fence, ~~in 'HardiFenceTM' fibre reinforced cement sheeting, with a metal capping. In colour bond or similar metal fence or timber lap fence.~~

PROCEDURE:

1. A request from an owner for the Town to share in the cost of erecting an original dividing fence or replacing a deteriorated existing dividing fence must be made in writing by the owner setting out:
 - The reason for the request;
 - The total length of proposed new fence that adjoins Town property;
 - The material(s) to be used in the making of the fence together with - if other than a standard material dividing fence - brochures or a sketch detailing the height, design, materials proposed and a quotation (or estimated cost) of the portion adjoining Town property.

(Note: Dividing fences or walls acting as dividing fences made from materials other than standard fence materials such as 'HardiFenceTM', 'colorbond', timber picket, timber lap, require the Town's Planning Approval. Contact the Planning and Development Services staff at the Council Office).
2. Where the Town and the owner are agreed on the terms of the agreement, it shall be documented and signed by both parties. The agreement is to include the type of fence, the cost sharing arrangements and which party will arrange the erection.
3. Where it has been agreed that the Town will arrange the fence erection, the Town will obtain not less than 3 quotes and require the adjoining owner's contribution to be paid to the Town prior to accepting the most suitable quotation.
4. Where it has been agreed that the owner will arrange the fence erection, the Town's contribution is subject to the Town having agreed to a quotation obtained by the owner - or the owner's selection if more than one quotation - and the fence having been constructed to a satisfactory standard.
5. In cases of financial hardship or where the adjoining owner is an aged or invalid pensioner, the Town may agree to erect or replace a fence and have the owner's share of the costs paid by instalments or have it remain a charge against the property.

RELATED POLICES:	None
DELEGATION:	YES Delegation No. 13.11 <u>10.11</u> Sub-delegation – Yes
AUTHORITY	1 July 1994
REVIEW:	August 2006 July 2013

ENG12 GRAFFITI REMOVAL MANAGEMENT

POLICY:

The Town recognises that graffiti vandalism is a costly community problem, not only in monetary terms but also in environmental and social terms. The Town will remove, clean or cover incidences of graffiti vandalism that can be seen from any public space, including – but not limited to – footpaths, walkways, reserves and roads.

The Town will remove, clean or cover incidences of graffiti vandalism that can be seen from any public space, including – but not limited to – footpaths, walkways, reserves and roads.

PROCEDURE:

1. The Town will clean, remove or cover graffiti on buildings, fences and structures that are within or constitute boundaries of all reserves under the management of the Town. This includes (but is not limited to) parks, drainage and other reserves, public access ways and road reserves.
2. Where the structure is a fence, wall or building on a shared boundary with private property or a reserve under the management of another authority, the owner of the private property or that authority must provide prior approval for the graffiti to be removed and indemnify the Town against all actions, claims and damages – other than workers compensation claims - resulting from the graffiti removal.
3. The Town will not remove graffiti from:
 - Any place where the graffiti is located higher than what can be safely reached from a 2-metre ladder. The Town will appoint a Contractor to undertake the removal in these instances; -
 - Places where it is necessary for the removalist to traverse a roof,
 - Places where it is possible or likely that the removalist may become exposed to hazardous materials such as asbestos or chemicals.
- 4 Subject to unforeseen circumstances/events, inclement weather or staff availability, the Town will endeavour to remove offensive graffiti within 24 hours and all other graffiti within 10 days of it being reported or authorised.

RELATED POLICES:

None

DELEGATION:

YES Delegation No. 3-12 10.12
Sub-delegation – Yes

AUTHORITY

Council Meeting 7 December 1999

REVIEW:

August 2006
July 2013

ENG13 RECYCLING COLLECTION – RESIDENTIAL AND COMMERCIAL PROPERTIES

POLICY:

Each rateable residential dwelling, whether single or multi unit, is entitled to be provided with one(1) 240 litre capacity recycling mobile garbage bin.

Each commercial premises is entitled to be provided with one(1) 240 litre capacity recycling mobile garbage bin per 450 square metre of floor space.

An additional recycling mobile garbage bin may be supplied upon payment of an annual service fee in accordance with the amount shown in the Schedule of Fees and charges contained within the Annual Budget. -

In a multi-unit residential or commercial development where it is impractical for each unit to be provided with its own bin, the Town will require the provision of a bin compound within the development and determine the aggregate number and type of bins that will be provided and collection frequency.

PROCEDURE:

Residential Properties

1. In a multi-unit residential development the tenants of that development are entitled to make shared use of any or all of the recycling bins within the bin compound.
2. Recycling bins are emptied once a fortnight.

Commercial Properties

1. Recycling bins are to be kept and contained within an enclosure that is located in an area easily accessible to the truck emptying the bins.
2. Recycling bins are emptied once a week.
3. Recycling bins shall be provided on request.

General

The cost of an additional recycling mobile garbage bin service shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the annual budget. This is payable annually in advance for the number of weeks the service will be provided in a financial year (1 July to 30 June). ~~A full year's charge is the amount shown in the Budget (\$Amount x 52) for commercial (weekly) service and (\$Amount x 26) for residential (fortnightly) service.~~

RELATED POLICES:	ENG6 Waste Removal – Residential Properties ENG7 Waste Removal – Commercial Properties
DELEGATION:	YES Delegation No. 3-13 <u>10.13</u> Sub-delegation – Yes
AUTHORITY	Council M meeting 2 September 2008
REVIEW:	July 2013

Comment [v1]: Have amalgamated three policies into one so that all information on street trees can be found in one policy rather than going to 3 different ones. Will require a new Policy Number.

POLICY:

Pruning and Maintenance

1. The Town is responsible for the maintenance of street trees situated within the Crown Land road reserve. Pruning is undertaken by qualified tree surgeons in a way to ensure the long-term survival of the trees and protect them for future generations.
2. The Town has a planned approach to street tree pruning whereby the Town is divided into pruning sectors. Programmed pruning includes lifting the canopies to enable pedestrian movement and allow vehicles vision clearance.
3. The pruning of trees under power lines is done by requirement and is initiated with Western Power liaison. The Town’s contracted tree surgeons work through each sector selectively pruning the canopies from overhead power lines.
4. Consideration may be given to reduce the canopy overhang to a property boundary on the request of the adjoining property owner. These individual property line pruning requests are recorded, and then initiated when the tree surgeons are working through the applicable sector.
5. The Town will prune street trees only for the following reasons:
 - To remove or avoid conflict with public utility services;
 - To promote the health of the tree;
 - To remove or avoid a hazard to pedestrians, cyclists or motor vehicles;
 - To remove or avoid damage to adjoining property;
 - To allow access to a building site that would otherwise harm the tree. The cost of pruning a verge tree(s) necessitated by adjacent property development shall be the responsibility of the developer; and
 - Pruning of trees during spring months is to be undertaken in such a manner as to minimise the impact on flora and fauna and shall be done in accordance with the Tree Pruning Procedure.

Planting of Street Trees

1. The Town will provide and plant, at no charge, one or more street trees on the road verge adjacent to a private property upon the written request of the owner of that property.
2. The Town undertakes an annual tree planting program during the winter months or until appropriate soil moisture conditions as a result of rainfall has been achieved. Owners can request that their property frontage be listed for consideration within the program.
3. Requested locations are checked just prior to winter to determine the species and amount of trees that can be planted. To maintain unity within the streetscapes, species selection is required to be in accordance with the dominant healthy tree species already occurring within the street or district. The Town will maintain and water the tree(s) for three successive summers following the planting;
4. Applications for street tree planting can be made through the Town’s Renew Life program and the request will be considered within the suitable planting program.
5. The Town’s TREEPLAN was developed after an extensive process of public consultation and only the tree species specified for the particular street will be approved for planting;

Street Tree Removal

1. Owing to the hazardous nature of the task, owners, residents, developers/builders or occupants are not permitted to remove street trees themselves.
2. The Town recognises the significant contribution made by street trees to both the aesthetic and environmental aspects of existing streetscapes within the Town. It also recognises that in some cases, tree retention may not be desirable, feasible or reasonable, owing to the condition, location or species of the tree, its implications for development on abutting site or the achievement of other Town objectives.

Council wishes to avoid removal of street trees except where retention is considered undesirable or unreasonable. In accordance with this policy, the Town may remove, or approve a request from an adjacent property owner or his/her authorised agent for the removal of any street tree that:

- Poses a significant nuisance or hazard to adjacent property or has the potential to become a significant nuisance or hazard. It is the responsibility of the property owner to provide appropriate proof (i.e. Arborist report) of any significant nuisance or hazard;
 - Is causing damage or has the potential to cause damage or conflict with adjacent property, underground or overhead services;
 - The tree is dead, significantly dying or diseased beyond remedial treatment;
 - The tree has been assessed by the Town is structurally weak and dangerous placing the public at risk;
 - The tree has been irreparably damaged by a storm or mechanical means;
 - Is incompatible with its environment or the provisions of the TREEPLAN,
 - Obstructs vehicular access or building development provided the owner/developer is able to demonstrate that it is not feasible to redesign the access or development to avoid the tree removal;
 - Is a hazard or has the potential to become a hazard to road users and/or traffic safety;
 - Where the owner/developer is able to demonstrate that it is not possible to retain the tree:
 - When a redesign of the access is not feasible; and
 - The tree is still impeding the development.
 - Where the tree is dead, or due to pest and disease, poor health and growth, and will not return to full vigour.
4. Street trees will not be removed for the following reasons:
 - The tree obscures or potentially obscures views (other than traffic and pedestrian sight lines)
 - The tree variety is disliked;
 - The tree variety causes nuisance by way of leaf, fruit or bark shedding or the like;
 - The tree causes allergy or health problems. In cases of extreme medical condition, the Town may consider removal of the tree, subject to appropriate certification from a medical practitioner confirming an allergy.
 - The tree is in the way of a non-essential crossover or verge paving options; and

- The tree shades private gardens, solar installations or the like.

PROCEDURE:

Pruning and Maintenance

1. All requests for pruning and maintenance to be submitted in writing or via the Town's Service Request system.

Planting of Street Trees

1. Following a written request from the owner of a property, the Town will arrange an onsite meeting to discuss the number and location(s) of the tree(s) sought and the Town will advise the species of tree(s) that are intended for those locations under the Town's adopted TREEPLAN.
2. The Town TREEPLAN was developed after extensive process of public consultation and only the tree species specified for the particular street will be approved for planting;
3. Street trees shall be located with due consideration to the proximity of existing and possible future public utility services, crossovers and footpaths;
4. Request for street trees will be received at any time throughout the year but planting will not be undertaken until appropriate soil moisture conditions as a result of rainfall has been achieved, i.e. Autumn/Winter;
5. As a rule the Town will plant one street tree for every 15-20 metres of frontage and generally in the centre of a 15-20 metre frontage lot; and
6. The Town will provide and plant street tree(s) requested by an owner on the condition the applicant maintains and waters the tree(s) for at least two (2) successive summers following the planting.

Street Tree Removal

1. Any decision to remove a mature tree from a road verge is to be communicated to the owners and occupiers of four (4) properties on either side of the tree, on both sides of the road, not less than two (2) weeks prior to the intended removal, unless the removal is or becomes, in the opinion of the Director Renew Life, urgent.
2. Any decision to remove a tree, either under 2.0 metres or a mature tree, that is clearly dead, can be removed without community consultation providing a 'Delegation of Authority' application has been approved.
3. Urgent removals after hours because of immediate safety concerns will be assessed by appropriate Council Officers at the time.
4. Owing to the hazardous nature of the task, owners, residents or occupants are not permitted to remove street trees themselves;
5. Notification of the removal shall be in writing to the owners and occupiers stating the approximate removal date and reasons for the removal; and
6. The full cost of removing a verge tree(s) necessitated by adjacent property development shall be the responsibility of the Developer in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget.

The Town assesses these requests as part of the standard application process. Applicants should consider that developments are required to have minimal impacts on the streetscapes and should primarily design for the retention of street trees.

RELATED POLICES:	Replacing Policy PKS2; PKS3; PKS4
DELEGATION:	YES Delegation No. 11.3; 11.4, 11.5 Sub-delegation – Yes
AUTHORITY	Council Meeting 12 August 1997
REVIEW:	August 2006 July 2013

PKS5 MOWING OF STREET VERGES

POLICY:

With the exception of those streets listed in the Procedures and Practices Manual, routine verge mowing in all other streets within the Town is the responsibility of the owner or tenant of the adjacent property and the Town will only undertake mowing, or consider a request for mowing, where:

- The Town considers there are visibility problems affecting traffic safety
- The Town considers a verge to be a fire hazard

The owner, who must reside at the property, can demonstrate to the satisfaction of the Town an incapacity to undertake the mowing due to an advanced age, infirmity or other relevant disability and except where the Town otherwise decides, approvals shall be for a single service, with each subsequent service being subject to a new request.

PROCEDURE:

The Town arranges the periodic mowing of grassed verges in the following streets within the Town: (as at April 2000)

New Table:

<u>STREET</u>	<u>SECTION</u>
<u>Orrong Road / Great Eastern Highway Corner</u>	
<u>Technology Park Kent Street Verge</u>	<u>Jarra Road to Hayman Road</u>
<u>Victoria Heights</u>	<u>Including Entrance</u>
<u>Albany Highway</u>	<u>Leichardt Street to Boundary Road</u>
<u>Archer Street</u>	
<u>Asquith Street</u>	
<u>Bank Street</u>	<u>Including railway edge to PTA fence line and cul-de-sac to Welshpool Road</u>
<u>Baron Hay Court</u>	<u>Both sides</u>
<u>Berwick Street</u>	<u>Canning Highway to Boundary Road</u>
<u>Boundary Road</u>	<u>Taree Street to Hillview Terrace both sides</u>
<u>Boundary Road</u>	<u>Albany Highway to Taree St – Town side only</u>
<u>Briggs Street</u>	<u>Rutland Avenue to Planet Street – Town side only</u>
<u>Burswood Road</u>	<u>Including Burswood Road POS</u>

<u>Craig Street</u>	
<u>Duncan Street</u>	
<u>Etwell Street</u>	
<u>George Street</u>	<u>Baron Hay court to Berwick Street</u>
<u>Hayman Road</u>	
<u>Hill View Terrace</u>	
<u>Jarrah Road</u>	<u>Kent Street to Hill View Terrace</u>
<u>Kent Street</u>	<u>Hayman Road to Berwick Street South Side; Adjacent to Harold Rossiter Reserve and Kent Street High School</u>
<u>Kent Street</u>	<u>Berwick Street to Albany Highway both sides</u>
<u>Kitchener Street</u>	
<u>McMillan Street</u>	
<u>Manning Road</u>	<u>Kent Street to Townsing Drive, south side only</u>
<u>Miller Street</u>	<u>Mint Street</u>
<u>Oats Street</u>	
<u>Orrong Road</u>	<u>Including all POS Town side only</u>
<u>Planet Street</u>	<u>Oats Street to Briggs Street</u>
<u>Roberts Road</u>	
<u>Rutland Avenue</u>	<u>Including Railway Verge to PTA Fence line</u>
<u>Shepperton Road</u>	<u>Including POS near Welshpool Road</u>
<u>Star Street</u>	
<u>Teddington Road</u>	
<u>Victoria Park Drive</u>	<u>Non Irrigated sections including POS</u>
<u>Welshpool Road</u>	<u>Bank Street to Shepperton Road Town side only</u>
<u>Burswood Industrial Area</u>	<u>Including Goodwood Parade, Riverside Drive (Goodwood to Graham Farmer), Vivian Street, Claude Street, Griffiths Street, Stiles Street, Dual Use Footpath from Great Eastern Highway to Riversdale Road next to freeway</u>
<u>Carlisle/Welshpool Industrial Area</u>	<u>Including Sandra Place, Harris Street (Cohn to Kew), President Street (Planet to Orrong), Mars Street (President to Kew), Star Street (Cohn to Kew), Planet Street (Briggs to Kew Street town side only), Briggs Street (Planet to Orrong), Cohn Street (Planet to Orrong)</u>

OLD TABLE – TO BE DELETED

STREET	SECTION
Archer St	
Asquith St	
Bank St	West side (not Railway side)
Berwick St	Canning Hwy to Boundary Rd
Boundary Rd	
Briggs St	Rutland Ave to Planet St
Burswood Rd	
Canning Highway	
Craig St	
Duncan St	
George St	Baron Hay Court to Berwick St
Great Eastern Highway	
Harper St	Shepperton Rd to Albany Hwy
Hayman Rd	
Hillview Terrace	
STREET	SECTION
Jarrahd Rd	
Kent St	South side — Hayman Rd to Berwick St
Kent St	Both sides — Berwick St to Albany Highway
Kew St	
Kitchener Ave	West side (not Railway side)
Macmillan St	
Manning Rd	Kent St to Townsing Drive
Miller St	
Mint St	
Oats St	
Orrong Rd	West side only
Planet St	Oats St to Kew St
Roberts Rd	
Rutland Ave	East side (not Railway side)
Shepperton Rd	

	Star St	
	Teddington Rd	
	Welshpool Rd	North side — Bank St to Shepperton Rd
RELATED POLICES:	None	
DELEGATION:	YES Delegation No. 14.6 <u>11.6</u> Sub-delegation – <u>Yes</u>	
AUTHORITY	Council <u>M</u> meeting 12 August 1997	
REVIEW:	August 2006 July 2013	

10.2 Delegations Register – Annual Review

register of delegation of authority

Prepared by

The Town of Victoria Park
99 Shepperton Road
Victoria Park WA 6100

Last Review 11 August 2015

REGISTER OF DELEGATION OF AUTHORITY COUNCIL TO CHIEF EXECUTIVE OFFICER

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INSTRUMENT OF DELEGATION

LOCAL GOVERNMENT ACT 1995

I, TREVOR STEPHEN VAUGHAN, Mayor of the Town of Victoria Park, acting in accordance with a resolution of Council made on 8 July 2014 and Section 5.42 of the *Local Government Act 1995*, hereby delegates to the Chief Executive Officer all the powers and duties of the Council of the Town of Victoria Park as set out in the Register of Delegation of Authority (the Register) – numbered: 1.1 to 32.16 subject to any associated conditions set out in the Register.

Included in the Register is my consent for the Chief Executive Officer to speak on behalf of the Council pursuant to s.5.41(f) of the *Local Government Act 1995*, (Delegation No. 1.23).

The period of the delegation is indefinite and subject to such amendments as Council may make from time to time, or may make in association with the annual review of the Register as required under Section 5.46(2) of the *Local Government Act 1995*.

Trevor Vaughan
MAYOR

Signed 11 August 2015

Reviewed: OCM 11 September 2012.
OCM 10 September 2013.
OCM 8 July 2014
OCM 11 August 2015

INTRODUCTION

The Delegations of Authority contained herein are made to the Chief Executive Officer pursuant to Section 5.42 of the *Local Government Act 1995* (the Act) and, where nominated, some of these functions are hereby Delegated by the Chief Executive Officer to Town of Victoria Park employees pursuant to Section 5.44 of that Act. All delegations made by the Council must be by **absolute majority** decision.

The Act provides that the following are decisions that cannot be delegated to the Chief Executive Officer:

- Any power or duty that requires a decision of an absolute majority or 75% majority of the local government.
- Accepting a tender which exceeds an amount determined by the local government.
- Appointing an auditor.
- Acquiring or disposing of any property valued at an amount determined by the local government.
- Any of the local government's powers under Sections 5.98, 5.99 and 5.100 of the Act.
- Borrowing money on behalf of the local government.
- Hearing or determining an objection of a kind referred to in Section 9.5.
- The power under Section 9.49A(4) to authorise a person to sign documents on behalf of the local government.
- Any power or duty that requires the approval of the Minister or Governor.
- Such other duties or powers that may be prescribed by the Act.

The Act allows for the Chief Executive Officer to delegate any of his or her powers to another employee, this must be done in writing. The Act allows for the Chief Executive Officer to place conditions on any delegations if required.

A register of delegations, being this manual, relevant to the Chief Executive Officer is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

The aim of the delegated authority manual is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Town's commitment to a strong customer service focus.

Each instrument of delegation describes the function being delegated and the relevant statutory reference which is the source of power for the exercise of the

function. Also included is a reference to related documents such as policies of the Council which may provide guidance in the exercise of the delegation.

This delegated authority manual will be reviewed in accordance with the Act on an annual basis.

1. LOCAL GOVERNMENT ACT 1995

1.1 COMPENSATION	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.22
Delegation	Determine and pay compensation for damage to property.
Conditions	Up to \$1000
Sub-delegation	No

1.2 NOTICES REQUIRING CERTAIN THINGS TO BE DONE BY OWNER OR OCCUPIER OF LAND	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.25
Delegation	Issue notices requiring things to be done by owner or occupier of land as per Schedule 3.1, Divisions 1 and 2.
Conditions	No
Sub-delegation	No

1.3 ADDITIONAL POWERS WHEN NOTICES GIVEN	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.26.(2)
Delegation	Take action to achieve compliance with a notice given under s.3.25(1)
Conditions	No
Sub-delegation	No

1.4 ADDITIONAL POWERS WHEN NOTICES GIVEN	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.26.(3)
Delegation	Recover costs of things done under s.3.26.(2)
Conditions	No
Sub-delegation	No

1.5 PARTICULAR THINGS LOCAL GOVERNMENTS CAN DO ON LAND THAT IS NOT LOCAL GOVERNMENT PROPERTY

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.27
Delegation	Determine things that can be done on land that is not local government property – as set out in Schedule 3.2
Conditions	No
Sub-delegation	No

1.6 GENERAL PROCEDURE FOR ENTERING PROPERTY

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.31
Delegation	Enter property
Conditions	In an emergency or by warrant only
Sub-delegation	Yes

1.7 ENTRY IN AN EMERGENCY

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.34
Delegation	Enter property in an emergency
Conditions	In accordance with s.3.34.
Sub-delegation	Yes

1.8 OPENING FENCES

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.36
Delegation	Make openings in fences
Conditions	No
Sub-delegation	No

1.9 POWER TO REMOVE AND IMPOUND

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.39
Delegation	Remove and impound goods
Conditions	No
Sub-delegation	Yes

1.10 VEHICLE MAY BE REMOVED IF GOODS TO BE IMPOUNDED ARE IN OR ON THE VEHICLE

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.40
Delegation	Take a vehicle for the purpose of impounding goods in or on it
Conditions	No
Sub-delegation	Yes

1.11 GOODS MAY BE WITHHELD UNTIL COSTS PAID

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.46
Delegation	Withhold goods until costs have been paid
Conditions	No.
Sub-delegation	Yes

1.12 DISPOSING OF CONFISCATED OR UNCOLLECTED GOODS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.47
Delegation	Dispose of confiscated or uncollected goods
Conditions	No
Sub-delegation	Yes

1.13 DISPOSAL OF SICK OR INJURED ANIMALS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.47A
Delegation	Dispose of sick or injured animals
Conditions	No
Sub-delegation	Yes

1.14 RECOVERY OF IMPOUNDING EXPENSES

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.48
Delegation	Recover impounding expenses
Conditions	No
Sub-delegation	Yes

1.15 CLOSING CERTAIN THOROUGHFARES TO VEHICLES

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.50(4)
Delegation	Close a thoroughfare, partially or completely, for less than 4 weeks
Conditions	No.
Sub-delegation	Yes

1.16 PARTIAL CLOSURE OF THOROUGHFARE FOR REPAIRS OR MAINTENANCE

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.50A
Delegation	Close a thoroughfare, temporarily, for repairs or maintenance
Conditions	No
Sub-delegation	Yes

1.17 AFFECTED OWNERS TO BE NOTIFIED OF CERTAIN PROPOSALS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.51
Delegation	Fix or alter the level or alignment of a thoroughfare; drain water onto adjoining land
Conditions	No
Sub-delegation	Yes

1.18 RESERVES UNDER CONTROL OF A LOCAL GOVERNMENT

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.54
Delegation	Control and manage land under local government control
Conditions	Maintenance work only.
Sub-delegation	Yes

1.19 TENDERS FOR PROVIDING GOODS OR SERVICES

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.57
Delegation	Call tenders for goods or services
Conditions	Items on adopted budget only.
Sub-delegation	Yes

1.20 DISPOSING OF PROPERTY

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.58(5)(d) Local Government (Functions & General) Regulations 1996 – r.30
Delegation	Dispose of property to which the provisions of s.3.58. do not apply
Conditions	Refer to Functions & General Regulation 30
Sub-delegation	Yes

1.21 OTHER ARRANGEMENTS NOT AFFECTED

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.68
Delegation	Perform a function for another local government or perform a function jointly with another local government
Conditions	Minor acts of assistance or minor one-off projects or programs
Sub-delegation	Yes

1.22 EMPLOYMENT OF LOCAL GOVERNMENT STAFF

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s. 5.36.(1)(b)
Delegation	To employ staff
Conditions	Employment or dismissal of senior staff is subject to Council approval pursuant to s.5.37(2) of the Act
Sub-delegation	Yes

1.23 FUNCTIONS OF CEO

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.5.41.(f)
Delegation	Speak on behalf of the Council
Conditions	With Mayor's approval
Sub-delegation	Yes

1.24 ACCEPTANCE OF TENDERS BY THE CEO

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s. s.5.42
Reference	Local Government Act 1995 – s. 5.43.(b)
Delegation	Accept tenders for the purchase of goods or services
Conditions	Not exceeding \$250,000. Only for goods or services for which provision has been made on adopted budget
Sub-delegation	Yes

1.25 SALE OF ABANDONED VEHICLES – ACCEPTANCE OF TENDER

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.5.43.(b)
Delegation	Accept tenders for the sale of abandoned vehicles
Conditions	Not exceeding \$10,000
Sub-delegation	Yes

1.26 ANNUAL REPORTS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.5.53
Delegation	Prepare the Annual Report
Conditions	No
Sub-delegation	Yes

1.27 PLANNING FOR THE FUTURE

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.5.56 and Local Government (Administration) Regulations 1996 r 19C & 19DA.
Delegation	Periodically prepare a draft plan for the future of the district.
Conditions	No
Sub-delegation	Yes

1.28 PAYMENTS FOR EMPLOYEE COMMITTEE MEMBERS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.5.101
Delegation	Reimburse expenses incurred by employees
Conditions	No
Sub-delegation	Yes

1.29 EXPENSE MAY BE FUNDED BEFORE ACTUALLY INCURRED

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.5.102
Delegation	Make cash advances to persons for expenses for which they are entitled to be reimbursed
Conditions	No
Sub-delegation	Yes

1.30 FINANCIAL REPORT

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.6.4
Delegation	Prepare financial reports
Conditions	No
Sub-delegation	Yes

1.31 TRUST FUND

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.6.9(3)
Delegation	Make Trust Fund payments
Conditions	In accordance with Policy FIN2
Sub-delegation	Yes

1.32 POWER TO INVEST

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.6.14
Delegation	Invest funds
Conditions	In accordance with Policy FIN1
Sub-delegation	Yes

1.33 AGREEMENT AS TO PAYMENT OF RATES AND SERVICE CHARGES

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.6.49
Delegation	Agreements for payment of rates and service charges
Conditions	No
Sub-delegation	Yes

1.34 REQUIREMENT TO GIVE NAME OF PERSON LIABLE

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.6.61
Delegation	Require the disclosure of ownership of property
Conditions	No
Sub-delegation	Yes

1.35 LODGE CAVEATS – UNPAID RATES & SERVICE CHARGES

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.6.64.(3)
Delegation	Lodge caveats on land for unpaid rates and/or service charges
Conditions	No
Sub-delegation	Yes

1.36 RIGHT TO PAY RATES, SERVICE CHARGES AND COSTS, AND STAY PROCEEDINGS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.6.69.(2)
Delegation	Accept arrangements for payment of outstanding rates or service charges
Conditions	No
Sub-delegation	Yes

1.37 GROUNDS OF OBJECTION – RATE RECORD

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s. 6.76.(4)
Delegation	Extend the time for objections to rate records
Conditions	Extend the 42 day period only.
Sub-delegation	Yes

1.38 OBJECTION MAY BE LODGED

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.9.5.(2)
Delegation	Extend the time for lodging objections against a decision
Conditions	Extend the 28 day period only.
Sub-delegation	Yes

1.39 APPOINTMENT OF AUTHORISED PERSONS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.9.10
Delegation	Appoint employees and persons as authorised persons for the purpose of enforcement and legal proceedings under the Act and any Regulations made thereunder
Conditions	No
Sub-delegation	No

2. LOCAL GOVERNMENT (UNIFORM LOCAL PROVISIONS) REGULATIONS 1996

2.1 DISTURBING LOCAL GOVERNMENT LAND OR ANYTHING ON IT	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Regulation 5
Delegation	Take actions against persons for offences relating to disturbing local government land or anything on it
Conditions	No
Sub-delegation	No

2.2 OBSTRUCTING PUBLIC THOROUGHFARE	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Regulation 6
Delegation	Take actions against persons for offences relating to obstructing a public thoroughfare
Conditions	No
Sub-delegation	No

2.3 ENCROACHING ON PUBLIC THOROUGHFARE	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Regulation 7
Delegation	Take actions against persons for offences relating to encroaching on a public thoroughfare
Conditions	No
Sub-delegation	No

2.4 SEPARATING LAND FROM PUBLIC THOROUGHFARE	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Regulation 8
Delegation	Take actions against persons for offences relating to the charges for repair of gates and fences that separate the land from a public thoroughfare
Conditions	No
Sub-delegation	Yes

2.5 DANGEROUS EXCAVATION IN OR NEAR PUBLIC THOROUGHFARE

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Regulation 11
Delegation	Take actions against persons for offences relating to dangerous excavation in or near a public thoroughfare
Conditions	No
Sub-delegation	No

2.6 CROSSING FROM PUBLIC THOROUGHFARE TO PRIVATE LAND OR PRIVATE THOROUGHFARE

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Regulation 12
Delegation	Approve the construction of a crossover and take action against persons who have commenced or completed construction of a crossover without prior approval
Conditions	No
Sub-delegation	Yes

2.7 REQUIREMENT TO CONSTRUCT OR REPAIR CROSSING

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Regulation 13
Delegation	Order a person to construct or repair a crossover
Conditions	No
Sub-delegation	Yes

2.8 PRIVATE WORKS ON, OVER, OR UNDER PUBLIC PLACES

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Regulation 17
Delegation	Approve private works on, over or under a public thoroughfare or other public place and take action for offences under this Regulation
Conditions	No
Sub-delegation	Yes

2.9 PROTECTION OF WATERCOURSES, DRAINS, TUNNELS AND BRIDGES

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Regulation 18
Delegation	Take actions against persons for offences relating to watercourses, drains, tunnels and bridges
Conditions	No
Sub-delegation	No

2.10 PROTECTION OF THOROUGHFARES FROM WATER DAMAGE

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Regulation 19
Delegation	Take actions against persons for offences relating to the protection of thoroughfares from water damage
Conditions	No
Sub-delegation	No

2.11 WIND EROSION AND SAND DRIFTS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Regulation 21
Delegation	Take actions against persons in relation to wind erosion and sand drifts
Conditions	No
Sub-delegation	No

3. LOCAL GOVERNMENT (FUNCTIONS & GENERAL) REGULATIONS 1996

3.1 LIMITATION MAY BE PLACED ON WHO CAN TENDER	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Regulation 21.(1) & (2)
Delegation	Call for expressions of interest for the supply of goods and services
Conditions	Items on adopted budget only
Sub-delegation	No

3.2 DISPOSITIONS OF PROPERTY TO WHICH SECTION 3.58 OF ACT DOES NOT APPLY – LESS THAN \$5,000	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Regulation 30.(2)
Delegation	Dispose of land with a value of less than \$5,000
Conditions	Report to Council
Sub-delegation	No

3.3 DISPOSITIONS OF PROPERTY TO WHICH SECTION 3.58 OF ACT DOES NOT APPLY – LESS THAN \$20,000	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Regulation 30.(3)
Delegation	Dispose of property (other than land) of value less than \$20,000
Conditions	In accordance with Policy FIN6
Sub-delegation	Yes

4. LOCAL GOVT. (FINANCIAL MANAGEMENT) REGULATIONS 1996

4.1 PAYMENT OF ACCOUNTS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Regulation 11
Delegation	Make payments of accounts
Conditions	Refer also Policy Procedure FIN2
Sub-delegation	Yes

4.2 PAYMENTS FROM MUNICIPAL FUND OR TRUST FUND	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Regulation 12
Reference	Regulation 12
Delegation	Make payments from Municipal or Trust Fund
Conditions	Refer also Policy Procedure FIN2
Sub-delegation	Yes

4.3 FINANCIAL ACTIVITY STATEMENT REPORT	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Regulation 34.(1)(a)
Delegation	Prepare monthly financial reports in such form as considered appropriate
Conditions	No
Sub-delegation	Yes

4.4 REVOCATION OF INSTALMENT OPTION	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Regulation 66
Delegation	Revoke an instalment option for rates or service charges
Conditions	Refer also Policy Procedure FIN3
Sub-delegation	Yes

5. LOCAL LAWS -

5.1 ADMINISTER THE TOWN'S LOCAL LAWS	
Date Adopted	8 July 2014
Date Reviewed	
Authority	Local Government Act 1995 – s.5.42
Reference	Local Government Act 1995 – s.3.18
Delegation	Authority to administer the Town's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the Town under the Town's local laws.
Conditions	The delegation applies to the local laws listed below: <ol style="list-style-type: none"> 1. Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2000; 2. Dog Local Law 2000; 3. Fencing Local Law 2000; 4. Health Local Law 2003; 5. Local Government Property Local Law 2000; 6. Parking and Parking Facilities (General) Local Law Amendment 2013; 7. Signs Local Law 2006; and
Sub-delegation	Yes

6. TOWN PLANNING SCHEME NO.1

6.1 DETERMINATION OF APPLICATIONS – FOR PLANNING APPROVAL	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Town Planning Scheme No.1
Delegation	<p>Determine applications for planning approval pursuant to Clause 36 of Town Planning Scheme No. 1, including the exercise of discretion where provided for, 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) Application recommended for refusal (except patios, fences and minor additions/alterations); (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 (except signage and minor additions); (f) Applications involving a non-conforming use(except minor additions); (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; or • an ‘original dwelling’ located in a Character Streetscape as illustrated in Figures 1 – 6; or • an ‘original dwelling’ in the Residential Character Study Area (Refer Figure 8) except where the dwelling is : <ul style="list-style-type: none"> • structurally unsound; or • wholly clad in fibro or asbestos wall cladding; or • a weatherboard house in a Weatherboard Precinct or Weatherboard Streetscape. (h) Applications which result in a parking shortfall or a net increase in an existing parking shortfall;

	<p>(i) Application for residential development where Planning Services is of the opinion that the relevant Performance Criteria of the Local Planning Policy – Streetscape is not satisfied, in relation to the following issues:</p> <ul style="list-style-type: none"> • Colours, materials and finishes (but not including patios). • Roof pitch and roof form (but not including patios) <p>in these cases, the application shall be determined by the Statutory Planning Delegations Group.</p>
Conditions	Clause (i) to be exercised only after consultation with other members of the Statutory Planning Delegations Group
Sub-delegation	Yes

6.2 REFUSAL OF APPLICATIONS – FRONT FENCES & MINOR ADDITIONS/ALTERATIONS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Town Planning Scheme No.1
Delegation	Refuse applications for patios, front fences and minor additions/alterations (including where objections received).
Conditions	No
Sub-delegation	Yes

6.3 REFUSAL OF APPLICATIONS – X USE

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Town Planning Scheme No.1
Delegation	Refuse applications for an 'X' use
Conditions	No
Sub-delegation	Yes

6.4 APPLICATIONS FOR SUBDIVISION AND/OR AMALGAMATION

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
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

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

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
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, DPI, 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

6.6 APPLICATIONS FOR REVIEW TO THE STATE ADMINISTRATIVE TRIBUNAL

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
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 Council Policy PLNG10.
Conditions	No
Sub-delegation	Yes

6.7 ACKNOWLEDGE EXISTING USE – APPLICATION FOR PLANNING APPROVAL

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Town Planning Scheme No.1
Delegation	Acknowledge existing use for purpose of application for planning approval where current approval documentation is not available
Conditions	No
Sub-delegation	Yes

6.8 DIRECTION NOTICES AND INFRINGEMENT NOTICES FOR NON-COMPLIANCE

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
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

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

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
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

6.10 DECISIONS RELATING TO BUILT STRATA SUBDIVISIONS	
Date Adopted	11 September 2012
Date Reviewed	10 September 2013
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

6.11 SECTION 40 LIQUOR LICENCE APPLICATIONS	
Date Adopted	11 September 2012
Date Reviewed	10 September 2013
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

6.12 DEVELOPMENT ASSESSMENT PANEL APPLICATIONS	
Date Adopted	11 June 2013
Date Reviewed	10 September 2013
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 Policy GEN3 ‘Community Consultation’) and consideration by the Design Review Committee.
Conditions	No
Sub-delegation	Yes

7. BUILDING ACT 2011

7.1 APPROVE OR REFUSE BUILDING PERMITS

Date Adopted	11 October 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Building Act 2011 – s.20
Delegation	Approve or refuse building permits
Conditions	No
Sub-delegation	Yes

7.2 APPROVE OR REFUSE DEMOLITION PERMITS

Date Adopted	11 October 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Building Act 2011 – s.21
Delegation	Approve or refuse demolition permits
Conditions	No
Sub-delegation	Yes

7.3 REFUSE BUILDING OR DEMOLITION PERMITS WITH APPLICATION ERRORS

Date Adopted	11 October 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Building Act 2011 – s.22
Delegation	Refuse building permits or demolition permits where there appears to be an error in the documents or information provided in the applications
Conditions	No
Sub-delegation	Yes

7.4 APPROVE, MODIFY OR REFUSE OCCUPANCY PERMITS OR BUILDING APPROVAL CERTIFICATES

Date Adopted	11 October 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Building Act 2011 – s.58
Delegation	Approve, modify or refuse Occupancy Permits or Building Approval Certificates
Conditions	No
Sub-delegation	Yes

7.5 APPROVE OR REFUSE AN APPLICATION TO EXTEND THE VALIDITY OF AN OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE

Date Adopted	11 October 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Building Act 2011 – s.65
Delegation	Approve or refuse an application to extend the validity of an occupancy permit or building approval certificate
Conditions	No
Sub-delegation	Yes

7.6 APPOINT AUTHORISED PERSONS – THE BUILDING ACT 2011

Date Adopted	11 October 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Building Act 2011 – s.96
Delegation	Appoint authorised persons for the purpose of the Building Act 2011
Conditions	No
Sub-delegation	No

7.7 ISSUE AND WITHDRAW BUILDING ORDERS – WORK DEMOLITION WORK AND/OR AN EXISTING BUILDING OR STRUCTURE

Date Adopted	11 October 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Building Act 2011 – s.110 & 117
Delegation	Issue and withdraw building orders in relation to building work demolition work and/or an existing building or structure
Conditions	No
Sub-delegation	Yes

8. FOOD ACT 2008

8.1 SERVE A PROHIBITION ORDER

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Food Act 2008 – s.65.(1)
Delegation	Serve a Prohibition Order on the proprietor of a business
Conditions	No
Sub-delegation	Yes

8.2 ISSUE CERTIFICATE OF CLEARANCE

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Food Act 2008 – s.66
Delegation	Give a Certificate of Clearance
Conditions	Where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices
Sub-delegation	Yes

8.3 REFUSE CERTIFICATE OF CLEARANCE

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Food Act 2008 – s.67(4)
Delegation	Give written notice to proprietor of food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection
Conditions	Where inspection demonstrates non-compliance with a Prohibition Order
Sub-delegation	Yes

8.4 REGISTER A FOOD BUSINESS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Food Act 2008 – s.110(1)
Delegation	Register a food business and issue a certificate of registration
Conditions	For the purpose of Part 9
Sub-delegation	Yes

8.5 DETERMINE THE APPLICATION FOR A FOOD BUSINESS REGISTRATION

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Food Act 2008 – s.110.(5)
Delegation	Determine to grant (with or without conditions) or refuse the application for a food business registration
Conditions	After consideration of the application
Sub-delegation	Yes

8.6 VARY CONDITIONS OR CANCEL THE REGISTRATION OF A FOOD BUSINESS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Food Act 2008 – s.112(1)
Delegation	Vary the conditions or cancel the registration of a food business
Conditions	Where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices
Sub-delegation	Yes

8.7 APPOINT AN AUTHORISED OFFICER – FOOD ACT

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Food Act 2008 – s.122(1)
Delegation	Appoint a person to be an authorised officer
Conditions	No
Sub-delegation	No

8.8 APPOINT A DESIGNATED OFFICER

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Food Act 2008 – s.126(13)
Delegation	Appoint a person to be a designated officer
Conditions	No
Sub-delegation	No

8.9 INSTITUTE PROCEEDINGS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	Food Act 2008 – s.125
Delegation	Institution of proceedings for an offence (prosecution)
Conditions	Report to elected members by confidential memorandum as per Delegation 23.2
Sub-delegation	Yes

9. POLICIES OF COUNCIL - GEN

9.1 BANNER MASTS AND FLAG POLES - USE OF

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	GEN2
Delegation	Administer Policy "Banner Masts and Flag Poles - Use of"
Conditions	No
Sub-delegation	Yes

9.2 COMMUNITY CONSULTATION

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	GEN3
Delegation	Administer Policy "Community Consultation"
Conditions	No
Sub-delegation	Yes

9.3 COMMEMORATIVE RECOGNITION

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	GEN4
Delegation	Administer Policy "Commemorative Recognition"
Conditions	No
Sub-delegation	Yes

10. POLICIES OF COUNCIL - ENG

10.1 DIRECTIONAL SIGNS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENG1
Delegation	Administer Policy "Directional Signs"
Conditions	No
Sub-delegation	Yes

10.2 STORMWATER RUNOFF CONTAINMENT	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENG2
Delegation	Administer Policy "Stormwater Runoff Containment"
Conditions	No
Sub-delegation	Yes

10.3 PAVING OF VERGES IN COMMERCIAL AREAS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENG3
Delegation	Administer Policy "Paving of Verges in Commercial Areas"
Conditions	No
Sub-delegation	Yes

10.4 PLANT CONTAINERS ON COMMERCIAL PAVED AREAS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENG4
Delegation	Administer Policy "Plant Containers on Commercial Paved Areas"
Conditions	No
Sub-delegation	Yes

10.5 VEHICLE CROSSOVERS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENG5
Delegation	Administer Policy "Vehicle Crossovers"
Conditions	No
Sub-delegation	Yes

10.6 WASTE REMOVAL - RESIDENTIAL PROPERTIES

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENG6
Delegation	Administer Policy "Waste Removal - Residential Properties"
Conditions	No
Sub-delegation	Yes

10.7 WASTE REMOVAL - COMMERCIAL PROPERTIES

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENG7
Delegation	Administer Policy "Waste Removal - Commercial Properties"
Conditions	No
Sub-delegation	Yes

10.8 TEMPORARY VEHICLE STANDS AT BUILDING SITES

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENG8 (refer also to Delegation 6.4)
Delegation	Administer Policy "Temporary Vehicle Stands at Building Sites"
Conditions	No
Sub-delegation	Yes

10.9 PATHS - LOCATION WITHIN ROAD RESERVES

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENG9
Delegation	Administer Policy "Paths - Location Within Road Reserves "
Conditions	No
Sub-delegation	Yes

10.10 STREET VERGES - REINSTATEMENT OF LAWNS FOLLOWING COUNCIL WORKS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENG10
Delegation	Administer Policy "Street Verges - Reinstatement of Lawns Following Council Works"
Conditions	No
Sub-delegation	Yes

10.11 FENCES BETWEEN COUNCIL AND ADJOINING PROPERTY

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENG11
Delegation	Administer Policy "Fences Between Council and Adjoining Property"
Conditions	No
Sub-delegation	Yes

10.12 GRAFFITI MANAGEMENT

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENG12
Delegation	Administer Policy "Graffiti Management"
Conditions	No
Sub-delegation	Yes

10.13 RECYCLING COLLECTION - RESIDENTIAL & COMMERCIAL PROPERTIES

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENG13
Delegation	Administer Policy "Recycling Collection - Residential & Commercial Properties"
Conditions	No
Sub-delegation	Yes

10.14 ASSET MANAGEMENT – INFRASTRUCTURE

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENG14
Delegation	Administer Policy "Asset Management - Infrastructure"
Conditions	Policy Procedure ENG14
Sub-delegation	No

11. POLICIES OF COUNCIL – PKS

11.1 REMNANT NATIVE VEGETATION	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	PKS1
Delegation	Administer Policy "Remnant Native Vegetation"
Conditions	No
Sub-delegation	Yes

11.2 STREET TREES	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	PKS2
Delegation	Administer Policy "Street Trees"
Conditions	No
Sub-delegation	Yes

11.3 MOWING OF STREET VERGES	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	PKS5
Delegation	Administer Policy "Mowing of Street Verges"
Conditions	No
Sub-delegation	Yes

12. POLICIES OF COUNCIL – ADM

12.1 PRIVATE USE OF COUNCIL VEHICLES	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ADM1
Delegation	Administer Policy "Private use of Council Vehicles"
Conditions	No
Sub-delegation	Yes

12.2 LONG SERVICE LEAVE – TAKING OF	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ADM2
Delegation	Administer Policy "Taking of Long Service Leave"
Conditions	No
Sub-delegation	No

