

# appendices



Elected Members Briefing Session  
1 November 2016

And

Ordinary Meeting of Council  
8 November 2016

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**11.3 Amendment to Council Policy GEN3 'Community Consultation' and Proposed Local Planning Policy 37 – Community Consultation on Planning Proposals**

## DRAFT LOCAL PLANNING POLICY 37 - COMMUNITY CONSULTATION ON PLANNING PROPOSALS

### INTRODUCTION

Council recognises that the way in which land or buildings are used or developed can affect the amenity of an area, ranging from a development that may have an impact upon a wider neighbourhood to one that may impact upon a single property only. Community consultation plays an important role in ensuring that those persons who may be affected by a *planning proposal* are involved in the application process by being given an opportunity to comment on the proposal, and allows for their comments to be considered as part of the decision-making process.

This policy provides guidance on the community consultation process for *planning proposals*, including when consultation will occur, the means and duration of consultation, and the manner in which Council will keep the community informed of the decision-making process.

Notwithstanding this policy, applicants are strongly encouraged to discuss proposals with nearby owners and occupiers prior to the submission of any *planning proposal*.

This policy is a Local Planning Policy prepared under deemed clauses 3 and 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 ('the Regulations').

### OBJECTIVES

The objectives of this policy are:

- outline the process the Council will use when undertaking community consultation and considering submissions; and
- recognise the balance between the desire for the community to be informed and have reasonable opportunity for input into *planning proposals* and the administrative requirement to process *planning proposals* in an efficient manner and within prescribed statutory time frames.

### SCOPE

This policy is applicable to the entire municipal area of the Town of Victoria Park and will be applied by the Town when making discretionary decisions relating to advertising of *planning proposals*. In circumstances where consultation is undertaken it will include both the owners and occupiers of properties that, in the opinion of the Town, may be impacted by the proposal and/or other stakeholders where these are identified. The Policy also applies to planning proposals for which the Council is not the final decision making authority.

## STATUTORY BACKGROUND

The Town of Victoria Park Town Planning Scheme No. 1, incorporating the deemed provisions in the Regulations, includes a number of clauses relating to community consultation for development applications, Structure Plans, Local Development Plans and Local Planning Policies. Many requirements relating to community consultation are mandatory while others provide the Town with discretion as to whether a proposal is to be advertised and the method of advertising. Specific planning strategies and projects will be the subject of their own consultation strategies.

Part 4 of the Residential Design Codes (R-Codes) requires that for residential developments, the Town notify potentially affected neighbours in certain circumstances. This is outlined in the table below. Furthermore it should be noted that an application for residential development which complies with the deemed-to-comply provisions of the R-Codes will not be subject to consultation.

## RELATIONSHIP TO OTHER COUNCIL POLICIES

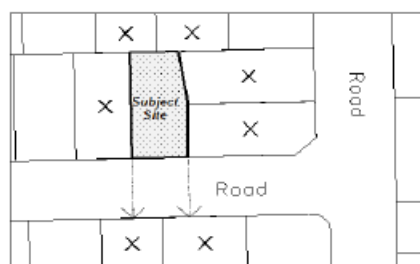
Council Policy GEN6 ‘Public Participation Policy’ provides a framework for Council to engage with the community in relation to any Town proposal or initiative. Policy GEN6 is based on the International Association for Public Participation (IAP2) Spectrum, core values and ethics.

This local planning policy complements Council Policy GEN6. In most instances, the level of public participation to be undertaken for planning proposals will be Level 2 ‘Consult’.

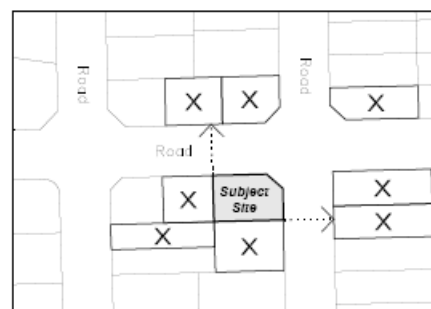
## DEFINITIONS

‘Adjoining properties’ is to be determined by reference to Map 1, Map 2 or Map 3 below

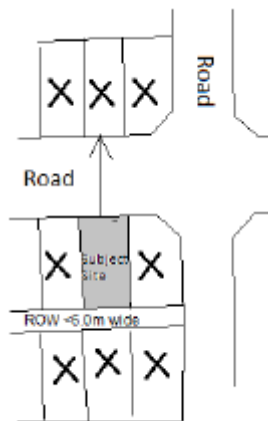
Map 1



Map 2



### Map 3



**‘Directly adjoining property’** means only the property(ies) with a boundary directly adjacent to that part of the building for which a variation is proposed. For example if a development proposes a reduced setback to the western lot boundary, then only the property to the west will be consulted.

**‘Planning proposals’** in the context of this policy include development applications; Structure Plans; Scheme Amendments and Local Development Plans.