12.3 CONFERENCE TRAINING AND COUNCIL REPRESENTATION ATTENDANCE – INTRASTATE INTERSTATE	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ADM3
Delegation	Administer Policy "Conference, Training and Council Representation – Attendance Intrastate or Interstate"
Conditions	Report to Council to provide opportunity for elected member(s) to attend
Sub-delegation	Yes

13. POLICIES OF COUNCIL – REC N

13.1 RECREATION RESERVES - HIRE	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	REC N1
Delegation	Administer Policy "Recreation Reserves - Hire"
Conditions	No
Sub-delegation	Yes

13.2 EVENTS ON PARKS AND RESERVES - NOTIFICATION TO LOCAL RESIDENTS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	REC N2
Delegation	Administer Policy "Events on Parks and Reserves - Notification to Local Residents"
Conditions	In accordance with Policy Procedure GEN3
Sub-delegation	Yes

14. POLICIES OF COUNCIL – FIN

14.1 INVESTMENTS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	FIN1
Delegation	Administer Policy "Investments"
Conditions	Report to Council monthly
Sub-delegation	Yes

14.2 BANK ACCOUNTS, SIGNATORIES AND PAYMENTS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	FIN2
Delegation	Administer Policy "Bank Accounts, Signatories and Payments"
Conditions	Report to Council monthly
Sub-delegation	Yes

14.3 DEBT COLLECTION	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	FIN3
Delegation	Administer Policy "Debt Collection"
Conditions	Report to Council monthly
Sub-delegation	Yes

14.4 PURCHASE OF GOODS AND SERVICES	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	FIN4
Delegation	Administer Policy "Purchase of Goods and Services"
Conditions	No
Sub-delegation	Yes

14.5 BUDGET EXPENDITURE AUTHORISATION

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	FIN5
Delegation	Administer Policy "Budget Expenditure Authorisation"
Conditions	No
Sub-delegation	Yes

14.6 DONATION OF DISUSED EQUIPMENT, MACHINERY AND OTHER MATERIALS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	FIN6
Delegation	Administer Policy "Donation of Disused Equipment, Machinery and Other Materials"
Conditions	Report to Council
Sub-delegation	Yes

14.7 DONATIONS - FINANCIAL ASSISTANCE

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	FIN7
Delegation	Administer Policy "Donations - Financial Assistance"
Conditions	Up to \$500. Report to Council
Sub-delegation	Yes

14.8 SPONSORSHIP BY PRIVATE COMPANIES ON COUNCIL PROPERTY

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	FIN8
Delegation	Administer Policy "Sponsorship by Private Companies on Council Property"
Conditions	No
Sub-delegation	Yes

14.9 TAXI VOUCHERS – USE BY COMMUNITY MEMBERS OF COMMITTEES & WORKING GROUPS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	FIN10
Delegation	Administer Policy "Taxi vouchers for community members of Council committees or advisory groups
Conditions	No
Sub-delegation	Yes

15. POLICIES OF COUNCIL – BLDG

15.1 CANVAS AWNINGS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	BLDG1
Delegation	Administer Policy "Canvas Awnings"
Conditions	No
Sub-delegation	Yes

15.2 RAINFOREST TIMBERS - USE IN COUNCIL CONSTRUCTION	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	BLDG2
Delegation	Administer Policy "Rainforest Timbers - Use in Council Construction"
Conditions	No
Sub-delegation	Yes

16. POLICIES OF COUNCIL PLNG

16.1 BUILDING HEIGHT CONTROLS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	PLNG1
Delegation	Administer Policy PLNG4 "Building Height Controls"
Conditions	No
Sub-delegation	Yes

16.2 INDEPENDENT REPRESENTATION FOR APPEALS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	PLGN2
Delegation	Administer Policy "Independent Representation for Appeals Against Council Decision on Applications for Planning Approval"
Conditions	Prior approval of Council is to be obtained if the expenditure is estimated to exceed \$10,000.
Sub-delegation	Yes

16.3 PUBLIC ART PRIVATE DEVELOPER CONTRIBUTION	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	PLNG3
Delegation	Administer Policy "Public Art Private Developer Contribution"
Conditions	No
Sub-delegation	Yes

16.4 CAR PARKING STANDARDS FOR DEVELOPMENTS ALONG ALBANY HIGHWAY	
Date Adopted	19 July 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	PLNG4
Delegation	Administer Policy "Car Parking Standards for developments along Albany Highway"
Conditions	No
Sub-delegation	Yes

16.5 SPECIALISED FORMS OF ACCOMMODATION OTHER THAN DWELLINGS

Date Adopted	10 April 11 September 2012
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	PLNG5
Delegation	Administer Policy “Specialised forms of Accommodation other than Dwellings”
Conditions	No
Sub-delegation	Yes

16.6 MINOR RESIDENTIAL DEVELOPMENT

Date Adopted	13 March 11 September 2012
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	PLNG6
Delegation	Administer Policy “Minor Residential Development”
Conditions	No
Sub-delegation	Yes

16.7 GUIDE TO CONCESSIONS ON PLANNING REQUIREMENTS FOR MIXED-USE, MULTIPLE DWELLING AND NON-RESIDENTIAL DEVELOPMENTS

Date Adopted	14 October 2014
Date Reviewed	
Authority	Local Government Act 1995 – s.5.42
Reference	PLNG7
Delegation	Administer Policy “Guide to Concessions on Planning Requirements for Mixed Use, Multiple Dwelling and Non-Residential Developments’
Conditions	No
Sub-delegation	Yes

16.8 SEA CONTAINERS

Date Adopted	11 November 2014
Date Reviewed	
Authority	Local Government Act 1995 – s.5.42
Reference	PLNG8
Delegation	Administer Policy “Sea Containers”
Conditions	No
Sub-delegation	Yes

16.9 POLICY RELATING TO DEVELOPMENT IN BURSWOOD STATION EAST

Date Adopted	14 July 2015
Date Reviewed	
Authority	Local Government Act 1995 – s.5.42
Reference	PLNG9
Delegation	Administer Policy “Relating to Development in Burswood Station East”
Conditions	No
Sub-delegation	Yes

17. POLICIES OF COUNCIL – HLTH

17.1 ALFRESCO DINING

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	HLTH1
Delegation	Administer Policy "Alfresco Dining"
Conditions	No
Sub-delegation	Yes

17.2 SMOKING RESTRICTION - COUNCIL PROPERTY

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	HLTH2
Delegation	Administer Policy "Smoking Restriction - Council Property"
Conditions	Policy Procedure HLTH2
Sub-delegation	Yes

17.3 EXTENDED TRADING PERMIT APPLICATIONS - LICENSED PREMISES

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	HLTH3
Delegation	Administer Policy "Extended Trading Permit Applications - Licensed Premises"
Conditions	Any community consultation to be in accordance with Policy Procedure GEN3
Sub-delegation	Yes

17.4 NOISE EMISSIONS FROM EVENTS AT BELMONT PARK RACECOURSE

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	HLTH4
Delegation	Administer Policy "Management of Noise Emissions from Events at Belmont Park Racecourse – Other than Horse Racing"
Conditions	Approve events in accordance with Policy Procedure HLTH4
Sub-delegation	No

17.5 FIREWORKS MANAGEMENT

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	HLTH5
Delegation	Administer Policy "Fireworks Management"
Conditions	Approve applications and exemptions in accordance with Policy Procedure HLTH5. No more than 2 exemptions per venue in any 12 month period.
Sub-delegation	No

18. POLICIES OF COUNCIL EM

18.1 STREET LISTING OF OWNERS AND OCCUPIERS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	EM2
Delegation	Administer Policy "Street Listing of Owners and Occupiers"
Conditions	No
Sub-delegation	Yes

18.2 CONFERENCE EXPENSES – ELECTED MEMBERS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	EM5
Delegation	Administer Policy "Conference Expenses – Elected Members"
Conditions	No
Sub-delegation	No

18.3 FEES, EXPENSES AND ALLOWANCES - ELECTED MEMBERS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	EM6
Delegation	Administer Policy "Fees, Expenses and Allowances - Elected Members"
Conditions	No
Sub-delegation	Yes

18.4 PUBLICITY – ELECTED MEMBERS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	EM7
Delegation	Administer Policy "Publicity – Elected Members"
Conditions	No
Sub-delegation	No

18.5 MAYORAL VEHICLE	
Date Adopted	21 March 2013
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	EM9
Delegation	Administer Policy “Mayoral Vehicle”
Conditions	In accordance with procedure and the agreement entered into with the Mayor
Sub-delegation	No

19. OTHER DELEGATIONS – ELECTED MEMBERS

19.1 APPOINT INTERIM REPRESENTATIVE(S) TO NEW OR EXISTING ORGANISATIONS AND REGIONAL GROUPS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ELECTED MEMBERS
Delegation	Appoint interim representative(s) to new or existing organisations and regional groups until Council is able to make the appointment
Conditions	In consultation with the Mayor and/or Deputy Mayor
Sub-delegation	No

19.2 DETERMINE APPLICATIONS FOR CIVIC RECEPTIONS & HOSPITALITY	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ELECTED MEMBERS
Delegation	Determine applications for civic receptions and extent of hospitality to be provided
Conditions	In consultation with the Mayor.
Sub-delegation	Yes

20. OTHER DELEGATIONS - MANAGEMENT

20.1 APPOINT CONSULTANTS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	MANAGEMENT
Delegation	Appoint consultants, including architects, valuers, auctioneers, selling and leasing agents
Conditions	Only for an approved project
Sub-delegation	Yes

20.2 INITIATE LEGAL PROCEEDINGS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	MANAGEMENT
Delegation	Initiate legal proceedings against persons for offences against the Health Act 1911, Litter Act 1979-1981, Bush Fires Act 1954, Environmental Protection Act 1968, Local Government Act 1995, Local Government (Miscellaneous Provisions) Act 1960, Food Act 2008, Town Planning Scheme No.1 and any Regulations or local-laws made thereunder which are enforceable by Council
Conditions	Report to elected members by confidential memorandum
Sub-delegation	Yes

20.3 LEGAL ADVICE - ENGAGE SOLICITOR FOR OPINIONS	
Date Adopted	22 February 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	MANAGEMENT and Policy ADM5 Legal Advice
Delegation	Administer Policy ADM8 Legal Advice when engaging a solicitor for opinions on complex matter or assist with commercial or property negotiations
Conditions	Compliance with Policy ADM8 and its Procedure
Sub-delegation	Yes

20.4 CANCEL INFRINGEMENT NOTICES	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	MANAGEMENT
Delegation	Cancel infringement notices for offences under the Food Act 2008, Litter Act 1979-1981, Dog Act 1976, Local Government Act 1995, Local Government (Miscellaneous Provisions) Act 1960, Bush Fires Act 1954, Environmental Protection Act 1968 and any Regulations, Local Laws or By-laws made thereunder
Conditions	Only if any of the following apply: 1. Offender cannot be located. 2. Serving of summons not practical. 3. Technical discrepancy. 4. Time limit expired. 5. Other considerations.
Sub-delegation	Yes

21. OTHER DELEGATIONS - LIBRARY

21.1 COST RECOVERY FOR OVERDUE LIBRARY RESOURCES	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	LIBRARY
Delegation	Initiate cost recovery for overdue library resources
Conditions	No
Sub-delegation	Yes

22. OTHER DELEGATIONS – HUMAN RESOURCES

22.1 APPOINT ACTING CHIEF EXECUTIVE OFFICER	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	HUMAN RESOURCES
Delegation	Appoint a Senior Employee as Acting Chief Executive Officer
Conditions	No
Sub-delegation	No

22.2 REVIEW AWARD CLASSIFICATIONS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	HUMAN RESOURCES
Delegation	Review award classifications of staff and alter salaries as a consequence of that review
Conditions	No
Sub-delegation	Yes

22.3 APPROVE PRESENTATIONS – RETIRING EMPLOYEES	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	HUMAN RESOURCES
Delegation	Approve presentations to be made to retiring employees
Conditions	In consultation with the Mayor
Sub-delegation	No

22.4 APPOINT TEMPORARY, CASUAL, RELIEF STAFF	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	HUMAN RESOURCES
Delegation	Appoint temporary, casual, relief or replacement staff positions
Conditions	Except permanent senior staff
Sub-delegation	Yes

22.5 APPOINT ACTING POSITIONS AND APPROVE HIGHER DUTIES

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	HUMAN RESOURCES
Delegation	Appoint officers to acting positions and approve 'higher duties' salaries
Conditions	No
Sub-delegation	Yes

22.6 PLACEMENT OF WORK EXPERIENCE AND UNIVERSITY STUDENTS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	HUMAN RESOURCES
Delegation	Permit the placement of work experience and university students
Conditions	No
Sub-delegation	Yes

22.7 INTRA-STATE CONFERENCES, SEMINARS OR TRAINING COURSES - REGISTRATION

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	HUMAN RESOURCES
Delegation	Register elected members and officers at intra-state conferences, seminars or training courses
Conditions	No
Sub-delegation	Yes

22.8 ISSUE PROTECTIVE CLOTHING AND FOOTWEAR

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	HUMAN RESOURCES
Delegation	Issue protective clothing and footwear to works staff as required and determine amounts, if any, payable or to be reimbursed by such staff
Conditions	No
Sub-delegation	Yes

23. OTHER DELEGATIONS – BUILT LIFE

23.1 REFUND FEES AND CHARGES – BUILDINGS, SIGNS, DEMOLITIONS, STRATA TITLE & HOUSING APPLICATIONS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	BUILT LIFE
Delegation	Refund fees and charges paid or payable for buildings, signs, demolitions, strata title and housing applications
Conditions	Up to 75% if major application does not proceed. (only if due to extra-ordinary circumstances).
Sub-delegation	Yes

23.2 WAIVE FEES AND CHARGES – STUDENTS SEARCHING AND/OR COPYING BUILDING PLANS FOR ACADEMIC PURPOSES	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	BUILT LIFE
Delegation	Waive fees and charges to students searching and/or copying building plans for academic purposes
Conditions	No
Sub-delegation	Yes

23.3 DETERMINE APPLICATIONS – FENCING LOCAL LAWS FOR HEIGHT AND MATERIAL	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	BUILT LIFE
Delegation	Determine applications for variations to Fencing Local laws as to heights and materials
Conditions	No
Sub-delegation	Yes

23.4 DETERMINE DESIGN DETAILS OF COUNCIL BUILDING PROJECTS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	BUILT LIFE
Delegation	Determine design details of council building projects
Conditions	1. In accordance with project brief. 2. Final design subject to council approval
Sub-delegation	Yes

23.5 APPOINT AN ACTING BUILDING SURVEYOR

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	BUILT LIFE
Delegation	Appoint an Acting Building Surveyor with authority to approve plans and specifications and exercise the powers of the Building Surveyor when the incumbent is absent due to leave or sick leave
Conditions	No
Sub-delegation	Yes

23.6 WAIVE FEES FOR MINOR DEVELOPMENT OR BUILDING APPLICATIONS FOR CHARITABLE BODIES AND COMMUNITY ORGANISATIONS.

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	BUILT LIFE
Delegation	Waive fees for minor development or building applications for charitable bodies and community organisations.
Conditions	No
Sub-delegation	Yes

23.7 VARY DEVELOPMENT OR BUILDING APPLICATION FEES

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	BUILT LIFE
Delegation	Vary development or building application fees for developments that are withdrawn or re-submitted
Conditions	Reduction or refund of fees to be reported to Council (via M.I.B.)
Sub-delegation	Yes

23.8 SIGN DEVELOPMENT APPLICATIONS FOR DEVELOPMENTS ON COUNCIL LAND

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	BUILT LIFE
Delegation	Sign Development Applications for developments on Council land
Conditions	No
Sub-delegation	No

24. OTHER DELEGATIONS - HEALTH

24.1 EXERCISE AND DISCHARGE THE POWERS AND FUNCTIONS OF THE COUNCIL	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	HEALTH SERVICES – Parts IV-XIV & XV of the Health Act 1911
Delegation	Exercise and discharge the powers and functions of the council for parts IV-XIV and XV of the Health Act 1911
Conditions	No
Sub-delegation	Yes

25. OTHER DELEGATIONS - RANGERS

25.1 INFRINGEMENT NOTICES & INITIATE LEGAL PROCEEDINGS – DOG ACT	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	DOG CONTROL
Delegation	Issue infringement notices and/or initiate legal proceedings for offences under the Dog Act 1976, or withdraw infringement notices and/or legal proceedings
Conditions	No
Sub-delegation	Yes

25.2 IMPOUND ABANDONED VEHICLES AND VEHICLES ILLEGALLY PARKED	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	IMPOUNDED VEHICLES
Delegation	Impound abandoned vehicles and vehicles illegally parked so as to cause obstruction
Conditions	No
Sub-delegation	Yes

25.3 DISPOSE OF ANY ABANDONED VEHICLE	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	IMPOUNDED VEHICLES
Delegation	Dispose of any abandoned vehicle in a condition that will not attract a tender and is in a dangerous condition
Conditions	No
Sub-delegation	Yes

25.4 INSTALL A FIREBREAK ON PRIVATE PROPERTY	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	FIREBREAKS
Delegation	Take action to install a firebreak on private property and recover the costs where the owner has not conformed with the requirements of the Bush Fires Act
Conditions	No
Sub-delegation	Yes

26. OTHER DELEGATIONS – PARKS; RESERVES & COUNCIL FACILITIES

26.1 DETERMINE APPLICATIONS – SPONSORSHIP BANNERS ON RESERVES	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	PARKS AND RESERVES
Delegation	Determine applications for sponsorship banners on reserves associated with sporting events, and impose any conditions
Conditions	No
Sub-delegation	Yes

26.2 DETERMINE APPLICATIONS FOR PERMANENT ADVERTISING SIGNAGE ON COUNCIL RESERVES	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	PARKS AND RESERVES
Delegation	Determine applications for permanent advertising signage on Council reserves and impose any conditions
Conditions	Form1 Development Application
Sub-delegation	Yes

26.3 DETERMINE APPLICATIONS FOR VEHICLE PARKING ON RESERVES	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	PARKS AND RESERVES
Delegation	Determine applications for vehicle parking on reserves associated with functions in the Town and make arrangements for the control of vehicles and collection of fees
Conditions	No
Sub-delegation	Yes

26.4 BOND RECOUP FOR DAMAGE	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	PARKS AND RESERVES
Delegation	Recoup from the hirers the cost of, or deduct the cost from any bond held, for damage attributable to the conduct of the event on Council property
Conditions	No
Sub-delegation	Yes

26.5 ALLOCATE SPORTING FACILITIES AND RECREATION RESERVES

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	PARKS AND RESERVES
Delegation	Allocate sporting facilities and recreation reserves to seasonal and casual hirers
Conditions	No
Sub-delegation	Yes

26.6 DETERMINE APPLICATIONS – SALE OR CONSUMPTION OF LIQUOR

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	LIQUOR
Delegation	Determine applications for the sale or consumption of liquor on Council reserves, property and leased premises
Conditions	No
Sub-delegation	Yes

26.7 DETERMINE APPLICATIONS – MATCH AND PRACTICE WICKETS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	CRICKET WICKETS
Delegation	Determine applications for use of match and practice wickets
Conditions	No
Sub-delegation	Yes

26.8 DETERMINE APPLICATIONS FOR THE USE OF AQUALIFE CENTRE FOR CARNIVALS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	SWIMMING POOL
Delegation	Determine applications for the use of Aqualife Centre for carnivals
Conditions	No
Sub-delegation	Yes

26.9 WAIVE HALL, ROOM & RESERVE HIRE FEES FOR NOT FOR PROFIT ORGANISATIONS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	HALL & RESERVE HIRE FEES
Delegation	Waive Hall, Room and/or Reserve hire fees for not for profit organisations
Conditions	No
Sub-delegation	Yes

26.10 HIRE RECREATION CENTRE HALLS AND COMMUNITY HALLS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	HALL & RESERVE HIRE FEES
Delegation	Hire recreation centre halls and community halls to the public
Conditions	No
Sub-delegation	Yes

26.11 DETERMINE RIGHTS OF HIRERS TO SELL GOODS/SERVICES ON COUNCIL OWNED PROPERTY

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	HALL & RESERVE HIRE FEES
Delegation	Determine rights of hirer to sell goods or services on Council owned property they have hired
Conditions	No
Sub-delegation	Yes

26.12 DETERMINE SPECIAL EVENT FEE

Date Adopted	10 September 2013
Date Reviewed	
Authority	Local Government Act 1995 – s.5.42
Reference	HALL & RESERVE HIRE FEES
Delegation	Determine the 'Special Event Fee' for events or activities that are above general use on Council owned property
Conditions	No
Sub-delegation	Yes

27. OTHER DELEGATIONS – RENEW LIFE

27.1 REMOVE UNAUTHORISED VERGE OBSTRUCTIONS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	STREET VERGES
Delegation	Remove unauthorised verge obstructions
Conditions	No
Sub-delegation	Yes

27.2 APPROVE THE TEMPORARY CLOSURE OF MINOR STREETS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENGINEERING
Delegation	Approve the temporary closure of minor streets for street parties or events on roads
Conditions	No
Sub-delegation	Yes

27.3 APPROVE MATERIALS FOR FOOTPATHS AND PAVEMENTS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENGINEERING
Delegation	Approve the type and standard of materials to be used in structures, including footpaths and pavements, on reserves and public thoroughfares
Conditions	No
Sub-delegation	Yes

27.4 SPECIFY STANDARD – REINSTATEMENT WORK ON RESERVES & PUBLIC THOROUGHFARES	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENGINEERING
Delegation	Specify standard of reinstatement work required of utilities or their agencies for works carried out on reserves or public thoroughfares
Conditions	No
Sub-delegation	Yes

27.5 ISSUE WORKS ORDERS TO PUBLIC UTILITY SERVICE AUTHORITIES

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	STREET VERGES
Delegation	Issue works orders to public utility service authorities for service upgrading or modifications associated with approved construction projects
Conditions	No
Sub-delegation	Yes

27.6 APPROVE STREET LIGHTING IMPROVEMENTS OR REQUESTS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENGINEERING
Delegation	Approve street lighting improvements or requests
Conditions	No
Sub-delegation	Yes

27.7 DETERMINE THE LOCATION OF STREET FURNITURE & BUS SHELTERS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENGINEERING
Delegation	Determine the location of street furniture including bus shelters
Conditions	No
Sub-delegation	Yes

27.8 DETERMINE THE LOCATION AND NUMBER OF CROSSOVERS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENGINEERING
Delegation	Determine the location and number of crossovers to a property
Conditions	No
Sub-delegation	Yes

27.9 DETERMINE AND APPROVE DESIGN DETAILS AND SPECIFICATIONS FOR COUNCIL PROJECTS

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	ENGINEERING
Delegation	Determine and approve design details and specifications for projects, or components of projects, approved by council.
Conditions	No
Sub-delegation	Yes

27.10 NEGOTIATE TERMS AND CONDITIONS FOR LEASES OF COUNCIL PROPERTIES

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	LEASEHOLDS
Delegation	Negotiate terms and conditions for leases of council properties or facilities
Conditions	Agreed terms and conditions subject to council approval.
Sub-delegation	Yes

27.11 DETERMINE RIGHTS OF LESSEES TO SELL GOODS TO PATRONS ATTENDING SPORTING FUNCTIONS AT VENUES LEASED

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	LEASEHOLDS
Delegation	Determine rights of lessees to sell goods to patrons attending sporting functions at venues leased to various clubs and organisations
Conditions	No
Sub-delegation	Yes

28. OTHER DELEGATIONS - BUSINESS LIFE

28.1 REALLOCATE FUNDS WITHIN SUB-PROGRAMMES	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	FINANCE
Delegation	Reallocate funds within sub-programmes to accommodate over-expenditures
Conditions	No
Sub-delegation	Yes

28.2 SELL OR TRADE-IN PLANT, EQUIPMENT AND MATERIALS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	FINANCE
Delegation	Sell or trade-in plant, equipment and materials which are no longer required or are being replaced
Conditions	Refer also Policy Procedure FIN6
Sub-delegation	Yes

28.3 APPROVE OR REFUSE APPLICATIONS FOR EXEMPTION OF PROPERTIES FROM RATES	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	FINANCE
Delegation	Approve or refuse applications for exemption of properties from rates as prescribed in the Local government Act 1995 and amend the rates records accordingly
Conditions	No
Sub-delegation	Yes

28.4 WRITE OFF IRRECOVERABLE DEBTS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	FINANCE
Delegation	<ol style="list-style-type: none"> 1. Write off irrecoverable debts as per conditions, except for rates and service charges; and 2. For rates and service charges only minor sums up to \$5.00 per each assessment and service charge
Conditions	For delegation 28.4.1 – Not exceeding \$5,000 and report in the Members Information Bulletin
Sub-delegation	Yes

29. OTHER DELEGATIONS – PUBLIC RELATIONS

29.1 ISSUE PRESS RELEASES TO THE MEDIA	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	PUBLIC RELATIONS
Delegation	Issue Press Releases to the media
Conditions	No
Sub-delegation	No

29.2 DETERMINE THE CONTENT OF THE TOWN NEWSLETTER	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	PUBLIC RELATIONS
Delegation	Determine the content of, and periodically publish, the Town Newsletter
Conditions	No
Sub-delegation	No

30. OTHER DELEGATIONS – CONTRACTS; GRANTS & PURCHASING

30.1 AUTHORISE VARIATIONS TO AN ORIGINAL CONTRACT PRICE	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	CONTRACTS
Delegation	Authorise variations to an original contract price
Conditions	Up to 10% subject to availability of funds on approved budget
Sub-delegation	Yes

30.2 SIGN FORMAL CONTRACT DOCUMENTS AND AFFIX COMMON SEAL	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	CONTRACTS
Delegation	Sign formal contract documents and affix common seal
Conditions	Where contract has received prior Council approval
Sub-delegation	No

30.3 RENEW OR EXTEND MAINTENANCE CONTRACTS ON TOWN EQUIPMENT	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	CONTRACTS
Delegation	Renew or extend maintenance contracts on Town equipment
Conditions	Provided the terms are the same as approved by Council and the renewal period does not exceed 12 months.
Sub-delegation	Yes

30.4 MAKE AND ACCEPT SUBMISSIONS FOR GRANTS	
Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	GRANTS
Delegation	Make and accept submissions for grants and subsidies from Lotteries Commission, State and Commonwealth Governments
Conditions	Acceptance of successful submissions over \$22,000 (incl. GST) to be subject to Council approval. Grants below \$22,000 to be reported to Council. (via M.I.B.)
Sub-delegation	Yes

30.5 ISSUE PURCHASE REQUISITIONS, CHEQUE REQUESTS AND APPROVE INVOICES

Date Adopted	30 August 2011
Date Reviewed	10 September 2013
Authority	Local Government Act 1995 – s.5.42
Reference	PURCHASING
Delegation	Issue purchase requisitions, cheque requests and approve invoices
Conditions	No
Sub-delegation	Yes

30.6 SIGNING OF FORMAL DOCUMENTS

Date Adopted	8 July 2014
Date Reviewed	
Authority	Local Government Act 1995 – s.5.42
Reference	Contracts; Grants & Purchasing
Delegation	Sign documents including Memorandums of Understanding, Performance Agreements, Performance Contracts, Hire Agreements, Funding Agreements, Sponsorship Agreements and Grant Agreements
Conditions	For documents that include financial commitments, signing is restricted and limited to the authorised purchasing delegation amounts
Sub-delegation	Yes

31. OTHER DELEGATIONS – NEIGHBOURHOOD LIFE

31.1 SELECTION OF PUBLIC ART	
Date Adopted	10 September 2013
Date Reviewed	
Authority	Local Government Act 1995 – s.5.42
Reference	Neighbourhood Life
Delegation	Delegation to authorise method of artwork procurement (Expression of Interest, Curated Shortlist, Direct Commission, Direct Purchase); make final artist selection; and approve final concept design for all public artwork in the Town, as informed by the Arts Working Group where possible.
Conditions	Procurement to be within expenditure limits set through the budgeting process
Sub-delegation	Yes

31.2 SELECTION OF VISUAL ART	
Date Adopted	8 July 2014
Date Reviewed	
Authority	Local Government Act 1995 – s.5.42
Reference	Neighbourhood Life
Delegation	Select, approve and procure visual artwork, as recommended by the Arts Working Group, for the Town's collection.
Conditions	Procurement to be within expenditure limits set through the budgeting process
Sub-delegation	Yes

32. CAT ACT 2011

32.1 REGISTER A CAT	
Date Adopted	8 October 2013
Date Reviewed	
Authority	Cat Act 2011 – s.9
Reference	CAT CONTROL
Delegation	On receipt of an application to grant or renew registration of a cat; grant, renew or refuse the application in accordance with the Act.
Conditions	No
Sub-delegation	Yes

32.2 REGISTER A CAT	
Date Adopted	8 October 2013
Date Reviewed	
Authority	Cat Act 2011 – s.9(5)
Reference	CAT CONTROL
Delegation	On receipt of an application, request further documentation or information.
Conditions	No
Sub-delegation	Yes

32.3 CANCELLATION OF CAT REGISTRATION	
Date Adopted	8 October 2013
Date Reviewed	
Authority	Cat Act 2011 – s.10
Reference	CAT CONTROL
Delegation	Cancellation of a cat registration.
Conditions	No
Sub-delegation	Yes

32.4 CAT REGISTRATION NUMBERS CERTIFICATES AND TAGS	
Date Adopted	8 October 2013
Date Reviewed	
Authority	Cat Act 2011 – s.11
Reference	CAT CONTROL
Delegation	Provide registration numbers, certificates and tags for registered cats.
Conditions	No
Sub-delegation	Yes

32.5 REGISTER OF CATS

Date Adopted	8 October 2013
Date Reviewed	
Authority	Cat Act 2011 – s.12
Reference	CAT CONTROL
Delegation	Keep a register of cats.
Conditions	No
Sub-delegation	Yes

32.6 ISSUE NOTICE OF REGISTRATION DECISION

Date Adopted	8 October 2013
Date Reviewed	
Authority	Cat Act 2011 – s.13
Reference	CAT CONTROL
Delegation	Provide written notice of the outcome of a decision.
Conditions	No
Sub-delegation	Yes

32.7 ISSUE CAT CONTROL NOTICE

Date Adopted	8 October 2013
Date Reviewed	
Authority	Cat Act 2011 – s.26
Reference	CAT CONTROL
Delegation	Issue a notice requiring compliance with a provision of the <i>Cat Act 2011</i> within a specified period.
Conditions	No
Sub-delegation	Yes

32.8 REFUSAL OF APPLICATION TO BREED CATS

Date Adopted	8 October 2013
Date Reviewed	
Authority	Cat Act 2011 – s.37(2) Cat Regulations – r .22
Reference	CAT CONTROL
Delegation	Refuse an application to breed cats under certain circumstances as prescribed by the Act.
Conditions	No
Sub-delegation	Yes

32.9 APPROVAL TO BREED CATS

Date Adopted	8 October 2013
Date Reviewed	
Authority	Cat Act 2011 – s.37(3)
Reference	CAT CONTROL
Delegation	Upon receipt of an application, request further documentation or information.
Conditions	No
Sub-delegation	Yes

32.10 CANCELLATION OF APPROVAL TO BREED CATS

Date Adopted	8 October 2013
Date Reviewed	
Authority	Cat Act 2011 – s.38
Reference	CAT CONTROL
Delegation	Cancel an approval to breed cats.
Conditions	No
Sub-delegation	Yes

32.11 CERTIFICATE OF APPROVAL TO BREED CATS

Date Adopted	8 October 2013
Date Reviewed	
Authority	Cat Act 2011 – s.39
Reference	CAT CONTROL
Delegation	Issue a certificate of approval to breed cats, if approved.
Conditions	No
Sub-delegation	Yes

32.12 ISSUE NOTICE OF CAT BREEDING APPLICATION DECISION

Date Adopted	8 October 2013
Date Reviewed	
Authority	Cat Act 2011 – s.40
Reference	CAT CONTROL
Delegation	Provide written notice of a decision to refuse or cancel approval to breed cats
Conditions	No
Sub-delegation	Yes

32.13 ADMINISTRATION OF LOCAL LAWS

Date Adopted	8 October 2013
Date Reviewed	
Authority	Cat Act 2011 – s.42
Reference	CAT CONTROL
Delegation	Administer local laws.
Conditions	No
Sub-delegation	Yes

32.14 REGISTER OF DELEGATIONS

Date Adopted	8 October 2013
Date Reviewed	
Authority	Cat Act 2011 – s.47
Reference	CAT CONTROL
Delegation	Keep a register of delegations.
Conditions	No
Sub-delegation	Yes

32.15 APPOINTMENT OF AUTHORISED PERSONS

Date Adopted	8 October 2013
Date Reviewed	
Authority	Cat Act 2011 – s.48
Reference	CAT CONTROL
Delegation	Appoint authorised persons under the Act for the purposes of performing particular functions as specified in the Act.
Conditions	No
Sub-delegation	Yes

32.16 RECOVERING THE COSTS OF DESTROYING A CAT

Date Adopted	8 October 2013
Date Reviewed	
Authority	Cat Act 2011 – s.49(3)
Reference	CAT CONTROL
Delegation	Recovering the costs of having to destroy a cat.
Conditions	No
Sub-delegation	Yes

10.3 Town Centre Redevelopment Project – Engagement Review Report

Town Centre Redevelopment Project: Engagement Review

Review conducted by TPG
Conversations

715-553

July 2015



Issue	Date	Status	Prepared by		Approved by	
			Name	Initials	Name	Initials
1	10/07/15	Draft	Cath Blake-Powell Alex Frankcombe	CBP AF		

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Introduction

Purpose of Review

The purpose of this report is to provide an independent review of the last phase of the Town Centre Redevelopment Project (the Project) in relation to the recently advertised Business Plan.

At its 10 February 2015 Ordinary Meeting, the Council resolved:

1. *That Council extend the public consultation period for the Town Centre Redevelopment Business Plan by three weeks to close at 5.00pm Friday 27 February 2015.*
2. *That Council resolves not to progress the advertised Town Centre Redevelopment Business Plan following the conclusion of the public consultation period.*
3. *That Council requests the Acting Chief Executive Officer to undertake a project review following the conclusion of the public consultation period, with that project review to present recommendations back to Council for any forward actions on the project.*
4. *That any future action on this land be driven by the community's aspirations.*

This report has been prepared in accordance with Item 3 of the above Council resolution. A copy of the related Council resolutions on this project are included at Appendix 1 of this report.

TPG Conversations, a specialist engagement arm of TPG Town Planning, Urban Design and Heritage (TPG) were appointed to undertake this independent review of the engagement elements.

Project Brief

To ensure this review is meaningful, it is necessary to place the engagement review in context. Therefore, the review has been structured to include the following parts.

1. Review (overview) of the project processes as they relate to the Business Plan;
2. Review the submissions received;
3. Review of the engagement methodology; and
4. Recommendations in relation to future engagement programs by the Town.

Project Vision and Objectives

The Vision for the project, approved by Council at the 9 September 2014 Meeting is:

Redevelopment within the Victoria Park Town Centre is to provide for (and ensure) a vibrant, consolidated mix of uses; including retail, commercial, civic, community, cultural, recreation

and residential uses in a manner that encourages the efficient use of land, physical resources and community services and facilities.

To provide opportunity for people to live in proximity to employment opportunities, services and amenities.

To enhance and build upon existing amenity within the Town Centre through the retention of key site attributes that contribute to a sense of place and local identity.

To increase housing diversity within the district, through the inclusion of a variety of housing types, including discrete residential apartments and mixed use commercial/ residential buildings.

The Objectives for the project, approved by Council at the 9 September 2014 Meeting are:

Social / Cultural Objectives	Environmental Objectives	Financial Objectives	Governance Objectives
Recognise and respond to local character (built form)	Pedestrian- oriented development (POD)	Asset optimisation (multiple facilities)	Genuine partnership model
Maintain community, cultural, civic and recreation activities on the site	Multi-function place (one visit = many transactions)	Minimal financial impost on the Town	Acknowledgement and understanding of common goals
A 'smart place' (digital connectivity, WiFi)	Re-use, recycle and re-interpret (e.g. parts of buildings, vegetation)	Recurrent revenue opportunities for the Town	Legal contract to guide the process and bind outcomes
Respond to evolving community needs in the space			
Public realm and open space is to be celebrated			

Background

An overview of the project history is provided in the table below to give the project context.

Council endorsed the Town Centre MasterPlan (previously called the John MacMillan Superblock). The MasterPlan envisaged a partnership approach to development of the Town Centre.	2001
The Town entered into discussions with the Park Centre owners (Hawaiian). Council, at its meeting on 6 September 2005 resolved to advise Hawaiian of what could form the basis for negotiations for the development. Memorandum of Understanding signed with Hawaiian in November. No substantial progress.	2005
Council and Hawaiian again showed interest in developing their sites.	2008
A draft Structure Plan is prepared and sits with the Town awaiting resolution of relocation of Bowls Club, direction on Leisure Life, Library and other community uses.	2010
Hawaiian outline their intentions to seek a greater expansion of their shopping centre. Re-examined the options by looking at the whole site as one.	2011
Workshops held with the community, Council and key stakeholder groups.	2011
Second round workshop held where a design evolved that required a land swap / purchase.	2011
Council agreed to the concept, subject to financial outcomes being quantified.	2012
The Town determines to progress the project without Hawaiian due to non-alignment on land valuations.	2013
The Town examines alternative methods of delivering the project without Hawaiian.	2013
Concept of project-partnering with the State Government (LandCorp) is progressed.	2013
State Government announces planned Council mergers – The Town speeds up planning for the project to meet a 30 June 2015 deadline.	2014
The Town re-initiates the project (with LandCorp), establishes a Councillor Project Team and releases the Business Plan for feedback	2014
The Town terminates the project based on strong community feedback	2015

The concept of redeveloping the East Victoria Park 'Town Centre' has existed in various forms for well over a decade; the common thread over this period has been a vision to develop a vibrant hub of mixed activity and land uses close to the Albany Highway precinct. In 2014, with the possibility of amalgamation with the Councils of South Perth and Canning fast approaching, Victoria Park Council decided to advance this project while it still had tenure and decision-making authority over the land.

A Business Plan was developed late in 2014 and public advertising was undertaken between December 2014 and February 2015. Due to the high level of interest from the local community, the consultation period was extended by three weeks and a Community Information Forum was arranged. Based on the high level of negative feedback, the Council terminated the project in February 2015.

Recent project partner (LandCorp)

LandCorp is the State Government's largest land development agency. Operating across urban, regional and rural Western Australia, LandCorp typically focus on residential, industrial, commercial, tourism and activity centre projects. As an 'instrument' of the State Government, LandCorp's operation is mandated by the *Western Australian Land Authority Act 1992* – which requires community development outcomes above and beyond what the private sector can deliver.

Under instruction from the State Government, LandCorp has been directed to assist Activity Centre redevelopment projects within the Perth metropolitan area. Under the metropolitan Perth planning framework, the East Victoria Park Town Centre site is a dedicated Activity Centre site.

LandCorp's extensive experience in these kinds of land redevelopment projects, coupled with their direction to assist development of Activity Centre sites, saw the Town seek to engage in a partnership approach with them. The extent of that partnership approach was to be dependent on the outcomes of the community consultation on the Business Plan. With the Business Plan terminated by Council in February 2015, the Town has no formal ongoing relationship with LandCorp.

Business Plan

In this context, a Business Plan is a report which sets-out a proposal from a local government to sell land valued at more than \$10,000,000. The preparation and advertising of a Business Plan is a mandatory step for local governments in line with the State Government's laws in the *Local Government Act 1995* (the Act).

The minimum content and advertising processes for a Business Plan are prescribed by the State Government within the Act. Under the Act, a Business Plan must address:

- an overall assessment of the proposed transaction;
- its expected effect on the provision of services and facilities by the local government;
- its expected effect on other persons providing services and facilities in the district;
- its expected financial effect on the local government;
- its expected effect on the local government's Strategic Community Plan; and
- the ability of the local government to manage the performance of the transaction.

Under the State Government laws in the Act, advertising of the Business Plan must include (at a minimum):

- One (1) state-wide notice (e.g. West Australian newspaper advert) which advises that the local government is contemplating the land transaction;
- One (1) copy of the Business Plan for public reading provided in a 'place' specified in the above notice; and
- A six-week period in which submissions must be accepted by the local government.

A full copy of the Project Business Plan is included at Appendix 22.

Community Information Forum

At the 3 February 2015 Elected Members Briefing Session, a decision was made to host a Community Information Forum on the Project. The Community Information Forum was held on Tuesday 17 February from 7.30 – 9.00pm at John MacMillan Park, East Victoria Park. Prior to hosting the Community Information Forum, however, Council resolved (on 10 February 2015) to terminate the Project. This created some confusion at the Community Information Forum; particularly why the Forum was needed if the Council already terminated the Project.

The primary purpose of the Community Information Forum was to inform the community on the status of the Project and seek feedback. Approximately 350 – 400 people attended.

A number of common groupings of comments from this session emerged; these are identified below. A full copy of the Community Information Forum Meeting Notes is included at Appendix 33.

Community Information Forum: Summary Notes

- Keep it as it is; no apartments.
- No office space.
- Retain open space and greenery for community.
- Retain the Library
- Recreation Centre retained for the people.
- The Town's financial position.
- Council to be upfront and transparent.
- Green spaces for children.
- Council commitment to recreational facilities.
- Planning control to sit with the Town, not the State.
- No unreasonable commercial interests.
- Lack of adequate consultation.
- Timing of consultation over Christmas/New Year
- Retain the childcare centre.
- There are no alternate spaces that are as good.
- In favour of redevelopment in some form
- Council must earn back the trust of the community.
- Council to commit to engaging with the community.
- Effective, clear and timely communications.
- Extend submissions closing date.
- Provide an affordable arts centre.
- Concern over ongoing costs for the Town.
- Poor land valuation.
- Council successful in promoting community use of the reserve for vibrant activity
- Failure to maintain what the Town already has.
- What form the project may go ahead in.
- Clarity of business plan to the public.
- Must have workshops for the public.
- Council to provide better maintenance of facilities.
- Accessibility and transparency of plans.
- Better public engagement in decision making.

Summary of submissions

The methodology used to review each of the submissions included:

1. Reading and then summarising key comments from each submission and inputting these into a spreadsheet.
2. Coding and recording names of who made a submission, should there be a need to refer back to specific submissions at a later date.
3. Developing groupings of 'like' comments and organising these into key theme areas.
4. Quantifying the number of unique comments made; and
5. Quantifying the number and percentage of comments made in each theme area.

Summary

- 358 submissions were received.
- Approximately 133 submissions used the Town of Victoria Park pro-forma from the Business Plan document, as advertised.
- 54 submissions were facilitated by the Vic Park Collective, with their own questions (refer Appendix 44 for a copy of the questions).
- 171 unstructured responses (generally as emails).
- 1 petition including 109 unique signatures.
- A total of 1,867 unique comments made within the 358 submissions.

A copy of the Summary Table of Submissions is included in Appendix 45.

Further, as part of reading each submission, general observations were made to capture broader feedback and comments.

General observations from submissions:

- LandCorp considered by community as perhaps not the best project partner;
- Confusion and poor understanding of why this project is being proposed;
- An 'us' and 'them' attitude;
- Poor understanding and purpose of a Business Plan;
- Desire for a plan or visuals to refer to;
- In absence of a plan or any visuals, many responses made incorrect assumptions;
- Concern that the apartments would be 10-20 storeys and become a "ghetto"
- Strong association with the area by the community;
- Remnant concern surrounding Carlisle Bowling Club;
- Remnant concern regarding how paid parking was introduced; and
- Perception that the consultation with art type projects is much better than this Project.

Overall the five key theme areas that people mostly commented on were:

- Community assets
- Management of project
- Consultation
- Housing
- Business Plan

Key feedback themes and summary of comments

The following list provides an overview of each theme area and key summary comments provided.

- Community Assets (39.7% of comments)
 - Opposed to loss of park (mentioned by 55.9% of respondents)
 - Opposed to loss of community facilities (mentioned by 54.7% of respondents)
 - Concerned about relocation of community services and facilities (mentioned by 19.8% of respondents)
 - Minimal community benefit (mentioned by 16.8% of respondents)
 - Opposed to sale of land (mentioned by 16.5% of respondents)
 - Existing facilities are highly valued (mentioned by 15.1% of respondents)
 - Opposed to loss of community space (mentioned by 14.5% of respondents)
 - Retain trees (mentioned by 13.7% of respondents)
 - The opposition to the loss of existing site features (park, community space and community facilities) indicated that they were highly valued by the community. The majority of comments, which related to the loss of community facilities made specific mention to the Leisurelife Centre (39%) followed by the bowling club (17%).
- Management of Project (17.1% of comments)
 - Support improved town centre but not TCRP (mentioned by 33.2% of respondents)
 - Opposed to TCRP (mentioned by 31% of respondents)
 - Lack of trust in Council/Town (mentioned by 10.9% of respondents)
 - Concern about the Town's ability to manage project (mentioned by 8.9% of respondents)
 - Supportive of the Project (mentioned by 3.1% of respondents)
 - Confident in the Town to manage project (mentioned by 2% of respondents)
 - Comments related to a lack of trust were generally linked to the comments around poor consultation, in particular the timing around the Christmas holidays. Respondents felt that by releasing the document for public comment in December, the Council was deliberately trying to hide the proposal. Other

respondents were influenced by previous projects including the introduction of paid parking zones and the closure of the Carlisle-Lathlain Bowling Club.

- Consultation (10.1% of comments)
 - Poor consultation (mentioned by 52% of respondents)
 - Good consultation (mentioned by 0.6% of respondents)
 - Comments related to poor consultation included insufficient time to comment (38%) particularly because of the Christmas school holidays. A small portion made reference to poor timing due to the Council amalgamations (8%)
- Housing (8% of comments)
 - Negative comment regarding high density (mentioned by 37.7% of respondents)
 - Negative impact on land price (mentioned by 4.2% of respondents)
 - Over a third of all responses made negative comments related to high density; half of these opposed high density with no justification. However, the underlying tone of these comments suggested that they were concerned about the scale (height and bulk) of the building. A quarter of all responses regarding high density specifically raised concerns over the scale and design of the proposed building. Another 22% were concerned about the inhabitants of apartments, assuming that it would result in a “ghetto” with high amounts of social housing and lead to higher incidences of crime (13%).
 - A number of landowners were also concerned that the social issues associated with high density and flooding the market with affordable housing, would reduce the property values in the surrounding area.
- Business Plan (5.7% of comments)
 - Limited detail in business plan (mentioned by 29.9% of respondents)
 - Many of these comments related to the business plan lacking sufficient detail including visuals, location of services, which existing services would remain etc.
- Parking and Traffic (5.2% of comments)
 - Negative traffic impacts (mentioned by 17.9% of respondents)
 - Negative parking impacts (mentioned by 9.5% of respondents)
 - Many of these comments are reflective of community’s views on the current parking and traffic congestion issues in the Town. They felt that further development in the area would add to these issues.
- Financial (4.4% of comments)
 - Low valuation on land price (mentioned by 19.3% of respondents)
 - Positive financial gain for the Town (mentioned by 3.9% of respondents)
 - Almost 20% of responses made comments on the low valuation for the land price; a number of responses felt that the value did not take into consideration the community value of the land. Many also stated that the valuation was based on the presence of the caveat, however, once removed, the land would be worth much more.

- General Comments (3.6% of comments)
 - General statements and questions (mentioned by 3.6% of respondents)
- Retain Status Quo (3% of comments)
 - Already have a town centre (mentioned by 10.3% of respondents)
 - Area is already vibrant (mentioned by 5.3% of respondents)
 - Many of those who made these comments felt that Vic Park had a town centre, over 80% felt that the markets held in the park and existing community facilities created the local community hub.
- Economic Impacts (2.1% of comments)
 - Negative impact on local business (mentioned by 7.3% of respondents)
 - Positive impact on local business (mentioned by 3.6% of respondents)
 - A number of responses stated that the removal of community facilities would reduce the amount of people coming to the area and using the surrounding retail and cafes. Others noted that the increased population would provide a greater customer base.
- Transition process (1% of comments)
 - Negative impact on community – disruptions (mentioned by 5% of respondents)
 - Whilst some of these comments were related to the opposition to the loss of the facility, a number of respondents were also concerned about the disruption any relocation or upgrade would have on the community.

Conclusions

Many of the comments raised reflected a lack of detailed understanding of the proposal set-out within the Business Plan; likely a result of the constrained consultation approach by the Town. Many of the concerns, particularly those related to the loss of community assets and fears of high density, were due to a lack of information and a poor understanding of the purpose of the Business Plan as well as how it fitted into the redevelopment project.

A number of comments supported an improved town centre, however, did not support the proposal in its current form and therefore opposed the plan. This was based on a belief that approval of the Business Plan would result in the sale of the land and a loss of control on the final outcome.

Through clear messages to the public and improved community engagement, it is likely that these issues could have been addressed early on.

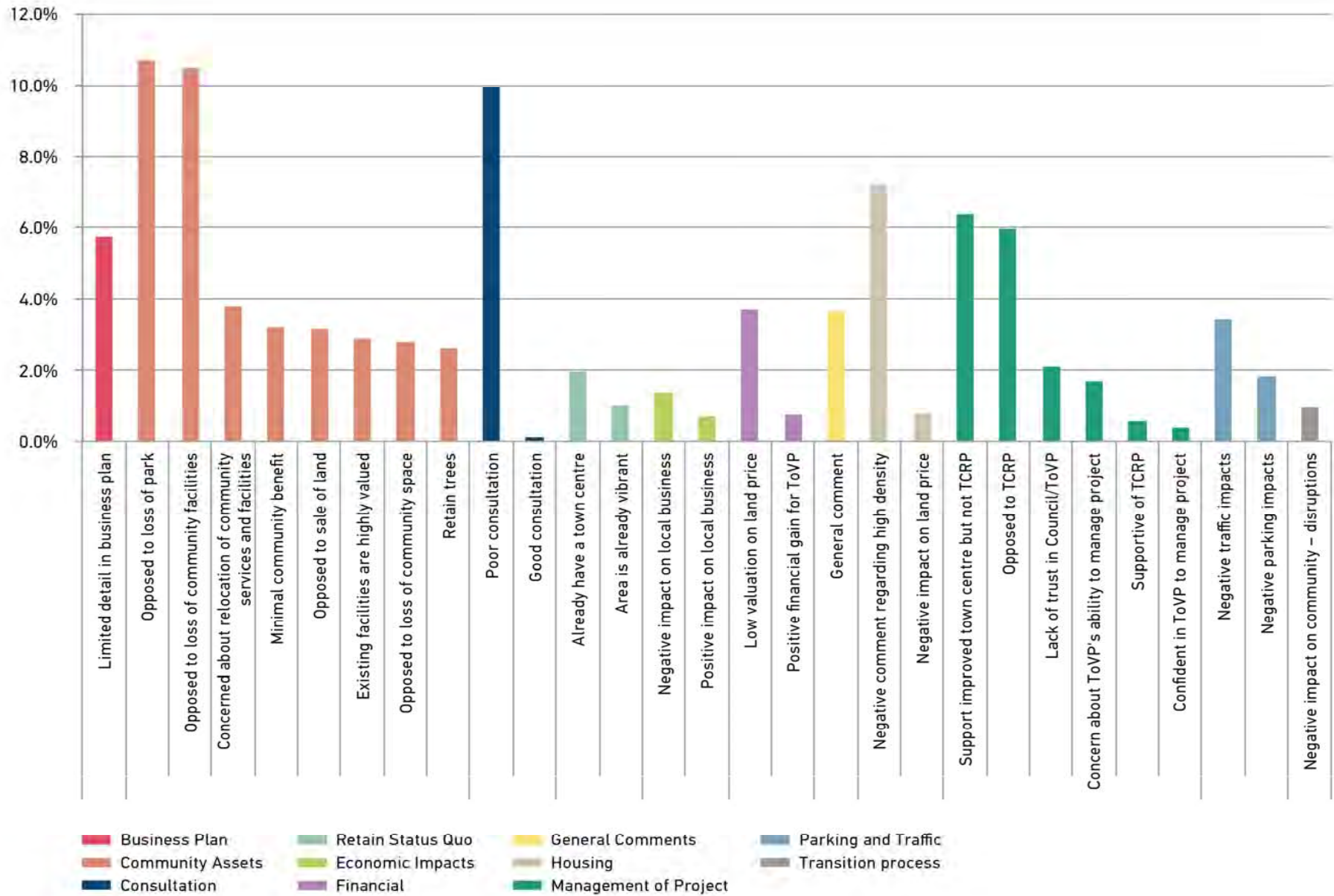


Figure 1. Graph depicting % of comments by theme area

Public Petition

At the Elected Members Briefing Session on 10 February 2015, a Public Petition was presented to the Acting Chief Executive Officer from Councillor's Potter and Bissett. The Petition stated:

<p><i>Town of Victoria Park, CEO</i> 7/2/15</p> <p><i>Dear Sir</i></p> <p><i>We the undersigned agree with Councillor Vicki Potter and Councillor John Bissett that John McMillan [sic; MacMillan] reserve be retained to its current size.</i></p>
--

The Petition received 109 unique signatures. A full copy of the Petition is included at Appendix 66.

In the context of the Project, it is difficult to determine the level of engagement of the petitioners (people who signed the Petition) with the topic highlighted by the Petition (i.e. keeping the Park in its current size). The concept of keeping the Park in its current size is difficult to consider as a matter in complete isolation from the overall redevelopment concept. Given the brevity of the Petition particulars, there is little or no context set to aid people's decision-making in considering signing the Petition.

Although consideration of the Petition in isolation is difficult, when we match the 'theme' of the Petition (i.e. size of the Park being retained) to the Public Submissions, we can see that it aligns with the most prominent theme emerging from the Public Submissions; namely the loss of community assets (including the Park) from the precinct.

The Petition should be acknowledged alongside the public submissions when formally considered by the Council.

Review of engagement methodology

Following is a summary of the key steps taken by the Town in the Project's consultation process:

1. **9 December 2014** - Council resolution to advertise the Business Plan.
2. **19 December 2014** onwards - Advertising of the Business Plan.
3. **3 February 2015** – Decision by Elected Members to host a Community Information Forum.
4. **5-16 February 2015** - Notifications for Community Information Forum via a range of media and methods.
5. **10 February 2015** - Extension to advertising period and termination of Project.
6. **17 February 2015** - Community Information Session held.
7. **27 February 2015** – Consultation period closes.

The following methods were used from late December 2014 until the Community Information Forum on 17 February 2015.

Newspaper advertising

- The West Australian – 20 December and 17 January
- Southern Gazette – 13 January and 27 January
- Examiner – 24 December and 14 January



Local government notice-board advertising

- Notice on Council Notice Board – 19 December 2014 onwards
- Notice on Library Notice Board – 19 December 2014 onwards
- Hard copy notice on Council front-counter – 19 December 2014 onwards
- Hard copy notice on Library front-counter – 19 December onwards



Town of Victoria Park website

- The notice and information were uploaded to the Town's website on 19 December 2014



Other information was circulated by the following methods:

- Letter to nearby property owners and residents
- Letter to people who had already made a submission
- Information flyers circulated and located at MacMillan Park prior to the Information Session, and distributed at local markets

- Posters printed at various sizes, located at Leisurelife, the Library and the Administration building
- Social media (Facebook and Twitter)
- Web page updates
- Town Centre element of the Web page was updated and FAQ's included
- FAQs to residents, people who made a submission, and via Facebook
- TV in the foyer of the Administration building, notifying visitors of the Information Session



Figure 2. Distribution area for letters

Observation Comment

- In relation to the above tasks, it is observed that a substantial push was made by staff to ensure as many people were notified as possible, within the timeframe set by the Council. This was achieved by using a range of communication methods to reach as wide as possible demographic as well as key user groups of the facilities and park.

Key comments in relation to the engagement methodology used are as follows:

- A Business Plan, although required under the *Local Government Act*, is only a single tool required to achieve a specific outcome within the phase of the project. However, it was used to seek feedback from the community, out of context and undertaken in isolation from other related project specific tasks. In this respect, it is not an appropriate standalone engagement tool for such a significant or complicated project.

- The public advertising of the Business Plan document during the Christmas/New Year/School holidays is not an effective time to engage any community given the likelihood of people being away during this period.
- Staff at the Library and Leisurelife Centre were not fully informed on the project by Administration. They were also not prepared for the number of community members that came to object to the proposal. The community perceived this negatively and the Town were seen to be hiding information.
- With the local government amalgamations underway, perhaps this complicated the process and caused undue concern.
- The process was rushed to coincide with the amalgamations process, which exacerbated the perception that Council was not really willing to listen. Also, this rationale was not communicated. A number of responses raised concerns that the new Council would not deliver the best outcome for the community on the project, when in fact that was the purpose of the Business Plan.
- A Town Hall style public meeting (Community Information Forum) on 17 February 2015 fuelled, rather than calmed, anger and frustration in the community about the proposal.
- A lack of information on the Project led to misinformation.

Recommendations for future actions

Anecdotal evidence suggests that the strong opposition to the project actually brought the community together. The community was using and building on their social networks to raise awareness and opposition to the project. Strong levels of social capital indicate a resilient community and the Town of Victoria Park should now aim to reinforce and support this.

The following identifies a number of recommendations associated with the engagement elements of this project.

Administrative and Internal Recommendations

- Review the Engagement Policy and consider a strong alignment with the International Association of Public Participation (IAP2) Spectrum of Public Participation.
- Consider an approach to engagement that, in the first instance, facilitates cultural acceptance and understanding the benefits of engagement within the organisation.
- Undertake an internal awareness program in relation to a revised Engagement Policy.
- Consider testing the effectiveness of the revised Engagement Policy on two – three smaller projects before using as a basis for a more significant project.
- Conduct a review after 12 months of policy implementations.
- Share the learning experience internally with staff.
- Consider reviewing the priority of the project with the community as part of the upcoming review of the Strategic Community Plan.
- Use the intranet and other internal communication methods to keep staff informed of projects out for public comment, but also use physical briefings to let contract and casual staff know (e.g. those who work in the library and Leisure Centre).

Future Engagement with the Community

- Acknowledge all submissions made and identify what may/will be happening with the project.
- Work towards re-building trust with the community by:
 - Acknowledging with community that the project could have been coordinated better (and why it wasn't) and should the project move forward the Council commits to an inclusive process;
 - Asking members of the community how they would like to be part of such projects in the future.
- Should this type and scale of project move forward in the short to medium term, consider 'Collaborative' and 'Empowerment' engagement techniques as outlined within the IAP2 Spectrum of Public Participation.
- Consider the inclusion of key community representatives as part of any future reference group or core project team.

Appendices

Appendix 1 – Council resolutions related to the project

Appendix 2 – Business Plan Report

Appendix 3 – Community Information Forum Meeting Notes

Appendix 4 – Vic Park Collective questions

Appendix 5 – Summary Table of Submissions

Appendix 6 – Petition

Appendix 1 - Council resolutions related to the project

1. Town of Victoria Park, Ordinary Meeting of Council Meeting Minutes, Item 10.2 Town Centre Redevelopment Project – Project Initiation Phase, 9 September 2014
2. Town of Victoria Park, Ordinary Meeting of Council Meeting Minutes, Item 10.4 Town Centre Redevelopment Project – Project Budget and Project Team, 14 October 2014
3. Town of Victoria Park, Ordinary Meeting of Council Meeting Minutes, Item 10.4 Town Centre Redevelopment Project – Major Land Transaction Plan, 9 December 2014
4. Town of Victoria Park, Ordinary Meeting of Council Meeting Minutes, Item 10.2 Town Centre Redevelopment Project, 10 February 2015

10.2 Town Centre Redevelopment Project – Project Initiation Phase

File Reference:	PLA/6/0003
Appendices:	Nil

Date:	27 August 2014
Reporting Officer:	B. Rose
Responsible Officer:	A. Vuleta
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – that Council endorse the Project Initiation Phase for the Town Centre Redevelopment Project

- The 13 December 2011 resolution of Council requires re-visiting in light of changes to the principal project partner arrangements
- To enable the Administration to progress the project Business Case, guidance from Council is required on matters of:
 - The project vision and objectives;
 - The intended partnership structure between the Town and LandCorp;
 - The project initiation schedule; and
 - The content and format of the Business Case.

TABLED ITEMS

Nil

BACKGROUND

At its 13 December 2011 Ordinary Meeting, Council made 10 resolutions (Carried 8-0) in regard to the Town Centre Redevelopment Project. The following table outlines each of those decisions and provides commentary on actions undertaken since the decision.

Ref.	Resolution	Commentary
1.	Receive the Project Definition Plan (the Plan) dated 28 November 2011 prepared by Kooperman Project Management.	Project Definition Plan included project costings, governance structure, project vision / objectives and a concept plan (amongst other background material).
2.	Commence the preparation of: <ul style="list-style-type: none"> a) An Activity Centre Structure Plan and Design Guidelines for the Town Centre; and b) The required Town Planning Scheme Amendments to accommodate the Activity Centre Structure Plan and Design Guidelines. 	Not commenced due to project stoppage. Not commenced due to project stoppage.

(To be confirmed 14 October 2014)

3.	Authorises the Chief Executive Officer, on a without prejudice basis, to enter into preliminary discussions with Hawaiian to determine its interest in purchasing the land identified as 12b on pages 8 and 9 of the Project Definition Plan on the basis of its value being determined on the lands “highest and best use”.	Undertaken and completed. Hawaiian not interested in site at valuation received.
4.	The outcome of the negotiations detailed in (3) above be the subject of a separate report to Council.	Being completed through this report.
5.	If Hawaiian are interested in purchasing the land in the manner described in (3) above and the Council is prepared to sell the land to Hawaiian then the sale processes be formalised in a legal agreement between Oahu Management Pty Ltd (Hawaiian) and the Town of Victoria Park drafted by the Town’s solicitors and that any legal agreement is to ensure compliance with the requirements of the Local Government Act 1995 as they relate to disposal of property, business planning and commit both parties to the overall development including timeframes.	Not undertaken as Hawaiian were not interested in the site at the valuation received.
6.	Further investigate alternative solutions to fund the development of the land within the Town Centre that is in the ownership of the Council including but not limited to: a) Packaging the land the Town owns and seek interest from developers to develop the land in accordance with the Activity Centre Structure Plan and Design Guidelines for the Town Centre excluding the land identified as 12b on pages 8 and 9 of the Project Definition Plan if Council resolve to sell the land to Oahu Management Pty Ltd (Hawaiian). b) Seeking interest from developers to construct the civic and community facilities the Town requires in return for a long term lease arrangement.	Presently being progressed through partnership discussions with LandCorp.
7.	Authorise the Chief Executive Officer to employ a Project Manager on a fixed term basis to assist the Administration in managing the necessary processes required to meet the Council’s obligations. The costs associated with this position be funded in the half yearly budget review.	Was not required, however now being channelled through the Project Management office.
8.	\$160,000 be added to the 2011/12 Budget - GL 628002.635.3301 – Town Centre Study to fund the additional consultancy work anticipated in the Plan identified in (1) above.	Was not required.
9.	The \$160,000 detailed in (8) above be funded from the 20010/11 end of year surplus.	Was not required.

(To be confirmed 14 October 2014)

10.	The properties on 6, 8, 10, 12 and 14 Kent Street detailed as Lot 2 on page 15 of the Project Definition Plan are not to be redeveloped and as such will not form part of the Town Centre Redevelopment.	Acknowledged. A change in direction on this topic will require this resolution to be revoked.
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Based on Resolution 6 from 13 December 2011 (above), the Town’s Executive engaged in discussions with LandCorp – the State Government’s land development agency. In September 2013, the Chief Executive Officers from the Town and LandCorp entered into an administrative level agreement (non-binding) to progress the preparation of a Business Case for the project. The Business Case would be presented to Council and LandCorp’s Board for consideration to undertake the project.

DETAILS AND COMMENT:

To enable the project team to progress with the Business Case, guidance from the Council is required on the following four matters:

- The project vision and objectives;
- The intended partnership structure between the Town and LandCorp;
- The project initiation schedule; and
- The content and format of the Business Case.

1. The project vision and objectives

The Vision for the redevelopment project, espoused in 2011 through various community engagement initiatives, has no reason to change. The long form of the Vision is stated in Table 1, below:

Table 1: Project Vision

*Redevelopment within the Victoria Park Town Centre is to provide for (and ensure) a vibrant, consolidated **mix of uses**; including retail, commercial, civic, community, cultural, recreation and residential uses in a manner that encourages the **efficient use of land**, physical resources and community services and facilities.*

*To provide opportunity for people to live in proximity to **employment opportunities**, services and amenities.*

*To enhance and build upon existing **amenity** within the Town Centre through the retention of key site attributes that contribute to a **sense of place** and **local identity**.*

*To increase **housing diversity** within the district, through the inclusion of a variety of housing types, including discrete residential apartments and mixed use commercial/residential buildings.*

The project Objectives from 2011 have been collated into the following table. Again, there is no reason that the project Objectives from 2011 need to be amended.

Table 2: Project Objectives

Social / Cultural Objectives	Environmental Objectives	Financial Objectives	Governance Objectives
Recognise and respond to local character (built form)	Pedestrian-oriented development (POD)	Asset optimisation (multiple facilities)	Genuine partnership model
Maintain community, cultural, civic and recreation activities on the site	Multi-function place (one visit = many transactions)	Minimal financial impost on the Town	Acknowledgement and understanding of common goals
A 'smart place' (digital connectivity, WiFi)	Re-use, recycle and re-interpret (e.g. parts of buildings, vegetation)	Recurrent revenue opportunities for the Town	Legal contract to guide the process and bind outcomes
Respond to evolving community needs in the space			
Public realm and open space is to be celebrated			

2. The intended partnership structure between the Town and LandCorp

The Business Case to be considered by Council must give consideration and recommendations as to the formal partnership arrangements between the Town and LandCorp. These partnership arrangements will (if the project proceeds) take the form of legally binding contracts. Unless guided otherwise by Council, the intended direction of the Business Case is to recommend the process / structure in the following Table:

Table 3: Partnership Structure

Item	Action
1	Parties enter into a sale / development agreement
2	LandCorp obtains the relevant development approvals and pre-commitments that are required for the development to proceed
3	The Town then transfers the site to LandCorp – no purchase price is payable by LandCorp up-front
4	LandCorp undertakes a development on the site in a form pre-agreed with the Town

(To be confirmed 14 October 2014)

5	Upon completion of the development, LandCorp transfers parts of the completed development back to the Town (for example, a ‘town square’, a library, civic offices or some other developed asset within the site) for nominal consideration. LandCorp transferring ownership of part of the developed asset back to the Town is in lieu of LandCorp paying a purchase price up-front for the transfer of the site – it could be either a commercial component or some social / community infrastructure that is transferred back.
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3. The project initiation schedule

The following Table sets out the schedule of tasks and decision stages required by the Town to progress the project to the point of formal contracts.

Table 4: Project Schedule

Date	Meeting / Milestone	Topic
2 September 2014	Elected Member Briefing Session	Agenda item seeking endorsement from Council on the preferred partnership model, project objectives, project schedule and Business Case format.
9 September 2014	Ordinary Council Meeting	Agenda item seeking endorsement from Council on the preferred partnership model, project objectives, project schedule and Business Case format.
16 September 2014	Elected Member Workshop	Presentation of the preferred concept plan, proposed partnership terms and high level feasibility results.
21 Oct 2014	Elected Member Workshop	Presentation of draft project Business Case.
18 Nov 2014	Elected Member Workshop	Presentation of final project Business Case.
2 Dec 2014	Elected Member Briefing Session	Agenda item detailing the project Business Case and seeking authorisation for the CEO to take the necessary steps under the <i>Local Government Act 1995</i> to progress the project, including executing a binding agreement with LandCorp.
9 December 2014	Ordinary Council Meeting	Agenda item detailing the project Business Case and seeking authorisation for the CEO to take the necessary steps under the <i>Local Government Act 1995</i> to progress the project (statutory advertising etc), including executing a binding agreement with LandCorp following the <i>Local Government Act</i> steps.
20 Dec 2014	Commence <i>Local Government Act 1995</i> statutory advertising processes	Advertising of the Major Land Transaction Plan needs to run for a minimum of 42 days. Minimum of adverts in a Statewide publication, local publication, copy at front counter and on website.

(To be confirmed 14 October 2014)

20 Jan 2015	Elected Member Workshop	Preliminary review of any public submissions received before the due date.
31 Jan 2015	<i>Local Government Act 1995</i> statutory advertising concludes	Collation and analysis of all public submissions.
3 Feb 2015	Elected Member Briefing Session	Agenda item report which reviews any public submissions received and makes appropriate recommendations in response to them.
10 Feb 2015	Ordinary Council Meeting	Agenda item which reviews any public submissions received and makes appropriate recommendations in response to them.
Feb – March 2015	Execution of contracts	Heads of Agreement or similar contract executed by CEOs, binding the parties to 'the project'.

4. The content and format of the Business Case

The Business Case being prepared for consideration by Council and the LandCorp Board is characteristic of a Joint-Venture project Business Case for a private sector land redevelopment project. The Business Case is being prepared to enable the Council and Board to make a decision as to whether to progress with the project, or not. The Business Plan (sometimes referred to as a Major Land Transaction Plan) required under the *Local Government Act 1995* will be prepared at a later stage (late 2014), although will use a lot of the information from the Business Case. The Business Case will generally include:

Table 5: Business Case Format

Section	Title	Topic
1	Strategic Justification	Required to outline how the project aligns with the strategic objectives of both / all parties.
2	Project Background	Facts and figures regarding the site (size, zoning, existing land uses etc).
3	Vision and Objectives	Confirms what the parties are seeking to achieve from the project (can be financial return, assets, building types etc).
4	Development Options Assessment	A review of project options (e.g. partnership options, staging approaches).
5	Recommended Option (including sustainability assessment)	Provides more detailed information on the recommended option.
6	Project Implementation	Recommends the required methodologies to progress the project (e.g. governance structures, Project Working Group arrangements, procurement methodologies).

(To be confirmed 14 October 2014)

Legal Compliance

Sections 3.58 and 3.59 of the *Local Government Act 1995* prescribe the statutory processes which Local Governments must comply with when entertaining a major land transaction.

The *Planning and Development Act 2005* prescribes the zoning, subdivision and land development provisions which must be complied with. At a local level, Town Planning Scheme 1 establishes the zoning hierarchy for the site.

Policy Implications

There are no Local Planning Policies which relate directly to this site.

Strategic Plan Implications

The Town Centre Redevelopment Project is identified as a major project within the Strategic Community Plan.

Financial Implications

Internal Budget

Sufficient funds have been allocated in the Budget to progress the Project Initiation Phase. Further Budget consideration will need to be given by Council once the Business Case is completed.

Total Asset Management

There are a variety of Council owned assets and facilities within the project area. Decisions regarding these assets will need to be considered by Council in the context of a full and robust Business Case.

Sustainability Assessment

A sustainability assessment will be completed as part of the Business Case.

CONCLUSION

To enable the preparation of a Business Case for Council and the LandCorp Board to make a decision on whether to progress with the Project, or not, guidance is required from Council on the topics of:

- The project vision and objectives;
- The intended partnership structure between the Town and LandCorp;
- The project initiation schedule; and
- The content and format of the Business Case.

Recommended directions on these topics from the Executive, for Council's consideration, have been provided.

(To be confirmed 14 October 2014)

RESOLVED:

Moved: Cr Hayes

Seconded: Cr Windram

That Council endorse the project directions within Tables one (1) to five (5) of this report to enable the Chief Executive Officer to progress preparation of a Town Centre Redevelopment Business Case for Council's consideration.

The Motion was Put and

CARRIED (5-2)

In favour of the Motion: Mayor Vaughan; Cr Anderson; Cr Hayes; Cr Oliver; and Cr Windram

Against the Motion: Cr Maxwell; Cr Nairn;

10.2 Town Centre Redevelopment: Project Budget and Project Team

File Reference:	PLA/6/0003
Appendices:	Yes

Date:	30 September 2014
Reporting Officer:	B. Rose
Responsible Officer:	A. Vuleta
Voting Requirement:	Simple Majority and Absolute Majority

Executive Summary:

Recommendation – the Project Initiation Phase be costed from the Future Fund Reserve and a Council Project Team be established to guide the Project Initiation Phase.

- The Future Fund Reserve was established to assist in funding projects and property purchases that diversify Council's revenue streams. The Town Centre Redevelopment project meets this criteria and the Project Initiation Phase should be funded from this Reserve account.
- Establishment of a Council Project Team will aid development of the Project Initiation Phase and ensure a smooth transition (if viable) into the Planning and Implementation Phases.

TABLED ITEMS:

Nil

BACKGROUND:

The Town, in partnership with LandCorp, is commencing preparation of a Business Case for the Town Centre Redevelopment Project. The purpose of the Business Case is to establish the viability, or otherwise, of the redevelopment project from a sustainability perspective (i.e. balanced financial, social, environmental and governance outcomes).

Project Budget

Presently, there is \$20,000 allocated in the Town Centre Redevelopment project budget (2014-2015). Further funds will be required this financial year in order to progress the project.

Project Team

Project Teams are established and utilised by the Council and Executive to aid the progress of complex, large and / or important projects.

DETAILS AND COMMENTS:

Project Budget

It is anticipated that the following budget will be required by the Town for the remainder of the 2014-15 financial year to progress this project:

(To be confirmed 11 November 2014)

- Legal – \$50,000 (LandCorp will budget an additional supplementary amount);
- Communications - \$10,000 (LandCorp will budget an additional supplementary amount);
- Architecture / Design - \$15,000 (LandCorp will budget an additional supplementary amount);
- Civil engineering - \$15,000 (LandCorp will budget an additional supplementary amount);
- Land valuations - \$10,000 (LandCorp will budget an additional supplementary amount); and
- Asset options assessment - \$40,000 (LandCorp will budget an additional supplementary amount).
- **TOTAL - \$140,000**

Presently, there is \$20,000 allocated in the Town Centre Redevelopment project budget (STP1103). Consequently, a further \$120,000 is required to be re-allocated from other Municipal Funds or appropriate Reserve Accounts. Allocation from the Future Fund Reserve Account is considered the most appropriate by the Executive. The Future Fund Reserve was established for the following explicit purpose:

“To assist in funding projects and property purchases that diversify Council’s revenue streams.”

Project Team

Full details of the proposed Terms of Reference for the Town Centre Redevelopment Project Team are included in the Appendices. In summary, the Project Team is proposed to be established for the term of the Project Initiation Phase (until June 2015), with the chief objective of guiding preparation of the project Business Case with LandCorp. Nomination and approval of Councillor membership on the Project Team is required as part of the resolution from this item. It is proposed that Council membership comprises the Mayor and three Elected Members.

Legal Compliance:

Project Budget

In accordance with the *Local Government Act 1995* (clause 6.8), an Absolute Majority decision is required to supplement a Municipal Fund item from a Reserve Account.

Project Team

A Council Project Team is not empowered to make decisions on behalf of the Council.

Policy Implications:

Nil

Strategic Plan Implications:

The Town Centre Redevelopment project is identified in the Strategic Community Plan as a priority project for Council.

(To be confirmed 11 November 2014)

Financial Implications:

The status of the Future Fund Reserve is as follows:

Future Fund: to assist in funding projects and property purchases that diversify Council's revenue streams.			
	2013-14 Budget	2013-14 Actual	2014-15 Budget
Opening Balance	556,700	540,000	1,644,050
Transfer to Reserve - Municipal Funds	1,100,000	1,100,000 ¹	1,350,000
Transfer to Reserve - Interest Earnings	16,700	4,049	45,000
Transfer from Reserve	0	0	0
	1,673,400	1,644,050	3,039,050

Sustainability Assessment:

A sustainability assessment will be completed as part of the Business Case.

CONCLUSION:

Given the priority of the Town Centre Redevelopment project and its alignment with the purpose of the Future Fund Reserve Account, the Executive recommends allocation of \$120,000 from the Reserve Account into the Municipal Fund item STP1103 (Town Centre Redevelopment). Additionally, given the large size and complexity of the project, establishment of a Council Project Team is recommended, in accordance with the Terms of Reference as contained within the Appendices.

RESOLVED:**Moved: Cr Oliver****Seconded: Cr Potter****That Council:**

- 1. Approve allocation of \$120,000 from the Future Fund Reserve Account to the Municipal Fund item 'STP1103 – Town Centre Redevelopment' project, for the purpose of preparation of a detailed Project Business Case.**
- 2. Approve establishment of the Town Centre Redevelopment Project Team in accordance with the Terms of Reference as contained within the Appendices, including the following membership:**
 - Presiding Member - Mayor Trevor Vaughan;**
 - Deputy Presiding Member – Deputy Mayor, Cr Claire Anderson;**
 - Member – Councillor Vicki Potter;**
 - Member – Councillor Keith Hayes; and**
 - Member – Councillor Brian Oliver.**

(To be confirmed 11 November 2014)

The Motion was Put and

CARRIED BY AN ABSOLUTE MAJORITY (6-2)

In favour of the Motion: Mayor Vaughan; Cr Anderson; Cr Hayes; Cr Oliver; Cr Potter; and Cr Windram

Against the Motion: Cr Maxwell; and Cr Nairn

(To be confirmed 10 February 2015)

10.4 Town Centre Redevelopment Project – Major Land Transaction Plan

File Reference:	PLA/6/0003
Appendices:	Yes

Date:	25 November 2014
Reporting Officer:	B. Rose
Responsible Officer:	A. Vuleta
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – that Council approves preparation and public advertising of a Town Centre Redevelopment Major Land Transaction Plan.

- The Council has recently:
 - approved the Vision and Objectives for the Town Centre Redevelopment Project;
 - approved the expenditure of funds to progress the project; and
 - established a Project Team of Councillors to provide strategic oversight for the project.
- Preparation of the required Major Land Transaction Plan with LandCorp is now required, followed by public consultation in accordance with the *Local Government Act 1995*.

TABLED ITEMS:

Nil

BACKGROUND:

Recent history (post 2013) in relation to the Town Centre Redevelopment Project (the Project) has seen the Town engage with LandCorp as its preferred project partner. Much preparatory work, at an operational level, has been undertaken between the Town and LandCorp as each party has completed internal due diligence processes, before committing to moving to the next stage.

At its September 2014 Ordinary Meeting, Council approved:

- the Project Vision;
- the Project Objectives;
- the preferred Partnership Structure with LandCorp;
- the expected Project Schedule; and
- the Project feasibility format.

At its October 2014 Meeting, Council approved:

- the Project budget through to 30 June 2015; and
- the establishment of a Councillor Project Team to provide strategic oversight and guidance to the Project.

(To be confirmed 10 February 2015)

On 12 November 2014, the Project Team convened to review the project status and resolve a path forward.

DETAILS:

At its 12 November 2014 meeting, the Councillor Project Team considered, and resolved, the following:

Item	Resolution
Clarification of Project Team Terms of Reference	None required (Council approved the Terms of Reference in October 2014)
Review of key actions and status update	The Project Team received the status update.
Concept Plan update	The Project Team endorsed the use of the Concept Plan for valuation purposes to Council.
Valuation update	The Project Team endorsed the land valuations to Council for use in the Major Land Transaction Plan.
Review of Terms Sheet	The Project Team endorsed the ‘Terms of Agreement’ to Council for use in the Major Land Transaction Plan.
Forward actions required	The Project Team acknowledged the Project schedule and key decision-points for Council in the process.

The primary forward-action is the preparation of a Major Land Transaction Plan for public advertising and submissions.

A full copy of the Project Team Action Notes are contained within the Appendices.

Legal Compliance:

Notwithstanding the Town owns the site in freehold, it is a legal requirement for all local governments to comply with Sections 3.58 “Disposing of Property” and 3.59 “Commercial Enterprises by Local Governments” of the *Local Government Act 1995* (the Act) and the *Local Government (Functions and General) Regulations 1996*.

The process for disposing of an interest in land by a local government is detailed under the provisions of the Act. This includes the requirements for “major land transactions”, in which the total value of:

- a) *the consideration under the transaction; and*
- b) *anything done by the local government for achieving the purpose of the transaction,*

is more, or is worth more, than either \$10,000,000 or 10% of the operating revenue of the local government in the last completed financial year.

(To be confirmed 10 February 2015)

Given that the proposed consideration is greater than \$10 million, the Town is required to publically advertise the proposed “major land transaction” in the context of a Business Plan, which must include the following mandatory disclosures (section 3.59 of the Act):

- an overall assessment of the transaction;
- its expected effect on the provision of services and facilities by the Town;
- its expected effect on other persons providing services and facilities in the district;
- its expected financial effect on the Town;
- its expected effect on the Town’s Plan of Principal Activities (Strategic Community Plan);
- the ability of the Town to manage the performance of the transaction; and
- details of joint venture transactions.

Also, section 3.58(4) of the Act requires disclosure of the details of the proposed disposition, including:

- the names of all other parties concerned;
- the consideration to be received by the local government for the disposition; and
- the market value of the disposition as ascertained by a valuation carried out not more than 6 months before the proposed disposition.

To this end, a ‘Major Land Transaction Plan’ (also termed a Business Plan) is to be prepared in order to progress the project.

Policy Implications:

There are no directly related Policies which apply to the Town Centre site or undertaking of Major Land Transaction Plans.

Strategic Plan Implications:

The proposed infill town centre development, in the context of a working partnership between LandCorp and Town of Victoria Park, is very consistent with both organisations’ strategic priorities.

The Town of Victoria Park’s 15 year strategic direction is published in the Town of Victoria Park Strategic Community Plan (June 2013) setting out organisational plans for each of the Town’s six program areas: Business Life; Community Life; Corporate Life; Built Life; Future Life; and Renew Life.

The Corporate Life Program supports the Town to achieve its goals by building organisational capacity and positioning the Town to the wider community. This includes the integration and management of projects at the strategic, tactical and operational levels; and seeks to grow the connection between Council, business and the community.

Moreover, the Corporate Life Program includes the creation of a vibrant Town centre as a key project for the Town:

(To be confirmed 10 February 2015)

Key Projects and Services	Actions include, but are not limited to,
Redevelopment of the Victoria Park Town Centre to create a vibrant focal point for the community.	Town Centre Redevelopment <i>Including the planning and implementation of major development initiatives for the Town Centre.</i>

Financial Implications:

Internal Budget:

At its October 2014 Ordinary Meeting, Council approved the internal / operational budget reallocation from the Future Funds Reserve account. This budget is sufficient to progress the project to 30 June 2015.

Project Feasibility:

A Project Feasibility report has been prepared by the project staff and has been provided to Elected Members under separate cover, noting the commercial-in-confidence nature of the report with LandCorp. Full valuation details and other elements of the project financials will be openly disclosed to the public as part of the Major Land Transaction Plan process.

Public Consultation:

A project of this scale requires substantial focus on community engagement, from project initiation, right through to close-out; a period that could last up to 10 years. From a statutory perspective, there are numerous mandated stages at which public consultation must occur, including:

- Advertising of the Major Land transaction Plan;
- Advertising of the required Local Planning Scheme Amendments;
- Advertising of the required Structure Plan;
- Advertising of the Detailed Area Plans / Design Guidelines; and
- Advertising of major Development Applications.

In addition to the various statutory advertising required, the Town will need to consider a more active and tailored form of engagement with stakeholders. This will be a matter for discussion at a future Councillor Project Team meeting; in order to provide recommendations through to Council for deliberation.

Public advertising of the Major Land Transaction Plan is legislated in the Act, as follows:

(4) *The local government is to —*

(a) *give Statewide public notice stating that —*

(i) *the local government proposes to commence the major trading undertaking or enter into the major land transaction described in the notice or into a land transaction that is preparatory to that major land transaction; and*

(To be confirmed 10 February 2015)

- (ii) *a copy of the business plan may be inspected or obtained at any place specified in the notice; and*
- (iii) *submissions about the proposed undertaking or transaction may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;*

and

- (b) *make a copy of the business plan available for public inspection in accordance with the notice.*

Although the six week (42 day) public consultation period is longer than most local government statutory advertising periods, the Executive proposes to extend this period by a further week, noting the occurrence of public holidays over the advertising period (December 2014 – February 2015).

NEXT STEPS

The next steps required to progress the project (in order) are:

- Prepare and publically advertise the Town Centre Redevelopment Major Land Transaction Plan (seven weeks);
- Collate and analyse public submissions received;
- Bring analysed public submissions to Council to aid the decision to progress (or otherwise);
- If Council resolve to proceed, then prepare land transaction contracts;
- Council resolution required to approve land transaction contracts;
- Execute contracts; and
- Commence town planning phase.

COMMENT AND CONCLUSION

The Town of Victoria Park has long sought development of a town centre on its freehold landholding in the Albany Highway commercial precinct of East Victoria Park. Following various unsuccessful attempts over the past decade with a private developer, the Town approached LandCorp in late 2013 to explore the possibility of a partnership. Over the past year, the parties have collaborated to arrive at an agreed project vision, project objectives, draft development-valuation concept and commercial principles to secure project delivery.

It is proposed that the site will be acquired at an agreed valuation, with land transfer being conducted over two stages, due to a caveat affecting part of the site. LandCorp is also required to provide to the Town a fully serviced civic-use lot of 2,700m² at the cost of construction. A development agreement will confirm project objectives; provide for creation of a project control group; and provide for transitional arrangements in respect of Council tenants currently leasing buildings on the site.

(To be confirmed 10 February 2015)

A two year approvals period, followed by project delivery of seven years is envisaged. The project will deliver a host of non-financial benefits including provision of a community focal point for the Town; transport oriented development that encourages use of public transport; and provision of dwellings toward *Directions 2031* density targets.

RESOLVED:

Moved: Cr Oliver

Seconded: Cr Bissett

That Council:

- 1. Endorses the Action Notes of the Town Centre Redevelopment Project Team Meeting of 12 November 2014, as appended;**
- 2. Requests the Acting Chief Executive Officer to prepare and publically advertise a Town Centre Redevelopment Major Land Transaction Plan in accordance with the *Local Government Act 1995*; and**
- 3. Requests the Acting Chief Executive Officer to present to Council any public submissions on the Town Centre Redevelopment Major Land Transaction Plan for consideration prior to the Council making any decision on the progress of the proposed land transaction with the WA Land Authority (LandCorp).**

The Motion was Put and

CARRIED (6-2)

In favour of the Motion: Mayor Vaughan; Cr Anderson; Cr Bissett; Cr Hayes; Cr Oliver; and Cr Windram

Against the Motion: Cr Maxwell; and Cr Nairn

10.2 Town Centre Redevelopment Project

File Reference:	PLA/6/0003
Appendices:	No.

Date:	9 February 2015
Reporting Officer:	B. Rose
Responsible Officer:	A. Vuleta
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – that the public advertising period for the Town Centre Redevelopment Business Plan be extended by three weeks to close on 27 February, 2015.

- At the Elected Member Briefing Session on 3 February 2015, Councillors requested the public advertising period for the Town Centre Redevelopment Business Plan be extended by three weeks to close on 27 February 2015

TABLED ITEMS:

Nil

BACKGROUND:

At its 9 December 2014 Ordinary meeting, Council resolved:

“That Council:

- 1. Endorses the Action Notes of the Town Centre Redevelopment Project Team Meeting of 12 November 2014, as appended;*
- 2. Requests the Acting Chief Executive Officer to prepare and publically advertise a Town Centre Redevelopment Major Land Transaction Plan in accordance with the Local Government Act 1995; and*
- 3. Requests the Acting Chief Executive Officer to present to Council any public submissions on the Town Centre Redevelopment Major Land Transaction Plan for consideration prior to the Council making any decision on the progress of the proposed land transaction with the WA Land Authority (LandCorp).”*

DETAILS:

On 19 December 2014, the public consultation period for the Business Plan commenced, including:

- Notice on Council Notice Board – 19 December 2014 onwards;
- Notice on Library Notice Board – 19 December 2014 onwards;
- Notice on Council website – 19 December 2014 onwards;
- Hard copy notice on Council front counter – 19 December onwards;
- Hard copy notice at Library – 19 December onwards;

(To be confirmed 10 March 2015)

- West Australian advert – 20 December 2014;
- West Australian advert – 17 January 2015;
- The Examiner advert – 24 December 2014;
- The Examiner advert – 14 January 2015;
- Southern Gazette advert – 13 December 2014;
- Southern Gazette advert – 27 January 2015; and
- Posted to Facebook – 29 January 2015.

At the Elected Member Briefing Session held on 3 February 2015, Elected Members agreed to give a direction to the Chief Executive Officer, as follows:

1. That the public comment period on the Town Centre Redevelopment Proposal be extended until 5pm on Friday 27 February 2015;
2. That the community be notified of this extension;
3. That signage be placed on the site advising of the public consultation; and
4. That a public meeting be conducted as an additional form of consultation.

It should be noted that all of the above direction items have been or are being actioned at present.

Legal Compliance:

To formally ratify the extension to the public consultation period (Item 1, above), a resolution of Council is required – this is because the period of public consultation is a decision of Council required under the *Local Government Act 1995* (s3.59(4)). The remaining three directives (2, 3 and 4 above) do not require formal approval from Council as they can be actioned from an administrative level.

Policy Implications:

Nil

Strategic Plan Implications:

Nil

Financial Implications:

Extension of the public consultation period by three weeks will have no significant financial implications.

COMMENT:

Extension to the public consultation period will provide additional opportunities for interested persons to lodge submissions with the Town for the Council to consider in making any future decisions on the potential project. The more public submissions received by the Town, the more feedback Councillors will have to guide them in decision-making on the project in to the future.

(To be confirmed 10 March 2015)

CONCLUSION:

This report, and the recommendations within, are required in order to formally approve the direction (to extend the consultation period by three weeks) provided by Elected Members at the Elected Member Briefing Session of 3 February 2015.

RECOMMENDATION/S:

That Council extend the public consultation period for the Town Centre Redevelopment Business Plan by three weeks to close at 5.00pm Friday 27 February 2015.

ALTERNATE MOTION:

Moved: Cr Hayes

Seconded: Cr Bissett

1. That Council extend the public consultation period for the Town Centre Redevelopment Business Plan by three weeks to close at 5.00pm Friday 27 February 2015.
2. That Council resolves not to progress the advertised Town Centre Redevelopment Business Plan following the conclusion of the public consultation period.
3. That Council requests the Acting Chief Executive Officer to undertake a project review following the conclusion of the public consultation period, with that project review to present recommendations back to Council for any forward actions on the project.
4. That any future action on this land be driven by the community's aspirations.

The Motion was Put and

CARRIED (7-0)

In favour of the Motion: Mayor Vaughan; Cr Bissett; Cr Hayes; Cr Maxwell; Cr Nairn; Cr Oliver; and Cr Potter

REASON:

To endorse what was put to Council at the Elected Members Briefing Session on Tuesday 3 February 2015.