**‘Significant application’** means:

- one which involves a significant exercise of discretion in terms of the Scheme, R-Codes or Council Policies; or
- one where the scale of the development is considered to be significantly different from the predominant and expected pattern of land use within the locality; or
- one that has potentially significant amenity impacts on nearby residential areas or neighbours in terms of visual impact, streetscape, privacy, noise, intensity of use, traffic generation and adequacy of parking.

**‘Surrounding properties’** means those properties which fall wholly or partly within a 100m radius of the subject site

### POLICY

The following provisions apply to community consultation on *planning proposals*:

#### 1. Applications for development approval

Table 1 outlines the circumstances where an application for development approval will be the subject of community consultation and the methods and duration of consultation that will apply.

Community consultation will not be undertaken for an application that :

- (a) complies with applicable provisions of the Scheme, R-Codes or Local Planning Policies; or
- (b) varies requirements of the Scheme, R-Codes or Council Policies, that are not specifically identified as variations that require consultation under this Policy.

**Table 1 – Consultation Requirements for Development Applications**

<b>LAND USE / DEVELOPMENT TYPE (Refer Note 2)</b>				
<b>DEVELOPMENT TYPE</b>	<b>COMMENT PERIOD</b>	<b>LETTERS</b>	<b>SIGN(S) ON SITE</b>	<b>NEWSPAPER</b>
<b>“X” (PROHIBITED) USE</b>	NO CONSULTATION AS THE APPLICATION CANNOT BE APPROVED			
<b>“AA” (DISCRETIONARY) USES</b>  Refer below for ‘Home Occupations’	14 days	To owners and occupiers of <i>adjoining properties</i> .	For whole of comment period (For development in Residential zone only, or Hotel, Motel or Tavern uses in any zone.)	N/A
	<u>Exemptions from consultation</u> Minor additions to a building approved as an ‘AA’ use, where the additions comply with applicable development standards.			
<b>CHANGE OF NON-CONFORMING USE</b>	14 days	To owners and occupiers of <i>surrounding properties</i> .	For whole of comment period	N/A
	<u>Exemptions from consultation</u> Minor additions to a building with non-conforming use rights, where the additions comply with applicable development standards.			
<b>UNLISTED USES</b>	21 days (minimum)	To owners and occupiers of <i>surrounding properties</i> .	For whole of comment period.	Yes – refer Clause 7
	<u>Exemptions from development approval</u> Minor additions to a building used as an Unlisted use, where the additions comply with applicable development standards			
<b>HOME OCCUPATIONS</b>	14 days	To owners and occupiers of <i>adjoining properties</i> only where the proposal is considered to have a possible adverse impact on the <i>adjoining properties</i> .	N/A	N/A
<b>SIGNIFICANT APPLICATION</b>	21 days	To owners and occupiers of properties within a 200m radius of the subject site.	For whole of comment period	Yes – refer Clause 7
<b>PARKS AND RECREATION RESERVE, PUBLIC PURPOSE RESERVE AND CIVIC USE RESERVE - DEVELOPMENT BY LOCAL GOVERNMENT</b>	14 days	To owners and occupiers of <i>adjoining properties</i> where it is considered by the Executive Manager Built Life or Manager Urban Planning that a particular development could have an impact on the amenity of the surrounding area (particularly adjacent residential uses)	If considered appropriate	N/A

<b>SATELLITE DISHES</b> where non-compliant with Local Planning Policy 19 – Satellite Dishes	14 days	To owners and occupiers of <i>adjoining properties</i> .	N/A	N/A
<b>TELECOMMUNICATIONS FACILITIES</b> (excluding 'Low Impact' facilities)	21 days	To owners and occupiers of <i>surrounding properties</i> .	For whole of comment period	Yes – refer Clause 7
<b>VEHICULAR ACCESS TO A PROPERTY VIA A ROW WHICH IS SUBJECT TO POSSIBLE FUTURE CLOSURE ACTION</b>	14 days	To owners and occupiers of land abutting the ROW which is subject to a possible future closure action.	N/A	N/A
<b>DEVELOPMENT OF PROPERTIES FRONTING ALBANY HIGHWAY IN A DISTRICT CENTRE OR COMMERCIAL ZONE WHICH PROPOSE DEMOLITION OF AN ORIGINAL SHOPFRONT.</b>	14 days	To owners and occupiers of <i>adjoining properties</i> .	For whole of comment period	N/A
<b>SIGNAGE WITHIN THE RESIDENTIAL ZONE THAT DOES NOT COMPLY WITH THE SIGNAGE LOCAL LAW</b>	14 days	To owners and occupiers of <i>adjoining properties</i> .	N/A	N/A
<b>DEMOLITION OF A PROPERTY LISTED ON THE MUNICIPAL HERITAGE INVENTORY</b>	14 days	To owners and occupiers of <i>surrounding properties</i> .	For whole of comment period	Yes – refer Clause 7