Appendix 2 - Business Plan Report (including Feedback questions)

Town of Victoria Park, Business Plan for Major Land Transaction, Town Centre Redevelopment Project, *December 2014*



TOWN OF
VICTORIA PARK

**Business Plan for a Major
Land Transaction**

Town Centre Redevelopment Project



December 2014

Contents

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 - 3.5. Terms of Agreement
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4. Effect on the Provision of Facilities and Services
5. Effect on Other Persons Providing Facilities and Services in the District
6. Financial Effect on the Town
7. Effect on Matters Referred to the Plan for the Future
8. Ability of the Town to Manage the Major Land Transaction
9. Joint Venture Transactions
10. Submissions

DISCONTINUED

1. Executive Summary

The Town of Victoria Park (the Town) proposes to undertake a major land transaction, as defined by the *Local Government Act 1995* (the Act). It is proposed to dispose of a Council owned freehold site of approximately 5.7 hectares located in East Victoria Park. The proceeds will be placed in a Reserve Account (interest bearing) for use in further progressing the Town Centre Redevelopment Project (the Project).

The council-endorsed Vision for the project is:

Redevelopment within the Victoria Park Town Centre is to provide for (and ensure) a vibrant, consolidated mix of uses; including retail, commercial, civic, community, cultural, recreation and residential uses in a manner that encourages the efficient use of land, physical resources and community services and facilities.

To provide opportunity for people to live in proximity to employment opportunities, services and amenities.

To enhance and build upon existing amenity within the Town Centre through the retention of key site attributes that contribute to a sense of place and local identity.

To increase housing diversity within the district, through the inclusion of a variety of housing types, including discrete residential apartments and mixed use commercial/residential buildings.

The council-endorsed Objectives for the project are:

Social / Cultural Objectives	Environmental Objectives	Financial Objectives	Governance Objectives
<i>Recognise and respond to local character (built form)</i>	<i>Pedestrian-oriented development (POD)</i>	<i>Asset optimisation (multiple facilities)</i>	<i>Genuine partnership model</i>
<i>Maintain community, cultural, civic and recreation activities on the site</i>	<i>Multi-function place (one visit = many transactions)</i>	<i>Minimal financial impost on the Town</i>	<i>Acknowledgement and understanding of common goals</i>
<i>A 'smart place' (digital connectivity, Wi-Fi)</i>	<i>Re-use, recycle and re-interpret (e.g. parts of buildings, vegetation)</i>	<i>Recurrent revenue opportunities for the Town</i>	<i>Legal contract to guide the process and bind outcomes</i>
<i>Respond to evolving community needs in the space</i>			
<i>Public realm and open space is to be celebrated</i>			

2. Legislative Requirements

2.1. Preparation of Business Plan

This Business Plan complies with the requirements of Sections 3.58 “Disposing of Property” and 3.59 “Commercial Enterprises by Local Governments” of the Act and the *Local Government (Functions and General) Regulations 1996*.

The process for disposing of an interest in land by a local government is detailed under the provisions of the Act. This includes the requirements for ‘major land transactions’.

A major land transaction is a land transaction that is not exempt under the Act, and the total value of the consideration under the transaction (or anything done by the local government for achieving the purpose of the transaction), is more, or is worth more than either \$10,000,000 or 10% of the operating revenue of the local government in the last completed financial year. The value of the proposed transaction exceeds both of these thresholds.

Before entering into a major land transaction, the Council is required to prepare a Business Plan. The Act requires that a Business Plan is to include a number of matters including the following:

- an overall assessment of the transaction;
- its expected effect on the provision of services and facilities by the Town;
- its expected effect on other persons providing services and facilities in the district;
- its expected financial effect on the Town;
- its expected effect on the Town’s Strategic Community Plan; and
- the ability of the Town to manage the performance of the transaction.

2.2. Public Notice

This proposed major land transaction was first advertised in the West Australian Newspaper on Saturday 20 December 2014, providing state-wide public notice in accordance with the Act. Advertisements were also placed in the Southern Gazette and Victoria Park Examiner newspapers, providing local public notice in addition to the requirements of the Act. In addition to these public advertisements, notices have been placed on the notice boards at various Council facilities and also on the Town’s website (www.victoriapark.wa.gov.au), together with a copy of this Business Plan.

The Council will consider all valid submissions received prior to considering any further action on the proposed major land transaction.

3. Assessment of Land Transaction

3.1. Background

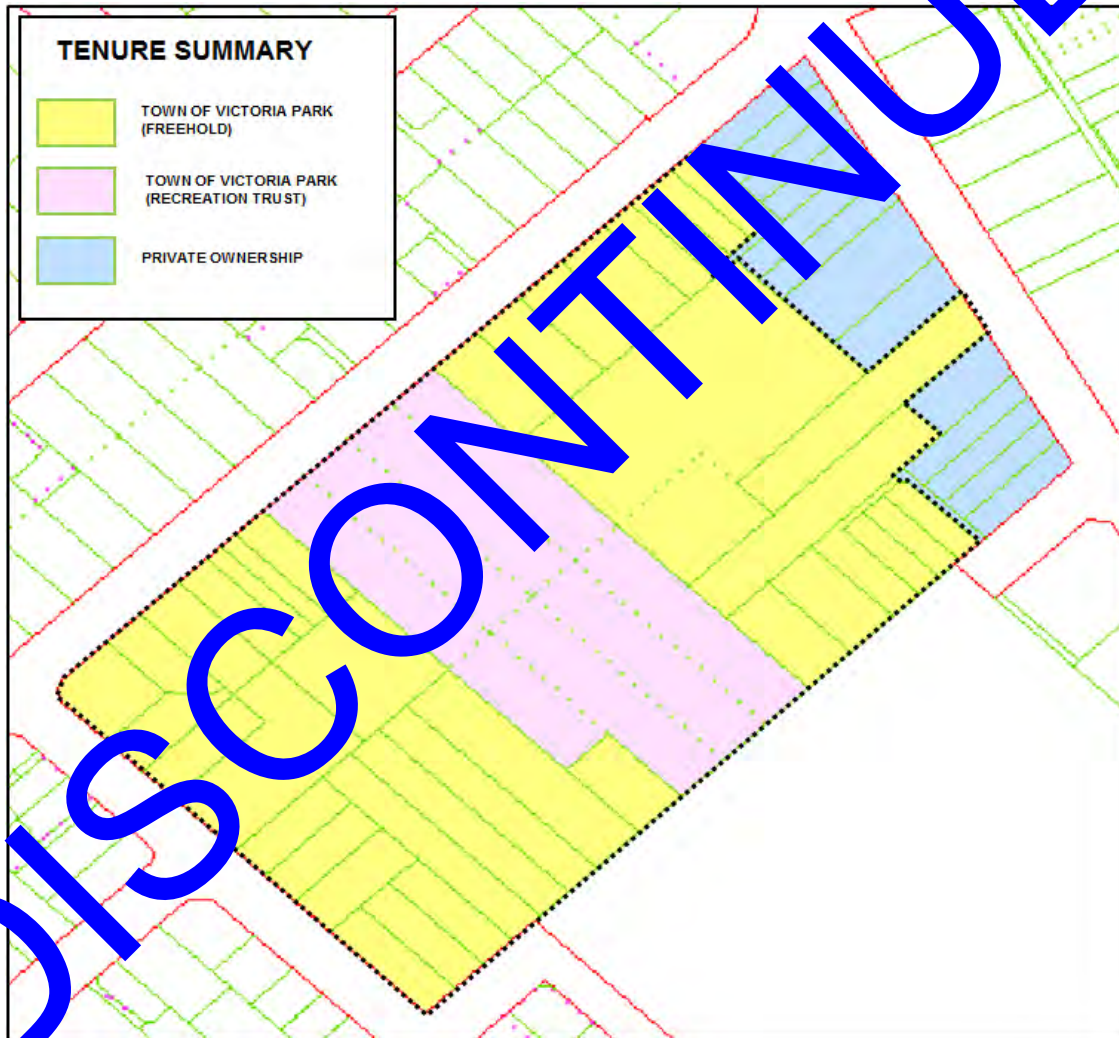
The Town is the owner in fee simple of the 57,068m² land parcel in East Victoria Park, directly adjacent to ‘The Park Centre’ shopping complex. The combined site incorporates various civic facilities including the Leisurelife Centre, Victoria Park Library and John MacMillan Park. There are multiple other facilities and services operated from the site; identified at section 4 of this Business Plan.

For well over the past decade, the Town has been actively investigating ways to create an identifiable town centre on this site. In 2001, Council endorsed the Town Centre Masterplan which recommended a partnership approach to development. Over the period 2005 to 2011, the Town entered into various private negotiations which failed to reach a successful outcome. In March 2013, the Town approached the State land development agency LandCorp to explore the possibility of a joint delivery model.

3.2. Site Description

The broadly rectangular site comprises a combined land area of 57,068m² which generally falls from south-west to north-west with a central low point in John MacMillan Park where the site falls below road level. The combined site comprises 46 individual land titles, as depicted in the following cadastral plan (outlined in black dots):

Figure 1 – Site tenure



3.3. Legal Description

The Town of Victoria Park is the registered proprietor of all 46 titles in Freehold (listed below). Eight lots (highlighted pink in Figure 1) are encumbered by Registrar’s Caveat F867566. This Caveat was lodged in 1941 to protect the interests disclosed in Declaration of Trust No 19/1941 that the land be held for recreation purposes.

Schedule of 'Land A' Lots

Address	Legal Description	Title	Area (m ²)
248 Gloucester Street	Lot 25 on Plan 3844	728/16	2,020
248 Gloucester Street	Lot 1 on Diagram 7170	928/154	1,346
248 Gloucester Street	Lot 2 on Diagram 7170	1243/266	1,348
248 Gloucester Street	Lot 3 on Diagram 7170	920/171	1,349
248 Gloucester Street	Lot 4 on Diagram 6670	1012/455	680
248 Gloucester Street	Lot 3 on Diagram 6670	1014/412	680
248 Gloucester Street	Lot 2 on Diagram 6670	1131/144	713
248 Gloucester Street	Lot 1 on Diagram 8413	1045/167	646
248 Gloucester Street	Lot 2 on Diagram 8413	1045/168	647
248 Gloucester Street	Lot 3 on Diagram 8413	1397/215	781
248 Gloucester Street	Lot 12 on Diagram 5825	1436/581	795
248 Gloucester Street	Lot 50 on Diagram 11014	1065/17	1,955
248 Gloucester Street	Lot 5 on Diagram 5825	1131/646	731
248 Gloucester Street	Lot 4 on Diagram 5825	1070/267	650
248 Gloucester Street	Lot 3 on Diagram 5825	1095/933	855
248 Gloucester Street	Lot 2 on Diagram 5825	1105/497	615
248 Gloucester Street	Lot 61 on Diagram 11646	1436/580	897
248 Gloucester Street	Lot 201 on Plan 30396	1064/701	663
248 Gloucester Street	Lot 202 & 203 on Plan 30396	1068/183	666
248 Gloucester Street	Lot 204 on Plan 30396	1065/604	670
9 Sussex Street	Lot 14 on Plan 3844	1207/983	872
7 Sussex Street	Lot 13 on Plan 3844	1173/323	873
5 Sussex Street	Lot 1 on Plan 1954	1397/250	623
3 Sussex Street	Lot 17 on Plan 1954	990/8	384
1 Sussex Street	Lot 16 on Plan 1954	1106/471	384
1 Sussex Street	Lot 15 on Plan 1954	1106/471	382
18 Kent Street	Lot 51 on Diagram 17390	1172/325	8,484
18 Sussex/Kent St	Lot 50 on Diagram 17390	1172/235	1,499
763 Albany H'Way	Portion Lot 6 on Plan 3844	815/109	1,988
4 Kent Street	Lot 7 on Plan 1954	725/136	403
6 Kent Street	Lot 8 on Plan 1954	1254/926	405
8 Kent Street	Lot 9 on Plan 1954	1220/681	405
10 Kent Street	Lot 10 on Plan 1954	49/394A	566
12 Kent Street	Lot 10 on Plan 3844	1166/916	916
14 Kent Street	Lot 11 on Plan 3844	1165/397	916
16 Kent Street	Lot 12 on Plan 3844	1164/450	915
18 Kent Street	Lot 15 on Plan 3844	1166/917	915

Schedule of 'Land B' Lots (* Titles subject to Caveat F867566)

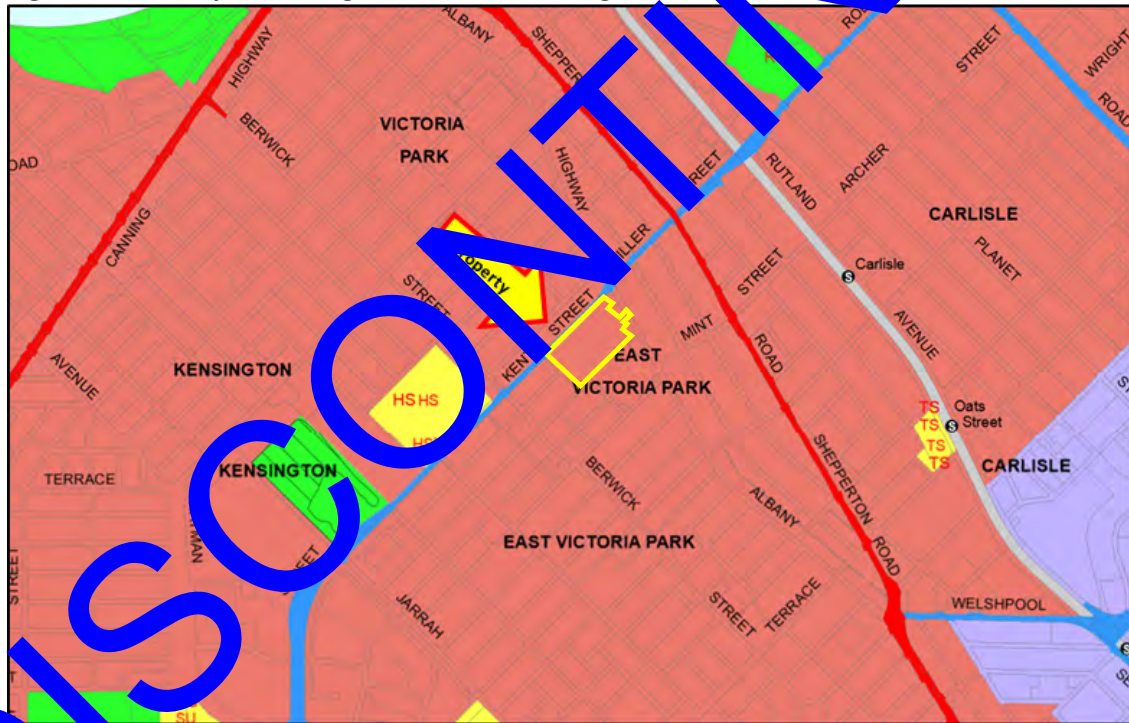
Address	Legal Description	Title	Area (m ²)
19 Sussex Street	Lot 206 on Plan 30396	904/1	774
19 Sussex Street	Lot 205 on Plan 30396	902/180*	1,247
17 Sussex Street	Lot 21 on Plan 3844	34/363*	2,023
15 Sussex Street	Lot 18 on Plan 3844	34/363*	2,023
11 Sussex Street	Lot 17 on Plan 3844	34/363*	2,031
20 Kent Street	Lot 16 on Plan 3844	34/363*	1,964
22 Kent Street	Lot 19 on Plan 3844	34/363*	1,973
24 Kent Street	Lot 20 on Plan 3844	34/363*	1,973
22 Kent Street	Lot 100 on Diagram 6899	913/91*	1,973

3.4. Town Planning

Metropolitan Region Scheme

The entire site is zoned 'Urban', with an approximate five metre road widening corridor extending along the north-western boundary (Kent Street road frontage) reserved for 'Other Regional Roads' (refer Figure 2).

Figure 2 – Metropolitan Regional Scheme Zoning



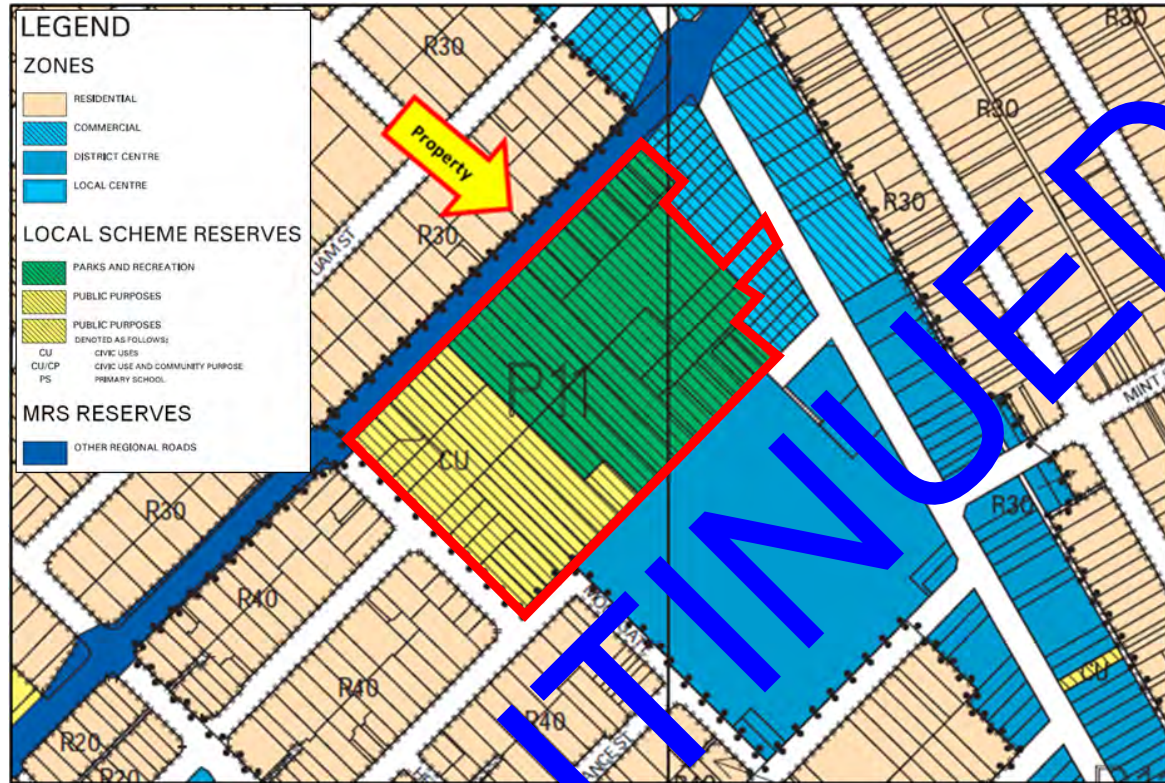
Town of Victoria Park Town Planning Scheme 1

The south-western portion of the site (shaded yellow on Figure 3) is reserved for 'Civic Uses', with the site remainder (shaded green) reserved for 'Parks and Recreation'. The single drainage sump lot fronting to Albany Highway is zoned 'Commercial' and a five metre corridor along the Kent Street frontage is reserved for 'Other Regional Roads'.

The site is situated in *Planning Precinct P11*, comprising all the shopping and commercial zoning along Albany Highway in Victoria Park / East Victoria Park. Precinct P11 is subdivided into six policy sub-areas each related to a segment of Zoning along the Highway. The site is

situated in the *East Victoria Park Shopping Area – District Centre Zone*. This area is intended to be consolidated as a centre containing retail, community, civic and recreation facilities. New development should integrate into the existing centre for a cohesive outcome.

Figure 3 – Victoria Park Town Planning Scheme No. 1 zoning



3.5. Terms of Agreement

LandCorp (Western Australian Land Authority) and the Town propose to enter into a collaborative agreement to undertake redevelopment of the East Victoria Park Town Centre. This will include sale of the site at an independently determined market value.

The Town proposes to transfer site ownership for a sum of \$12,150,000 (excluding GST). In addition to the cash consideration, LandCorp will be required to provide the Town with a separately titled and serviced lot of maximum area 2,700m² for which the Town will be required to reimburse the cost of construction.

The proposed contract principles are further detailed as follows:

Contract A – Unencumbered Land

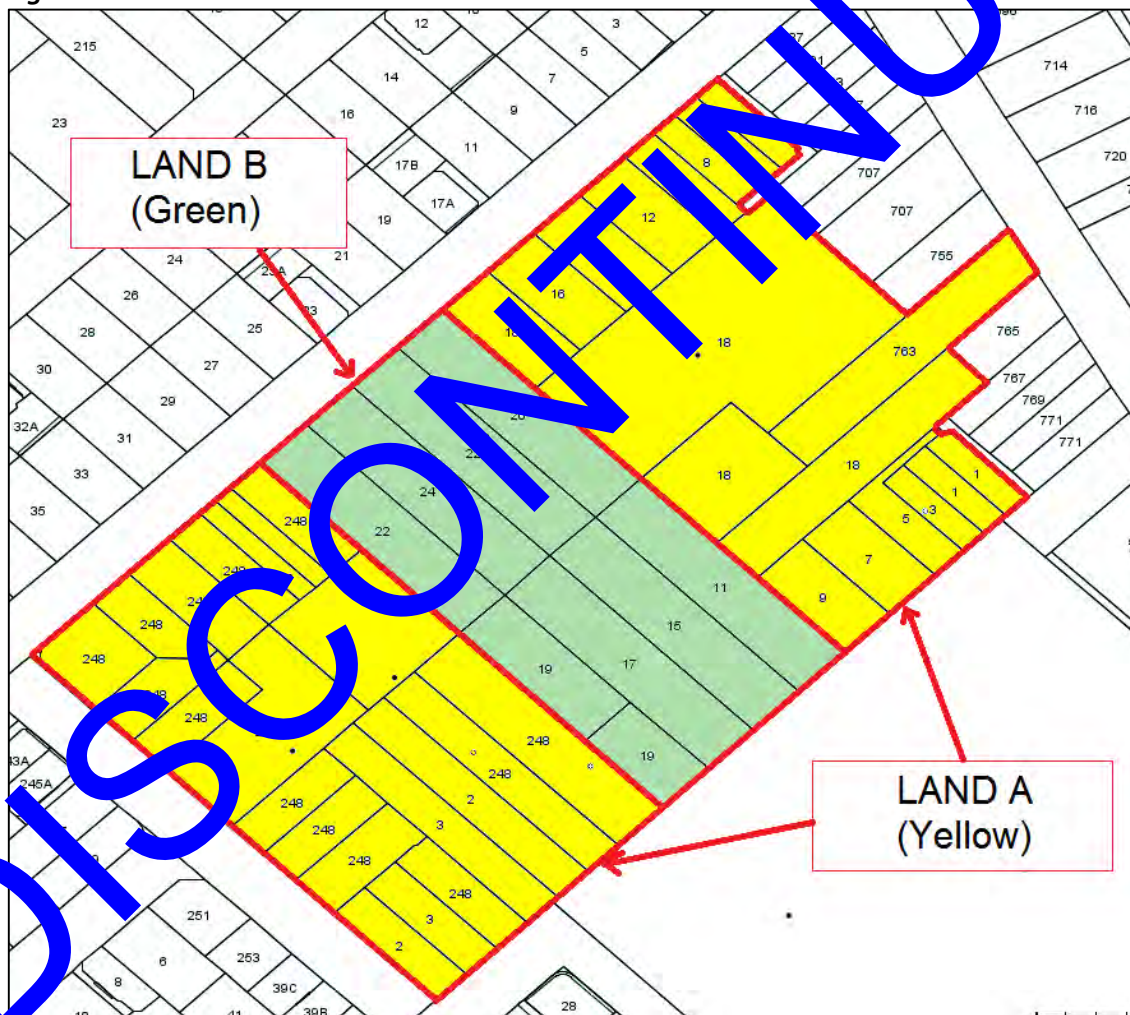
Land A includes the areas shaded yellow and indicated as 'Land A' in Figure 4.

- Land A will be transferred upfront to LandCorp.
A civic use lot ('Council Lot') will be transferred back to the Town once the new Lot has been created. The Town is to pay LandCorp's costs associated to create the new Lot.
- The purchase price for Land A will be an agreed market value (less the market value for the Council Lot).
- The Council Lot will have a maximum size of 2,700 m².

Contract B – Encumbered Land

- Land includes the areas shaded green and indicated as 'Land B' in Figure 4.
- Contract B is to be subject to and conditional upon LandCorp and the Town:
 - agreeing on the design and monetary amount to be contributed by LandCorp for the construction of the new Town square within 1 year from the contract date.
 - successfully removing the recreational trust and Caveat F867566 from the POS component of Land B within 3 years from the contract date.
- The purchase price for Land B is to be the agreed market value of the land (prior to the trust being removed).
- LandCorp will pay the full purchase price upon entering into Contract B. The money will be placed into an interest bearing account. All interest will be payable to the Town.
- Settlement is to occur within 5 business days of the conditions precedent being satisfied.

Figure 4 – Land A and B



Development Agreement

The Development Agreement will govern the project Vision and Objectives for the redevelopment of the Town Centre. The Development Agreement will:

- be entered into by LandCorp and the Town simultaneously with the parties entering into Contract A and Contract B.
- provide for a project control group that will be responsible for providing strategic direction and operational guidance during the development stages of the Project.
- set out the Project vision i.e. Redevelopment of Land A and Land B within the Victoria Park Town Centre is to provide for a vibrant, consolidated mix of uses; including retail, commercial, civic, community, cultural, recreation and residential uses in a manner that encourages the efficient use of land, physical resources and community services and facilities. The Project is to:
 - provide an opportunity for people to live in proximity to employment opportunities, services and amenities.
 - enhance and build upon existing amenity within the Town Centre through the retention of key site attributes that contribute to a sense of place and local identity.
 - increase housing diversity within the district, through the inclusion of a variety of housing types, including discrete residential apartments and mixed use commercial/ residential buildings.
- set out the Project objectives:
 - Social / Cultural Objectives**
 - Recognise and respond to local character (built form, etc.)
 - Maintain community, cultural, civic and recreational activities on the site
 - A 'smart place' (digital connectivity, WiFi)
 - Respond to evolving community needs in the space
 - Public realm and open space is to be celebrated
 - Environmental Objectives**
 - Pedestrian-oriented development
 - Multi-function place (e.g. transit = many transactions)
 - Re-use, recycle and re-interpret (e.g. parts of buildings, vegetation)
 - Financial Objectives**
 - Asset optimisation (multiple facilities)
 - Minimal financial impost on the Town
 - Recurring revenue opportunities for the Town
 - Governance Objectives**
 - Genuine collaboration model
 - Acknowledgement and understanding of common goals
 - A legal contract to guide the process and bind outcomes
- cover development over both Land A and Land B. It will allow for development in stages and development on Land A only, if the condition precedent in Contract B is not satisfied.
- provide that the Town has a first right of refusal to purchase Land A or Land B or both Land A and Land B in the event that LandCorp elects not to proceed with the Project or any part of the Project and wishes to sell either Land A or Land B or both Land A and Land B.
- provide that the Town has a first right of refusal for purchase of any land from LandCorp (on commercial terms) within the precinct, once titles are created;
- provide a sunset clause granting the Town the right to re-purchase Land A and Land B if development of the Project has not substantially commenced within five (5) years of the transfer of Land A to LandCorp;

- The purchase price under the re-purchase clause will be the original purchase price for Land A and/or Land B (as the context requires) plus 50% in any uplift in the value of the land or minus 50% diminution of the land (as determined by an independent valuer jointly appointed by the parties) plus 50% of LandCorp's costs of the Project incurred to the date of exercise of the re-purchase right less 50% of the Town's Project costs incurred to the date of exercise of the re-purchase right.
- provide that the Town will be primarily responsible for community engagement matters in respect of the Project.
- provide for transitional arrangements with the existing tenants on Land A, including but not limited to:
 - Leisurelife – the Town intends to continue operating this facility in an alternative location, which will need to be resolved prior to closure and demolition;
 - Library – the Town intends to continue operating a library within the town centre;
 - Bowls club – the Town intends to discontinue operation of a bowls club in the town centre, and will assist in relocating the club;
 - Other community groups – the Town will work to resolve tenancy issues with all groups that are affected by redevelopment.

The transitional arrangements will be in the form of a lease or leases from LandCorp to the Town to cover the areas of the existing tenants. The Town will then sublease or licence the areas to the respective tenants. The lease or leases to the Town will be for nil consideration and have a term limited to the development timetable for the Project, i.e. an expiry date when LandCorp will require the Land.
- Both parties agree that reasonable endeavours will be used to retain all existing trees on Land A and Land B where practicable.

3.6. Land Valuation

The Town has received an independent valuation from licensed valuers Colliers International (WA) Pty Ltd. On 7 October 2014, Colliers International (WA) Pty Ltd assessed a Market Value 'As is' for the entire site of \$14,200,000 exclusive of GST.

Colliers were also requested to assess the Market Value assuming that the purchaser is required to provide the Town a fully serviced, titled lot of maximum area 2,700m² for which the vendor would be required to reimburse development costs. On this basis, Colliers assessed a Market Value of \$12,150,000 exclusive of GST.

Consistent with the latter scenario, the Town proposes to sell the site to LandCorp (Western Australian Land Authority) for \$12,150,000 exclusive of GST, together with a contractual requirement to provide the vendor a maximum sized lot of 2,700m² for which the Town must reimburse the cost of construction. If settlement is delayed more than 6 months from the date of valuation, the Valuer (Colliers International WA Pty Ltd) will prepare an updated valuation and the price will be adjusted to that valuation; however, the price will be no less than \$14,200,000, exclusive of GST (or \$12,150,000 exclusive of GST, together with a contractual requirement to provide the vendor a maximum sized lot of 2,700m² for which the Town must reimburse the cost of construction).

4. Effect on the Provision of Facilities and Services

The Town hosts a variety of facilities and services within the identified area, as follows:

Town-owned site / building	Address	Service summary	Town run
Leisurelife	248 Gloucester Street	Gym, 3 indoor multi-purpose playing courts, squash courts, multiple activity rooms, meeting rooms, administration space	✓
Victoria Park Library	27 Sussex Street	Library and information services	✓
John MacMillan Park	Kent to Sussex Street	Passive recreation reserve	✓
Drainage sump	763 Albany Highway	Drainage sump servicing portion of Albany Highway	✓
Sussex Street Community Law Service	29 Sussex Street	Community law and advocacy	✗
Victoria Park – Carlisle Bowling club	18 Kent Street	Lawn bowling functions	✗
Chamber of Commerce	6 Kent Street	Administration / office	✗
Victoria Park Youth Accommodation	8 Kent Street	Administration / office	✗
Communicare	10 Kent Street	Administration / office	✗
Victoria Park Centre for the Arts	12 Kent Street	Gallery, administration centre, function space, workshop	✗
Residential dwelling (LJ Hooker)	1 Kent Street	Residence	✗
Billabong Child Care Centre (Department of Local Government and Communities)	1-5 Sussex Street	Child care	✗
East Victoria Park Family and Community Centre	248 Gloucester Street	Playgroup, function space	✗

The Town's endorsed Vision and Objectives for the project include the provision of community-based facilities and services (amongst various other aspirations). The precinct has a strong community focus presently (highlighted by the above table), and redevelopment outcomes for the area should be cognizant of that focus.

Prior to considering the future location and status of the various community facilities and services at the site, the Town is seeking a position of clarity in regards to the proposed land transaction. If a land transaction is not to proceed, the urgency to review the location and status of the existing community facilities and services is reduced, although not eliminated.

Presently, the Town is reviewing the best suite of community facilities and services to be hosted from this potential town centre site. This work will inform future decisions of the

Town in relation to the location and status of community facilities and services, should the land transaction proceed.

5. Effect on Other Persons Providing Facilities and Services in the District

Redevelopment of the Town Centre presents enormous opportunity for the locality through the creation of a definable Town Centre; one that is currently lacking within the area. The redevelopment project will maintain community, cultural, civic and recreation activities on site and develop the Town Centre into a 'smart place' which will be digitally activated and connected to a broader Wi-Fi system the Town currently provides.

An important component to the redevelopment will be the positive effect it will have on the evolving need of the community with regard to space, usability and provision of an open space network that will promote pedestrian friendly development. This, in turn, will facilitate increased economic activity for adjoining businesses and enable the provision of additional customers and commercial / retail opportunities due to increased housing provision. Community vibrancy will also be complemented from well-designed spaces and ground floor activation of commercial premises.

It is intended that the Town Centre will develop into a new, multi-functional space, where many community and commercial transactions can be undertaken in one place, thereby building on the close community hub that Victoria Park currently enjoys. The Town Centre is proposed to develop as a mixed-use hub utilising and re-interpreting the current urban form and the re-use and recycling of built form architectural elements, vegetation and community uses.

The redevelopment will incorporate a vibrant, consolidated mix of uses such as a public library, cafes and retail outlets, with a central public open space area as its centrepiece. This will provide an attraction and a central meeting place for local residents. The public open space will incorporate a town square, which will act as an important forum to facilitate public gatherings, civic occasions and social interaction. The redevelopment area and public open spaces will recognise and respond to local character, retaining key site attributes where possible, thereby celebrating and enriching the local community.

The redevelopment will provide opportunity for people to live in proximity to employment opportunities, services and amenities. By virtue of its proximity to public transport services, including future light rail, the redevelopment will encourage the use of public transport and the identification of sustainability benefits throughout the project. It is intended that these benefits will be further investigated and optimised.

Research undertaken as part of the Business Plan for this project shows that Victoria Park has traditionally supported a relatively high proportion of apartments; however, the existing stock is becoming dated and in need of renewal. The Town Centre site forms a node that is convenient to the CBD, Curtin University, public transport (including the future light rail), and a host of retail, dining, civic and entertainment options at its doorstep. Accordingly this is considered an excellent site for a mixed use, apartment intensive activity centre.

6. Financial Effect on the Town

The Town will receive a payment of \$12,150,000 (excluding GST) from the sale of the combined site, less transaction costs. Additionally, the Town will receive a titled and serviced lot of 2,700m² (this net benefit is valued at \$3,550,000 based on Colliers valuation advice). Therefore, the Town will receive a combined consideration equating to \$15,700,000 for sale of the land (i.e. in excess of the \$14,200,000 current market valuation).

Funds realised from the project will be allocated to a Reserve fund for re-investment back into the Town Centre precinct. The Town's investment policy will ensure the funds retain their value in real terms.

In addition to sale proceeds, other financial benefits include the following:

- The project will deliver up to 1,100 additional dwellings into the Town, increasing the rates base for the Town and helping the Town deliver on Government infill housing targets set out in Directions 2031.
- The development will deliver the Town an active public open space and town square providing a community focal point (with current feasibility calculations underpinning the property valuation including a developer contribution of \$2,154,000 toward public open space).
- The project will add a significant critical mass of resident-based demand on the surrounding East Victoria Park retail area, thereby acting as an investment catalyst for complementary potential projects, such as the upgrading of nearby commercial buildings.
- The project will significantly augment existing available retail and commercial floor space, thereby providing a greater variety of retail, leisure and commercial services.
- The project will help the Town to optimise financial return from its asset base and to upgrade outdated facilities.

The proposed transaction follows a period of reduced land values from the commercial property market peak (~2007) and is contemplated with a view to project risk minimisation for the Town. LandCorp shares the Town's Vision and Objectives towards achieving a wholly sustainable 'triple bottom line' project outcome and is therefore viewed as the optimal partner for co-delivery of the project.

7. Effect on Objectives Referred to in the Plan for the Future

The Town Centre Redevelopment Project was identified as a key priority for the Town of Victoria Park in the 'Plan for the Future 2011-2026', with aspirations for the redevelopment dating back well over the past decade. The Plan for the Future was superseded by the Town's latest strategic plan; the Strategic Community Plan 2013-2028 (a statutory requirement of the State Government).

The Strategic Community Plan forms the basis of the Town's planning and decision making, as well as setting the Town's vision for the next 15 years.

The Strategic Community Plan is supported by the Four Year Corporate Business Plan, the Long Term Financial Plan, the Work Force Plan and the five Asset Management Plans which were all adopted by Council in June 2013.

In addition, the Town Centre Redevelopment project has been specifically identified under the Corporate Life Program (CEO's line of responsibility) as follows:

Key projects and services	Actions include, but are not limited to...
<i>Redevelopment of the Victoria Park Town Centre to create a vibrant focal point for the community.</i>	Town Centre Redevelopment <i>Including the planning and implementation of major development initiatives for the Town Centre.</i>

The Strategic Community Plan states that the Town's community has traditionally seen itself as a diverse working class suburb of Perth. In recent times it has been the subject of ongoing redevelopment within its residential areas and is increasingly being sought as a destination for residential, commercial and leisure pursuits, with a thriving cafe culture and increasing investment in mixed-use development within the Albany Highway main street. The Town Centre Redevelopment project will build upon this vision and establish itself as the centre of economic, social and environmental activity in Victoria Park.

A key objective for the Town under the Strategic Community Plan is to ensure excellence in the built environment. Development needs to integrate in a complementary manner with the existing urban area and desired character of the Town; one that is safe and results in a high level of amenity and choice for the community.

These outcomes reflect the key objectives of the Town Centre Redevelopment project through the administration of Future and Built Life Directorates including specialist programs such as the Albany Highway Activation Plan. It is proposed that the Town Centre project will draw from the Albany Highway Activation Plan and use this as leverage for activation, vibrancy, and social and cultural initiatives. This is further emphasised through the Town's land asset optimisation strategy, including research, identification and management of Council land assets to derive best returns.

8. Ability of the Town to manage the Major Land Transaction

The Town has past and recent experience in managing all levels of land transactions. The Town has the ability and resources to manage this major land transaction for the redevelopment of the Victoria Park Town Centre and has obtained success in a variety of past projects. In addition, the Town is currently engaged in a variety of development projects to fulfil the objectives of the Strategic Community Plan 2013-2028.

To support its development activities, the Town has established a dedicated Project Management Office consisting of five project managers and support staff who are well experienced in managing complex projects and the financial administration thereof. The sale of the subject land will be a routine function of the Town's Administration with legal, land valuation, civil engineering and development management services to be provided from consultant professionals on an as-required basis.

The recent preparation of a Land Asset Optimisation Strategy for all of the Town's land-holdings has enabled the Town to identify opportunities to enable its land assets to provide a better balanced financial-community dividend on behalf of the Town's residents and ratepayers. Land within this precinct has been identified within this Strategy for use in achieving a vibrant, attractive and mixed-use Town Centre.

9. Joint Venture Transactions

A joint venture as defined in Regulation 10 of the *Local Government (Functions and General) Regulations 1996*, is a trading undertaking or land transaction that is to be jointly carried on or entered into.

The Council is undertaking the land transaction and is not jointly carrying on the transaction with any other person or entity.

10. Submissions

Submissions will be received from the public for a period of 49 days. All submissions must be received at the office of the Town by 5.00 p.m. Friday 6 February 2015 as follows:

By post

The Chief Executive Officer
Locked Bag 437
Victoria Park
WA 6979

By hand

Town of Victoria Park Administration Office
99 Shepperton Road, Victoria Park, WA

By email

admin@vicpark.wa.gov.au

Contact officer for enquiries

Ben Rose (Strategic Project Consultant)
(08) 9379 4236

Submissions should be clearly marked 'Submission for Business Plan – Town Centre Redevelopment Project'. A submission form is attached to aid in preparation of submissions, however, is not mandatory to use.



TOWN OF VICTORIA PARK

SUBMISSION FOR BUSINESS PLAN TOWN CENTRE REDEVELOPMENT PROJECT

Name: _____

Email / Phone: _____

Address: _____

1. Do you have any general comments on the proposal?

2. Do you have any comments in relation to the provision of services and facilities by the Town as a result of this proposal?

3. Do you have any comments in relation to the provision of services and facilities by others as a result of this proposal (i.e. what could be the effect on retailers / commercial premises and other users in the area)?

DISCONTINUED

4. Do you have any comments in relation to the financial effect on the Town of Victoria Park from the proposal?

5. Do you have in comments in relation to this proposal and the Town's Strategic Community Plan?

6. Do you have any comments on the Town's ability to manage the performance of the proposal?

For further information on the Business Plan, please contact Ben Rose, Strategic Projects Consultant at the Town of Victoria Park on (08) 9329 4236 or brose@vicpark.wa.gov.au

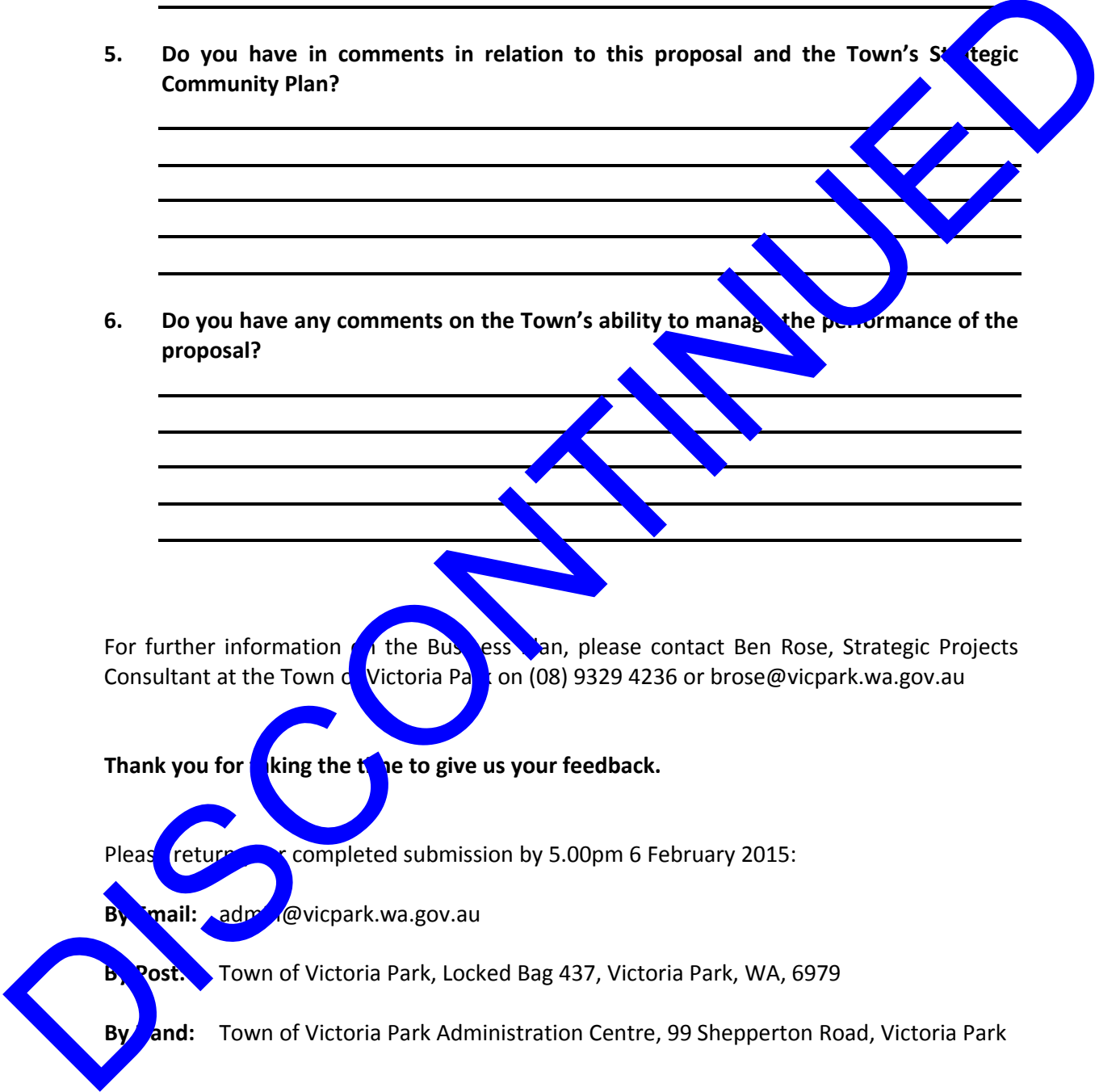
Thank you for taking the time to give us your feedback.

Please return your completed submission by 5.00pm 6 February 2015:

By Email: admin@vicpark.wa.gov.au

By Post: Town of Victoria Park, Locked Bag 437, Victoria Park, WA, 6979

By Hand: Town of Victoria Park Administration Centre, 99 Shepperton Road, Victoria Park



Appendix 3 - Community Information Forum Notes

February 2015 (Consult WG)

TOWN OF VICTORIA PARK

Town Centre
Redevelopment Project

Community Information
Forum

17 February 2015

Meeting Notes



consult^{WG}

project development | facilitation | engagement

m 0457 025 980

e warren@consultwg.com.au

8 Yeovil Crescent Bicton WA 6157

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Introduction



This report is provided for the use of the Town of Victoria Park (the Town), which details the discussions and outcomes following a community information forum held to inform the community on the status of the Town Centre Redevelopment Project and discuss both the issues as well as the opportunities associated with planning for the future development of the Town Centre.

Community Information Forum Structure

A Community Information Forum was held at John MacMillan Park, Kent Street, East Victoria Park on Tuesday 17 February 2015 from 7.30pm to 9.00pm. The proposed agenda scheduled four sessions:

- Welcome (7.30pm to 7.45pm);
- Workshop Introduction (7.45pm to 7.55pm);
- Project Overview (7.55pm to 8.15pm);
- Seeking Community Input – Questions and Answers (8.15pm to 9:00pm);

Due to the community sentiment on the evening, the agenda was adjusted. The Question and Answer session finished at 9:00pm instead of 8:30pm as originally scheduled. The following two sessions from the original agenda were omitted:

- Place Making Workshop – Community Activity (8:30pm to 8:55pm); and
- Next Steps (8:55pm to 9:00pm)

The agenda is provided at Attachment 1.

Forum Purpose

A Community Information Forum held specifically to inform the community on the status of the Town Centre Redevelopment Project and seek community comment on key attributes that could be included as part of any future Town Centre redevelopment.

Forum Objective

The Objectives of the Community Information Forum were to:

- inform participants on the status of the Town Centre Redevelopment Project;
- provide clarity to participants on the topic (including questions and answers);
- listen to and acknowledge concerns; and
- encourage participants to identify potential issues and opportunities

associated with the Town Centre Redevelopment Project.

Identification of Community Concerns

A question and answer session was used for participants to share their views and ask questions. Answers were provided by the Mayor Trevor Vaughan, A/CEO Anthony Vuleta and the Town's Project Manager Ben Rose.

The summary of key themes raised by participants is listed below:

1. Keep it as it is.
2. No apartments.
3. No office space.
4. Retain open space and greenery for community.
5. Retain the Library
6. Recreation Centre retained for the people.
7. The Town's financial position.
8. Council to be upfront and transparent.
9. Green spaces for children.
10. Council commitment to recreational facilities.
11. Planning control to sit with the Town, not the State.
12. No unreasonable commercial interests.
13. Lack of adequate consultation.
14. Timing of consultation over Christmas/New Year
15. Retain the childcare centre.
16. There are no alternate spaces that are as good.
17. In favour of redevelopment in some form
18. Council must earn back the trust of the community.
19. Council to commit to engaging with the community.
20. Effective, clear and timely communications.
21. Extend submissions closing date.
22. Provide an affordable arts centre.
23. Concern over ongoing costs for the Town.
24. Poor land valuation.
25. Council successful in promoting community use of the reserve for vibrant activity

26. Failure to maintain what the Town already has.
27. What form the project may go ahead in.
28. Clarity of business plan to the public.
29. Must have workshops for the public.
30. Council to provide better maintenance of facilities.
31. Accessibility and transparency of plans.
32. Better public engagement in decision making.

'Welcome' | Mayor Trevor Vaughan

The Mayor welcomed and thanked the community for coming to the Information Forum. Apologies were made as to why the Forum venue was changed from the Leisurelife facility to John MacMillan Park (increased space required to ensure all attendees could participate).

The Mayor stated that the Council had listened to the community feedback and agrees that consultation and engagement with the community could have been done much better to suit the community's needs.

The Mayor advised that Council resolved last week to stop the project, however, the Town still wants to hear community feedback so it can learn and improve its processes. The Council has asked that the project 'goes back to the drawing board' before even considering any future consultation with the community on this topic. The idea of the Town Centre project is about gaining better community outcomes – better facilities, a better park, more housing choice and a stronger Albany Highway 'strip' - things that the Council could never afford without entering into an arrangement with the State Government. Many existing community facilities provided over the past 20 years were a result of agreements between the Council and the State Government.

The reason for the project gaining momentum recently was due to the proposed amalgamation with Victoria Park, South Perth and Canning Councils. The Council was keen for the Victoria Park community to have their say on this project and not have the bigger 'City of South Park' deciding what should and shouldn't happen here. Now that the Government has 'axed' the Council amalgamation proposals with South Perth and Canning Councils, time constraints are less relevant and the project can be reviewed in detail over a longer period of time.

The Town is committed to improving how it engages and discusses project and ideas with the community – the Council doesn't always get it 100% correct, but they always listen. The Council wants to listen to what the community has to say.

Project Overview

The premise of this project has a long and detailed history with the Town of Victoria Park, and prior to this as the old City of Perth (prior to Victoria Park Council being formed in 1994). Going back 15 years, in 2000, there was a Master Plan adopted for the site that set-out how development could be rolled-out in partnership with various community groups and the shopping centre next door. A lot of separate partnerships were required to get the project moving and those partnerships never came to fruition.

When the Global Financial Crisis ('GFC') hit in late 2008, land valuations for the site plummeted and the project took a backwards step for a few years because it was deemed to be no longer financially viable. In 2012, a partnership with the shopping centre owners (Hawaiian Group) came to an end after agreement on land valuations and the broader vision for the site could not be reached – essentially, the Council was community-focussed, the shopping centre owners were commercially-focussed and that gap couldn't be bridged. Again, the project was put on hold for a few years.

As a result of the reported forced amalgamation with South Perth and Canning Councils in 2014, the Victoria Park Council wanted to make sure that it was the Victoria Park community guiding the decisions on this project and not the community from South Perth or Canning. Hence, a Business Plan was prepared and duly advertised in anticipation of the looming Council amalgamations. With the forced amalgamation now off the table, the Town can slow things down, review the project and properly engage with the people of this community.

At its meeting on 10 February 2015, Council resolved:

1. That Council resolves not to progress the advertised Town Centre Redevelopment Business Plan following the conclusion of the public consultation period.

2. That Council extend the public consultation period for the Town Centre Redevelopment Business Plan by three weeks to close at 5.00pm Friday 27 February 2015.
3. That Council requests the Acting Chief Executive Officer to undertake a project review following the conclusion of the public consultation period, with that project review to present recommendations back to Council for any forward actions on the project.
4. That any future action on this land be driven by the Community's aspirations.

The Council has listened to the community on this topic, and suspended any further action until completion of a full project review before considering what to do next. If there is a 'next step' at all, the Council resolution is that it must be representative of the community's aspirations.

Seeking Community Input

Community attendance of the meeting was estimated to be 350-400 people.

The Community Information Forum held on Tuesday 17 February on John MacMillan Park aimed to capture how members of the community would prefer to be consulted on the project in the future, present early ideas on what they would like to see in a future Town Centre, as well as gaining a shared understanding of the community's role in the process. Participants were requested to ask questions or make comments regarding the Town Centre Redevelopment Project and voice any concerns they had to the panel consisting of Mayor Trevor Vaughan, A/CEO Anthony Vuleta and Project Manager Ben Rose. The Mayor and Councillors acknowledged comments made by participants, provided feedback and answered questions. Notes were taken of the questions and answers session, with the intention of determining key themes and concerns.

Questions, comments and answers from the evening of the Community Information forum are listed below:

- Comment:

A resident for 16 years has watched this town flourish, especially in the last 15 years when Victoria Park broke away from the City of Perth. He was glad amalgamations are no longer taking place. Received MacMillan Park title history, 1 page. Declaration of trust to this land, acquired in 1921. Land is held in trust for the recreation of the people, not 1000 apartments. A caveat in 1995 by the Town recognises the declaration of trust. Keep it as it is!

[THEMES: Keep it as it is; NO apartments](#)

- Question:

Welcomes having open land and greenery around us in close proximity of all this development. Does not want office space and apartments. Councillors should support us, rather than us supporting the Councillors. Turning this over to high-rise development is not progress. Questions: (i) Which government

department intends to form a partnership with the Council? (ii) What are the legal requirements to start a new consultation period for a brand new proposal? (iii) We already have a town centre now, consisting of a library, a recreation centre, child care, the bowls club and open space. The Town represents us in all our emblems, is here and growing strong, and that will be wiped out as one of the first factors taken into account.

[THEMES: Keep open space and greenery; No apartments and No office space](#)

- Answer:

The Town is looking at entering into partnership with LandCorp (WA Land Authority) – a state government agency. This organisation runs several hundred projects across Metropolitan and regional areas in Western Australia and is guided by the Western Australian Land Act. This partnership has a mix of potential benefits. Not driven by profit. It is written in legislation that profit margins can be a lot lower than the private sector and it is also written that they have community service obligations. In regards to the consultation process legislation, Council would need to make a new resolution which would have to respect the four parts of the decision made on 10 February 2015: they would have to go through a project review and take on board community aspirations for the project in order to move forward.

- Comment:

45 years ago was the first time this Council tried to take a green area, the Tom Wright Reserve in Carlisle. By people power and attending the meetings this park was saved. We can do the same for this area. People power matters! They were going to put housing on Tom Wright Reserve, but it was stopped.

[THEMES: Keep it as it is; Save the park; NO housing](#)

- Question:

Spoke to four Councillors in the last week who were adamantly against this proposal. This means that there are four Councillors in favour of it. Can the

Councillors who were in favour of it please identify yourselves this evening so we know who you are?

- Answer:

This is not appropriate to do at this point in time. You can look back on the various Council Minutes to see who voted for and against.

- Questions:

Can we clarify, is the project terminated? Or is it simply 'on ice' pending a meeting like this? Because you're talking about the project still going ahead in some form. Can we say the project as per its previous proposal is dead, buried? What is meant by the term project? So is the deal with LandCorp equally terminated?

[THEMES: Project termination in its current form](#)

- Answer:

The term 'project' refers to the Business Plan, as advertised. It is that (the Business Plan) which Council has resolved to go no further with. Yes, the deal with LandCorp is equally terminated.

- Comment:

Would like to move a motion that all the land including the park, the bowling club, the recreation centre etc. that is owned by the Council, is retained by the Council for the use of people as green space and recreation. In moving this motion, would like to address the meeting and ask them for support. Has lived in Victoria Park since 1975 and has always paid his rates, but has never used the recreation centre, the library, the park nor played bowls. Applaud the fore-founders of its purchase and protection. John MacMillan as founder of the park is here tonight. [Community members continued to provide a long address – could not be hurried – pressed for the motion to be moved].

[THEMES: All the land including its facilities be retained for the use of people as](#)

[green space and recreation](#)

- Answer (Part 1):

This is not a Council meeting, therefore motions are not part of the process and cannot be recorded as such.

- Answer (Part 2):

We are happy to accept and put that motion, do we have a seconder? [The motion is seconded]. Let's put that motion. [Against = 1 Vote, For = ~350].

- Question:

Can we move a second motion to get a new facilitator, as this facilitator tried to stop this motion from being put? The motion was nearly not carried if not for the intervention of the A/CEO.

- Answer

Thank you for your feedback, we understand that the motions need to be put and acknowledge your comments. Let's continue the process, moving forward with the current facilitator.

- Question:

Anything to do with increasing residential for financial gain. Is the Town under financial stress? If so, wouldn't it be better to rezone the plethora of car yards and retain this land for the community?

[THEMES: The Town's financial position; Retain land for the community](#)

- Answer:

In regards to car yards, the Town currently has in place a position that if a caryard is to be sold it cannot be reused as a car yard. So far the Town has been able to eliminate four car yards this way. The Town is not under financial stress. It's about improvement of community facilities.

- Question:

Past president of the Victoria Park Bowling Club. In Western Australia there are 82 clubs in the Metropolitan area and 142 in the country. Were asked in 2008 to amalgamate with Carlisle/Lathlain Bowling Club in good faith. There is no town hall in Victoria Park and there are no halls to hire for functions. The bowling club has been used as a functions centre for the last 3 to 4 years, which is booked out every Friday, Saturday and Sunday for functions. So if the club goes, where do we hold functions? Secondly, bowls is the biggest participating sport in WA. In the past were asked to amalgamate with great promises of what to come. This old club needs to be retained because there are no venues for functions. Councillors said they had no money. Is this project pushed by the Councillors? Or is it a case of staff members trying to build empires for themselves?

[THEMES: Need venues for functions; Retain bowling club as function's venue](#)

- Answer:

In regards to the bowling club, nothing has occurred because the project has stopped. The decision to relocate it has not occurred. The project has been around for many years with a number of different consultation processes. This has been an ongoing project on the strategic planning process driven by community, Council and staff to try and get an outcome. It has been sitting on the agenda for the Town to deliver.

- Comment:

All we want is transparency.

[THEME: Transparency](#)

- Answer:

Yes, Council has acknowledged that. Council has already recognised they

misinterpreted the level and nature of community sentiment behind this project and they need to address that to move forward.

- Question:

Mum with 2 young kids who absolutely loves this space. Would be extremely upset if this space was lost or moved to a different area. There simply is no open or green space close by for children to be able to roam. What is the guarantee for the library and open green space? Where would they be placed if this land would be built into flats?

[THEME: Retention of Library and open green space for children](#)

- Answer:

The Project is not going ahead. The business case that was proposed had an indicative plan that showed where those particular things were going, the open space was going to be reduced and facilities such as the library would be consolidated into another property around the actual site itself. However, it is now a dead project. Yes, the library would stay in this space.

- Question:

Why are we here if the project is not going forward?

- Answer:

Prior to Council making their resolution to abandon this project, notices had already gone out for this meeting. The cancellation of this meeting would have been detrimental in not allowing the community the opportunity to ask the questions necessary.

- Question:

If the Council is so committed to retaining these recreational facilities, why was that not written into the agreement with LandCorp? The partnership agreement with LandCorp did not mention the retention of these facilities, it

is not important enough for Council to include it in the agreement.

[THEME: Council commitment to recreational facilities](#)

- Answer:

Council did not know whether there was going to be a project, or not, and what form it was going to take. Therefore, Council couldn't plan precisely where everything was going to go. That planning was the next step in the project, if it got the go-ahead from the community.

- Question:

If the Council does go into some sort of agreement with LandCorp, considering the track record of the State Government, who would have control over heights, densities and so forth?

[THEME: LA control vs State Government control: Planning controls](#)

- Answer:

The Council. The Council maintains the planning rules and therefore sets the densities, the zones and the heights.

- Questions:

Question for the Mayor. Do you think it's reasonable this project developed to such a point where in a couple of weeks' time you would have been able to sell this off to a commercial entity, as per LandCorp's website (who have commercial interests) without community consultation that you have admitted tonight?

[THEME: Unreasonable commercial interests and lack of consultation](#)

- Answer:

The Town did have some consultation but certainly did not do it well enough. This project was in no way going to go ahead without community feedback. The Council has always consulted with the community via workshops and

other methods. There was no intention for Council to sell this land as an asset without feedback from the community first.

- Question:

In the December Council minutes it is stated that by the start of March 2015 the aim was that the CEO would have the authority to sign off on this deal.

[THEME: Lack of consultation](#)

- Answer (Part 1):

It was subject to the results of the consultation process first. The feedback we received would influence the outcome. It would not have gone ahead without support of the community.

- Answer (Part 2):

The Council should have undertaken a more in depth consultation; however, the business plan that was advertised has received comments. These comments have mostly been in the negative identifying certain assets that need to be retained. Council has read those and had an interim report done. The project is not going ahead. Moving forward, what level of engagement do you (the community) think Council should undertake on this and other projects?

- Comment:

There is a very quiet achiever on this parcel of land. Chairperson of the Parents Committee not-for-profit Billabong Child Care Centre. Currently supports 125 families. Many parents relying on affordable child care within our community. A community-run childcare centre is extremely rare. If we lost Billabong it would be a travesty for our community. Thirty years of supporting parents and children. The Town in collaboration with the WA State Government had the foresight to provide a parcel of land and a building to provide the childcare needs for the town. It's worth fighting for. A childcare centre is of value! And it sits right here in this parcel of land! If you don't

support the centre, it folds.

THEME: Retain the community-run childcare centre (of value)

- Comment:

Echo that sentiment. Councillors and Council staff often talk about improved facility in the area and also the improved community feel in Victoria Park, things to bring the community alive. The whole world is here on a Friday night visiting the market in the last few months. You can see how many people really enjoy this outdoor space. It is the same with the farmer's markets on a Sunday morning. It is because it is so central that those 2 things work so well in this spot. There is not an alternative space that would work as well. Urge the Council to take that into account if they're thinking of anything to do with this patch of grass. In the last 12 months this patch of grass has brought much more happiness to the community than ever before.

THEME: Retain land for the community; no alternate space that is as good: the space brings happiness to a lot of people

- Answer:

The Council acknowledges that.

- Question:

Chairperson for the community centre on this parcel of land. The community often gets forgotten about. Ben Rose came to see us; we are being consulted for once! We engaged in the process and said what our concerns were, only to have ads placed in the holidays. We have a few church groups that meet during the holidays and usual playgroups are not there during the holidays. In terms of transparency and in terms of good faith we have been slapped in the face! It's great now that it's being put to rest, but anything further really needs to be done above what has been done so far. The Council really needs to earn back the trust of the community and all the ratepayers. The Council is trying to pretend it is doing the right thing, but in the end things were going to be put through that nobody was going to be

able to vote on. 300 people put submissions in, but that is only the 300 people that knew that this thing was in the paper. You cannot treat ratepayers or organisations in the Council this way.

THEME: Lack of consultation; earn back TRUST of the community: Timing of consultation over Christmas/New Year

- Answer:

The Council has listened and has taken note of that.

- Question:

Has been living down the road for 2 years and loves living here. A lot of people don't want things to change here. Can we have some sort of commitment from the Councillors and the Mayor that if there is going to be some change, is there going to be some sort of time frame where you're looking at putting in for ideas on a new project?

THEME: Commitment from Council to seek community input

- Answer:

The resolution from Council last Tuesday asked for a review of the project to be presented back to Council for Council to figure out the next steps. The review will be undertaken after the consultation period. Following that, Council will go through a process of analysing the whole project to date.

Question:

Will you (the Council) give far more extensive notification and advice about what's going on? I believe leaflets only go out to a couple of block around here, but this really concerns the whole of the Town, not just the block around the centre.

THEME: Effective and timely communications

- Answer:

What Council plans to do is hold workshops as before with parking, community gatherings as for the West Coast Eagles. We will make sure the consultation process will be the best it can be for people. We admit this this was not as good as it could have been. Therefore we will improve our consultation depending on the level of consultation the community would like.

- Question:

Can Council undertake putting together a database of email addresses so that everybody can be advised by email, send newsletters out by email? It is cheaper and more effective that sending letters around.

- Answer:

Email addresses can be sent to the Council to put together a database as the best way to communicate. Attendees are encouraged to add their email address to the register her tonight, located on the trestle table.

- Comment:

Mum with 2 children. Such great community sentiment is one of the reasons family moved to the area. We are actually for some kind of development in this area. A lot of this area does need an upgrade. But retain the green space. We all know something is going to happen. We want Council to be upfront with us. We want it upgraded to a descent standard.

[THEME: Council to be upfront and transparent; in favour of redevelopment in some form](#)

- Answer:

This may be part of the next consultation given that the community has spoken about what their values are with regards to this, keeping the park and

acknowledging the buildings are looking a bit tired. This may be something the Council will need to consider. What to do with the aging facilities to keep it updated for current and future populations.

- Question:

The 25th February 2015 is only next week and there has been no publicity in the paper, or very little. Can the closing date for submissions be extended further than the 25th to get more people involved? People also need an affordable art centre. It's becoming run down and less affordable. People cannot afford to use it. The Council should retain an arts centre, make it a community centre and include it in the development plans.

[THEMES: Extend closing date for submissions; affordable arts centre](#)

- Answer:

In regards to the closing date for submissions, if you send your submission in Council will consider it. It was advertised that it would be extended to the 27 February 2015. Any further consultation that Council wants to undertake will be a new process and it will be very well advertised and everyone contacted accordingly.

- Question:

About the proposed 1100 apartments. What about the traffic? Where is it going to go? Albany Highway is closing in sections and there is restricted traffic on Berwick Street. If it is going to get that much more busy there will be accidents.

[THEMES: Increased traffic issues](#)

- Answer:

The Town has been growing at the rate of 3% for the last 10 years and is continuing to grow. The traffic generated will be quite significant for the Town. It is anticipated to increase by about 25% over time. The residential population, the density will increase as well. The Council has developed an

Integrated Transport Strategy that looks at 2031 and the things the Town needs to do to balance traffic and safety and other modes of transport.

- Question:

Would much rather have community facilities as they are rather than having none at all. Disagrees that the facilities are run down. Values all the community services in this location. This is not the first time that the Council has got the community consultation wrong! The Council had done exactly the same a year ago when the Lathlain Oval was gifted at no income to the Eagles Football Team for a ridiculous 99-year lease. Are we that wealthy that we can give away 10 hectares of major public land or green space to one of the richest football clubs in Australia? The buildings are for their use! Consultation was rushed through without people knowing about it! Consultation at the time was not adequate. This is an absolute repeat of the Lathlain Oval façade. When consulting the community, actually ask and listen, because you don't!

[THEMES: Lack of adequate consultation where the Town actually listens](#)

- Answer:

The West Coast Eagles are giving the Town a new oval, barbecue facilities and open areas for families to go and enjoy. They've given the Town a full-time person to help in the community. This is not a matter of the Town giving it away. They are giving the Town millions of dollars' worth of asset as a Town for people to use. One of the most important things is that the Town has lots of consultation, we do ask and listen.

- Question:

What is the plan for Carlisle Bowls, which has been derelict for 5 years?

- Answer:

Council does not have a plan for Carlisle Bowling Club at this point in time.

- Question:

What is the ongoing cost, the staffing levels, the administrative costs and other fees and charges that Council is now locked into with a project group that is ongoing even though there is no project?

[THEMES: Ongoing costs for the Town](#)

- Answer:

There is a Councillor Project team that deals with a range of different matters on this project and there are staff on-board to deliver projects.

- Question:

Does that mean the project team sits there waiting for other projects to eventuate? Not just for this project?

- Answer:

Every year the Town has a capital works program and they help deliver on major capital works projects, this is just one of many projects.

- Question:

A resident in Victoria Park with family for over 40 years. Firstly, congratulations to the Council for aborting this disgusting project. Woeful consultation! I understand that the valuation that came in on this 5.5 hectares, 3km from the city at \$12.5m, is that correct? That is an absolute disgrace! Whoever made the valuation is really out of touch. Open it to tender and you'll get a true valuation.

[THEMES: Poor land valuation and lack of consultation](#)

- Answer:

The valuation came in at \$14.2 million from an independent certified land valuer.

- Question:

The Mayor and other Councillors have said the reason for this project is to create a vibrant town centre where the people can come and enjoy themselves. It would appear from everyone tonight that we already have it, the Town has just failed to maintain it. How do the Council propose to build a more vibrant centre by building houses and replacing everything that is here?

[THEMES: Failure to maintain what the Town already has](#)

- Answer:

It is a good point. The whole idea around the project was to get new community facilities by selling land to the State Government to achieve common objectives.

- Comment:

Market manager for TGIF. 2 statements. Does not live here, from Duncraig. Comes here every week because this park is a jewel. We don't have it in the Northern suburbs. The people here connect. Without those people (Council officers) at the front assisting me in what I do on a weekly basis you wouldn't have it.

[THEMES: Council successful in promoting community use of the reserve for vibrant activity](#)

- Question:

It has been advised that the project will not go ahead in its current form. Can you advise specifically in which form it may go ahead in?

[THEMES: Form the project may go ahead](#)

- Answer:

That is unknown at this point in time. The key message from this process is;

keep the park, the recreation facilities need to be looked at, there is a great impetus for the childcare centre and the arts centre and the library. The community has told Council they are against 1100 residential apartments. LandCorp has merely undertaken feasibility. Council's core business is not undertaking feasibilities; LandCorp provided that information so that Council could make an informed decision.

Also, the Council's resolution from 10 February stated that the project won't go ahead in any form what-so-ever without the community's own aspirations driving the project.

- Question:

We had peace of mind until this proposal came up. The purpose of coming tonight was to get reassurance from the Council that this recreation area will not be used for residential or office buildings! That's what the community really wants to hear. Loud and clear, black and white.

[THEMES: Keep the park; No housing and No offices](#)

- Answer (Part 1):

Absolutely agree with the sentiment and acknowledge it. The resolution of Council last Tuesday was that if anything is going to happen on this site it will need the aspirations and well wishes from the community to guide it. It is very clear from the community to stay off the park.

- Answer (Part 2):

It's about what the community want to say and they've said it loud and clear. Any other future change, the Council will make sure the public will know everything about what is going on. Be assured, Council has learned the lesson, the community will be consulted with and get the opportunity to say something about it.

- Comment:

Tried very hard to listen to everyone. There is a big key to this puzzle that everyone is missing. In 2001 the city decided on a plan for the future. For 9 years after that they consulted stakeholders and the community. The result of it was a Town Centre Redevelopment Plan 2010. That document was missing 'til last week. No one had it. Ben Rose worked tirelessly to find it. It has a vision for the area. It has everything... a recreation centre, a library, a state of the art bowling facility, an arts and cultural centre, a childcare centre and MacMillan Park. There is a plan that has them. Must share this plan with the community and the Councillors! We have to understand why the implementation of the plan failed. The reason it failed is because the Town could not get the buy-in from a number of key players. We need to work out another way to do what is in that plan. So before people get too upset about not losing this place and not filling it with housing, have a look at the plan. We're all standing here arguing without the information that we need.

[THEMES: Lack of vital information: Town Centre Redevelopment Plan accessible to the public](#)

- Question:

Found the business plan quite weak. There was no redundancy study of this park, which is a common approach to residential infill. There was no clear budget in relation to knocking down buildings and how they were going to be replaced, no independent feasibility study and more. If the Council reframes this project, are you required under section 3.59 of the Act to put out another business plan for the public to look at so that the public has a full picture on what Council is planning on doing after consultation?

[THEMES: Clarity of new business plan for the public](#)

- Answer:

Yes, any variation to the project would require re-advertising under section 3.59 of the Act.

- Comment:

Bought into area recently about 300m away from the park. One of the key features was proximity to green spaces and the recreation centre, which we use weekly. There is a lot of subdivision going on, there is no room to kick a football with your kid. If you're going to give up all of these green areas, there is nowhere for kids to run about and kick a footy.

[THEMES: Keep green areas for children](#)

- Comment:

Woeful communication. A letter was received from the Mayor to put an outdoor ping-pong table in Tom Wright Reserve. Not many people received this letter. Printed 100 copies and put all the way down Planet Street and Bishopsgate Street. You can't justify that!

[THEMES: Clear communication](#)

- Question:

Is Fraser Park on the table? The bottom line is, Councillors make these big decisions. For Councillors to make the right decisions, they need to be informed. They are only informed properly as to the nuts and bolts of these things at workshops. Why do the Council deny the right for ratepayers to attend your workshops?

[THEMES: Must have workshops for the public](#)

- Answer:

No, Fraser Park is not on the agenda. Indeed, workshops are very effective and Council will make sure there are workshops.

- Question:

The proposal was to get rid of the facilities in this park. Is there a budget to maintain these facilities until we make up our mind as to what we're actually going to do?

[THEMES: Continued maintenance of facilities](#)

- Answer:

Yes, there is a budget for the maintenance and renewal of facilities.

- Question:

How is it that places like the bowling club are able to get so run down then?

- Answer:

With many facilities that the Council leases out, there is a requirement for the lessee to maintain portions of the buildings. So both the Town and the lessee need to work together. We do need to improve the way the Town manages and maintains its facilities. In the past the Town didn't spend as much time and effort into maintaining as we should have. We are increasing the money every year that is going back into all of the Town's facilities.

- Question:

At the end of the day all we are asking is that the locals be listened to. In Europe 75% of people have to vote for a change when there is an issue to initiate a change. I lived in the area and have seen the trees go, the tennis courts go etc. The decision is made by someone who doesn't even live in the area. What right do they have to make that decision that affect everyone in the community?

[THEMES: Better public engagement process in decision-making](#)

- Answer:

It's another engagement process and that is something the Council could consider as part of this. There has got to be more informed engagement. Definitely something to consider.

- Comment:

Has a lot of experience with the Council over the last few years. Everyone wants the park and facilities to stay. The simple solution is to put some money into the community facilities and get them up to scratch, keep the park and bin the proposal for the flats. Everyone carries on as they were.

[THEMES: Keep the park and maintain facilities: NO housing](#)

- Question:

How do these projects gain merit and get put on the agenda for the Council? Isn't there a lot of merit in a Master Plan for the suburb? Instead of cherry picking this one little area. Councillors don't seem to know what services and community facilities are in the area itself. Why don't we do an audit of all the community services that there are in the suburb and then draw up a Master Plan? Therefore, we won't have these projects thrust upon us.

[THEMES: Suburb master plan rather than a singular project: Community services audit of the suburb](#)

- Answer:

The Council does have overarching plans across the Town that pick up on some of these issues. In terms of delivery, the consultation was not adequate enough. Over time the Town has evolved. There are more ratepayers, the demographics change and the need for different levels of engagement is obvious. Out of this particular forum, we need to set the benchmark in terms of moving forward. It is a valid point.

- Question:

Not many people are aware of these plans. Where are these plans and why don't we know about them? Perhaps Council needs to make more of an effort to publicise these plans.

[THEMES: Transparency and accessibility of plans](#)

- Answer:

The Strategic Community Plan actually outlines all of the projects and initiative the Town is doing. It gets reviewed every year or so. When they are initially developed, every 4 to 5 year period, there is extensive consultation that takes place that informs those particular plans. Our planning areas have overall development plans for the entire Town to be developed over time. Maybe they can be put on social media to make people more aware of them.

- Thank you and Meeting Closure (by Mayor Trevor Vaughan):

Thank you, the community for your input and everyone for being here. Victoria Park people are passionate, and this passion has not shown up in any poor behaviour, which some other Councils have to put up with. We will follow up on all comments and questions made. Council has learned lessons from this. The message is loud and clear.

Attachment 1 | Forum Agenda

**Town of Victoria Park
Community Information Forum
Town Centre Redevelopment Project**

AGENDA

Venue:	Town of Victoria Park John MacMillan Park, Kent Street, Victoria Park	Date:	17 February 2015
		Time:	7.30pm – 9.00pm
Subject:	Town Centre Redevelopment Project		
Prepared by:	ConsultWG - Project Development Facilitation Engagement		
Attendance:			
Town of Victoria Park			
<ul style="list-style-type: none"> • Trevor Vaughan (Mayor) • Anthony Vuleta (A/Chief Executive Officer) • Ben Rose (Project Manager) 			
ConsultWG			
<ul style="list-style-type: none"> • Warren Giddens (Facilitator) • Ingmar Klaasen (Note-taker) 			

FORUM PURPOSE

A Community Information Forum held specifically to inform the community on the status of the Town Centre Redevelopment Project and seek community comment on key attributes that could be included as part of any future Town Centre redevelopment.

COMMUNITY INFORMATION FORUM**AGENDA**

Start	Item	By
7.30pm	Welcome <ul style="list-style-type: none"> • Council Decisions • Quick History on the Project • Reason for Recent Project Impetus • Process Moving Forward 	Mayor Trevor Vaughan
7.40pm	Forum Introduction <ul style="list-style-type: none"> • Purpose of Workshop • Outline Proceedings 	Warren Giddens
7.45pm	Project Overview <ul style="list-style-type: none"> • Project History • Business Plan 	Anthony Vuleta / Ben Rose
8.00pm	Seeking Community Input <ul style="list-style-type: none"> • Questions and Answers 	Warren Giddens
9.00pm	Workshop Close	

Appendix 4 - Vic Park Collective questions

1. Do you have any feedback about the Town of Vic Parks proposed Business Plan for the town centre?
2. Do you think the plan should include any additional caveats about what will be delivered or protected? If so, what are they?
3. Do you think local community has been appropriately informed about the plan? Did the community have enough time to submit their comments to the plan?
4. When it comes time for community consultation about the specifics of the new town center design would you like to be part of the discussion? If so, please include your contact details.

Appendix 5 - Summary Table of Submissions

Keywords	Number of comments	Number of comments	Number of comments	% of total comments	% of total responses
Already have a town centre	35	2	37	2.6%	10.3%
Area is already vibrant	19	0	19	1.3%	5.3%
Concern about the Town's ability to manage project	0	0	0	0.0%	0.0%
Concerned about relocation of community services and facilities	68	3	71	5.0%	19.8%
Confident in the Town to manage project	0	0	0	0.0%	0.0%
Existing facilities are highly valued	54	0	54	3.8%	15.1%
General comment	68	0	68	4.8%	19.0%
Good consultation	2	0	2	0.1%	0.6%
Lack of trust in Council/Town	0	0	0	0.0%	0.0%
Limited detail in Business Plan	0	0	0	0.0%	0.0%
Low valuation on land price	69	0	69	4.8%	19.3%
Minimal community benefit	60	0	60	4.2%	16.8%
Negative comment regarding high density	134	1	135	9.5%	37.7%
Negative impact on community – disruptions	18	0	18	1.3%	5.0%
Negative impact on land price	15	0	15	1.1%	4.2%
Negative impact on local business	26	0	26	1.8%	7.3%
Negative parking impacts	34	0	34	2.4%	9.5%
Negative traffic impacts	64	0	64	4.5%	17.9%
Opposed to loss of community facilities	187	9	196	13.7%	54.7%
Opposed to loss of community space	50	2	52	3.6%	14.5%
Opposed to loss of park	198	2	200	14.0%	55.9%
Opposed to sale of land	59	0	59	4.1%	16.5%
Opposed to the Project	0	0	0	0.0%	0.0%
Poor consultation	185	1	186	13.0%	52.0%
Positive financial gain for the Town	0	0	0	0.0%	0.0%
Positive impact on local business	13	0	13	0.9%	3.6%

Keywords	Number of comments	Number of comments	Number of comments	% of total comments	% of total responses
Retain trees	49	0	49	3.4%	13.7%
Support improved town centre but not this version	0	0	0	0.0%	0.0%
Supportive of the Project	0	0	0	0.0%	0.0%
TOTAL	1407	20	1427		
Used proforma	133				
Vic Park Collective Submissions	54				
Unstructured feedback	171				
TOTAL SUBMISSIONS	358				

Topic	Comments	Number	Percentage
Strategic Community Plan	Not Aware of Strategic Community Plan	6	4%
	Limited detail	1	1%
	Support Strategic Community Plan	2	1%
	Project not in alignment with Strategic Community Plan	4	3%
		13	
Negative comment regarding high density	General opposition/concern	77	54%
	Design and scale	34	24%
	Crime	18	13%
	Social housing	7	5%
	Ghetto	6	4%
		142	
Poor consultation	General	67	36%
	Consultation period insufficient	70	38%
	Consultation period insufficient - Xmas	26	14%
	Poor timing due to amalgamations	14	8%
	Poor communication of jargon to lay person	9	5%
		186	
Limited detail in business plan	General	177	95%
	Visuals	9	5%
		186	

Already have a Town Centre	Markets and community facility create the hub	30	100%
		30	
Community Facilities	All facilities	20	26.7%
	Leisurelife Centre	29	38.7%
	Library	9	12.0%
	Library and Arts Centre	2	2.7%
	Arts Centre	6	8.0%
	Child care facility	8	10.7%
	Child care and Arts Centre	1	1.3%
	Bowling Club	13	17.3%
	Leisurelife Centre and Child care	1	1.3%
		75	

Theme	Keywords	Number of comments	% of comments	% of total responses	Theme	Number of comments	% of comments
Business Plan	Limited detail in business plan	107	5.7%	29.9%	Business Plan	107	5.7%
Community Assets	Opposed to loss of park	200	10.7%	55.9%	Community Assets	741	39.7%
	Opposed to loss of community facilities	196	10.5%	54.7%	Consultation	188	10.1%
	Concerned about relocation of community services and facilities	71	3.8%	19.8%	Retain Status Quo	56	3.0%
	Minimal community benefit	60	3.2%	16.8%	Economic Impacts	39	2.1%
	Opposed to sale of land	59	3.2%	16.5%	Financial	83	4.4%
	Existing facilities are highly valued	54	2.9%	15.1%	Housing	150	8.0%
	Opposed to loss of community space	52	2.8%	14.5%	Management of Project	319	17.1%
Consultation	Retain trees	49	2.6%	13.7%	Parking and Traffic	98	5.2%
	Poor consultation	186	10.0%	52.0%	Transition process	18	1.0%
Retain Status Quo	Good consultation	2	0.1%	0.6%	General Comments	68	3.6%
	Already have a town centre	37	2.0%	10.3%			
Economic Impacts	Area is already vibrant	19	1.0%	5.3%			
	Negative impact on local business	26	1.4%	7.3%			
Financial	Positive impact on local business	13	0.7%	3.6%			
	Low valuation on land price	69	3.7%	19.3%			
General Comments	Positive financial gain for ToVP	14	0.7%	3.9%			
	General comment	68	3.6%	19.0%			
Housing	Negative comment regarding high density	135	7.2%	37.7%			
	Negative impact on land price	15	0.8%	4.2%			
Management of Project	Support improved town centre but not TCRP	119	6.4%	33.2%			
	Opposed to TCRP	111	5.9%	31.0%			
	Lack of trust in Council/ToVP	39	2.1%	10.9%			
	Concern about ToVP's ability to manage project	32	1.7%	8.9%			
	Supportive of TCRP	11	0.6%	3.1%			
	Confident in ToVP to manage project	7	0.4%	2.0%			
Parking and Traffic	Negative traffic impacts	64	3.4%	17.9%			
	Negative parking impacts	34	1.8%	9.5%			
Transition process	Negative impact on community – disruptions	18	1.0%	5.0%			
	TOTAL	1867					
	Used proforma	133					
	Vic Park Collective Submissions	54					
	Unstructured feedback	171					
	TOTAL SUBMISSIONS	358	5.2150838				

Appendix 6 – Petition

Town of Victoria Park, CEO
Dear Sir

We the undersigned agree with Councillor Vicki Potter and Councillor John Bissett that John McMillan reserve be retained to its current size.

7/2/15

Print name	Signature	Address	Suburb	Email
Peter Leister		40 OAT ST	EVP	
Elizabeth O'Neill		13 Gresham St.	Vic Park.	liz.oneill62@hotmail.com
ALAN BAJADA		11 Gresham St.	-	Alan.Bajada@bigpond.com
FAIE KELLY		67 GRESHAM ST	VIC PARK	FAIE.A.KELLY@bigpond.com
SAM ZAMMIT		31 Alamb St	ST James	93616598
Vivianne Truscello		68A Geddes St	Vic Park	vtruscello@hotmail.com
MARIJA CARK		73 Forster Ave	WATKIN	4clarks@cmnet.net.au
Bob Cameron		5 Harbour Plce	WATERFORD	camerobd@gmail.com
Michael Deane		5/114 Basildon St	EVP	kennellym6@aol.com
JOHN MOLLAN		43 RIVERVIEW RD	EVP.	jmmollan@bigpond.com
GARETH GOREY		APT. 10 SWAN LAKE	BENTLEY.	
TERRY ROBINSON		34 DELVENISHIT	EVP	
JUSTINE BURK		248 NOTTINGHAM ST	EVP	justineburk@hotmail.com
Cliffon Hawley		52 Kent St	EVP	cliffonhawley@optusnet.com.au















Town of Victoria Park, CEO

Dear Sir

We the undersigned agree with Councillor Vicki Potter and Councillor John Bissett that John

McMillan reserve be retained to its current size.

7/2/15

Print name	Signature	Address	Suburb	Email
KYUÉ KING		9A Kent Street	VIC PK	kylicking1@gmail.com
Ron Cane		25 Baringhall St	EVP	whiskey@iinet.net.au
Jourmy Walpole		2/15 Esplanade St	EVP	jowalpo@iinet.net.au
Joan Cane		25 Baringhall St.	EVP	itsindym@iinet.net.au
Milla Meluha		9 Esplanade St	EVP	
Guyon Smith		48A Hubert St	EVP	gms@4dg.com.au
TERESA JONES		45 HUBERT ST	EVP	jonesteresa3@gmail.com
Colin Thompson		11 LEICARD ST	St. JAMES	Colinthompson1959@gmail.com
PAULIPA THOMPSON		11 LEICARD ST	ST JAMES	p.thompson4@gmail.com
Terry Young		27 Super St	Carlisle	
Tommy Sneyd		3/41 Susssex St	St. V. P.	PAUL TONTON@OUELOAKS.COM
ANDREW PRETIHOE		90 Kent St	VIC PARK	
ALEX WILLIAMS		7 MOORGATE ST.	EVP	18@WN.COM.AU
CHRISTINE SERGEANT		69B TEMPLE ST	VIC PARK	CHRISTINE.SERGEANT@BIGPOND.COM

Town of Victoria Park, CEO
Dear Sir

We the undersigned agree with Councillor Vicki Potter and Councillor John Bissett that John McMillan reserve be retained to its current size.

7/2/13

Print name	Signature	Address	Suburb	Email
Rebecca Horsdale		17 Patricia St	East VP.	d.v.i.e@inet.net.au
Poppy Krypton Horsdale		17 Patricia St	East VP.	
CHARENNE BEEW		46A SIBBET	EVF	groewimptytd@gmail.com
WIN BEEW			✓	
Natakie Ouz		53A Colmore St	VP	
KAY BATTAGLIA		9/22 GEORGE ST VIC 6100		cadruvi7@optusnet.com
ALAN SAJAJAN		11 Gresham St.	vic PK	Alan.Sajajan@optusnet.com
ALLYSON MUSSTEN		8/15 MERTON ST	VIC PARK	-

Town of Victoria Park, CEO
Dear Sir








We the undersigned agree with Councillor Vicki Potter and Councillor John Bissett that John McMillan reserve be retained to its current size. **ATA MINIMUM!! 57/2/12**

Print name	Signature	Address	Suburb	Email
ELIZABETH BARRELL		204 A Gloucester St	VP	elizabethbarrell@optusnet.com.au
NANEUE JONES		245B SCARLETON ST	EVP	nanelle.jones@westnet.com.au
LINDA ATKINSON		249 GLOUCESTER ST	EVP	lindsay2@inet.net.au
Lee Marsden		165a Berwick St	Vic Park	leoxsuefc@hotmail.com
Luke Garswood		16 State St, Vic Park	"	narishaluke@inet.net.au
Anthony Atkinson		249 Gloucester St Vic Park	VP	lindsay@inet.net.au
BRAD SHEPHERD		225 GLOUCESTER ST	"	shep@inet.net.au
Vicki Coullivell		5 Conyngham ter.	ENP	vicki@cpd.com.au
VICAR SERGEANT		69 Temple St	VP	paul.sergeant@bigpond.com
SIGAN OWEN		55 TOMM ST VP	VP	simon@owen.com.au
SARAS LOUIS		55 TOMM ST VP	VP	gurdy-37@optusnet.com.au
MIKE KEANE		56 STATE ST	VP	mike@catsconstruction.com.au
BRENDA MOORE		57 STATE ST	VP	brentmoore@hotmail.com
HANNAH DAY		56 STATE ST	VP	hannah.day@optusnet.com.au

Town of Victoria Park, CEO
Dear Sir

We the undersigned agree with Councillor Vicki Potter and Councillor John Bissett that John McMillan reserve be retained to its current size.

27/15

Print name	Signature	Address	Suburb	Email
GAVIN REKK		10 DAMERTON ST	VIC PARK	gavinrekk@kernelofcare.com
Jacqui Stewart		2 Tuam St	Vic Park	jstewart@eggsessionals.com
Jeni Donald		42b CARADON ST	E.V.P	jenster11@hotmail.com
RODNEY McHEE		869 ABBAY WAY	E.V.P	McHEE'S NEW ORANGE.COM
M. MATTIACCIO		22 TUAM ST.		
N. MATTIACCIO		22 TUAM ST.		
MARK SMITH		2 TUAM ST	VIC PARK	
X Logan Williams	Logan Williams			
X Hudson Williams	Hudson Williams			

Town of Victoria Park, CEO
Dear Sir

We the undersigned agree with Councillor Vicki Potter and Councillor John Bissett that John McMillan reserve be retained to its current size.

7/2/15

Print name	Signature	Address	Suburb	Email
Elizabeth O'Neill		13 Gresham St	Victoria Park	liz.oneill62@hotmail.com
Nyamee Jacobsen		15 Lake View St	East vic Park	nyamee.jacobsen@park.vic.gov.au
HARVEY HATCHER		39 FOAM ST	VIC PARK	hatchxott@gmail.com
JANET NOTT				
SARON TATE		17 Piff St	St Joneo	saron.tate@bigpond.com
KARL WILLIAMS		247 Gloucester st	East Vic Park	Karl@westnet.com.au
Sandra Rule		14 Ashburton St	EV P	ears5290@yahoo.com.au
Wendy Farin		17 AER BURTONS	EV P.	Wendy.farin@bigpond.com
Helen Williams		7 Moorgate St	EVP	hwilliams@westnet.com.au
MIKE FLETCHER		54A KENT ST	EVP	mike.fletcher@netcall.com.au
JUDI FLETCHER		54 A KENT ST	EVP	judi.fletcher@netcall.com.au
Elly Fletcher		54 A KENT ST	EVP	elle@hotmail.com
CHARLIE HADDAD		197 GLAMETER ST	VP	CHDESIGN@IINET.NET.AU
Dawn Barron-Williams		247 Gloucester st	EVP	missclawny71@yahoo.com

Town of Victoria Park, CEO
Dear Sir

We the undersigned agree with Councillor Vicki Potter and Councillor John Bissett that John McMillan reserve be retained to its current size.

27/13

Print name	Signature	Address	Suburb	Email
CHRIS LOGANARO		11 PARKINSON ST	EAST VIC PARK	e.loecontoo@victoria.vic.gov.au
KEVE PONDUK		5 MEDUNAN ST	EAST VIC PARK	PONDUK@GMAIL.COM
HELEN MATTHEWS-PAYNE		50 MANCHESTER	VIC PARK	joyanahelen@gmail.com
L. Stanley		34 TUAM ST	VIC TORIN PARK	
Cherry Ray		229 Gloucester St	Vic Pk	Cherrycherryjyga@gmail.com
John Blanton-Burns		253 FLOUCCER ST	EAST VIC PARK	
Ruth Heald		36 Kent St	East Vic Park	
NOEL O'HALLORAN		6 HOWENNA BRIDGE	E. VIC PARK	noelco@westnet.com.au
Dan Nelson		47 Cantarbury Terrace	EVP	dan.grady.nelson@gmail.com
Mark Kestels		130 Kent St	VPK	BISSETT@VAPK.NET.AU
Daryl Colvill		13 ASHQUARONS	EAST VP	caroljlee@bigpond.com
Mike Cahill				
Mary Hammond		29 Kent St	Victoria Park	maryhammond@optusnet.com.au
Raynha Bushe		1 Kent St	"	bushe.raynha@gmail.com

Town of Victoria Park, CEO
Dear Sir

We the undersigned agree with Councillor Vicki Potter and Councillor John Bissett that John McMillan reserve be retained to its current size.