<b>VARIATIONS FOR A NON-RESIDENTIAL DEVELOPMENT (Refer Note 2)</b>				
	<b>COMMENT PERIOD</b>	<b>LETTERS</b>	<b>SIGN(S) ON SITE</b>	<b>NEWSPAPER</b>
<b>VARIATIONS TO DEVELOPMENT STANDARDS OF THE SCHEME, PRECINCT PLAN OR LOCAL PLANNING POLICIES IN RELATION TO:</b> <ul style="list-style-type: none"> <li>• PLOT RATIO;</li> <li>• BUILDING HEIGHT;</li> <li>• SETBACKS; AND</li> <li>• ON-SITE PARKING PROVISION</li> </ul>	14 Days	To owners and occupiers of <i>surrounding properties</i> , or <i>directly adjoining properties</i> in the case of setback variations only.	N/A	N/A
	<u>Exemptions from consultation</u> A car parking shortfall, where there is no net increase in an existing parking shortfall.			



<b>VARIATIONS FOR A MIXED USE DEVELOPMENT (Refer Note 2)</b>				
	<b>COMMENT PERIOD</b>	<b>LETTERS</b>	<b>SIGN(S) ON SITE</b>	<b>NEWSPAPER</b>
<b>VARIATIONS TO DEVELOPMENT STANDARDS OF THE SCHEME, PRECINCT PLAN OR LOCAL PLANNING POLICIES IN RELATION TO:</b> <ul style="list-style-type: none"> <li>• <b>PLOT RATIO;</b></li> <li>• <b>BUILDING HEIGHT;</b></li> <li>• <b>SETBACKS; AND</b></li> <li>• <b>ON-SITE PARKING PROVISION;</b></li> <li>• <b>BOUNDARY WALLS (for residential component);</b></li> <li>• <b>VISUAL PRIVACY (for residential component);</b></li> <li>• <b>OVERSHADOWING (for residential component)</b></li> </ul>	14 Days	To owners and occupiers of <i>surrounding properties</i> , or <i>directly adjoining properties</i> in the case of setback variations only.	N/A	N/A
		<u>Exemptions from consultation</u> A car parking shortfall, where there is no net increase in an existing parking shortfall.		

<b>VARIATIONS FOR A RESIDENTIAL DEVELOPMENT (Refer Note 2)</b>				
	<b>COMMENT PERIOD</b>	<b>LETTERS</b>	<b>SIGN(S) ON SITE</b>	<b>NEWSPAPER</b>
<b>SETBACKS TO PRIMARY STREET, SECONDARY STREET OR RIGHT-OF-WAY (BUT NOT INCLUDING COMMUNAL STREETS)</b>  Applications not complying with the Acceptable Development requirements of the Local Planning Policy – Streetscape in relation to street setback	14 Days	To owners and occupiers of <i>adjoining properties</i> .	N/A	N/A
		<u>Exemptions from consultation</u> <ol style="list-style-type: none"> <li>(a) A carport in the Residential Character Study Area, a Weatherboard Precinct or Weatherboard Streetscape, which a minimum primary street setback of 1.5m or more but with an average setback of less than 6.0m.</li> <li>(b) A wall height variation to a wall with a pitched/gable roof, that would comply if measured from natural ground level to the underside of the eaves.</li> <li>(c) A front setback average of 5.8m or greater;</li> <li>(d) Porches or an entry feature to a secondary street with a setback of 1.5m or greater.</li> </ol>		
<b>SIDE SETBACKS:</b> Setbacks not complying with the Deemed-to-Comply requirements of the Residential Design Codes	14 Days	To owners and occupiers of <i>directly adjoining properties</i> .	N/A	N/A

	<u>Exemptions from consultation</u> (a) A ground floor side or rear setback variation, where the variation is no greater than 10% of the required minimum setback. (b) A wall exceeding a length of 9m due to the wall length including a boundary wall, where the wall is single storey and the side setback would comply if the length of boundary wall were not included. (c) A side or rear setback variation where the setback would be compliant if the wall height was measured from natural ground level to the underside of the eaves; (d) A side setback variation to an open sided carport including where the columns/posts are up to the boundary.			
<b>BOUNDARY WALLS:</b> Boundary walls not complying with the Acceptable Development requirements of the Local Planning Policy – Boundary Walls.	14 Days	To owners and occupiers of <i>directly adjoining properties</i> .	N/A	N/A
	<u>Exemption from consultation</u> Structures with an open side adjacent to the boundary, if compliant with the wall height and length limitations prescribed by the Local Planning Policy – Boundary Walls.			
<b>PARKING:</b> Applications proposing a lesser number of on-site car bays (including visitors bays) than required under the Deemed-to-Comply provisions of the Residential Design Codes or Local Planning Policies 23 or 30.	14 days	To owners and occupiers of <i>adjoining properties</i> .	N/A	N/A
<b>PLOT RATIO:</b> Applications not complying with the plot ratio requirements outlined in the Deemed-to-Comply requirements of the Scheme or the Residential Design Codes.	14 days	To owners and occupiers of <i>adjoining properties</i> .	N/A	N/A
<b>BUILDING HEIGHT:</b> Applications not complying with the requirements of the TPS Scheme or Precinct Plan, Residential Design Codes (Deemed-to-Comply standards) or Local Planning Policy 27	14 days	To owners and occupiers of <i>adjoining properties</i> .	N/A	N/A
	<u>Exemptions from consultation</u> A wall height variation to a wall with a pitched/gable roof that would comply if measured from natural ground level to the underside of the eaves.			
<b>RETAINING WALLS HIGHER THAN 500MM ABOVE NATURAL GROUND LEVEL</b>	14 days	To owners and occupiers of <i>directly adjoining properties</i> .	N/A	N/A
<b>PRIVACY AND OVERLOOKING :</b> Where the proposal does not comply with the Deemed-to-Comply requirements of the Residential Design Codes.	14 days	To owners and occupiers of <i>directly adjoining properties</i> .	N/A	N/A

<b>OVERSHADOWING:</b> Applications not complying with the Deemed-to-Comply requirements of the Residential Design Codes or Local Planning Policy 36 – Climate Control (Energy Efficiency)	14 days	To owners and occupiers of <i>directly adjoining properties</i> .	N/A	N/A
<b>OUTBUILDINGS:</b> Applications not complying with the Deemed-to-Comply requirements of the Residential Design Codes in relation to floor area, wall height, ridge height or setbacks.	14 days	To owners and occupiers of <i>directly adjoining properties</i> .	N/A	N/A
<u>Exemptions from consultation</u> An outbuilding with a wall height of no more than 3.0m.				

**Notes –**

1. Exceptions to Table 1 where consultation will not be undertaken :

A new application for development 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.

2. Where there is an inconsistency in the requirements under this Policy, then the greater consultation requirements apply. Additionally, if an application is deemed to be a *significant application* then the consultation requirements for *significant applications* prevail over the consultation requirements that would otherwise apply.

**2. Scheme Amendments, Structure Plans and Local Development Plans**

Scheme Amendments, Structure Plans and Local Development Plans are subject to the procedures outlined in the Planning and Development (Local Planning Schemes) Regulations 2015 (“the Regulations”).

Consultation is to be undertaken in accordance with the Regulations, relevant provisions of this Policy, and Table 2 below.

In the case of a proposed Scheme Amendment that proposes a change of zoning, residential density coding or building height, or an additional use on a site(s), that is not consistent with a Council approved strategy or policy, an approved Structure Plan, or Council’s strategic planning position, then Council will undertake community consultation for 21 days prior to determining whether or not to initiate a Scheme Amendment.

**Table 2 – Consultation Requirements for Scheme Amendments, Structure Plans and Local Development Plans**

	BASIC SCHEME AMENDMENT	STANDARD SCHEME AMENDMENT	COMPLEX SCHEME AMENDMENT	STRUCTURE PLAN AND LOCAL DEVELOPMENT PLAN (2)	LOCAL PLANNING POLICIES
<b>TIME PERIOD</b>	N/A	42 days (4)	60 days (4)	SP – 28 days (4) LDP – 14 days (4)	21 days
<b>NEWSPAPER NOTICE</b>	N/A	Yes (3)	Yes (3)	Yes	Yes
<b>SIGN ON SITE</b>	N/A	Yes (1); (3)	Yes (1); (3)	Yes	No
<b>NOTICE TO OWNERS AND OCCUPIERS</b>	N/A	Yes (1); (3)	Yes (1); (3)	Yes (1)	(1)
<b>WEB SITE</b>	N/A	Yes (3)	Yes (3)	Yes	Yes
<b>NOTICE BOARD</b>	N/A	Yes (3)	Yes (3)	No	No

Numbers in brackets refer to the following notes

- (1) The need for consultation, additional consultation, methods of consultation and/or extent of consultation will be determined by the Executive Manager Built Life or Manager Urban Planning having regard to the nature of the proposal, its significance and its potential impact upon the area.
- (2) Includes both new proposals and amendments.
- (3) Relevant letters and notices are to contain wording which outlines that the Amendment is open for public comments and it should not be construed that final approval will be granted.
- (4) The duration of consultation may be increased at the discretion of the Executive Manager Built Life or Manager Urban Planning having regard to the nature of the proposal, its significance and its potential impact upon the area.

### **3. Discretion to vary requirements**

Notwithstanding the requirements outlined in Table 1, Table 2 and elsewhere in this Policy, the Executive Manager Built Life and/or Manager Urban Planning may require consultation to be undertaken, additional consultation, or alternative methods of consultation where it is considered appropriate based upon the nature of the development proposed.