2/7/13

Print name	Signature	Address	Suburb	Email
LISA BURGESS		111 Mackie St	Victoria Park	cordie@westnet.com.au
Lauren Hulme		52 KENT ST	East vic park	lauren3a@optusnet.com.au
Fiona Bennett		56 Ardross St	Victoria Park	Fiona.Bennett@AFLH.CEO.AU
Warwick Cameron		25 Satellite Rd	Carlisle	warwick.cameron@gmail.com
ELEANOR CARNEY		16 Planet St	Carlisle	eleanorcarney@westnet.com.au
REBECCA CARNEY		" " "	" " "	bernardcarney@westnet.com.au
Rebecca Haluszkiewicz		20 Balmoral St	East vic park	rebecca@bigskyentertainment.com.au
Stuart Haluszkiewicz		20 Balmoral St.	East vic park	balancing.a44@optusnet.com.au
Fred Baxter		16 TUMBY ST	Vic park	
Lynne Herbert		78 Armagh St	Vic Park	liherbert@hotmail.com
CAM WILLIAMS		245 GLOUCESTER ST VIC 3000	VIC PARK	clay@weldrite.com.au
MONIQUE WILLIAMS		245 Gloucester St	VIC PARK	mng-loyd@yahoo.com.au
A. Mahesh		9 Esplanade St.	ELVP	
Melika Aydin		11a Kent St	vic park	melika.aydin@hotmail.com

Town of Victoria Park, CEO
Dear Sir

We the undersigned agree with Councillor Vicki Potter and Councillor John Bissett that John McMillan reserve be retained to its current size.

2/2/13

Print name	Signature	Address	Suburb	Email
CHARLES MANSFIELD		11A KEW ST	VIC PARK	char.mansfield@vicpark.vic.gov.au
EUGEN STEVENS		22 RAMSDEN AVE, DAF	E. VIC PARK	eugen.stevens@ymail.com
Tom Reynolds		58 McMillan St vic PK	Vic Park	tom.ottawa@bigpond.com
MIKE KEANE		56 STATE ST, VIC PK	Vic Park	mike@catsconstruction.com.au
BRETT MONTE		57 STATE ST	VIC PARK	brentmonte@hotmail.com
HANWAH DAM		56 STATE ST	VIC PARK	hanwah_dam@ymail.com
William Pyper		38 Basinghall St	E. Vic Park	wpyper@coze.com.au
John Ecker		310 Goddard St	Catholac	JHE@yaho.com.au
Rebecca Kerr		10A METCAL ST	VIC PARK	RLK - @HOTMAIL.CO.UK
PETER HEIGHT		47 Hillview Terrace	St James	
LYALL JONES		245B Gloucester St	E. VIC PARK	lyall.jones@westnet.com.au
Radka Krivkova		57A Tuam St,	Vic Park	radkkrivkova@gmail.com
Eileen Clair		17 Beech Ave	Bantley	eileen@phicce@gmail.com
Margaret Stirling		32 Dane Street	East Vic Park	traci-02-21@hotmail

14.1 Schedule of Accounts for 30 June 2015

All Payments Made From 1-Jun-15 To 30-Jun-15

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
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Municipal Fund Bank Account

Payments

Creditors Cheques

00606966	16-Jun-15	Alinta	Gas Usage Charges	86.60
00606923	3-Jun-15	Bentley Park Show	Donation to Bentley Park Show 2015	500.00
00606969	17-Jun-15	Books and Gifts Direct	Library Equipment and Stock	128.00
00606925	3-Jun-15	City of Melville	Design Cost for Community Safety Worksho	126.65
00606941	9-Jun-15	City of South Perth	Local Government Services	750.00
00606987	23-Jun-15	City of South Perth	Local Government Services	910.25
00606999	29-Jun-15	City of South Perth	Local Government Services	3,601.81
00606926	3-Jun-15	CSA Employer Services	Superannuation	2,669.37
00607000	29-Jun-15	CSA Employer Services	Superannuation	1,779.58
00606943	9-Jun-15	Department of Commerce	Levy Payments	31,749.13
00606988	23-Jun-15	Department of Health	Medical Equipment and Services	223.00
00606942	9-Jun-15	Department of Local Government &	Membership and Subscription	293.00
00606924	3-Jun-15	Gaming and Wagering Commission	Bingo Costs	275.62
00606967	17-Jun-15	Gaming and Wagering Commission	Bingo Costs	25.00
00606927	3-Jun-15	Local Government Racing and Cemetri	Superannuation	174.60
00607001	29-Jun-15	Local Government Racing and Cemetri	Superannuation	116.40
00606944	9-Jun-15	Manning Magic Basketball Club Inc	Donations	400.00
00606945	9-Jun-15	Office of State Revenue	Financial Services	53.35
00606968	17-Jun-15	Purearth	Waste Management Services	10,939.72
00606998	29-Jun-15	Sensis Pty Ltd	Advertising Services	469.85
00606947	9-Jun-15	Synergy	Electricity Usage Charges	33,591.75
00606964	16-Jun-15	Synergy	Electricity Usage Charges	63,573.42
00607003	29-Jun-15	Synergy	Electricity Usage Charges	1,703.10
00606929	3-Jun-15	Telstra Corporation Ltd	Telephone Usage Charges	417.71
00606948	9-Jun-15	Telstra Corporation Ltd	Telephone Usage Charges	4,153.85
00606965	16-Jun-15	Telstra Corporation Ltd	Telephone Usage Charges	112.83
00607004	29-Jun-15	Telstra Corporation Ltd	Telephone Usage Charges	70,151.42
00606946	9-Jun-15	The Good Guys Discount Warehouse Be	Equipment Supply and Repair	179.90
00606928	3-Jun-15	Town of Victoria Park	Superannuation	5,622.52
00607002	29-Jun-15	Town of Victoria Park	Superannuation	3,893.85
00606930	3-Jun-15	Water Corporation	Water Usage Charges	7,829.01
00606949	9-Jun-15	Water Corporation	Water Usage Charges	1,233.79
00606963	16-Jun-15	Water Corporation	Water Usage Charges	16,505.36
00606989	23-Jun-15	Water Corporation	Water Usage Charges	14,999.77
00606986	23-Jun-15	Westnet Pty Ltd	Internet Hosting Services	4.99
Total Creditors Cheques				279,245.20

Creditors EFT Payments

652.1215-01	17-Jun-15	4 Logic	Software and IT Solutions	843.24
651.2419-01	10-Jun-15	AAPT Limited	Communication Services	3,197.78
646.1227-01	3-Jun-15	ABA Automatic Gates	Machinery Servicing and Parts	246.99
649.1090-01	10-Jun-15	Abbott & Co Printers	Printing Services	750.00
646.1328-01	3-Jun-15	Abco Products Pty Ltd	Cleaning Services and Equipment	743.76
649.1328-01	10-Jun-15	Abco Products Pty Ltd	Cleaning Services and Equipment	92.58
649.959-01	10-Jun-15	Able Westchem	Cleaning Services and Equipment	256.78
652.352-01	17-Jun-15	ABnote Australia	Printing Services	527.78
655.352-01	24-Jun-15	ABnote Australia	Printing Services	24.00
655.2425-01	24-Jun-15	Academy Publishing	Printing Services	379.50
655.8-01	24-Jun-15	Accidental First Aid Supplies	Medical Equipment and Services	281.34
655.9-01	24-Jun-15	ACMV Design Consultants	Design and Drafting Services	1,650.00
649.11-01	10-Jun-15	Active Transport & Tilt Tray Serv	Towing Services	77.00
660.11-01	30-Jun-15	Active Transport & Tilt Tray Serv	Towing Services	286.00
660.1941-01	30-Jun-15	ADH Fencing Pty Ltd	Facility Maintenance Services	242.00
649.1303-01	10-Jun-15	Aecom Australia Pty Ltd	Planning and Building Services	10,065.00
655.2741-01	24-Jun-15	Aerial Fun Pty Ltd	Event Performance and Activity	250.00
655.1764-01	24-Jun-15	Akcelik & Associates Pty Ltd	Consultancy Services	363.00
652.1293-01	17-Jun-15	Alanco Australia Pty Ltd	Plant Supply and Servicing	35.97
646.14-01	3-Jun-15	Algaefree Australia	Environmental Services	419.76
646.1738-01	3-Jun-15	All Earth Waste Collection Services	Waste Management Services	35,442.00
652.1738-01	17-Jun-15	All Earth Waste Collection Services	Waste Management Services	40,095.00
646.18-01	3-Jun-15	All Signs	Sign Installation and Supply	770.00
649.18-01	10-Jun-15	All Signs	Sign Installation and Supply	374.00

All Payments Made From 1-Jun-15 To 30-Jun-15

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
649.2515-01	10-Jun-15	Alleasing	Printing Services	18,334.76
660.570-01	30-Jun-15	Allflow Industrial	Machinery Servicing and Parts	1,336.45
649.20-01	10-Jun-15	Allmark & Associates Pty Ltd	Uniforms and Protective Equipment	104.50
652.17-01	17-Jun-15	Allpest WA	Pest Control Services	390.00
660.1282-01	30-Jun-15	Allpoints Bathroom Services	Facility Maintenance Services	286.00
655.1175-01	24-Jun-15	Amalgamated Asphalt Services	Road Construction Materials and Services	52,800.00
652.1510-01	17-Jun-15	AMF Bowling	School Holiday Program Activities	626.85
649.2774-01	10-Jun-15	Ampac Debt Recovery (WA) Pty Ltd	Financial Services	57.60
655.441-01	24-Jun-15	Analytical Reference Laboratory (WA	Environmental Services	313.50
655.2099-01	24-Jun-15	Animal Pest Management Services	populations at Kensington Bushland	1,320.00
649.2769-01	10-Jun-15	Anser Group Pty Ltd	Design and Drafting Services	13,187.15
655.2769-01	24-Jun-15	Anser Group Pty Ltd	Design and Drafting Services	44,000.00
660.3050-01	30-Jun-15	ANTIQUITEA	Catering and Refreshments	1,042.50
660.2480-01	30-Jun-15	Apace Aid WA Incorporated	Landscaping Materials and Services	1,173.18
652.3055-01	17-Jun-15	Aranmore Jets Netball Club	Health Instructors	200.00
655.1600-01	24-Jun-15	Arborwest Tree Farm	Landscaping Materials and Services	20,574.00
660.1600-01	30-Jun-15	Arborwest Tree Farm	Landscaping Materials and Services	1,496.00
649.1767-01	10-Jun-15	Artmart Picture Gallery	Photography and Imaging Services	189.60
649.2423-01	10-Jun-15	Aspect Group (WA) Pty Ltd	Electrical Services and Maintenance	224.40
655.662-01	24-Jun-15	Asphaltech Pty Ltd	Road Construction Materials and Services	156,940.67
652.2127-01	17-Jun-15	Asset Infrastructure Management	Consultancy Services	7,084.00
649.270-01	10-Jun-15	At Milk Supplies	Amenities	59.76
652.270-01	17-Jun-15	At Milk Supplies	Amenities	59.76
646.3045-01	3-Jun-15	Auscol Pty Ltd	Facility Maintenance Services	420.00
655.3045-01	24-Jun-15	Auscol Pty Ltd	Facility Maintenance Services	140.00
646.1866-01	3-Jun-15	Austraffic	Traffic Control Services	9,240.00
660.613-01	30-Jun-15	Austral Mercantile Collections Pty	Financial Services	1,582.50
649.273-01	10-Jun-15	Australia Post	Postage Services	7,638.28
660.13-01	30-Jun-15	Australian Institute of Management	Membership and Subscription	80.00
646.588-01	3-Jun-15	Australian Library & Information As	Membership and Subscription	1,125.00
655.755-01	24-Jun-15	Australian Plastic Card Company Pty	Library Equipment and Stock	1,708.30
647.50-01	3-Jun-15	Australian Service Union	Superannuation	75.30
647.98000-01	3-Jun-15	Australian Taxation Office	Taxation	157,749.00
653.98000-01	17-Jun-15	Australian Taxation Office	Taxation	135,056.00
649.2539-01	10-Jun-15	Bad Backs Store	Equipment Supply and Repair	3,276.00
652.2539-01	17-Jun-15	Bad Backs Store	Equipment Supply and Repair	841.50
655.2539-01	24-Jun-15	Bad Backs Store	Equipment Supply and Repair	565.00
660.2539-01	30-Jun-15	Bad Backs Store	Equipment Supply and Repair	1,060.00
646.724-01	3-Jun-15	Baileys Fertilisers	Landscaping Materials and Services	610.50
655.724-01	24-Jun-15	Baileys Fertilisers	Landscaping Materials and Services	892.32
649.277-01	10-Jun-15	Bannister Downs Dairy Company	Amenities	76.80
652.277-01	17-Jun-15	Bannister Downs Dairy Company	Amenities	19.20
655.277-01	24-Jun-15	Bannister Downs Dairy Company	Amenities	76.80
660.277-01	30-Jun-15	Bannister Downs Dairy Company	Amenities	76.80
646.3046-01	3-Jun-15	Barn Babes Clarkson	Event Performance and Activity	330.00
649.960-01	10-Jun-15	Batteries Plus Technologies	Printing Services	226.60
660.1947-01	30-Jun-15	BCA Consultants Pty Ltd	Engineering and Surveying Services	6,407.50
652.192-01	17-Jun-15	Beacon Equipment	Machinery Servicing and Parts	131.85
655.192-01	24-Jun-15	Beacon Equipment	Machinery Servicing and Parts	146.20
649.280-01	10-Jun-15	Beaver Tree Services	Landscaping Materials and Services	21,153.59
655.280-01	24-Jun-15	Beaver Tree Services	Landscaping Materials and Services	86,736.90
660.280-01	30-Jun-15	Beaver Tree Services	Landscaping Materials and Services	23,923.22
652.2699-01	17-Jun-15	Belmont Junior Football Club	Sponsorship	330.00
655.2699-01	24-Jun-15	Belmont Junior Football Club	Sponsorship	180.00
649.2992-01	10-Jun-15	Belmont Junior Soccer Club	Donations	600.00
646.1241-01	3-Jun-15	Belmont Netball Association Inc	Donations	1,000.00
655.1241-01	24-Jun-15	Belmont Netball Association Inc	Donations	200.00
649.281-01	10-Jun-15	Benara Nurseries	Landscaping Materials and Services	6,726.89
655.281-01	24-Jun-15	Benara Nurseries	Landscaping Materials and Services	224.13
660.282-01	30-Jun-15	Besam Australia Pty Ltd	Facility Maintenance Services	451.39
646.409-01	3-Jun-15	Bidvest (WA) Pty Ltd	Resale Inventory	1,528.06
649.409-01	10-Jun-15	Bidvest (WA) Pty Ltd	Resale Inventory	212.38
652.409-01	17-Jun-15	Bidvest (WA) Pty Ltd	Resale Inventory	1,688.92
655.409-01	24-Jun-15	Bidvest (WA) Pty Ltd	Resale Inventory	927.29
660.409-01	30-Jun-15	Bidvest (WA) Pty Ltd	Resale Inventory	304.53
652.429-01	17-Jun-15	Bin Bath Australia Pty Ltd	Cleaning Services and Equipment	737.88

All Payments Made From 1-Jun-15 To 30-Jun-15

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
646.1578-01	3-Jun-15	Bingo Australia	Bingo Costs	459.58
649.283-01	10-Jun-15	Blackwell & Associates Pty Ltd	Planning and Building Services	1,512.50
655.283-01	24-Jun-15	Blackwell & Associates Pty Ltd	Planning and Building Services	2,480.50
646.1447-01	3-Jun-15	Blue Force Pty Ltd	Fire Alarm and Security Services	145.20
649.1447-01	10-Jun-15	Blue Force Pty Ltd	Fire Alarm and Security Services	105.68
655.2683-01	24-Jun-15	Blue Visions Management	Training Services	12,210.00
649.286-01	10-Jun-15	Bob Jane T-Mart Victoria Park	Plant Supply and Servicing	141.00
649.287-01	10-Jun-15	BOC Limited	Equipment Supply and Repair	1,834.26
655.2233-01	24-Jun-15	Bolinda	Printing Services	161.87
646.384-01	3-Jun-15	Bonissimo	Resale Inventory	159.50
649.384-01	10-Jun-15	Bonissimo	Resale Inventory	317.50
652.384-01	17-Jun-15	Bonissimo	Resale Inventory	336.50
649.2871-01	10-Jun-15	Boogie Babes	Event Performance and Activity	300.00
646.333-01	3-Jun-15	Boral Construction Materials Group	Equipment Supply and Repair	165.78
649.333-01	10-Jun-15	Boral Construction Materials Group	Equipment Supply and Repair	82.89
652.333-01	17-Jun-15	Boral Construction Materials Group	Equipment Supply and Repair	397.87
655.333-01	24-Jun-15	Boral Construction Materials Group	Equipment Supply and Repair	165.78
660.333-01	30-Jun-15	Boral Construction Materials Group	Equipment Supply and Repair	248.67
646.2823-01	3-Jun-15	BOS Surveying Pty Ltd	Surveying Services	33,439.76
660.2823-01	30-Jun-15	BOS Surveying Pty Ltd	Surveying Services	130,376.33
654.2093-01	23-Jun-15	BP Australia Pty Ltd	Fuel and Oils	3,316.16
655.2524-01	24-Jun-15	Brandconnect Australia	Library Equipment and Stock	1,680.25
660.2524-01	30-Jun-15	Brandconnect Australia	Library Equipment and Stock	1,820.50
649.1200-01	10-Jun-15	Brenton Michael Pember	Business Systems Development	2,860.00
652.1200-01	17-Jun-15	Brenton Michael Pember	Business Systems Development	5,005.00
655.1200-01	24-Jun-15	Brenton Michael Pember	Business Systems Development	2,574.00
660.775-01	30-Jun-15	Brett Rabey	Pest Control Services	1,155.00
649.2231-01	10-Jun-15	Bridgestone Tyres	Tyres	294.80
652.289-01	17-Jun-15	Broken Hill Hotel	Catering and Refreshments	997.72
660.3051-01	30-Jun-15	Brownes Fencing	Facility Maintenance Services	2,332.00
649.1211-01	10-Jun-15	Brownes Foods Operations	Amenities	101.74
652.1211-01	17-Jun-15	Brownes Foods Operations	Amenities	24.60
655.1211-01	24-Jun-15	Brownes Foods Operations	Amenities	49.20
660.1211-01	30-Jun-15	Brownes Foods Operations	Amenities	206.84
646.442-01	3-Jun-15	Bucher Municipal Pty Ltd	Plant Supply and Servicing	594.00
652.442-01	17-Jun-15	Bucher Municipal Pty Ltd	Plant Supply and Servicing	422.40
655.442-01	24-Jun-15	Bucher Municipal Pty Ltd	Plant Supply and Servicing	1,302.40
655.2773-01	24-Jun-15	Buggy Buddys Pty Ltd	Event Performance and Activity	220.00
649.290-01	10-Jun-15	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	296.07
652.290-01	17-Jun-15	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	647.08
655.290-01	24-Jun-15	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	705.00
660.290-01	30-Jun-15	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	77.97
646.292-01	3-Jun-15	Burke Air	Facility Maintenance Services	825.00
649.292-01	10-Jun-15	Burke Air	Facility Maintenance Services	286.00
652.292-01	17-Jun-15	Burke Air	Facility Maintenance Services	20,660.19
655.292-01	24-Jun-15	Burke Air	Facility Maintenance Services	52,088.20
660.292-01	30-Jun-15	Burke Air	Facility Maintenance Services	2,616.03
646.527-01	3-Jun-15	Cabcharge Australia Ltd	Transport Services	407.32
660.1483-01	30-Jun-15	Cake Factory Australia Pty Ltd	Light Refreshments	105.00
649.512-01	10-Jun-15	Callaghan Security Services	Fire Alarm and Security Services	261.89
646.1656-01	3-Jun-15	CallTech	Equipment Supply and Repair	90.00
655.279-01	24-Jun-15	Caltex Aust Limited	Fuel and Oils	16,654.00
646.1334-01	3-Jun-15	Carabooda Pty Ltd	Landscaping Materials and Services	658.63
660.300-01	30-Jun-15	Carlisle Events Hire Pty Ltd	Equipment Hire	171.60
646.379-01	3-Jun-15	Carlisle IGA	Resale Inventory	36.23
655.379-01	24-Jun-15	Carlisle IGA	Resale Inventory	34.62
660.379-01	30-Jun-15	Carlisle IGA	Resale Inventory	14.20
652.3056-01	17-Jun-15	Carlisle Scout Group	Event Performance and Activity	200.00
652.2973-01	17-Jun-15	Carpets Online	Facility Maintenance Services	1,665.77
655.1604-01	24-Jun-15	Castledex	Office Supplies	15.00
649.1503-01	10-Jun-15	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	16,972.72
652.1503-01	17-Jun-15	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	1,358.50
655.1503-01	24-Jun-15	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	165.00
646.405-01	3-Jun-15	Centropak Australia	Equipment Supply and Repair	413.69
649.2898-01	10-Jun-15	Chandler MacLeod Group Limited	Employment and Legal Services	1,324.79
652.2898-01	17-Jun-15	Chandler MacLeod Group Limited	Employment and Legal Services	5,042.73

All Payments Made From 1-Jun-15 To 30-Jun-15

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
655.2898-01	24-Jun-15	Chandler MacLeod Group Limited	Employment and Legal Services	3,250.86
649.2332-01	10-Jun-15	Charles Service Company	Facility Maintenance Services	11,875.93
652.2332-01	17-Jun-15	Charles Service Company	Facility Maintenance Services	1,706.45
655.2332-01	24-Jun-15	Charles Service Company	Facility Maintenance Services	1,735.48
649.2262-01	10-Jun-15	Chivers Asphalt	Road Construction Materials and Services	1,540.00
649.309-01	10-Jun-15	Chubb Fire & Security Pty Ltd	Fire Alarm and Security Services	983.62
660.309-01	30-Jun-15	Chubb Fire & Security Pty Ltd	Fire Alarm and Security Services	447.70
655.311-01	24-Jun-15	City of Belmont	Contributions	5,066.93
646.369-01	3-Jun-15	City of Perth	Financial and Record Management Services	880.85
649.369-01	10-Jun-15	City of Perth	Financial and Record Management Services	8,822.75
660.369-01	30-Jun-15	City of Perth	Financial and Record Management Services	30,094.91
648.57-01	3-Jun-15	City of Perth Superannuation Plan	Superannuation	5,216.29
652.466-01	17-Jun-15	Civica Pty Ltd	Software and IT Solutions	26,571.60
646.483-01	3-Jun-15	Cleanaway	Waste Management Services	155,932.11
652.483-01	17-Jun-15	Cleanaway	Waste Management Services	170,838.40
652.629-01	17-Jun-15	Clever Patch Pty Ltd	Library Equipment and Stock	53.46
648.3036-01	3-Jun-15	Click Super	Superannuation	260,127.40
646.1778-01	3-Jun-15	Coast 2 Coast Sports	Uniforms and Protective Equipment	194.25
652.1065-01	17-Jun-15	Coates Hire Operations Pty Limited	Equipment Hire	212.44
660.1065-01	30-Jun-15	Coates Hire Operations Pty Limited	Equipment Hire	7,623.02
649.1120-01	10-Jun-15	Coca-Cola Amatil WA	Resale Inventory	364.10
646.2588-01	3-Jun-15	Coles Supermarkets Australia Pty Lt	Resale Inventory	382.98
649.2588-01	10-Jun-15	Coles Supermarkets Australia Pty Lt	Resale Inventory	172.24
652.2588-01	17-Jun-15	Coles Supermarkets Australia Pty Lt	Resale Inventory	302.65
655.2588-01	24-Jun-15	Coles Supermarkets Australia Pty Lt	Resale Inventory	438.43
655.1199-01	24-Jun-15	Colleagues Print Solutions	Printing Services	4,884.13
655.327-01	24-Jun-15	Community Newspapers Group Ltd	Advertising Services	3,433.52
649.2878-01	10-Jun-15	Contemporary Gymnastics Academy	Donations	200.00
652.3058-01	17-Jun-15	Contract Control International Pty	Training Services	3,476.00
655.3058-01	24-Jun-15	Contract Control International Pty	Training Services	4,004.00
646.689-01	3-Jun-15	Copley Contracting	Road Construction Materials and Services	28,144.60
655.2186-01	24-Jun-15	Cornerstone Legal Pty Ltd	Legal Services	1,800.00
655.2963-01	24-Jun-15	Corporate Executive Board	Consultancy Services	17,500.00
646.2996-01	3-Jun-15	Corporate Sound Production House	Conference and Workshop Enrolment	168.08
655.2996-01	24-Jun-15	Corporate Sound Production House	Conference and Workshop Enrolment	1,098.90
652.356-01	17-Jun-15	Council On The Ageing (WA) Inc	Membership and Subscription	1,200.00
646.2363-01	3-Jun-15	CTI Security Services Pty Ltd	Facility Maintenance Services	1,610.20
649.2363-01	10-Jun-15	CTI Security Services Pty Ltd	Facility Maintenance Services	718.60
655.2363-01	24-Jun-15	CTI Security Services Pty Ltd	Facility Maintenance Services	280.28
660.1705-01	30-Jun-15	Curtin University Junior Football C	Donations	400.00
655.723-01	24-Jun-15	Data#3 Limited	Software and IT Solutions	56,798.50
660.723-01	30-Jun-15	Data#3 Limited	Software and IT Solutions	5,926.70
649.2532-01	10-Jun-15	Datacom Systems (WA) Pty Ltd	Software and IT Solutions	3,979.49
652.2532-01	17-Jun-15	Datacom Systems (WA) Pty Ltd	Software and IT Solutions	4,135.44
655.2532-01	24-Jun-15	Datacom Systems (WA) Pty Ltd	Software and IT Solutions	20,397.23
660.2606-01	30-Jun-15	Davidson Trahaire Corpsych	Medical Equipment and Services	82.50
655.426-01	24-Jun-15	Daytone Printing Pty Ltd	Printing Services	355.30
646.346-01	3-Jun-15	Della's Group Pty Ltd	Printing Services	1,635.70
649.346-01	10-Jun-15	Della's Group Pty Ltd	Printing Services	5,245.90
655.346-01	24-Jun-15	Della's Group Pty Ltd	Printing Services	687.50
660.346-01	30-Jun-15	Della's Group Pty Ltd	Printing Services	437.80
649.263-01	10-Jun-15	Department of Fire and Emergency	Contributions	521,733.07
649.2143-01	10-Jun-15	Department of Planning - Developmen	Planning and Application Services	3,503.00
655.2143-01	24-Jun-15	Department of Planning - Developmen	Planning and Application Services	150.00
660.2143-01	30-Jun-15	Department of Planning - Developmen	Planning and Application Services	6,557.00
652.708-01	17-Jun-15	Department of Transport	Licencing and Subscriptions	3,604.80
660.708-01	30-Jun-15	Department of Transport	Licencing and Subscriptions	2,623.30
655.2622-01	24-Jun-15	Digital Camera Warehouse	Equipment Supply and Repair	1,292.00
649.795-01	10-Jun-15	Digital Mapping Solutions	Software and IT Solutions	550.00
660.795-01	30-Jun-15	Digital Mapping Solutions	Software and IT Solutions	6,864.00
649.1372-01	10-Jun-15	Direct Coffee Supplies	Resale Inventory	330.00
655.1372-01	24-Jun-15	Direct Coffee Supplies	Resale Inventory	500.00
655.2986-01	24-Jun-15	Dismantle	Equipment Supply and Repair	760.00
646.1624-01	3-Jun-15	Dowsing Concrete	Construction Equipment	104,863.00
649.1624-01	10-Jun-15	Dowsing Concrete	Construction Equipment	16,344.68
652.1624-01	17-Jun-15	Dowsing Concrete	Construction Equipment	47,956.98

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655.1624-01	24-Jun-15	Dowsing Concrete	Construction Equipment	41,492.56
660.1624-01	30-Jun-15	Dowsing Concrete	Construction Equipment	134,687.73
652.849-01	17-Jun-15	DS Agencies Pty Ltd	Equipment Supply and Repair	1,026.30
655.849-01	24-Jun-15	DS Agencies Pty Ltd	Equipment Supply and Repair	6,743.00
660.849-01	30-Jun-15	DS Agencies Pty Ltd	Equipment Supply and Repair	6,149.00
649.411-01	10-Jun-15	Dunbar Services (WA) Pty Ltd	Cleaning Services and Equipment	21.45
652.685-01	17-Jun-15	Dymocks Bookshop	Library Equipment and Stock	51.83
655.1145-01	24-Jun-15	E & M J Rosher Pty Ltd	Machinery Servicing and Parts	265.10
652.378-01	17-Jun-15	East Victoria Park Delivery Round	Communication Services	296.01
649.1495-01	10-Jun-15	Eaton & Passarelli Pty Ltd	Planning and Building Services	7,425.00
649.2360-01	10-Jun-15	Electrodry Zone Eight	Contract Cleaning	160.00
655.421-01	24-Jun-15	Elite Pool Covers	Equipment Supply and Repair	655.00
649.951-01	10-Jun-15	Elliotts Irrigation Pty Ltd	Irrigation Supply and Repair	2,899.66
652.451-01	17-Jun-15	Embroidery WA	Uniforms and Protective Equipment	508.53
660.451-01	30-Jun-15	Embroidery WA	Uniforms and Protective Equipment	484.00
649.1289-01	10-Jun-15	EMP Industrial Australasia Pty Ltd	Furniture Supply and Repair	397.10
655.2372-01	24-Jun-15	Empire Estate Agent	Rental Payments	5,362.76
660.2174-01	30-Jun-15	Environmental Health Australia (NSW	Environmental Services	550.00
646.2404-01	3-Jun-15	Envirotechnics Pest Management	Facility Maintenance Services	1,270.50
649.2404-01	10-Jun-15	Envirotechnics Pest Management	Facility Maintenance Services	671.00
652.2404-01	17-Jun-15	Envirotechnics Pest Management	Facility Maintenance Services	715.00
655.484-01	24-Jun-15	Ergolink	Equipment Supply and Repair	550.52
652.1804-01	17-Jun-15	Excel Traffic Data	Traffic Control Services	9,032.10
655.1804-01	24-Jun-15	Excel Traffic Data	Traffic Control Services	2,618.00
646.2921-01	3-Jun-15	Face Painter Extraordinaire	Event Performance and Activity	297.00
655.2197-01	24-Jun-15	Find Wise Location Services	Road Construction Materials and Services	479.60
652.2196-01	17-Jun-15	Flexirent Capital Pty Ltd	Software and IT Solutions	244.33
649.2388-01	10-Jun-15	Flight Centre	Travelling Expenses	1,529.99
649.3006-01	10-Jun-15	Floss and Popcorn Supply Company	Catering and Refreshments	345.00
649.910-01	10-Jun-15	Flowers in the Park	Equipment Supply and Repair	334.55
646.907-01	3-Jun-15	Forpark Australia	Transport Services	1,059.30
649.907-01	10-Jun-15	Forpark Australia	Transport Services	66.00
649.371-01	10-Jun-15	Frazzcon Enterprises	Sign Installation and Supply	5,642.44
652.371-01	17-Jun-15	Frazzcon Enterprises	Sign Installation and Supply	1,202.76
660.371-01	30-Jun-15	Frazzcon Enterprises	Sign Installation and Supply	6,693.12
646.752-01	3-Jun-15	Fruit Express Direct Pty Ltd	Catering and Refreshments	282.00
655.2894-01	24-Jun-15	GFG Consulting	Consultancy Services	9,445.63
652.2701-01	17-Jun-15	Gina Hutchinson	Cleaning Services and Equipment	195.00
660.3037-01	30-Jun-15	GK Creative	Printing Services	1,358.50
646.2620-01	3-Jun-15	Glenn Swift Entertainment	School Holiday Program Activities	1,265.00
649.456-01	10-Jun-15	GLG GreenLife Group Pty Ltd	Landscaping Materials and Services	3,507.59
660.1496-01	30-Jun-15	Global CCTV	Fire Alarm and Security Services	751.30
655.471-01	24-Jun-15	Greenco Electrical & Communication	Electrical Services and Maintenance	427.03
652.470-01	17-Jun-15	Greenway Enterprises	Equipment Supply and Repair	198.29
652.453-01	17-Jun-15	Gronbek Security	Fire Alarm and Security Services	105.99
660.453-01	30-Jun-15	Gronbek Security	Fire Alarm and Security Services	601.19
649.2689-01	10-Jun-15	GymCare	Equipment Supply and Repair	221.76
652.3032-01	17-Jun-15	Hadley's Classic Butchery	Catering and Refreshments	895.00
646.616-01	3-Jun-15	Hart Sport	Equipment Supply and Repair	882.40
655.616-01	24-Jun-15	Hart Sport	Equipment Supply and Repair	270.70
649.851-01	10-Jun-15	Harvey Norman - Cannington	Equipment Supply and Repair	700.00
652.851-01	17-Jun-15	Harvey Norman - Cannington	Equipment Supply and Repair	138.75
649.491-01	10-Jun-15	Hays Personal Services	Agency and Contract Staff	5,357.92
652.491-01	17-Jun-15	Hays Personal Services	Agency and Contract Staff	2,561.23
655.491-01	24-Jun-15	Hays Personal Services	Agency and Contract Staff	2,678.96
660.491-01	30-Jun-15	Hays Personal Services	Agency and Contract Staff	2,819.26
655.2560-01	24-Jun-15	Health Safety Works	Business Systems Development	1,320.00
655.3071-01	24-Jun-15	Hensman Park Tennis Club	Health Instructors	200.00
649.2829-01	10-Jun-15	Herbert Smith Freehills	Legal Services	4,371.19
652.1367-01	17-Jun-15	Higgins Park Tennis Club	Catering and Refreshments	400.00
655.2757-01	24-Jun-15	Hodge Collard Preston Architects	Design and Drafting Services	3,476.00
649.364-01	10-Jun-15	Holcim (Australia) Pty Ltd	Road Construction Materials and Services	381.70
652.364-01	17-Jun-15	Holcim (Australia) Pty Ltd	Road Construction Materials and Services	483.12
655.364-01	24-Jun-15	Holcim (Australia) Pty Ltd	Road Construction Materials and Services	289.19
649.648-01	10-Jun-15	Hosemasters International Pty Ltd	Irrigation Supply and Repair	280.14
655.648-01	24-Jun-15	Hosemasters International Pty Ltd	Irrigation Supply and Repair	481.76

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652.698-01	17-Jun-15	Ice & Oven Technologies Pty Ltd	Equipment Supply and Repair	352.83
649.112-01	10-Jun-15	Icon-Septech Pty Ltd	Irrigation Supply and Repair	116.60
652.112-01	17-Jun-15	Icon-Septech Pty Ltd	Irrigation Supply and Repair	1,081.30
660.112-01	30-Jun-15	Icon-Septech Pty Ltd	Irrigation Supply and Repair	2,119.70
649.1759-01	10-Jun-15	ID Consulting Pty Ltd	Membership and Subscription	17,600.00
652.1759-01	17-Jun-15	ID Consulting Pty Ltd	Membership and Subscription	17,050.00
655.2017-01	24-Jun-15	Imagesource Digital Solutions	Printing Services	308.00
652.209-01	17-Jun-15	Imarda Australia Pty Ltd	Software and IT Solutions	770.00
649.210-01	10-Jun-15	Indoor Gardens Pty Ltd	Landscaping Materials and Services	1,235.09
655.1091-01	24-Jun-15	Industrial Cleaning Equipment	Equipment Supply and Repair	99.00
652.1502-01	17-Jun-15	Industrial Rubber Supplies	Equipment Supply and Repair	61.43
655.1502-01	24-Jun-15	Industrial Rubber Supplies	Equipment Supply and Repair	82.50
655.3068-01	24-Jun-15	Inhouse Group Pty Ltd	Internet Hosting Services	3,300.00
655.2103-01	24-Jun-15	Innova Group Pty Ltd	Furniture Supply and Repair	7,997.00
655.216-01	24-Jun-15	Insight CCS	Communication Services	869.44
655.970-01	24-Jun-15	Integral Development	Training Services	792.00
660.970-01	30-Jun-15	Integral Development	Training Services	669.95
652.2621-01	17-Jun-15	Interlec WA Pty Ltd	Electrical Services and Maintenance	1,793.00
655.2621-01	24-Jun-15	Interlec WA Pty Ltd	Electrical Services and Maintenance	21,955.34
652.433-01	17-Jun-15	IPWEA Limited	Conference and Workshop Enrolment	1,100.00
646.219-01	3-Jun-15	IPWEA Western Australia	Training Services	550.00
655.684-01	24-Jun-15	Isubscribe Pty Ltd	Library Equipment and Stock	4,684.40
655.284-01	24-Jun-15	J Blackwoods & Sons Pty Ltd	Uniforms and Protective Equipment	432.02
660.284-01	30-Jun-15	J Blackwoods & Sons Pty Ltd	Uniforms and Protective Equipment	779.44
652.2431-01	17-Jun-15	J Van De Velde	Landscaping Materials and Services	3,162.50
646.222-01	3-Jun-15	Jackson McDonald Lawyers	Legal Services	3,300.00
655.330-01	24-Jun-15	Jason Signmakers	Sign Installation and Supply	50.60
655.1846-01	24-Jun-15	JB HI FI	Equipment Supply and Repair	1,060.41
660.1846-01	30-Jun-15	JB HI FI	Equipment Supply and Repair	990.28
646.2762-01	3-Jun-15	JB HiFi Commerical	Equipment Supply and Repair	363.85
649.2762-01	10-Jun-15	JB HiFi Commerical	Equipment Supply and Repair	992.11
652.2762-01	17-Jun-15	JB HiFi Commerical	Equipment Supply and Repair	714.41
649.1376-01	10-Jun-15	JBA Surveys	Engineering and Surveying Services	1,034.00
652.227-01	17-Jun-15	Jim's Fencing North Perth	Facility Maintenance Services	1,045.00
655.227-01	24-Jun-15	Jim's Fencing North Perth	Facility Maintenance Services	275.00
652.230-01	17-Jun-15	Johns Building Supplies Pty Ltd	Equipment Supply and Repair	65.93
649.1692-01	10-Jun-15	Just in Scales	Equipment Supply and Repair	302.50
646.232-01	3-Jun-15	Kalamunda Fencing & Gatemakers	Facility Maintenance Services	2,194.50
646.237-01	3-Jun-15	Kennards Hire	Equipment Hire	460.00
652.237-01	17-Jun-15	Kennards Hire	Equipment Hire	126.70
646.3048-01	3-Jun-15	Kenwick Junior Football Club Inc	Donations	200.00
646.2508-01	3-Jun-15	Keston Australia Pty Ltd	Equipment Supply and Repair	2,741.75
655.241-01	24-Jun-15	Kool-Line Electrical & Refrigeratio	Machinery Servicing and Parts	4,459.50
660.1187-01	30-Jun-15	Kooya Consultancy	Consultancy Services	550.00
651.2814-01	10-Jun-15	Landfill Gas & Power Pty Ltd	Electricity Usage Charges	52,598.63
657.2814-01	24-Jun-15	Landfill Gas & Power Pty Ltd	Electricity Usage Charges	3,392.98
646.501-01	3-Jun-15	Landgate	Local Government Services	860.28
649.501-01	10-Jun-15	Landgate	Local Government Services	1,397.20
652.501-01	17-Jun-15	Landgate	Local Government Services	15,569.45
660.3074-01	30-Jun-15	Leading Infrastructure Pty Ltd	Training Services	880.00
660.2276-01	30-Jun-15	Leadr	Conference and Workshop Enrolment	145.00
649.2365-01	10-Jun-15	L'Enoteca	Catering and Refreshments	1,148.00
649.252-01	10-Jun-15	Les Mills Asia Pacific	Licencing and Subscriptions	2,211.22
646.3021-01	3-Jun-15	Lingford Consulting Services Pty Lt	Conference and Workshop Enrolment	425.00
652.617-01	17-Jun-15	LO GO Appointments	Agency and Contract Staff	1,901.63
646.745-01	3-Jun-15	Local Chambers of Commerce and Indu	Local Government Services	5,200.00
660.745-01	30-Jun-15	Local Chambers of Commerce and Indu	Local Government Services	235.00
655.262-01	24-Jun-15	Local Government Managers Australia	Membership and Subscription	1,880.00
655.322-01	24-Jun-15	Local Government Planners Associati	Local Government Services	420.00
646.457-01	3-Jun-15	Lochness Pty Ltd	Landscaping Materials and Services	10,928.12
649.457-01	10-Jun-15	Lochness Pty Ltd	Landscaping Materials and Services	825.00
655.687-01	24-Jun-15	Love Grid Badminton Academy Inc	Equipment Supply and Repair	491.25
655.1904-01	24-Jun-15	Mackay Urbanedesign	Planning and Building Services	1,100.00
660.856-01	30-Jun-15	Main Roads Western Australia	Road Construction Materials and Services	9,577.71
660.2788-01	30-Jun-15	Maisey Collections	Equipment Hire	2,772.15
646.930-01	3-Jun-15	Malcolm & Caril Barker	Landscaping Materials and Services	1,210.00

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660.930-01	30-Jun-15	Malcolm & Caril Barker	Landscaping Materials and Services	20,020.00
652.317-01	17-Jun-15	Marlbroh Bingo Enterprises	Bingo Costs	2,270.00
660.317-01	30-Jun-15	Marlbroh Bingo Enterprises	Bingo Costs	1,298.40
655.2538-01	24-Jun-15	Marshall Beattie Pty Ltd	Equipment Supply and Repair	462.00
649.319-01	10-Jun-15	McLeods & Co	Legal Services	2,209.69
660.319-01	30-Jun-15	McLeods & Co	Legal Services	2,799.37
649.600-01	10-Jun-15	Message4U Pty Ltd	Communication Services	209.00
646.692-01	3-Jun-15	Metal Artwork Creations	Office Supplies	27.50
660.3052-01	30-Jun-15	Metro Piano Removers	Equipment Hire	300.00
649.789-01	10-Jun-15	Midland Brick Company Pty Ltd	Construction Equipment	1,226.93
660.1568-01	30-Jun-15	Milford Framers	Printing Services	178.00
646.189-01	3-Jun-15	Mindarie Regional Council	Waste Management Services	67,667.78
649.189-01	10-Jun-15	Mindarie Regional Council	Waste Management Services	41,238.09
652.189-01	17-Jun-15	Mindarie Regional Council	Waste Management Services	66,165.62
655.189-01	24-Jun-15	Mindarie Regional Council	Waste Management Services	9,603.98
660.189-01	30-Jun-15	Mindarie Regional Council	Waste Management Services	35,078.60
646.2800-01	3-Jun-15	Miss B Kay	Health Instructors	556.80
655.1886-01	24-Jun-15	Miss Maud	Catering and Refreshments	319.15
646.1994-01	3-Jun-15	Miss N S Tomkins	Staff Payments & Reimbursement	225.00
646.3049-01	3-Jun-15	Miss T B Barry	Staff Payments & Reimbursement	250.00
646.1933-01	3-Jun-15	MLC Roof Services Pty Ltd	Facility Maintenance Services	209.00
649.1933-01	10-Jun-15	MLC Roof Services Pty Ltd	Facility Maintenance Services	330.00
660.1933-01	30-Jun-15	MLC Roof Services Pty Ltd	Facility Maintenance Services	209.00
646.1506-01	3-Jun-15	Mr A Vuleta	Staff Payments & Reimbursement	78.00
652.2171-01	17-Jun-15	Mr C Wells	Staff Payments & Reimbursement	530.44
652.2060-01	17-Jun-15	Mr D A Macdonald	Staff Payments & Reimbursement	57.30
660.2060-01	30-Jun-15	Mr D A Macdonald	Staff Payments & Reimbursement	425.00
652.2169-01	17-Jun-15	Mr D J Aitken	Staff Payments & Reimbursement	506.33
646.2313-01	3-Jun-15	Mr I A Abuleela	Staff Payments & Reimbursement	300.00
652.2477-01	17-Jun-15	Mr M A Blaquiére	Staff Payments & Reimbursement	423.00
652.3065-01	17-Jun-15	Mr M Wibowo	Gym & Pool Membership	100.75
655.2915-01	24-Jun-15	Mr M Wills	Event Performance and Activity	4,677.80
646.2910-01	3-Jun-15	Mr R A Podmore	Agency and Contract Staff	2,447.50
649.2910-01	10-Jun-15	Mr R A Podmore	Agency and Contract Staff	1,980.00
652.2910-01	17-Jun-15	Mr R A Podmore	Agency and Contract Staff	2,310.00
655.2910-01	24-Jun-15	Mr R A Podmore	Agency and Contract Staff	2,475.00
660.2910-01	30-Jun-15	Mr R A Podmore	Agency and Contract Staff	2,392.50
646.1596-01	3-Jun-15	Mr W D Bow	Staff Payments & Reimbursement	525.00
649.1899-01	10-Jun-15	Mrs D B Singh	Staff Payments & Reimbursement	410.00
646.2236-01	3-Jun-15	Mrs H Ryder	Event Performance and Activity	62.91
646.2010-01	3-Jun-15	Mrs K Todman	Staff Payments & Reimbursement	68.33
646.2692-01	3-Jun-15	Mrs M M Scott	Health Instructors	222.72
652.3019-01	17-Jun-15	Mrs S Hynes	Health Instructors	111.36
646.3004-01	3-Jun-15	Ms B Gibson	Event Performance and Activity	995.00
646.979-01	3-Jun-15	Ms C E Lavery	Staff Payments & Reimbursement	100.27
655.1412-01	24-Jun-15	Ms C L Stace	Event Performance and Activity	370.00
655.3072-01	24-Jun-15	Ms F A Kwek	Staff Payments & Reimbursement	283.60
649.2599-01	10-Jun-15	Ms G M Cole	Subsidies	50.00
660.3005-01	30-Jun-15	Ms H C Radowick	Event Performance and Activity	200.00
646.2828-01	3-Jun-15	Ms H D Mathie	Staff Payments & Reimbursement	300.00
655.784-01	24-Jun-15	Ms R L Schofield	Staff Payments & Reimbursement	598.00
655.2688-01	24-Jun-15	Ms S Woods	Staff Payments & Reimbursement	300.00
652.601-01	17-Jun-15	Ms T E Ackerman	Staff Payments & Reimbursement	263.94
649.2160-01	10-Jun-15	Neil Urry	Amenities	150.00
660.1141-01	30-Jun-15	Newicks Electrical Services	Electrical Services and Maintenance	341.00
652.416-01	17-Jun-15	Nordic Fitness Equipment	Equipment Supply and Repair	638.00
649.386-01	10-Jun-15	Northlake Electrical Pty Ltd	Electrical Services and Maintenance	157.15
655.1607-01	24-Jun-15	Nosh Gourmet Foods & Gifts	Catering and Refreshments	106.05
660.201-01	30-Jun-15	OCLC (UK) Ltd	Training Services	9,637.27
660.657-01	30-Jun-15	Octagon-BKG Lifts	Machinery Servicing and Parts	415.80
652.2286-01	17-Jun-15	Octocom	Vehicle Operating Expenses	3,219.33
646.2428-01	3-Jun-15	OfficeMax Australia Limited	Office Supplies	59.27
660.2428-01	30-Jun-15	OfficeMax Australia Limited	Office Supplies	63.82
652.202-01	17-Jun-15	Officeworks Superstores Pty Ltd	Office Supplies	73.80
660.1053-01	30-Jun-15	Opus International Consultants (PCA	Engineering and Surveying Services	19,866.00
649.1287-01	10-Jun-15	Outsource Business Support Solution	Business Systems Development	5,648.50