### **4. Evidence of non-objection**

In the case of development applications, consultation will not be undertaken by Council where the applicant provides a copy of the application plans/s including a certification by the owners and occupiers of the relevant property stating that they

have no objection to the proposal. Signatures to this certification should include all persons shown as owners on the Town's Intramaps system (which is linked to the rate records). The certification must include:

- the full name of the owner/s or occupier/s certifying non objection clearly printed in capital letters and signature;
- a statement printed in block letters indicating the specific variation sought, that the plans have been viewed and that there is no objection to the proposal; and
- a current contact address and a contact telephone number printed in block letters, for all signatories.

At his or her discretion, a Council Officer may contact the owners and occupiers (by telephone where possible) to confirm that they have sighted and signed the plan(s).

With respect to Table 1, where consultation is in progress and written responses are received from all persons who have been notified of the proposal, then Council Officers will proceed with determining the application at this time rather than awaiting the conclusion of the advertising period.

## **5. Letters**

Where consultation is to include the sending of letters, then this shall be the responsibility of Council. All identified owners and occupiers shall be individually sent a Council letter. The sending of a letter to a Strata Company only in lieu of directly notifying each individual property owner is not accepted. Council's consultation letter shall contain details 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 plans/information for viewing and how to access the plans electronically through the Town's website;
- 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.

## **6. Sign notice**

Where a development application is to be advertised by way of a sign on-site, then the notice shall be in the format outlined in Attachment 1, and is to comply with the requirements below. It is the responsibility of the applicant to arrange for installation of the sign and payment of associated costs.

- Each sign or signs displaying notice of the proposed development being in a prominent position or positions on the land so that it can be clearly read from the adjoining streets;
- The sign board being 1200mm x 1000mm, with black lettering on a white background. The sign(s) should be in place on the same day as consultation commences and is to remain on-site for the duration of consultation period.

## **7. Newspaper Notice**

Notwithstanding Table 1, if it is determined under Clause 3 that a development application is to be advertised by way of a newspaper notice then the notice shall be in the format outlined in Attachment 1 and is to comply with the requirements below. It is the responsibility of the applicant to arrange for publication of the notice and payment of associated costs.

- To be published once a week for the duration of the consultation period, in a newspaper circulating, at least weekly, in the area in which the land subject of the application is located, with the size of such advertisement(s) being sufficient for people to read it clearly.

## **8. Holiday Periods**

The consultation periods exclude all public holidays and Christmas Day to the day after New Year's Day (inclusive).

## **9. Ownership Details**

Council will rely on the ownership details displayed on the Intramaps system (which is linked to the rate records) for the purpose of notifying owners and occupiers of properties. 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.

The onus is on the owners and occupiers of the properties within the Town to inform the Council in writing of any changes in their address details as and when these occur.

## **10. Requirement for strata company approval**

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 development application in a strata development, further consultation with owners or occupiers within the strata development 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 development application form but the proposal requires consultation, the owners and occupiers of the property within the strata development will be notified.

## **11. Display of plans for public comments**

For all *planning proposals* that are the subject of community consultation, the Town will include relevant plans and documents (or links to plans and documents) on its website for the duration of the application period. Copies of plans or documents will not be provided to members of the public. Where considered necessary by council Officers, copies of relevant plans and documents will also be available for viewing at Council's Administration Centre.

The submission of a planning proposal for assessment by the Town is taken to be agreement for plans and/or documents to be displayed on the Town's website for viewing during the public consultation phase.

**12. Community information sessions**

A community information session on any *planning proposal* may be held where, in the opinion of the Executive Manager Built Life or Manager Urban Planning, such a session will assist the community's understanding of the proposal and would provide the opportunity to view plans and/or any relevant additional information.

The information session will be held during the public consultation period, normally at least one week prior to completion to enable participants to make a formal written submission to Council after the session.

**13. Opportunity for applicant to respond to submitters**

In the case of a development application, where an objection is received to the development, 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 or respond to 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.

**14. Submissions reported to Council**

Where a *planning proposal* is the subject of a report to a Council Meeting, the Officer's report will include a summary of the issues raised in any of the submissions received as part of the consultation process as well as the corresponding address details of the submission. Full copies of submissions will be made available to Elected Members but will not be made available to members of the public unless required by law.

**15. Notification of Council's decision determined under delegation**

In the case of a development application determined under delegated authority, the authors of submissions will be advised in writing of the decision and a response to those matters raised in the submission.

**16. Notification of submitters of consideration of a matter by Council**

All parties who have made a submission on a *planning proposal* that will be considered at a Council Meeting, will be notified in writing of the time, date and particulars of the Elected Members Briefing Session and Ordinary Council Meeting at which the item is listed on the meeting agenda as well as instructions on how to access the agenda prior to the scheduled meetings.

**17. Notification of the Council's decision**

In the case of a *planning proposal* considered at a Council Meeting, the authors of submissions will be advised in writing of the decision of Council and any associated conditions or refusal reasons.

**18. Planning proposals where the Council is not the final decision maker**

*Planning proposals* which are required to be determined by other planning authorities for example the Metropolitan Central Joint Development Assessment Panel (DAP) or the Western Australian Planning Commission (WAPC) will be subject to the consultation procedures outlined in this Policy.

With respect to a development application to be determined by a DAP or the WAPC, the authors of all submissions:

- (a) will be informed of Council's recommendation to the DAP or WAPC;
- (b) in the case of a DAP application, will be provided with instructions on how to access the agenda of the DAP meeting on the DAP website, and the date and venue of the DAP meeting at which the application will be considered; and
- (c) will be notified of the decision of the DAP or WAPC once the application is determined.



# ATTACHMENT 1

## NOTICE OF APPLICATION FOR DEVELOPMENT APPROVAL

### TOWN OF VICTORIA PARK TOWN PLANNING SCHEME NO 1

Notice is hereby given that (1) \_\_\_\_\_

has applied to the Town of Victoria Park for approval of (2) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

on land situated at (3) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

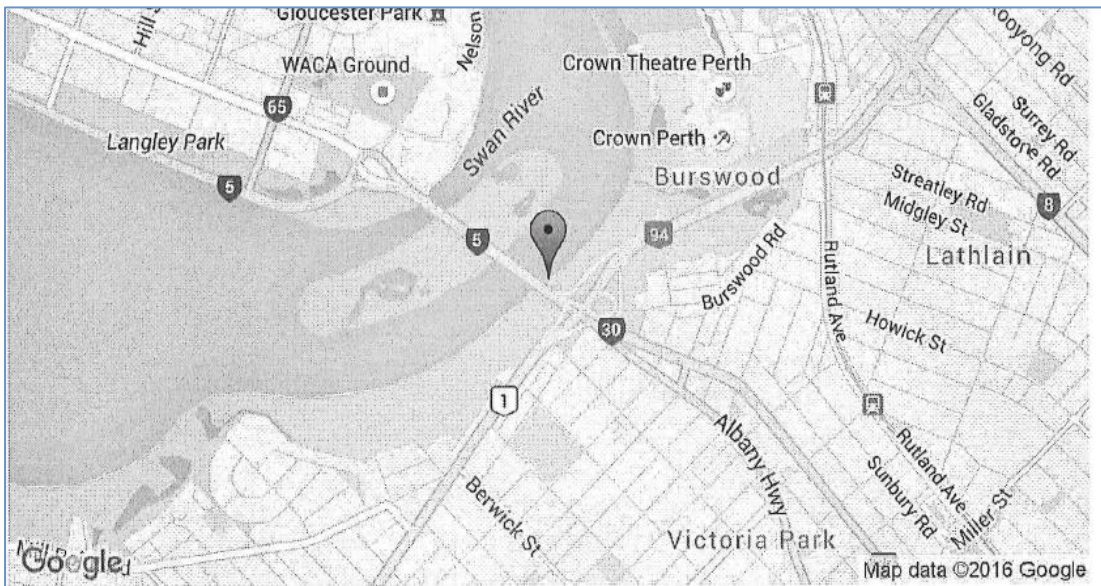
Any person wishing to comment upon this proposal can do so either via email to [admin@vicpark.wa.gov.au](mailto:admin@vicpark.wa.gov.au) in writing to the Chief Executive Officer, Town of Victoria Park, Locked Bag No 437 Victoria Park 6979. Public comments are to be made no later than

(4) \_\_\_\_\_

- (1) Insert name of applicant;
- (2) Insert the particulars of the proposed land use or development;
- (3) Insert the postal address and lot number of the land subject of the application; and
- (4) Insert the date that submissions close.

**12.1 WALGA E-quote VP56390 - Causeway Underpass Drainage Upgrade -  
McCallum Park Riverwall Renewal Project**

**Public Report received from office of Department of Transport on recent flooding event at Causeway Underpass**



NAME: Travis

DATE: 17/07/2016

ISSUE TYPE: Danger zone

LOCATION: Shepperton Rd, Burswood WA  
6100, Australia

DESCRIPTION:

Poor engineering bike path below water line





Board index / Australia / Western Australia

## causeway underpass flooded

Post Reply



6 posts • Page 1 of 1

softy

Posts: 1662

Joined: Sat Jan 25, 2014 3:44 pm

### causeway underpass flooded

by softy » Sat Jul 16, 2016 4:12 pm



To my surprise, the underpass on the south side of the causeway was flooded and quite deep, got water in my shoes.