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655.1287-01	24-Jun-15	Outsource Business Support Solution	Business Systems Development	4,433.00
652.207-01	17-Jun-15	Oven Sparkle Pty Ltd	Cleaning Services and Equipment	1,210.00
652.3063-01	17-Jun-15	Ozlockers Pty Ltd	Facility Maintenance Services	6,622.00
652.556-01	17-Jun-15	P & M Automotive Equipment	Machinery Servicing and Parts	207.68
650.103-01	10-Jun-15	Pacific Brands Workwear	Uniforms and Protective Equipment	2,871.24
656.103-01	24-Jun-15	Pacific Brands Workwear	Uniforms and Protective Equipment	914.60
646.462-01	3-Jun-15	Paper- Pak Pty Ltd	Office Supplies	470.80
655.2554-01	24-Jun-15	Paperbark Technologies Pty Ltd	Engineering and Surveying Services	1,490.00
652.475-01	17-Jun-15	Parkland Mazda	Plant Supply and Servicing	276.95
660.720-01	30-Jun-15	Perth Audiovisual	Equipment Supply and Repair	4,462.65
646.2725-01	3-Jun-15	Perth Basketball Association Inc	Donations	800.00
646.401-01	3-Jun-15	Perth Cricket Club Inc	Contributions	11,792.39
649.401-01	10-Jun-15	Perth Cricket Club Inc	Contributions	11,792.39
649.410-01	10-Jun-15	Perth Frozen Foods Pty Ltd	Resale Inventory	477.45
652.410-01	17-Jun-15	Perth Frozen Foods Pty Ltd	Resale Inventory	437.05
655.410-01	24-Jun-15	Perth Frozen Foods Pty Ltd	Resale Inventory	197.20
649.1946-01	10-Jun-15	Perth Safety Products	Uniforms and Protective Equipment	343.20
652.1946-01	17-Jun-15	Perth Safety Products	Uniforms and Protective Equipment	1,015.30
655.680-01	24-Jun-15	Planning Institute of Australia WA	Conference and Workshop Enrolment	590.00
660.2481-01	30-Jun-15	Plantrite	Landscaping Materials and Services	1,663.36
655.482-01	24-Jun-15	PLE Computers	Software and IT Solutions	943.00
655.661-01	24-Jun-15	PMP Print Pty Ltd	Printing Services	608.45
652.1060-01	17-Jun-15	Portner Press Pty Ltd	Employment and Legal Services	97.00
660.2603-01	30-Jun-15	Poster Passion	Printing Services	836.00
652.947-01	17-Jun-15	PowerVac Pty Ltd	Equipment Supply and Repair	265.50
652.677-01	17-Jun-15	Premier Glass & Mirrors	Facility Maintenance Services	737.55
660.2036-01	30-Jun-15	Professional Glass & Maintenance	Facility Maintenance Services	955.00
660.773-01	30-Jun-15	Psyco Sand	Landscaping Materials and Services	495.00
646.2885-01	3-Jun-15	Public Outdoor Ping Pong	Equipment Supply and Repair	37,585.35
660.2885-01	30-Jun-15	Public Outdoor Ping Pong	Equipment Supply and Repair	2,832.50
652.1481-01	17-Jun-15	Public Transport Authority of Weste	Transport Services	25,878.00
646.1669-01	3-Jun-15	PWE Valuations Pty Ltd	Land Asset Services	990.00
652.2999-01	17-Jun-15	Quality Press-Digital & Wide Format	Printing Services	258.50
646.2433-01	3-Jun-15	Quality Security Services	Fire Alarm and Security Services	369.60
646.746-01	3-Jun-15	Quick Corporate Australia	Office Supplies	1,056.63
649.746-01	10-Jun-15	Quick Corporate Australia	Office Supplies	596.95
652.746-01	17-Jun-15	Quick Corporate Australia	Office Supplies	2,208.57
655.746-01	24-Jun-15	Quick Corporate Australia	Office Supplies	253.63
660.746-01	30-Jun-15	Quick Corporate Australia	Office Supplies	256.03
649.342-01	10-Jun-15	Quik Kleen Drycleaners	Cleaning Services and Equipment	772.70
655.630-01	24-Jun-15	Raeco	Office Supplies	2,524.24
649.632-01	10-Jun-15	Rankine Mosquito Management	Environmental Services	1,996.50
649.350-01	10-Jun-15	Recall Information Management Pty L	Record Management	15.20
660.350-01	30-Jun-15	Recall Information Management Pty L	Record Management	1,905.35
646.2631-01	3-Jun-15	Recycle WA Pty Ltd	Waste Management Services	35,392.50
660.2812-01	30-Jun-15	Redcliffe Junior Football Club	Donations	200.00
649.2349-01	10-Jun-15	Redman Solutions	Software and IT Solutions	3,081.47
649.2471-01	10-Jun-15	Refresh Waters Pty Ltd	Equipment Supply and Repair	71.00
655.2471-01	24-Jun-15	Refresh Waters Pty Ltd	Equipment Supply and Repair	52.50
660.2471-01	30-Jun-15	Refresh Waters Pty Ltd	Equipment Supply and Repair	42.00
649.2457-01	10-Jun-15	Reino International Pty Ltd	Equipment Supply and Repair	4,822.72
652.2497-01	17-Jun-15	REmida Perth Inc	School Holiday Program Activities	2,301.00
649.385-01	10-Jun-15	Repco	Machinery Servicing and Parts	1,529.00
652.1054-01	17-Jun-15	Richgro Garden Product	Landscaping Materials and Services	4,488.00
646.2934-01	3-Jun-15	Riley Family Trust T/A Woodbridge	Painting Services	638.00
646.3033-01	3-Jun-15	Robs Shade Sail Repair	Facility Maintenance Services	583.00
660.2977-01	30-Jun-15	Roc Civil	Engineering and Surveying Services	1,595.00
649.3047-01	10-Jun-15	Rock and Roll Mountain Biking Tours	Event Performance and Activity	220.00
655.2810-01	24-Jun-15	Rock n Toddle	Event Performance and Activity	280.00
646.1041-01	3-Jun-15	Rome Energy & Environment Pty Ltd	Design and Drafting Services	704.00
655.813-01	24-Jun-15	Rotary Club of Victoria Park Inc	Donations	100.00
660.813-01	30-Jun-15	Rotary Club of Victoria Park Inc	Donations	500.00
655.950-01	24-Jun-15	RSEA Pty Ltd	Uniforms and Protective Equipment	442.75
646.383-01	3-Jun-15	Schweppes Australia Pty Ltd	Resale Inventory	1,572.89
649.383-01	10-Jun-15	Schweppes Australia Pty Ltd	Resale Inventory	66.15
652.383-01	17-Jun-15	Schweppes Australia Pty Ltd	Resale Inventory	367.99

All Payments Made From 1-Jun-15 To 30-Jun-15

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
655.383-01	24-Jun-15	Schweppes Australia Pty Ltd	Resale Inventory	360.98
655.1579-01	24-Jun-15	Sebel Furniture Limited	Furniture Supply and Repair	9,234.63
649.1816-01	10-Jun-15	Secure Cash	Financial Services	1,447.60
655.1816-01	24-Jun-15	Secure Cash	Financial Services	616.00
646.1820-01	3-Jun-15	Secure Cash	Financial Services	236.20
649.1820-01	10-Jun-15	Secure Cash	Financial Services	598.90
655.1820-01	24-Jun-15	Secure Cash	Financial Services	283.00
660.1820-01	30-Jun-15	Secure Cash	Financial Services	96.20
649.2367-01	10-Jun-15	SEM Distribution	Advertising Services	140.14
660.2367-01	30-Jun-15	SEM Distribution	Advertising Services	138.89
649.812-01	10-Jun-15	Shenton Enterprises Pty Ltd	Facility Maintenance Services	400.40
655.2826-01	24-Jun-15	Siamese Pty Ltd T/A Siamese Group	Event Performance and Activity	11,000.00
646.121-01	3-Jun-15	Sifting Sands	Landscaping Materials and Services	245.52
649.354-01	10-Jun-15	Sigma Chemicals	Equipment Supply and Repair	387.64
652.354-01	17-Jun-15	Sigma Chemicals	Equipment Supply and Repair	280.56
660.354-01	30-Jun-15	Sigma Chemicals	Equipment Supply and Repair	1,315.69
649.123-01	10-Jun-15	Simmons Electrical	Electrical Services and Maintenance	6,015.90
652.123-01	17-Jun-15	Simmons Electrical	Electrical Services and Maintenance	3,643.28
655.123-01	24-Jun-15	Simmons Electrical	Electrical Services and Maintenance	7,209.22
660.123-01	30-Jun-15	Simmons Electrical	Electrical Services and Maintenance	6,149.40
649.124-01	10-Jun-15	SJR Civil Consulting Pty Ltd	Consultancy Services	990.00
655.124-01	24-Jun-15	SJR Civil Consulting Pty Ltd	Consultancy Services	7,920.00
652.127-01	17-Jun-15	Slater Gartrell Sports	Equipment Supply and Repair	387.20
655.3066-01	24-Jun-15	So Change Inc.	Donations	550.00
655.2493-01	24-Jun-15	Sonic HealthPlus Pty Ltd	Medical Equipment and Services	225.50
660.2493-01	30-Jun-15	Sonic HealthPlus Pty Ltd	Medical Equipment and Services	825.00
649.2953-01	10-Jun-15	Soundtown	Equipment Supply and Repair	22.30
660.2953-01	30-Jun-15	Soundtown	Equipment Supply and Repair	10,365.00
660.642-01	30-Jun-15	Southern Districts Bands Inc	Donations	10,982.95
652.3059-01	17-Jun-15	Southern Force Football Club Inc	Health Instructors	200.00
655.138-01	24-Jun-15	St John Ambulance Australia (WA) In	Training Services	3,124.52
660.138-01	30-Jun-15	St John Ambulance Australia (WA) In	Training Services	175.47
655.324-01	24-Jun-15	Stamp-It Rubber Stamps	Printing Services	123.20
649.376-01	10-Jun-15	Staples Australia Pty Limited	Office Supplies	271.18
652.376-01	17-Jun-15	Staples Australia Pty Limited	Office Supplies	205.21
655.473-01	24-Jun-15	State Law Publisher	Advertising Services	83.40
652.137-01	17-Jun-15	State Library of WA	Library Equipment and Stock	1,507.00
652.2221-01	17-Jun-15	Stats Pty Ltd	Traffic Control Services	5,500.00
655.2707-01	24-Jun-15	Stiven Pucar	Cleaning Services and Equipment	7,895.80
649.141-01	10-Jun-15	Sunny Sign Company Pty Ltd	Sign Installation and Supply	442.10
652.141-01	17-Jun-15	Sunny Sign Company Pty Ltd	Sign Installation and Supply	2,874.74
655.141-01	24-Jun-15	Sunny Sign Company Pty Ltd	Sign Installation and Supply	482.17
655.1785-01	24-Jun-15	Supa Pest & Weed Control	Facility Maintenance Services	355.30
649.2735-01	10-Jun-15	Super Retail Group Limited	Equipment Supply and Repair	90.00
646.2338-01	3-Jun-15	Supremacy Services Pty Ltd	Facility Maintenance Services	2,035.84
649.2338-01	10-Jun-15	Supremacy Services Pty Ltd	Facility Maintenance Services	715.55
652.2338-01	17-Jun-15	Supremacy Services Pty Ltd	Facility Maintenance Services	990.00
652.2117-01	17-Jun-15	Surekleen Products Pty Ltd	Cleaning Services and Equipment	408.49
649.2430-01	10-Jun-15	Swan Smash Repairs	Plant Supply and Servicing	500.00
652.2430-01	17-Jun-15	Swan Smash Repairs	Plant Supply and Servicing	1,110.12
652.2109-01	17-Jun-15	Swan Towing	Towing Services	148.50
652.714-01	17-Jun-15	T & C Transport Service	Postage Services	65.37
646.145-01	3-Jun-15	Taborda Contracting Pty Ltd	Traffic Control Services	528.00
652.145-01	17-Jun-15	Taborda Contracting Pty Ltd	Traffic Control Services	924.00
660.145-01	30-Jun-15	Taborda Contracting Pty Ltd	Traffic Control Services	2,626.25
652.2156-01	17-Jun-15	Tamala Park Regional Council	Environmental Services	37,175.30
660.2156-01	30-Jun-15	Tamala Park Regional Council	Environmental Services	3,186.05
646.1939-01	3-Jun-15	TenderLink.com	Advertising Services	165.00
649.1869-01	10-Jun-15	The BBQ Man	Cleaning Services and Equipment	814.00
646.2887-01	3-Jun-15	The Butcher Shop	Equipment Supply and Repair	264.70
646.408-01	3-Jun-15	The Distributors Perth	Resale Inventory	319.20
652.408-01	17-Jun-15	The Distributors Perth	Resale Inventory	182.50
646.2897-01	3-Jun-15	The Groovy Foodie	Catering and Refreshments	2,203.40
649.2897-01	10-Jun-15	The Groovy Foodie	Catering and Refreshments	52.80
660.2897-01	30-Jun-15	The Groovy Foodie	Catering and Refreshments	786.70
649.158-01	10-Jun-15	The Lucky Charm Newsagency	Library Equipment and Stock	243.34

All Payments Made From 1-Jun-15 To 30-Jun-15

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
655.1494-01	24-Jun-15	The Poster Girls	Postage Services	366.50
649.156-01	10-Jun-15	The Pressure King	Cleaning Services and Equipment	2,040.50
655.156-01	24-Jun-15	The Pressure King	Cleaning Services and Equipment	1,684.10
655.2268-01	24-Jun-15	The Rotary Club of Victoria Park	Donations	1,000.00
646.312-01	3-Jun-15	The Royal Life Saving Society WA In	Medical Equipment and Services	110.00
655.157-01	24-Jun-15	The Smart Security Company	Fire Alarm and Security Services	305.80
652.2991-01	17-Jun-15	The Trust for O'Neill Family Trust	Catering and Refreshments	216.00
660.381-01	30-Jun-15	Tiger Batteries	Machinery Servicing and Parts	132.00
660.931-01	30-Jun-15	Total Eden Pty Ltd	Irrigation Supply and Repair	698.51
652.163-01	17-Jun-15	Total Packaging (WA) Pty Ltd	Equipment Supply and Repair	858.00
649.164-01	10-Jun-15	Totally Workwear Victoria Park	Uniforms and Protective Equipment	103.41
652.164-01	17-Jun-15	Totally Workwear Victoria Park	Uniforms and Protective Equipment	531.67
655.164-01	24-Jun-15	Totally Workwear Victoria Park	Uniforms and Protective Equipment	818.99
660.164-01	30-Jun-15	Totally Workwear Victoria Park	Uniforms and Protective Equipment	1,471.82
647.59-01	3-Jun-15	Town of Victoria Park - Lotto Club	Contributions	450.00
647.63-01	3-Jun-15	Town of Victoria Park - Staff Socia	Contributions	922.25
652.1842-01	17-Jun-15	Traffic Logistics Australia	Engineering and Surveying Services	5,415.00
655.2464-01	24-Jun-15	Training Course Experts	Training Services	75.00
649.171-01	10-Jun-15	Trisley Hydraulics Services	Plant Supply and Servicing	2,119.70
655.171-01	24-Jun-15	Trisley Hydraulics Services	Plant Supply and Servicing	4,243.41
660.171-01	30-Jun-15	Trisley Hydraulics Services	Plant Supply and Servicing	1,307.57
646.529-01	3-Jun-15	UN Plumbing	Facility Maintenance Services	690.25
649.529-01	10-Jun-15	UN Plumbing	Facility Maintenance Services	544.50
652.529-01	17-Jun-15	UN Plumbing	Facility Maintenance Services	93.50
660.529-01	30-Jun-15	UN Plumbing	Facility Maintenance Services	418.00
655.628-01	24-Jun-15	Uniqco (WA) Pty Ltd	Membership and Subscription	2,775.51
649.2279-01	10-Jun-15	Urban Walkabout	Advertising Services	7,150.00
646.2376-01	3-Jun-15	Valuations WA Pty Ltd	Valuation Services	1,100.00
649.528-01	10-Jun-15	Value Tissue	Cleaning Services and Equipment	749.10
646.927-01	3-Jun-15	Victoria Park Raiders Junior Footba	Donations	2,520.00
655.927-01	24-Jun-15	Victoria Park Raiders Junior Footba	Donations	2,400.00
652.334-01	17-Jun-15	Victoria Park Scout Group	Donations	400.00
649.181-01	10-Jun-15	Victoria Park Veterinary Clinic	Veterinary Services	2,263.60
655.181-01	24-Jun-15	Victoria Park Veterinary Clinic	Veterinary Services	1,361.95
649.1201-01	10-Jun-15	Victoria Park Xavier Hockey Club (I	Donations	200.00
646.2983-01	3-Jun-15	Vogue Booths	Event Performance and Activity	500.00
660.2676-01	30-Jun-15	WA Exclusive Meats	Catering and Refreshments	100.00
652.29-01	17-Jun-15	WA Local Government Association (WA	Local Government Services	780.00
655.29-01	24-Jun-15	WA Local Government Association (WA	Local Government Services	1,823.29
660.29-01	30-Jun-15	WA Local Government Association (WA	Local Government Services	40.00
646.2581-01	3-Jun-15	WA Temporary Fencing Supplies	Equipment Hire	385.00
649.2264-01	10-Jun-15	Wanneroo Plant Farm	Landscaping Materials and Services	121.00
649.804-01	10-Jun-15	Waterlogic	Amenities	297.00
655.969-01	24-Jun-15	Wavesound Pty Ltd	Membership and Subscription	719.95
660.969-01	30-Jun-15	Wavesound Pty Ltd	Membership and Subscription	127.05
652.3039-01	17-Jun-15	WEST TIP	Waste Management Services	806.30
646.46-01	3-Jun-15	Westbooks	Library Equipment and Stock	211.80
655.46-01	24-Jun-15	Westbooks	Library Equipment and Stock	478.41
655.3070-01	24-Jun-15	Western Australian Association for	Training Services	7,920.00
646.828-01	3-Jun-15	Western Australian Treasury Corpora	Loan Repayment	200,658.66
652.828-01	17-Jun-15	Western Australian Treasury Corpora	Loan Repayment	50,524.60
660.828-01	30-Jun-15	Western Australian Treasury Corpora	Loan Repayment	410,816.30
649.731-01	10-Jun-15	Western Power	Electrical Services and Maintenance	3,524.00
655.731-01	24-Jun-15	Western Power	Electrical Services and Maintenance	45,966.00
660.731-01	30-Jun-15	Western Power	Electrical Services and Maintenance	10,621.00
649.44-01	10-Jun-15	Western Resource Recovery Pty Ltd	Waste Management Services	126.21
652.44-01	17-Jun-15	Western Resource Recovery Pty Ltd	Waste Management Services	152.90
652.41-01	17-Jun-15	Weston Road Systems	Linemarking	1,469.60
655.41-01	24-Jun-15	Weston Road Systems	Linemarking	20,150.08
660.41-01	30-Jun-15	Weston Road Systems	Linemarking	49,137.80
646.2383-01	3-Jun-15	Wright Express Australia Pty Ld	Resale Inventory	30.29
649.2383-01	10-Jun-15	Wright Express Australia Pty Ld	Resale Inventory	385.58
652.2383-01	17-Jun-15	Wright Express Australia Pty Ld	Resale Inventory	252.98
655.2383-01	24-Jun-15	Wright Express Australia Pty Ld	Resale Inventory	546.65
660.2383-01	30-Jun-15	Wright Express Australia Pty Ld	Resale Inventory	197.84
646.1343-01	3-Jun-15	Writing WA Inc	Membership and Subscription	135.00

All Payments Made From 1-Jun-15 To 30-Jun-15

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
652.102-01	17-Jun-15	Xercise Pro	Licencing and Subscriptions	5,245.71
652.104-01	17-Jun-15	Youngs Holden	Plant Supply and Servicing	255.67
660.104-01	30-Jun-15	Youngs Holden	Plant Supply and Servicing	49,510.40
Total Creditors EFT Payments				4,908,624.53

Non Creditors Cheques

00607006	29-Jun-15	F J Heidenreich	Refund - Rates Overpayment	291.72
00606951	10-Jun-15	Amanda Mundy	Refund	60.00
00606931	3-Jun-15	Amy Carter	Donation	200.00
00606971	17-Jun-15	Anju Bhattarai Bhusal	Security Incentive Scheme	200.00
00606992	23-Jun-15	Asif Gholami	Refund - Pool Passes	30.00
00606932	3-Jun-15	Association of Malaysian Students	Refund	76.00
00606994	23-Jun-15	Brett Douglas	Refund-Membership	720.40
00606933	3-Jun-15	Bronwyn Thompson	Refund	432.45
00606990	23-Jun-15	Brooke Wagner	Refund - Swimming Lesson's	94.80
00606939	3-Jun-15	Burswood Entertainment Complex	Refund - Rates Overpayment	31,684.74
00606950	10-Jun-15	Caterina Stallo	Refund	60.00
00606981	17-Jun-15	Celeste McDavitt	Refund	87.40
00607005	29-Jun-15	Chiefland Investments Pty Ltd	Refund - Rates Overpayment	37.48
00606970	17-Jun-15	Courtney Ishiguchi	Security Incentive Scheme	200.00
00607008	29-Jun-15	David Christopher Lane	Refund-Crossover Contribution	400.00
00606997	23-Jun-15	Dermot Cullen	Refund-Membership	287.60
00606972	17-Jun-15	Dion Ross	Security Incentive Scheme	200.00
00606934	3-Jun-15	Emma James	Security Incentive Scheme	70.00
00606978	17-Jun-15	Evgeniya Svetlichnaya	Refund	57.60
00606996	23-Jun-15	Gam Oliver	Refund-Membership	57.00
00606983	17-Jun-15	GFK Soccer Club	Refund	100.00
00606938	3-Jun-15	Hyewon Lee	Refund	142.35
00606961	10-Jun-15	Jacky de Vries	Refund Dog Registration	30.00
00606936	3-Jun-15	Jo Hoetmer	Security Incentive Scheme	70.00
00606982	17-Jun-15	Joanne Frost	Cat Sterilisation Subsidy	50.00
00606993	23-Jun-15	Josh Hateue	Refund-Membership	66.00
00606995	23-Jun-15	Katherine Paterson	Refund-Membership	720.40
00606991	23-Jun-15	Kylie Tuffin	Refund - Swimming Lesson's	80.20
00606980	17-Jun-15	Larissa Campbell	Refund	355.00
00606940	3-Jun-15	Lindsey Edwards	Refund - School Holiday Program	127.50
00606976	17-Jun-15	Lisa McVeigh	Individual Donation - Rhys McVeigh	200.00
00607010	29-Jun-15	Manna Inc	Donation	5,533.20
00607007	29-Jun-15	Mission Australia	Refund - Rates Overpayment	220.58
00606959	10-Jun-15	Mr Henk Giele	Second Prize 2015 Local History Awards	250.00
00606954	10-Jun-15	Mr Jack Richard Byrne	Refund Infringement 1046010	60.00
00606957	10-Jun-15	Mr Leslie Stevens	First Prize 2015 Local History Awards	500.00
00606955	10-Jun-15	Mr Otto Walkemeyer	Second Prize 2015 Local History Award	250.00
00606956	10-Jun-15	Mr Otto Walkemeyer	First Prize 2015 Local History Awards	500.00
00606960	10-Jun-15	Mr Roy Criddle	First Prize 2015 Local History Awards	500.00
00606958	10-Jun-15	Mrs Jacquie Liddyard	Second Prize 2015 Local History Awards	250.00
00606985	17-Jun-15	Ms Renata Ogilvie	Refund - Cancellation Fee	118.00
00606953	10-Jun-15	Naing Phyo Aung	Refund Infringement 9604737	60.00
00606935	3-Jun-15	Nola Fenner	Refund	81.20
00606979	17-Jun-15	Now Then Architects	Refund	581.82
00606952	10-Jun-15	Paul W G Hohmann	Refund Infringement 1044103	60.00
00607009	29-Jun-15	S Woods	Refund - Membership	29.40
00606975	17-Jun-15	Sharon Phillips	Security Incentive Scheme	200.00
00606984	17-Jun-15	Sharon Phillips	Refund - Security Incentive Scheme	200.00
00606977	17-Jun-15	Zurich Insurance	Debtor Refund. Cancellation of Service.	318.00
Total Non Creditors Cheques				46,900.84

Payroll

PY01-26	14-Jun-15	Municipal Fund Bank Account	Payroll	449,291.79
PY01-27	28-Jun-15	Municipal Fund Bank Account	Payroll	445,551.60
Total Payroll				894,843.39

Total Payments From Municipal Fund Bank Account 6,129,613.96

Trust Fund Bank Account

All Payments Made From 1-Jun-15 To 30-Jun-15

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Payments				
Non Creditors Cheques				
00003095	23-Jun-15	Construction Training Fund	Levy Payment	62,280.18
00003088	3-Jun-15	Corporate Challenge	Refund - Bond McCallum Park	1,000.00
00003096	29-Jun-15	Millen Primary School	Refund - Bond Harold Rossitor	500.00
00003093	23-Jun-15	Mr D C Board	Refund - Bond Driveway 34 Alday St	6,110.00
00003094	23-Jun-15	Mr D C Board	Refund - Bond Driveway 34 Alday St	1,330.00
00003091	9-Jun-15	Mr J Zhang	Refund - Bond Charles Patterson Park	500.00
00003097	29-Jun-15	Mr S Mullins	Refund-Bond Council Number Plate	62.00
00003090	9-Jun-15	Mrs H J Cole	Refund - Bond Drama Room	929.00
00003089	3-Jun-15	Ms J M Silva	Refund - Bond GO Edwards	300.00
00003092	23-Jun-15	Podium Business Events	Refund - Bond McCallum Park	1,000.00
Total Non Creditors Cheques				74,011.18
Total Payments From Trust Fund Bank Account				74,011.18
				6,203,625.14

Cheques Cancelled between 1-Jun-15 and 30-Jun-15 that were raised in a prior period

<u>Cheque</u>	<u>Payee</u>	<u>Raised</u>	<u>Value</u>	<u>Cancelled</u>
Municipal Fund Bank Account				
00606599	S Woods 22 Ashburton Street	4-Feb-15	-29.40	26-Jun-15
00606614	Manning Magic Basketball Club Inc	4-Feb-15	-400.00	8-Jun-15
00606642	N Dualeh 58A Canavan Crescent	18-Feb-15	-72.80	17-Jun-15
00606662	How Ming Ha	25-Feb-15	-60.00	26-Jun-15
00606717	Renata Ogilvie	10-Mar-15	-118.00	16-Jun-15
			-680.20	
Trust Fund Bank Account				
00003052	GFK Soccer Club	18-Mar-15	-100.00	16-Jun-15
00002994	Mr K Park	18-Dec-14	-200.00	22-Jun-15
00003034	Ms L Pagana	4-Mar-15	-500.00	22-Jun-15
00003036	Redeemed Christian Church of God	4-Mar-15	-500.00	22-Jun-15
00003037	Ms L Pagana	4-Mar-15	-500.00	22-Jun-15
00003042	Mr S Mullins	4-Mar-15	-62.00	26-Jun-15
			-1,862.00	
			-2,542.20	

14.2 Financial Statements for the Month ending 30 June 2015



Financial Activity Statement Report

For the month ended 30 June 2015



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Statement of Financial Activity Variances

Material Variances Defined

For the purposes of reporting the material variances in the Statement of Financial Activity (by Business Unit) (as contained in this document), the following indicators, as resolved, have been applied –

Revenues (Operating and Non-Operating)

Business Unit material variances will be identified where, for the period being reviewed, the actual varies to budget by an amount of (+) or (-) \$25,000 and, in these instances, an explanatory comment will be provided.

Expenses (Operating, Capital and Non-Operating)

Business Unit material variances will be identified where, for the period being reviewed, the actual varies to budget by an amount of (+) or (-) \$25,000 and, in these instances, an explanatory comment will be provided.

Before commenting on each of the specific material variances identified it is important to note that, whilst many accounts will influence the overall variance, only those accounts within the affected Business Unit that significantly contribute to the variance will be highlighted.

For the purposes of explaining each variance, a multi-part approach has been taken. The parts are –

1. Period Variation – Relates specifically to the value of the variance between the Budget and Actual figures for the period being reviewed.
2. Primary Reason – Explains the primary reasons for the period variance. As the review is aimed at a higher level analysis, only major contributing factors are reported.
3. Budget Impact – Forecasts the likely \$ impact on the year end surplus or deficit position. It is important to note that values in this part are indicative only at the time of reporting, for circumstances during may subsequently change.

Material Variances Explained

As shown in the in the Statement of Financial Activity (contained within this document), the following variances have been identified -

Revenue

Business Life

- **Corporate Funds**

- The period variation is up on the period budget by \$2,428,301.
- The variation is predominantly due to an additional dividend received from Tamala Park at the end of the financial year which was not budgeted for. Interim rates revenue is also greater than anticipated.
- The impact on the year end position is a positive \$2,428,301.

- **Finance**
 - The period variation is up on the period budget by \$106,518.
 - The variation is predominantly due to greater than anticipated amount of instalment arrangement fees and property enquiry fees.
 - The impact on the year end position is a positive \$106,518.

- **Regulatory Services**
 - The period variation is up on the period budget by \$46,930.
 - The variation is predominantly due to greater than anticipated amount of fees and charges received on food business licencing and dog registration licencing.
 - The impact on the year end position is a positive \$46,930.

Community Life

- **Aqualife**
 - The period variation is down on the period budget by \$413,312.
 - The variation is predominantly due to lower than expected attendance for casual swim entries, swim school and health and fitness entries. The closure of the facility after a fire in the Air Handling unit has also resulted in loss of revenue. This loss is partly offset by positive figures for the Sporting life program.
 - The impact on the year end position is a negative \$413,312.

- **Neighbourhood Enrichment**
 - The period variation is up on the period budget by \$61,842.
 - The variation is a result of increased participation rates in the sports and programs and an increase in the monthly court hire usage.
 - The impact on the year end position is a positive \$61,842.

- **Sporting Life**
 - The period variation is up on the period budget by \$57,362.
 - The variation is a result of increased participation rates in the sports and programs and an increase in the monthly court hire usage.
 - The impact on the year end position is a positive \$57,362.

Future Life / Built Life

- **Building**
 - The period variation is up on the period budget by \$29,497.
 - The variation is a result of greater than anticipated building fees received. Revenue received from sharing of the building surveyor officer position with City of South Perth is also greater than anticipated.
 - The impact on the year end position is a positive \$29,497.

Renew Life

- **Asset Management**
 - The period variation is up on the period budget by \$29,497.
 - The variation is due to greater than anticipated amount of insurance recovered during the year.
 - The project impact on the year end position is \$29,497.

- **Street Operations**

- The period variation is down on the period budget by \$145,185.
- The variation is predominantly due to outstanding claims for Metropolitan Regional Road Group grants and Blackspot funding grants which are expected to be received after the year end. These grants have now been carried forward to the next financial year.
- The impact on the year end will be a negative \$145,185.

Operating Expense

Chief Executive Office

- **Chief Executive Office**

- The period variation is up on the period budget by \$310,807
- The variation is due to the unspent funds allocated to the Local Government Reform process.
- The impact on the year end position is a positive \$310,807.

- **Communications**

- The period variation is up on the period budget by \$42,653
- The variation is due the area not having a full complement of staff during parts of the financial year.
- The impact on the year end position is a positive \$42,653.

- **Governance**

- The period variation is up on the period budget by \$96,112
- The variation is primarily related to the amount remaining in the budget for Elected Members Allowances to be paid out to 17 October based on an estimated increase from the Salaries and Allowances Tribunal which did not eventuate.
- The impact on the year end position is a positive \$96,112.

- **Human Resources**

- The period variation is up on the period budget by \$76,906
- The variation is due lower than expected amount spent on corporate development.
- The impact on the year end position is a positive \$76,906.

- **Project Management**

- The period variation is up on the period budget by \$71,751
- The variation is due the area not having a full complement of staff during parts of the financial year.
- The impact on the year end position is a positive \$71,751.

Business Life

- **Budgeting**

- The period variation is up on the period budget by \$77,992.
- The variation is primarily due to an end of financial year process relating to depreciation is yet to occur.

- Depreciation is a non cash transaction and therefore the impact on the year end position is nil.
- **Business Development**
 - The period variation is up on the period budget by \$81,133.
 - The variation is primarily due to less than anticipated costs to finalise the Digital Enterprise programme and staff vacancies in the area.
 - The impact on the year end position is a positive \$81,133.
- **Corporate Funds**
 - The period variation is up on the period budget by \$36,194.
 - The variation is due to interest on loan repayments being less than budgeted for.
 - The impact on the year end position is a positive \$36,194.
- **Customer Relations**
 - The period variation is up on the period budget by \$27,088.
 - The variation is due to less than anticipated office operating costs in the area.
 - The impact on the year end position is a positive \$27,088.
- **Finance**
 - The period variation is up on the period budget by \$27,088.
 - The variation is primarily due the area not having a full complement of staff for part of the financial year and lower than anticipated amount of finance charges incurred during the year.
 - The impact on the year end position is a positive \$27,088.
- **ICT Services**
 - The period variation is down on the period budget by \$147,290
 - The variation is predominantly due to salaries for the area being greater than budgeted for. Cost of computer system support is also greater than budgeted for due to a server warranty renewal that was omitted from the budget.
 - The impact on the year end will be a negative \$147,290.
- **Parking Management**
 - The period variation is up on the period budget by \$400,682.
 - The variation is due to staff vacancies in the area and delays in undertaking the parking signage audit.
 - The impact on the year end position is a positive \$400,682.
- **Regulatory Services**
 - The period variation is up on the period budget by \$91,646.
 - The variation is predominantly due not having a full complement of staff during the financial year.
 - The impact on the year end position is a positive \$91,646.

Community Life

- **CLP Administration**
 - The period variation is up on the period budget by \$84,135
 - The variation is primarily due to consultancy services budgeted for not being utilised during the year. This amount has been carried forward to the next financial year.

- The impact on the year end position is a positive \$84,135.
- **Aqualife**
 - The period variation is up on the period budget by \$48,472.
 - The variation is primarily due to savings in the salaries across the Aquatic, Café and Crèche business units.
 - The impact on the year end position is a positive \$48,472.
- **Lifelong Learning**
 - The period variation is up on the period budget by \$55,688.
 - The variation is primarily due to staff vacancies in the eServices area.
 - The impact on the year end position is a positive \$55,688.
- **Sporting Life**
 - The period variation is up on the period budget by \$305,990.
 - The variation is primarily due to savings in salaries across various areas. These vacancies have been temporarily available due to maternity leave arrangements, which will be filled next financial year.
 - The impact on the year end position is a positive \$305,990.

Future Life / Built Life

- **Building**
 - The period variation is up on the period budget by \$84,135
 - The variation is predominantly due not having a full complement of staff during the financial year.
 - The impact on the year end position is a positive \$84,135.
- **Strategic Planning**
 - The period variation is up on the period budget by \$329,195
 - The variation is predominantly due not having a full complement of staff during the financial year.
 - The impact on the year end position is a positive \$329,195
- **Urban Planning**
 - The period variation is up on the period budget by \$85,393
 - The variation is predominantly due not having a full complement of staff during the financial year.
 - The impact on the year end position is a positive \$85,393

Renew Life

- **RLP Administration**
 - The period variation is down on the period budget by \$41,923.
 - The variation is predominantly due to salaries and leave provisions being greater than budget for.
 - The impact on the year end position is a negative \$41,923.
- **Asset Management**
 - The period variation is up on the period budget by \$425,331.
 - The variation is primarily due vacancies in the area and proactive building maintenance not been fully undertaken.

- The impact on the year end position is a positive \$425,331.
- **Fleet Management**
 - The period variation is down on the period budget by \$66,453.
 - The variation is due an end of financial year process relating to fleet oncost allocation that is yet to occur.
 - The impact on the year end position is a negative \$66,453.
- **Parks**
 - The period variation is down on the period budget by \$296,524
 - The variation is predominantly due programmed tree pruning costs and higher than normal reactive pruning costs.
 - The impact on the year end position is a negative \$296,524.
- **Street Improvement**
 - The period variation is up on the period budget by \$238,965
 - The variation is due to a vacancy in the area and lower than expected consultancy expenditure.
 - The impact on the year end position is a positive \$238,965.
- **Street Operatiions**
 - The period variation is up on the period budget by \$1,056,786
 - The variation is due lower than budgeted cost of tip fees and general engineering maintenance expenditure.
 - The impact on the year end position is a positive \$1,056.786.

Capital Expense

Business Life

- **ICT Services**
 - The period variation is up on the period budget by \$239,065
 - The variation is primarily due to delays in a number of significant upgrades to the computer hardware equipment. These capital projects have been carried forward to the next financial year.
 - The impact on the year end position is a positive \$239,065.
- **Parking Management**
 - The period variation is up on the period budget by \$634,440.
 - The variation is primarily due to staff vacancies which has led to delays in the parking management capital projects which are now underway. The incomplete projects has been carried forward to the next financial year.
 - The impact on the year end position is a positive \$634,440.

Community Life

- **Aqualife**
 - The period variation is up on the period budget by \$58,000
 - The variation is due to delays in the purchase of capital assets for the area. These funds have been carried forward to the next financial year.
 - The impact on the year end position is a positive \$58,000.

- **Neighbourhood Enrichment**
 - The period variation is up on the period budget by \$373,927
 - The variation is due to projects relating to the Public Art Master Plan being delayed and therefore carried forward to the next financial year.
 - The impact on the year end position is a positive \$373,927.
- **Sporting Life**
 - The period variation is up on the period budget by \$30,000
 - The variation is due to delays in the purchase of capital assets for the area. These funds have been carried forward to the next financial year.
 - The impact on the year end position is a positive \$30,000.

Renew Life

- **Asset Management**
 - The period variation is up on the period budget by \$2,860,019
 - The variation is due to delays in capital projects in the area – predominantly being the community Facility as part of the Lathlain Revitalisation project. These funds have been carried forward to the next financial year.
 - The impact on the year end position is a positive \$2,860,019.
- **Fleet Management**
 - The period variation is up on the period budget by \$351,152
 - The variation is primarily due to delays in the purchase of two trucks and two light fleet vehicles. These funds has been carried forward to the next financial year.
 - The impact on the year end position is a positive \$351,152.
- **Street operations**
 - The period variation is up on the period budget by \$2,848,074
 - The variation is primarily due to timing of the capital projects which are currently in progress. Funds for the projects that are incomplete have been carried forward to the next financial year.
 - The impact on the year end position is a positive 2,848,074.

Non-Operating Revenue

- **Corporate Funds**
 - The period variation is down on the period budget by \$2,390,000
 - The variation is due an end of financial year process relating to transfers from reserve that is yet to occur.
 - The impact on the year end position is nil.

Non-Operating Expenses

- **Corporate Funds**
 - The period variation is up on the period budget by \$3,107,280
 - The variation is due an end of financial year process relating to transfers from reserve that is yet to occur.
 - The impact on the year end position is nil.

Proposed Budget Amendments

There are no budget amendments to report.

Accounting Notes

Significant Accounting Policies

The significant accounting policies that have been adopted in the preparation of this document are:

(a) Basis of Preparation

The document has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government 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.

The document has also 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.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this document.

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.

(c) 2014 - 2015 Actual Balances

Balances shown in this document as 2014 - 2015 Actual are subject to final adjustments.

(d) Rounding Off Figures

All figures shown in this document, other than a rate in the dollar, are rounded to the nearest dollar.

(e) 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. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(f) Superannuation

The Council contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

(g) Goods and Services Tax

Revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the statement of financial position are stated inclusive of applicable GST. The net amount of GST recoverable from, or payable to, the ATO is included with receivables on 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.

(h) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and that are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown as short term borrowings in current liabilities.

(i) Trade and Other Receivables

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.

(j) 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 Resale

Land purchased for development and/or resale 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.

Revenue arising from the sale of property is recognised as at the time of signing an unconditional contract of sale. Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(k) Fixed Assets

Each class of fixed asset is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial Recognition

All assets are initially recognised at cost. 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 Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in the period in which they are incurred.

Revaluation

Certain asset classes may be re-valued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes, where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. 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. Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the re-valued amount of the asset.

Those assets carried at a re-valued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be re-valued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

Land Under Roads

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government. Council has 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 August 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 September 2008 is not included as an asset of the Council.

Depreciation of Non-Current Assets

All non-current assets having a limited useful life (excluding freehold land) are systematically depreciated over their useful lives in a manner that reflects the consumption

of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use. Depreciation is recognised on a straight-line basis, using rates that are reviewed each reporting period. Major depreciation periods are:

Buildings		40 years
Furniture and Equipment		5 – 10 years
Plant and Machinery		2 – 10 years
Sealed Roads	- Clearing and Earthworks	Not depreciated
	- Construction and Road Base	5 – 80 years
	- Original Surface / Major Resurface	5 – 80 years
Drainage		5 – 80 years
Pathways		5 – 80 years
Parks and Reserves		5 – 80 years

Asset 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. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

Capitalisation Threshold

Expenditure on capital items under \$2,000 is not individually capitalised. Rather, it is recorded on an Asset Low Value Pool listing.

(I) Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council 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 cost. Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

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;
- 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; and
- d. less any reduction for impairment.

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 at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. 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. 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 Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. 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. 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

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 financial assets are classified as non-current.

Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in profit or loss. Any cumulative decline in fair value is reclassified to profit or loss at this point.

Derecognition

Financial assets are derecognised where the contractual rights for receipt of cash flows expire or the asset is transferred to another party, whereby the Council 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.

(m) Impairment

In accordance with Australian Accounting Standards the Council'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). 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. At the time of adopting the Annual Budget, it was not possible to estimate the amount of impairment losses (if any) as at 30 June 2015. In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Annual Budget.

(n) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(o) Employee Benefits

Provision is made for the Council's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the

liability, consideration is given to employee wage increases and the probability that the employee may not satisfy vesting requirements. Those cash flows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows.

(p) 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.

(q) Provisions

Provisions are recognised when:

- a. The Council has a present legal or constructive obligation as a result of past events;
- b. for which it is probable that an outflow of economic benefits will result; and
- c. 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.

(r) 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 expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where the Council 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 resale where it is held as non-current based on the Council's intentions to release for sale.

(s) Comparative Figures

Where required, comparative figures have been adjusted to conform to changes in presentation for the current reporting period.

(t) Budget Comparative Figures

Unless otherwise stated, the Budget comparative figures shown in this Budget document relate to the original Budget estimate for the relevant item of disclosure.

Business Unit Definitions

The Town operations, as disclosed in this report, encompass the following service-oriented Business Units –

Chief Executive Office

Chief Executive Office

The Chief Executive Office area includes the responsibility for core organisational services, leadership and strategic direction of the Town.

Communications

The Communications area supports project teams within the organisation on issues relating to community engagement, marketing, media relations and branding. The area also develops and manages materials relating to the image and reputation of the Town.

Governance

Governance deals with the values, policies and procedures the Council and staff members adopt to provide ethical, transparent and accountable local government.

Human Resources and Organisational Development

The Human Resources and Organisational Development area coordinates all aspects of Human Resources including workforce planning, recruitment, selection and payroll. In addition it is responsible for change management initiatives and the coordination of business planning and performance management. It also manages the coordination of Occupational Safety and Health responsibilities.

Project Management

The Project Management area oversees project management and development in the organisation. It provides management support to internal officers and works collaboratively to deliver major projects to the Council by implementing the necessary standards and procedures. Its secondary function is to provide standardised project reporting to elected members and senior management – in this sense the unit operates as the eyes and ears of management and can alert them to risk and issues early to allow timely interventions to be made.

Business Life Program

Business Life Program (BLP) Administration

This Business Unit includes the administration of the Director of the Business Life Program, including specialist programs and projects relating to the Business Life Program.

Budgeting

The Budgeting area includes the administration of non-cash expenditure and revenue associated with local government accounting requirements, including profit and loss and depreciation.

Business Development

Business Development is an externally focussed Business Unit concentrating on the development of the local economy, in conjunction with local businesses, as well as the generation of revenue from funding sources outside of the District.

Corporate Funds

The Corporate Funds area includes loans, reserve funds, restricted funds, rate revenue and corporate grant funding.

Customer Relations

The Customer Relations team aims to provide a consistent high level of customer service that is professional and friendly. The focus is to simplify processes and make interaction with the Town easy.

Finance

The Finance area includes the administration and operation of all corporate finance related matters, including cash receipting, billing, and investment of funds, payment of creditors, and the corporate finance systems.

Information and Communication Technology (ICT) Services

The ICT Services area includes the provision, operation and maintenance of the corporate computer systems, including software management, hardware management, printing and consumables, telephones and communications networks, and also includes the provision and maintenance of the Corporate Records System.

Parking

Parking is responsible for the management, and safe use, of parking in the District.

Regulatory Services

Regulatory Services combines the Environmental Health, Rangers and Parking areas. The Environmental Health area includes the administration, inspection and operations of programs concerned with the general health of the community and includes the provision of immunisation programs, inspection and licencing of food premises and conducting preventative service programs. The Rangers and Parking area includes the administration and operation of fire prevention services, animal control, enforcement of local laws and vehicle impoundment.

Community Life Program

Community Life Program (CLP) Administration

This Business Unit includes the administration of the Director of the Community Life Program, including specialist programs and projects relating to the Community Life Program.

Active Life

Active Life aims to improve the community's wellbeing through the provision of health related community based programs and activities.

Aqualife

Aqualife aims to improve the community's wellbeing by increasing participation rates in physical activity and leisure interest activities at the Town's Aquatic Facilities. A wide range of program options are offered, which include Learn to Swim programs, recreational swimming, organised swimming and health and fitness services.

Digital Hub

The Digital Hub provides free computer courses and online training for the local community, not-for-profit organisations and businesses. Residents are able to participate in friendly, interactive training sessions to learn how to access and explore the online world.

Lifelong Learning

The Lifelong Learning area provides local history and library services to engage the community with opportunities to explore ideas, interact with others, discover the Town's history and become lifelong learners.

Neighbourhood Enrichment

The Neighbourhood Enrichment area aims to foster the enrichment of people, place and participation through community and cultural engagement.

Sporting Life

Sporting Life aims to increase participation in physical activity and improve the community's wellbeing by providing contemporary facilities, organised sport and community programs.

Future Life and Built Life Programs

Future Life and Built Life Program (FLBLP) Administration

This Business Unit includes the administration of the Director of the Future Life and Built Life Programs, including specialist programs and projects relating to the Future Life and Built Life Programs.

Future Life Program

Strategic Planning

The Strategic Planning Business Unit includes both Strategic Planning and Strategic Asset Planning. Strategic Planning aims to provide an integrated comprehensive direction for the future development of the Town. Strategic Asset Planning aims to optimise the sustainable use of the Town's assets.

Strategic Projects

Strategic Projects aims to implement projects to achieve the desired future character of the Town.

Built Life Program

Building

Building aims to ensure buildings are safe, liveable, accessible and sustainable, and meet statutory requirements.

Urban Planning

Urban Planning seeks to enhance our unique character by promoting the development of a high quality built environment and liveable, vibrant streetscapes.

Renew Life Program

Renew Life Program (RLP) Administration

This Business Unit includes the administration of the Director of the Renew Life Program, including specialist programs and projects relating to the Renew Life Program.

Asset Management

Asset Management aims to effectively manage, maintain and renew the Town's assets.

Fleet Management

Fleet Management aims to improve and provide fleet and plant management services that are delivered to a standard that meets community expectations and contributes to a vibrant lifestyle within the Town.

Parks

The Parks area aims to ensure the parks and natural areas are provided to the best standard, and that the Town's streetscapes are safe, clean and attractive.

Street Improvement

The Street Improvement area manages the Town's public assets to a standard that creates the foundation for vibrancy and a quality lifestyle.

Street Operations

Street Operations provides the maintenance and construction services related to street infrastructure and the delivery of waste services.

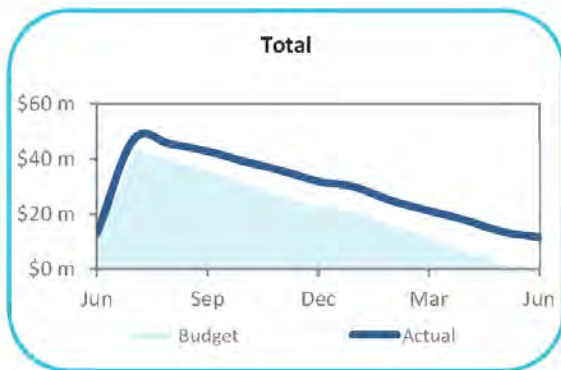
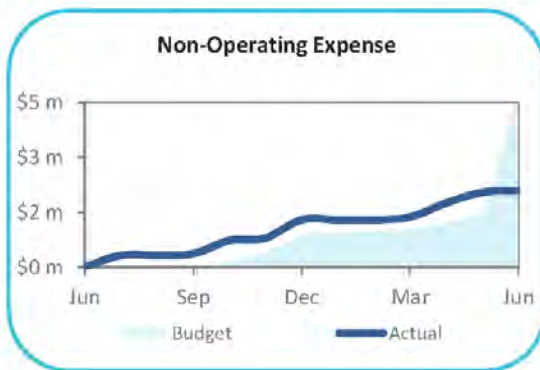
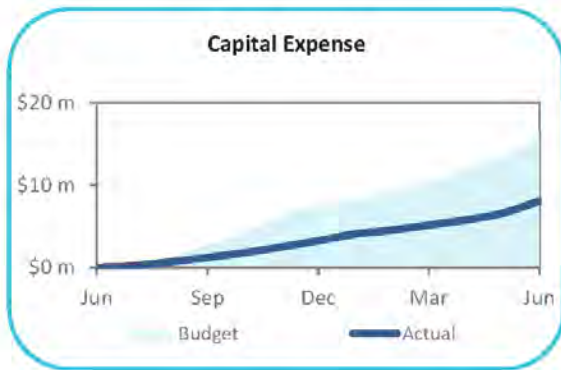
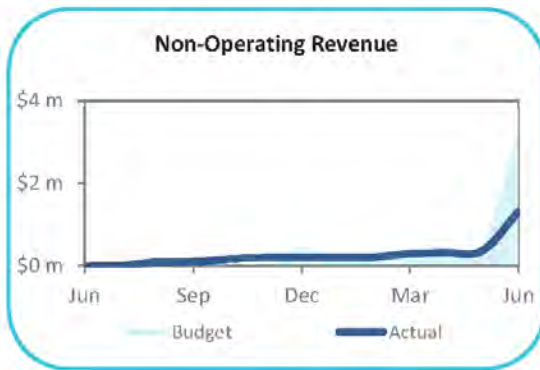
Particulars	Material Variance		Revised Budget \$	30 June 2015	
	\$	%		Year-to-Date Budget \$	Year-to-Date Actual \$
Revenue					
Chief Executive Office			4,600	4,600	7,137
Chief Executive Office			2,000	2,000	1,513
Communications			500	500	1,869
Governance			1,200	1,200	776
Human Resources			900	900	2,179
Project Management			0	0	801
Business Life			42,802,669	42,802,669	45,342,320
BLP Administration			9,000	9,000	962
Budgeting			15,000	15,000	318
Business Development			67,000	67,000	62,573
Corporate Funds	2,428,301	▲ 6.2%	38,966,871	38,966,871	41,395,172
Customer Relations			0	0	0
Finance	106,518	▲ 20.6%	516,050	516,050	622,568
ICT Services			12,498	12,498	2,445
Parking Management			2,906,800	2,906,800	2,901,901
Regulatory Services	46,930	▲ 15.2%	309,450	309,450	356,380
Community Life			5,391,000	5,391,000	5,108,429
CLP Administration			7,500	7,500	2,333
Active Life			10,000	10,000	10,097
Aqualife	413,312	▼ 14.3%	2,885,500	2,885,500	2,472,188
Digital Hub			72,416	72,416	85,034
Lifelong Learning			29,700	29,700	33,690
Neighbourhood Enrichment	61,842	▲ 28.8%	214,684	214,684	276,526
Sporting Life	57,362	▲ 2.6%	2,171,200	2,171,200	2,228,562
Future Life / Built Life			1,177,300	1,177,300	1,202,549
FLBLP Administration			600	600	908
Building	29,497	▲ 4.5%	659,000	659,000	688,497
Strategic Planning			0	0	6,767
Strategic Projects			0	0	0
Urban Planning			517,700	517,700	506,376
Renew Life			2,979,954	2,979,954	2,971,854
RLP Administration			16,500	16,500	3,231
Asset Management	140,046	▲ 26.7%	525,454	525,454	665,500
Fleet Management			5,000	5,000	10,701
Parks			192,000	192,000	209,719
Street Improvement			20,500	20,500	7,387
Street Operations	145,185	▼ 6.5%	2,220,500	2,220,500	2,075,315
Total Revenue			52,355,523	52,355,523	54,632,289

Particulars	Material Variance		30 June 2015		
	\$	%	Revised Budget \$	Year-to-Date Budget \$	Year-to-Date Actual \$
Operating Expense					
Chief Executive Office			(4,082,494)	(4,082,494)	(3,484,264)
Chief Executive Office	310,807	▼ 20%	(1,532,400)	(1,532,400)	(1,221,593)
Communications	42,653	▼ 7%	(604,400)	(604,400)	(561,747)
Governance	96,112	▼ 18%	(546,326)	(546,326)	(450,214)
Human Resources	76,906	▼ 9%	(892,868)	(892,868)	(815,962)
Project Management	71,751	▼ 14%	(506,500)	(506,500)	(434,749)
Business Life			(17,395,940)	(17,395,940)	(16,180,564)
BLP Administration			(556,500)	(556,500)	(566,994)
Budgeting	468,906	▼ 6%	(8,254,100)	(8,254,100)	(7,785,194)
Business Development	81,133	▼ 26%	(308,867)	(308,867)	(227,734)
Corporate Funds	36,194	▼ 5%	(797,500)	(797,500)	(761,306)
Customer Relations	27,088	▼ 5%	(588,723)	(588,723)	(561,635)
Finance	267,512	▼ 22%	(1,205,200)	(1,205,200)	(937,688)
ICT Services	147,290	▲ 8%	(1,955,800)	(1,955,800)	(2,103,090)
Parking Management	400,682	▼ 18%	(2,170,850)	(2,170,850)	(1,770,168)
Regulatory Services	91,646	▼ 6%	(1,558,400)	(1,558,400)	(1,466,754)
Community Life			(9,096,648)	(9,096,648)	(8,607,315)
CLP Administration	84,135	▼ 12%	(729,500)	(729,500)	(645,365)
Active Life			(128,500)	(128,500)	(120,305)
Aqualife	48,472	▼ 2%	(2,770,630)	(2,770,630)	(2,722,158)
Digital Hub			(158,800)	(158,800)	(165,868)
Lifelong Learning	41,317	▼ 3%	(1,208,300)	(1,208,300)	(1,166,983)
Neighbourhood Enrichment			(1,487,818)	(1,487,818)	(1,479,527)
Sporting Life	305,990	▼ 12%	(2,613,100)	(2,613,100)	(2,307,110)
Future Life / Built Life			(2,907,000)	(2,907,000)	(2,434,410)
FLBLP Administration			(500,400)	(500,400)	(498,301)
Building	55,840	▼ 9%	(629,600)	(629,600)	(573,760)
Strategic Planning	329,195	▼ 49%	(675,400)	(675,400)	(346,205)
Strategic Projects			(800)	(800)	(737)
Urban Planning	85,393	▼ 8%	(1,100,800)	(1,100,800)	(1,015,407)
Renew Life			(17,728,669)	(17,728,670)	(16,412,489)
RLP Administration	41,923	▲ 5%	(840,200)	(840,200)	(882,123)
Asset Management	425,331	▼ 12%	(3,569,538)	(3,569,538)	(3,144,207)
Fleet Management	66,453	▼	0	0	(66,453)
Parks	296,524	▲ 8%	(3,761,471)	(3,761,472)	(4,057,996)
Street Improvement	238,965	▼ 20%	(1,184,000)	(1,184,000)	(945,035)
Street Operations	1,056,786	▼ 13%	(8,373,460)	(8,373,460)	(7,316,674)
Total Operating Expense			(51,210,751)	(51,210,752)	(47,119,042)

Particulars	Material Variance		30 June 2015		
	\$	%	Revised Budget \$	Year-to-Date Budget \$	Year-to-Date Actual \$
Capital Expense					
Chief Executive Office			0	0	0
Chief Executive Office			0	0	0
Communications			0	0	0
Governance			0	0	0
Human Resources			0	0	0
Project Management			0	0	0
Business Life			(1,355,498)	(1,355,498)	(481,993)
BLP Administration			0	0	0
Budgeting			0	0	0
Business Development			0	0	0
Corporate Funds			0	0	0
Customer Relations			0	0	0
Finance			0	0	0
ICT Services	239,065	▼ 52%	(455,498)	(455,498)	(216,433)
Parking Management	634,440	▼ 70%	(900,000)	(900,000)	(265,560)
Regulatory Services			0	0	0
Community Life			(759,266)	(759,266)	(297,339)
CLP Administration			0	0	0
Active Life			0	0	0
Aqualife	58,000	▼ 100%	(58,000)	(58,000)	0
Digital Hub			0	0	0
Lifelong Learning			0	0	0
Neighbourhood Enrichment	373,927	▼ 56%	(671,266)	(671,266)	(297,339)
Sporting Life	30,000	▼ 100%	(30,000)	(30,000)	0
Future Life / Built Life			0	0	0
FLBLP Administration			0	0	0
Building			0	0	0
Strategic Planning			0	0	0
Urban Planning			0	0	0
Renew Life			(13,813,885)	(13,813,885)	(7,276,307)
Asset Management	2,860,019	▼ 79%	(3,597,900)	(3,597,900)	(737,881)
Fleet Management	351,152	▼ 40%	(886,182)	(886,182)	(535,030)
Parks	478,333	▼ 18%	(2,623,663)	(2,623,663)	(2,145,330)
Street Improvement			0	0	0
Street Operations	2,848,074	▼ 42%	(6,706,140)	(6,706,140)	(3,858,066)
Total Capital Expense			(15,928,649)	(15,928,649)	(8,055,639)

Particulars	\$	Material Variance		Revised Budget \$	30 June 2015	
			%		Year-to-Date Budget \$	Year-to-Date Actual \$
Non-Operating Revenue						
Business Life				3,379,358	3,379,358	989,579
Corporate Funds	2,390,000	▼	71%	3,374,358	3,374,358	984,358
ICT Services				5,000	5,000	5,221
Renew Life				324,373	324,373	316,365
Fleet Management				324,373	324,373	316,365
Total Non-Operating Revenue				3,703,731	3,703,731	1,305,944
Non-Operating Expense						
Business Life				(5,200,358)	(5,200,358)	(2,093,078)
Corporate Funds	3,107,280	▼	60%	(5,200,358)	(5,200,358)	(2,093,078)
Total Non-Operating Expense				(5,200,358)	(5,200,358)	(2,093,078)
Non-Cash Items Adjustments						
Profit and Loss				39,100	39,100	179,926
Depreciation				8,800,000	8,800,000	8,188,602
Total Non-Cash Items Adjustments				8,839,100	8,839,100	8,368,527
Suspense Items Yet To Be Applied				374,404	0	491,299
Opening Surplus / (Deficit)				7,000,000	7,000,000	7,374,404
Closing Surplus / (Deficit)				(67,000)	(441,405)	14,904,705

Graphical Representation

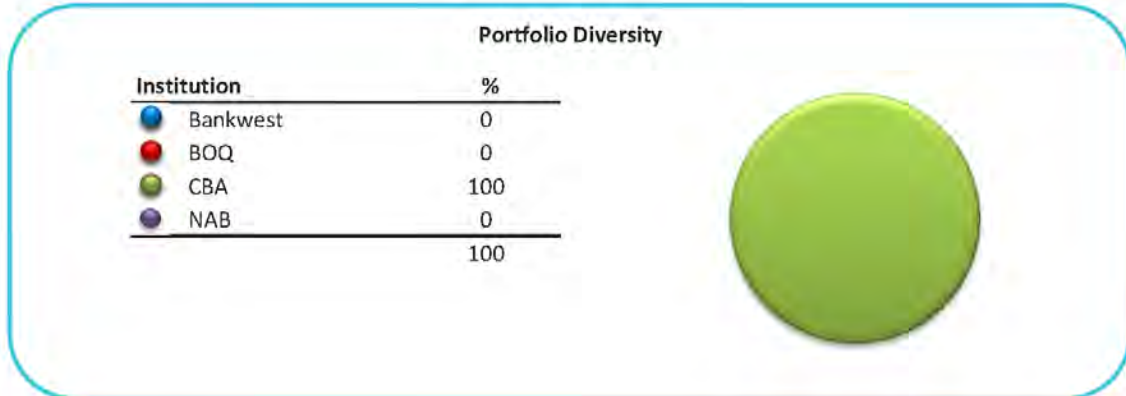


Particulars	Brought Forward 1 July \$	2014-2015 Revised Budget \$	Year To Date Actual \$
Current Assets			
Cash - Unrestricted	10,975,103	3,300,000	17,220,711
Cash - Reserves / Restricted	7,037,619	6,729,119	7,198,460
Receivables and Accruals	2,305,490	680,000	3,447,811
Inventories	12,166	20,000	12,166
	20,330,379	10,729,119	27,879,148
Less Current Liabilities			
Payables and Provisions	(5,918,355)	(4,000,000)	(5,775,983)
	(5,918,355)	(4,000,000)	(5,775,983)
Net Current Asset Position	14,412,023	6,729,119	22,103,165
Less			
Cash - Reserves / Restricted	(7,037,619)	(6,729,119)	(7,198,460)
Estimated Surplus / (Deficiency) Carried Forward	7,374,404	0	14,904,705

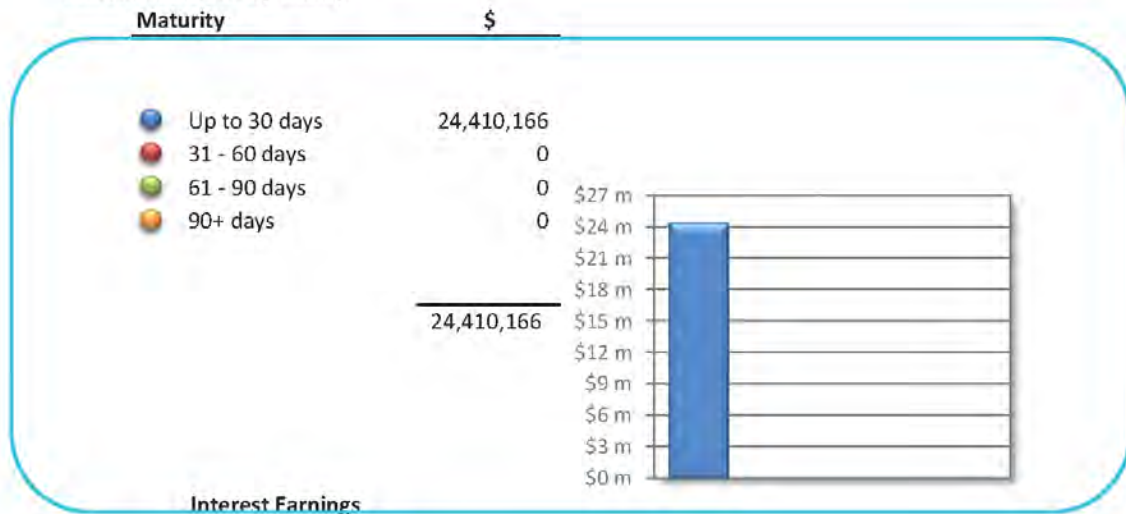
Cash and Investments Analysis

	Amount Invested \$	Interest Rate %	Term (Days)	Maturity Date	Projected Earnings \$	Percentage of Portfolio
Cash - Unrestricted						
CBA	17,211,706				0	71%
At Call	17,211,706					
Total Cash - Unrestricted	17,211,706				0	71%
Cash - Restricted						
CBA	7,198,460				0	29%
At Call	7,198,460					
Total Cash - Restricted	7,198,460				0	29%
Total Cash - Invested	24,410,166				0	100%
Cash on Hand	9,005					
Total Cash	24,419,171					

Cash and Investments Analysis



Investment Maturity Timing



Interest Earnings

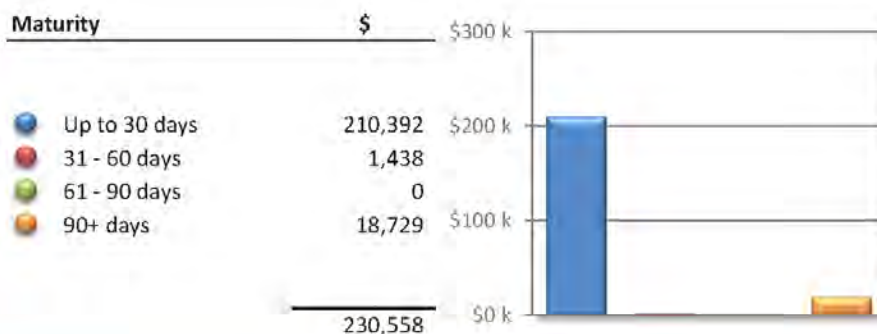


Rates Outstanding (Not Including Deferrals or Associated Fees and Charges)

	Total
Balance from Previous Year	395,697
Rates Levied - Initial	35,431,412
Rates Levied - Interims	400,588
Total Rates Collectable	36,227,697
Current Rates Collected To Date	35,689,804
Current Rates Outstanding	537,893
% Rates Outstanding	1.5%


Sundry Debtors

Type	Total	30 Days	60 Days	90 Days	90+ Days
Grants and Subsidies	0	0	0	0	0
Property Rent	1,982	1,982	0	0	0
Aqualife Fees	24,834	6,480	0	0	18,355
Leisurelife Fees	27,244	27,244	0	0	0
Community Life Fees	11,312	10,125	1,188	0	0
Health Fees	165	165	0	0	0
Other Fees and Charges	150,487	149,863	250	0	374
Long Service Leave From Councils	0	0	0	0	0
Building and Planning Application Fees	14,534	14,534	0	0	0
Total Sundry Debtors	230,558	210,392	1,438	0	18,729

Sundry Debtor Aged Analysis


Grants and Contributions

Details		Original	Revised	Receipt Status	
		Budget	Budget	Invoiced	Remaining
		\$	\$		
Access Inclusion / Seniors	Sponsorships	20,000	0	0	0
Corporate Funds	Federal Assistance	750,000	780,000	1,174,626	0
	Federal Local Road	325,000	344,000	528,862	0
Creative Arts	Sponsorship	20,000	15,000	15,000	0
Digital Hub	Federal Government	71,500	71,500	83,900	0
Economic Development	Federal Government	75,000	67,000	62,073	4,927
Engineering	MRWA Direct Grant	56,500	66,200	66,200	0
	Street Lighting Subsidy	1,000	1,000	29,149	0
	MRRG Road Rehabilitation	580,800	1,047,437	834,196	213,241
	Transport Grant	60,000	60,000	0	60,000
Events and Volunteers				49,127	0
	Lotterywest	80,000	20,000	56,765	0
	Contributions Received	5,000	50,000	0	50,000
	Sponsorship	5,000	4,455	27,182	0
Local History	State Government	500	500	600	0
Parks	Federal Government	137,000	137,000	137,000	0
Property	Contributions	100,000	100,000	99,091	909
Rangers	City of Perth	8,000	3,600	7,600	0
Total Cash Deposits		2,295,300	2,767,692	3,171,370	329,078

Reserve Funds Descriptions

The purposes for which funds have been set aside by Council, in Reserve Funds, are outlined below -

Building Renewal

To be used to fund renewal projects associated with Council's Building assets.

Community Art

To be used to fund the purchase and placement of art for the Council and Community.

Drainage Renewal

To be used to fund renewal projects associated with Council's Drainage infrastructure.

Edward Millen Site

To be used to assist in improving and / or maintaining the Edward Millen site, including the associated grounds/grounds.

Furniture and Equipment Renewal

To be used to fund renewal projects associated with Council's Furniture and Equipment assets.

Future Fund

To assist in funding projects and property purchases that diversify Council's revenue streams.

Future Projects

To assist in funding 'new' and 'upgrade' capital projects, with funding primarily derived from the sale of land assets.

Harold Hawthorne - Carlisle Memorial

To be used to provide funds to assist in conducting future Spring Garden Competitions.

Insurance Risk Reserve

To be used for the purpose of meeting the difference between premiums and claims in the event of any significant insurance claims.

Other Infrastructure Renewal

To be used to fund renewal projects associated with Council's Other infrastructure.

Parks Renewal

To be used to fund renewal projects associated with Council's Parks infrastructure.

Pathways Renewal

To be used to fund renewal projects associated with Council's Pathways infrastructure

Plant and Machinery Renewal

To be used to assist in the acquisition and replacement of the Town's Plant and Machinery.

Renewable Energy

To assist in investigating and funding renewable energy projects within the District.

Roads Renewal

To be used to fund renewal projects associated with Council's Roads Infrastructure

Underground Power

To assist in the funding of projects associated with the installation of underground power and associated landscaping.

Reserve Funds Transactions

	Annual Opening Balance \$	Transfer to Reserve \$	Transfer from Reserve \$	30 June 2015		Annual Revised Budget \$
				Balance Actual \$	Balance Budget \$	
Building Renewal	20,000	457	0	20,457	31,000	31,000
Community Art	738,880	16,887	0	755,767	58,880	58,880
Drainage Renewal	5,000	114	0	5,114	15,500	15,500
Edward Millen Site	1,050,000	23,997	0	1,073,997	1,040,000	1,040,000
Furniture and Equip Renewal	70,000	1,600	0	71,600	82,000	82,000
Future Fund	1,644,050	37,574	0	1,681,624	2,919,050	2,919,050
Future Projects	1,530,000	34,968	0	1,564,968	1,084,358	1,084,358
Harold Hawthorn - Carlisle	15,000	343	0	15,343	20,500	20,500
Insurance Risk Reserve	0	0	0	0	250,000	250,000
Other Infrastructure Renewal	200,000	4,571	0	204,571	405,000	405,000
Parks Renewal	60,000	1,371	0	61,371	71,500	71,500
Pathways Renewal	10,000	228	0	10,228	20,500	20,500
Plant and Machinery	50,000	1,143	0	51,143	61,500	61,500
Renewable Energy	65,000	1,485	0	66,485	116,500	116,500
Roads Renewal	200,000	4,571	0	204,571	215,000	215,000
Underground Power	779,689	17,819	0	797,508	949,689	949,689
Waste Management	600,000	13,713	0	613,713	565,000	565,000
	7,037,619	160,841	0	7,198,460	7,905,977	7,905,977

Capital Items

The following pages summarise the progress of the Capital Items.

For the purposes of these pages, the following indicators have been used -

Item Timing

This relates to how the item is tracking time-wise and is displayed using the following indicators -

- Behind
- On-Track
- In-Front

Budget Status

This relates to how the item is costing against the Revised Budget and is displayed using the following indicators -

- Over budget
- On budget
- Under budget

Completion Stage

This relates to where the item is currently, in terms of completion, and is displayed using the following indicators -

- Not commenced
- Commenced
- Half-way completed
- Nearing completion
- Completed

Capital Items

Particulars	Item Timing	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Buildings				3,513,000	685,307
Asset Management				3,513,000	685,307
New					
<u>Construction</u>					
New Community Facility, Zone 6	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ □ □	1,400,000	119,001
Victoria Park RSL - Memorial Wall	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ □ □	217,000	159,494
Leisure Life - Sports Hall Fan Installation	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	60,000	0
Leisure Life - Sports Hall Louvres Installation	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	50,000	0
<u>Fire Safety Measures</u>					
Leisurelife Centre	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ □ □	60,000	9,720
Renewal					
<u>Air-conditioning</u>					
Administration Centre	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ □ □	750,000	26,695
Harold Hawthorne Centre	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	40,000	0
Leisurelife Centre	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ □ □	40,000	34,497
Lifelong Learning Centre	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ □ □	100,000	8,320
Aqualife Centre - Emergency Works	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ □ □	100,000	66,247
<u>Construction</u>					
Aqualife Centre - Tank Enclosure	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	25,000	22,475
Edward Millen Rotunda - General Works	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	10,000	5,347
Kensington PCYC - Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	15,000	0
Kensington PCYC - Roof	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	30,000	0
McCallum Park Toilets - General Works	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	127,000	126,850
Toilet Read Park	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	59,000	58,389
<u>Floor Covering</u>					
Aqualife Centre	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	200,000	0
Upgrade					
<u>Office Modifications</u>					
Administration Centre	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	45,000	39,276
<u>Amenity Upgrade</u>					
Lot 61 Lathlain Pl, Lathlain - Zone 8	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ □ □	185,000	8,996

Capital Items

Particulars	Item Timing	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Plant / Machinery				924,182	535,030
Fleet Management				924,182	535,030
New					
<u>Light Fleet</u>					
Sedan (BLP Administration)	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	33,000	31,196
Sedan (Parking (1))	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■ ■ ■ ■ ■	20,000	20,350
Sedan (Parking (2))	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	20,000	0
Sedan (Parking (3))	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	20,000	0
Renewal					
<u>Light Fleet</u>					
Sedan 0-VPk (252)	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	55,000	54,874
Sedan 106-VPk (250)	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	33,000	31,218
Sedan 107-VPk	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	33,000	31,196
Sedan 108-VPk (258)	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ □ □ □	23,000	19,406
Sedan 112-VPk	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	22,464	22,464
Sedan 113-VPk	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	21,218	21,218
Sedan 116-VPk (255)	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	23,000	18,983
Sedan 118-VPk	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	11,000	0
Sedan 119-VPk (274)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■ ■ ■ ■ ■	25,000	29,443
Sedan 128-VPk (275)	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	23,000	21,914
Sedan 164-VPk (272)	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	23,000	22,039
Sedan 166-VPk (273)	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	33,000	31,475
Sedan 168-VPk	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	22,000	0
Sedan 172-VPk (260)	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	23,000	21,822
Sedan 186-VPk	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	22,000	0
Sedan 1EFH-352 (203)	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	23,000	21,941.9
Van 126-VPk (257)	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	40,000	38,045
Van 129-VPk (256)	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	40,000	38,045
Van 183-VPk	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	30,000	23,145
Sedan - 179VPk (214)	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	23,500	22,762
<u>Major Plant</u>					
Truck 124-VPk	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	88,000	0
Truck 138-VPk	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	105,000	0
<u>Minor Plant</u>					
Aqualife - Pumps	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	38,000	0
Minor Plants (Parks)	<input type="checkbox"/>	<input type="checkbox"/>	■ □ □ □ □	14,500	8,786
Trailer (173)	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ □ □ □	6,000	4,705
Trailer (174)	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	2,500	0
Trailer 149-VPk	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	28,000	0

Capital Items

Particulars	Item Timing	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Furniture / Equipment				940,398	480,280
Regulatory Services				250,000	140,838
Parking Management					
New - Equipment	<input type="checkbox"/>	<input type="checkbox"/>	□□□□	10,000	0
New - Handheld enforcement management	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	75,000	48,591
New - Hardware, software and cabling	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	60,000	7,247
New - Licence Plate recognition initiative	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	105,000	85,000
Aqualife				20,000	0
Equipment Allocation					
Renew - Equipment	<input type="checkbox"/>	<input type="checkbox"/>	□□□□	20,000	0
Sporting Life				30,000	0
Equipment Allocation					
Renew - Equipment	<input type="checkbox"/>	<input type="checkbox"/>	□□□□	30,000	0
Asset Management				84,900	52,574
Furniture Allocation					
Renew - Furniture Parking Office	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	7,910	1,824
Renew - Furniture - Administration Cent	<input type="checkbox"/>	<input type="checkbox"/>	□□□□	5,000	0
Renew - Furniture - Admin (Low Value F	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■□□□	2,990	5,307
Renew - Furniture - Aqualife	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	10,000	8,234
Renew - Furniture - Digital Hub	<input type="checkbox"/>	<input type="checkbox"/>	□□□□	2,000	0
Renew - Furniture - Leisurelife	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	5,000	4,972
Renew - Furniture - Leisurelife (Low Val	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■□□□	4,000	4,131
Renew - Furniture - Lifelong Learning	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	25,500	20,143
Renew - Furniture - Depot	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	8,000	1,944
Renew - Furniture - Storage Lockers - A	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	14,500	6,020
ICT Services				455,498	216,433
Information Technology					
Communications	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	44,000	4,059
Computer hardware	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	226,000	95,614
Software solutions	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	125,000	63,613
NBN Digital Local Government	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	50,000	43,725
Community cinema	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	10,498	9,423
Street Operations				100,000	70,435
Waste Management					
Waste Bins	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	100,000	70,435

Capital Items

Particulars	Item Timing	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Roads				2,948,240	1,816,104
Street Operations				2,948,240	1,816,104
Renewal					
<u>Asphalt Overlay and Kerbing</u>					
Albany Hwy - Mint St to Dane St	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■■■■■	162,000	196,042
Bishopsgate St	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■■■■■	10,000	22,696
Carnarvon St - Mint St to Lakeview St	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■■■■■	62,000	65,812
Duncan St - Albany Hwy to Sunbury Rd	<input type="checkbox"/>	<input type="checkbox"/>	■■■■■	250,000	195,542
Egham Rd - Burswood Rd to Kitchener Ave	<input type="checkbox"/>	<input type="checkbox"/>	■■■■■	42,000	31,242
Geddes St - Berwick St to Gloucester St	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■■■■■	46,000	49,308
Harvey St - Shepperton Rd to Howick St	<input type="checkbox"/>	<input type="checkbox"/>	■■■■■	190,000	177,953
Hayman Rd - Brodie Hall Drv to Kent St	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■■■■■	85,000	90,405
Hayman Rd - Hillview Tce to Adie Crt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■■■■■	215,000	215,885
Hillview Trc - Laneway to Albany Hwy	<input type="checkbox"/>	<input type="checkbox"/>	■■■■■	240,000	117,560
Swansea St - Forward St to Welshpool Rd	<input type="checkbox"/>	<input type="checkbox"/>	■■■■■	75,000	67,049
Turner Ave - Roundabout	<input type="checkbox"/>	<input type="checkbox"/>	■■■■■	80,000	820
Albany Hwy - Kent to Mint St	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■■■■■	12,000	15,091
Gloucester st - Major Rd Asphalt Overlay	<input type="checkbox"/>	<input type="checkbox"/>	■■■■■	3,410	3,410
Kent st - Etwell to Turner	<input type="checkbox"/>	<input type="checkbox"/>	■■■■■	900	840
Mercury St - Major Asphalt Overlay	<input type="checkbox"/>	<input type="checkbox"/>	■■■■■	1,835	1,835
Milford Rd and Swansea St	<input type="checkbox"/>	<input type="checkbox"/>	■■■■■	6,095	6,095
Archer Street - Beatty Ave to Bishopsgate	<input type="checkbox"/>	<input type="checkbox"/>	■■■■■	2,000	0
Upgrade					
<u>Intersection Treatments</u>					
Alday St and Burlington St	<input type="checkbox"/>	<input type="checkbox"/>	■■■■■	50,000	49,287
Cargill St and Hordern St	<input type="checkbox"/>	<input type="checkbox"/>	■■■■■	70,000	16,465
Goddard St and Streatley Rd	<input type="checkbox"/>	<input type="checkbox"/>	■■■■■	2,000	1,080
Hillview St and Berwick St	<input type="checkbox"/>	<input type="checkbox"/>	■■■■■	980,000	231,084
Streatley Rd and Castle Way	<input type="checkbox"/>	<input type="checkbox"/>	■■■■■	5,000	0
<u>Traffic Calming</u>					
Basinghall Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■■■■■	31,000	31,549
Devenish Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■■■■■	85,000	110,596
Gallipoli Street	<input type="checkbox"/>	<input type="checkbox"/>	■■■■■	60,000	12,636
<u>General Upgrade Works</u>					
McCartney Crescent - Lathlain Precinct	<input type="checkbox"/>	<input type="checkbox"/>	■■■■■	100,000	71,944
Rutland Avenue	<input type="checkbox"/>	<input type="checkbox"/>	■■■■■	50,000	0
Streatley Road	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■■■■■	32,000	33,880

Capital Items

Particulars	Item Timing	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Drainage				561,000	370,991
Street Operations				561,000	370,991
Renewal					
<u>Drains, Pits and Pipes Works</u>					
Albany Highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	15,000	0
Esperance St	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	35,000	32,776
Hillview Terrace and Albany Highway	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	90,000	1,966
Howick St	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	250,000	134,905
King George St and Washington St	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	50,000	50,189
Lichfield St	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	20,000	48,067
Right-of-Ways	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	20,000	7,758
River Wall	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	81,000	95,330
Pathways				1,178,002	541,579
Street Operations				1,178,002	541,579
New					
<u>Concrete Pathways</u>					
Bank St - South of Forward St	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	30,000	25,464
Bishopsgate St	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	170,000	169,943
Briggs St - Planet St to Orrong Road	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	46,000	45,857
Fred Bell Parade - Higgins Park	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	25,000	23,916
Hordern St	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	20,000	0
Kent St	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	0	0
Langler St - Ends	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	12,000	2,663
Albany Hwy - Parking Project	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	30,000	7,006
Parking Meters Zone 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	65,000	3,757
Parking Meters Zone 4 and 5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	55,000	2,400
Oswald St - Washington and Hordern st	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	7,000	6,055
Renewal					
<u>Paved Pathways</u>					
Albany Highway - North of Rushton St	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	25,000	7,850
Albany Highway - South of Dane St	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	30,000	13,616
Brodie Hall Drive	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	40,000	28,972
<u>Concrete Pathways</u>					
Cargill St - Berwick St to Hordern St	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	40,000	10,579
Harris St - President St to Kew St	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	15,000	7,513
Midgely St - Gallipoli St to Goddard St	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	40,000	19,568
Oats St - Star St to Orrong Road	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	30,000	21,399
Shepperton Road - Various Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	38,000	32,086

Capital Items

Particulars	Item Timing	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Upgrade					
<u>Asphalt Pathways</u>					
Foreshore Pathway - McCallum Park	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	340,002	853
Miller St - Albany Highway to Sunbury Rd	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	120,000	112,081
Parks				2,623,663	2,145,330
Parks				2,623,663	2,145,330
New					
<u>Revegetation</u>					
George Street Reserve	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	65,000	62,019
Kent Street Sandpit	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	30,000	28,968
<u>Landscaping and Tree Works</u>					
Various Locations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■□□□	20,000	46,490
Fletcher Park	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	7,355	7,355
Higgins Park	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	2,066	2,066
Edward Millen Reserve	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	60,000	0
McCallum Park Reserve	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	70,000	0
Flood Lighting - McCallum Park	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	150,000	0
Renewal					
<u>Turf Surface</u>					
Carlisle Reserve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■□□□	7,000	7,165
Harold Rossiter Reserve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■□□□	65,000	66,741
Higgins Park	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	84,000	82,651
JA Lee Reserve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■□□□	55,000	63,827
<u>Landscaping and Tree Works</u>					
Arterial Roads	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	13,000	320
Lathlain Place	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	1,250,000	1,176,453
Rayment Park	<input type="checkbox"/>	<input type="checkbox"/>	□□□□	5,000	0
Various Locations	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	25,000	23,268
Revegetation - Bolton Avenue - Median	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	46,000	33,810
<u>Bollards and Fencing</u>					
Carlisle Reserve	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	39,000	35,191
Higgins Park	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	18,000	14,081
<u>Reticulation</u>					
Fraser Reserve	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	90,000	750
<u>Park Furniture and Equipment</u>					
Fletcher Park	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	13,000	12,808
John Bissett Reserve	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	5,209	5,209
Kate Street Reserve	<input type="checkbox"/>	<input type="checkbox"/>	■□□□	3,000	2,887

Capital Items

Particulars	Item Timing	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Upgrade					
<u>Lighting</u>					
Parnham Reserve	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	125,000	117,664
Raphael Park	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■ ■ ■ ■ □	278,000	285,975
Asquith Reserve	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	4,888	4,888
<u>Park Furniture and Equipment</u>					
Devenish Street Reserve	<input type="checkbox"/>	<input type="checkbox"/>	■ □ □ □ □	45,000	40,373
Duncan Reserve	<input type="checkbox"/>	<input type="checkbox"/>	■ □ □ □ □	2,066	2,066
<u>Landscaping and Tree Works</u>					
GO Edwards Park	<input type="checkbox"/>	<input type="checkbox"/>	■ □ □ □ □	38,000	14,635
Dog Exercise Area Zone 2	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	2,600	2,600
Town Entry Statement Shepperton Road	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■ ■ ■ ■ ■	5,037	5,071
Albany Highway Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	442	0
Other Assets				3,164,164	817,483
Neighbourhood Enrichment				671,266	297,339
New					
<u>Artwork</u>					
Bentley	<input type="checkbox"/>	<input type="checkbox"/>	■ □ □ □ □	40,000	8,532
Burswood	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ □ □ □	40,000	28,950
Carlisle	<input type="checkbox"/>	<input type="checkbox"/>	■ □ □ □ □	40,000	7,450
Causeway	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	150,000	0
East Victoria Park	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	40,000	32,450
Eucalyptus Todtiana	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	14,150	0
Lathlain Place	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	120,000	89,821
Outdoor Table Tennis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■ ■ ■ ■ ■	60,000	67,170
St James	<input type="checkbox"/>	<input type="checkbox"/>	■ □ □ □ □	40,000	8,351
Victoria Park	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■ ■ ■ ■ ■	40,000	44,499
Victoria Park - Digital	<input type="checkbox"/>	<input type="checkbox"/>	■ □ □ □ □	80,000	3,000
Visual Art Acquisitions	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	6,591	6,591
Sporting Walk of Fame	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	525	525
New					
<u>Street Furniture</u>					
Bus Stops - Various Locations	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	70,000	27,366

Capital Items

Particulars	Item Timing	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Street Operations				1,842,898	512,188
Car Parks and Right-of-Ways					
Lathlain Precinct	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■ ■ ■ ■ ■	45,000	45,728
ACROD Bays As per IMAT WG Priority List	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	20,000	17,421
Bike Parking bays - Albany Highway - Zones	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	15,000	2,620
Albany Highway - Parking Bay Improvement	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	50,002	10,545
Polytechnic West PMP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■ ■ ■ ■ □	109,996	119,655
King George Carpark - Zone 3	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	16,000	13,415
Hubert Street Carpark - Zone 2	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	182,500	0
Westminster Sump	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	35,000	29,863
Lighting					
Polytechnic West Parking	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	25,000	7,419
Somerset St and Parking Zone 1	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	120,000	67,395
Albany Hwy and Parking Zone 2 and 3	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	160,000	96,113
Parking Zone 4 and 5	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	103,500	97,161
Right-of-Way 39	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	90,002	6,490
Right-of-Way 52A	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	90,002	5,378
Street Lighting - Various Locations	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	79,998	22,876
Swan River Foreshore	<input type="checkbox"/>	<input type="checkbox"/>	□ □ □ □ □	189,998	0
Parklets					
Parklet 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■ ■ ■ ■ ■	5,900	6,047
Parklet 4	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	10,000	9,486
Parklet 5	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	10,000	133
Parklet 6	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	10,000	17
Parklet 7	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	10,000	17
Renewal					
Lighting					
Christmas Decorations	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ ■	126,000	125,696
Street Furniture					
Seating	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	5,000	3,392
Upgrade					
Car Parks and Right-of-Ways					
Right-of-Way 108	<input type="checkbox"/>	<input checked="" type="checkbox"/>	■ ■ ■ ■ ■	340,000	344,726
Parking				650,000	124,722
New					
Parking Management					
Parking Meters	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	300,000	850
Parking Plan Works	<input type="checkbox"/>	<input type="checkbox"/>	■ ■ ■ ■ □	350,000	123,872