Never seen this before, anyone no what causes it? I am sure not enough rain had fallen to cause this type of flooding.



SenatorDC

Posts: 20

Joined: Mon Apr 06, 2015 10:33 am

### Re: causeway underpass flooded

by SenatorDC » Sat Jul 16, 2016 4:48 pm



Sorry not sure what causes it, but I have seen it happen loads of times over the years (after the rains)



TheWall

Posts: 500

Joined: Tue Jul 08, 2014 10:51 pm

### Re: causeway underpass flooded

by TheWall » Sat Jul 16, 2016 8:03 pm



☹️ Water...

NASHIE

Posts: 297

Joined: Tue Jun 04, 2013 9:16 pm

Location: Perth, WA

### Re: causeway underpass flooded

by NASHIE » Sat Jul 16, 2016 8:33 pm



Just a few factors cumulating. High tides (1.1-1.2m) are peaking early am next few days, together with run off from last weeks rains, northerly winds etc



SenatorDC

Posts: 20

Joined: Mon Apr 06, 2015 10:33 am

### Re: causeway underpass flooded

by SenatorDC » Sun Jul 17, 2016 11:29 pm



•• TheWall wrote:  
:roll: Water...

lol



kellery82

Posts: 34

Joined: Thu May 23, 2013 10:53 am

### Re: causeway underpass flooded

by kellery82 » Mon Jul 18, 2016 11:06 am



Is it still flooded?

I was hoping to go for a ride around there tomorrow morning, but want to avoid the water if possible?



**12.2 Tender TVP/16/11 - Air Conditioning System Replacement Tender – Main Administration Building**



## renew life program

## memorandum

<b>To:</b> Mayor, Elected Members, SMT and Manager Finance	<b>From:</b> Director Renew Life Program Warren Bow
<b>File No:</b> PR3653~08; INM/12/0002	<b>Date:</b> 29 February 2016

### **AIR CONDITIONING AT THE ADMINISTRATION BUILDING**

As part of the Town's asset management program, the renewal of the air conditioning system at the Administration Building at 99 Shepperton Road has been identified as a priority work.

A tender (TVP/15/01) was administered for the air conditioning renewal project at the Administration Building in 2015. At its Ordinary Council Meeting on 15 June 2015, Council resolved the following –

***That Council resolve to accept no tender in relation to Tender TVP/15/01 for the administration building air conditioning renewal project at 99 Shepperton Road, Victoria Park.***

The above resolution was in response to a recommendation from staff not to progress the project, given concerns regarding time, quality and project cost estimates. The attached Elected Members memorandum of June 2015 provides further background information on the matter. The unspent project funds (\$723,000) were carried forward into the 2015/2016 budget.

Subsequent to the above, staff have continued to maintain the existing air conditioning system whilst exploring other options for renewal of the infrastructure including a staged approach, partial renewal, obtaining detailed life cycle costings, comparing air conditioning systems and the like.

In January 2016 the Town's mechanical services consultants (BCA Consultants) were engaged to provide a detailed Life Cycle Cost Analysis of two options for the renewal of the entire air conditioning systems at the Administration Building, these being –

#### **Option 1 - Chilled Water Cooling Systems comprising:**

- 2-off 150kW Air Cooled Chillers;
- 1-off 100kW Gas Boiler;
- 5-off Roof mounted CHW/HW AHU's;
- 8-off CHW/HW In ceiling FCU's; and
- 1-off Wall mounted DX Split.



## renew life program

## memorandum

### **Option 2 – Combination of Package DX units and VRV system to serve the Western Executive Offices comprising:**

- 5-off Roof mounted DX AHU's;
- 1-off DX Split In ceiling FCU;
- 1-off Wall mounted DX Split;
- 2-off Roof mounted VRF Condensers; and
- 7-off VRF In ceiling FCU's.

The Options were assessed according to the capital, energy, maintenance and replacement costs of the proposed systems. The benefit of the life cycle cost analysis is that it provides the Town with potential costs associated with running and replacing the systems in present terms within the parameters of the study. The life cycle costs were presented in real terms, that is, future costs were normalised to present values, to account for effects of inflation and increases in energy tariffs.

The life cycle costs over the life of the building were established using standard Net Present Value formulas and include the following components:

- Initial Capital Cost - the initial capital outlay at the present year;
- Replacement Cost - the cost of replacing the system at the end of the economic life intervals; Costs are presented in real terms for the interval years that the system is replaced;
- Salvage Value - the value of replaced systems at the end of the building life. A linear depreciation was assumed to estimate the salvage value; and
- Estimated Energy Cost - the cost of energy over the life of the building taking into account increases of electricity and gas tariffs, compounded annually.

Based on a building life of 20 years **Option 1** was found to be most economical with the life cycle cost amounting to approximately 80% of that of Option 2 over the life of the building.

BCA Consultants advise –

*We recommend that Option 1 - The proposed chilled water system be implemented for the potentially significant cost savings over the life of the building and reduce the energy consumption of the building as a whole. Increasing energy supply cost and tariffs must be taken into consideration when deciding the type of air conditioning plant to be implemented. In addition to reduced energy consumption, other advantages of the chilled water system include improved temperature control, better efficiencies, better flexibility for future fitouts or changes in layouts as well as the possibility to incorporate emerging technologies such as geothermal heat rejection or absorption chillers.*





## renew life program

## memorandum

The estimated cost for renewing the air conditioning at the Administration Building as per **Option 1** **\$1,232,150 (ex GST)**.

The below table shows the cost comparison over the expected 20 year life of the system, and identifies a saving of approximately \$546,279 for **Option 1**.

System Type	Option 1	Option 2
Capital Cost (\$)	\$1,232,150	\$959,000
Economic life of system (years)	20	15 (DX) / 10 (VRF)
Annual Electricity Consumption (kWh)	88,500	163,125
Annual Electricity Cost (\$)	\$21,240	\$39,150
Annual Gas Consumption (GJ)	204	0
Annual Gas Cost (\$)	\$2758	\$0
Estimated Annual Maintenance Costs (\$)	\$16,000	\$25,000
Estimated Net Present Value over life of building (\$)	\$2,252,012	\$2,798,291

The purpose of this Memorandum is to inform Elected Members of the work that continues to be done by the Assets Business Unit to facilitate to the renewal of the air conditioning address to the disproportionate expenditure of maintenance funds on the 20 year old existing air conditioning system at the Administration Building and the associated on-going underperformance.

Funding of \$700,000 allocated to this project in 2016/2016 will be required to be carried forward.

Additionally, Elected Members are advised that an additional \$600,000 will be requested in the 2016/2017 budget to enable this project to be progressed next financial year.

Further information on this matter can be obtained from A/Business Unit Manager – Assets, Gregor Wilson, or I am more than happy to discuss this matter with you directly.

Please do not hesitate to contact me on 08 9311 8111 or on email [wbow@vicpark.wa.gov.au](mailto:wbow@vicpark.wa.gov.au) if you require any further information regarding the aforementioned items.

**WARREN BOW**  
**DIRECTOR RENEW LIFE**

## **14.1 Schedule of Accounts for 30 September 2016**



All Payments Made From 1-Sep-16 To 30-Sep-16

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
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**Municipal Fund Bank Account**

**Cancelled Payments**

**Creditors Cheques**

00607789	21-Sep-16	Optus Billing Services Pty Ltd	***** CANCELLED *****	2,909.50
00607790	21-Sep-16	Target Australia Pty Ltd	***** CANCELLED *****	47.00
<b>Total Creditors Cheques</b>				<b>2,956.50</b>

**Creditors EFT Payments**

847.2139-01	28-Sep-16	A Plus Training Solutions	***** CANCELLED *****	700.00
<b>Total Creditors EFT Payments</b>				<b>700.00</b>

**Non Creditors Cheques**

00607778	13-Sep-16	SKS Group	***** CANCELLED *****	1,000.00
00607785	14-Sep-16	SKS Hawthorne Pty Ltd	***** CANCELLED *****	1,000.00
<b>Total Non Creditors Cheques</b>				<b>2,000.00</b>

**Payments**

**Creditors Cheques**

00607801	27-Sep-16	Alinta	Gas Usage Charges	767.15
00607761	6-Sep-16	Australian Institute Of Building	Conference and Workshop Enrolment	3,550.00
00607780	13-Sep-16	Construction Training Fund	Levy Payments	8,075.25
00607798	22-Sep-16	CSA Employer Services	Superannuation	2,493.58
00607781	13-Sep-16	Department of Commerce	Levy Payments	9,703.74
00607762	6-Sep-16	Gaming and Wagering Commission	Bingo Costs	288.44
00607799	22-Sep-16	Local Government Racing and Cemetri	Superannuation	410.00
00607791	21-Sep-16	Optus Billing Services Pty Ltd	Equipment and Supply	2,909.50
00607786	15-Sep-16	Synergy	Electricity Usage Charges	63,195.95
00607793	21-Sep-16	Synergy	Electricity Usage Charges	6,092.10
00607802	27-Sep-16	Synergy	Electricity Usage Charges	10,195.45
00607792	21-Sep-16	Target Australia Pty Ltd	Office Supplies	47.00
00607787	15-Sep-16	Telstra Corporation Ltd	Telephone Usage Charges	101.93
00607794	21-Sep-16	Telstra Corporation Ltd	Telephone Usage Charges	4,084.56
00607803	27-Sep-16	Telstra Corporation Ltd	Telephone Usage Charges	19.25
00607800	22-Sep-16	Town of Victoria Park	Superannuation	3,678.30
00607763	6-Sep-16	Water Corporation	Water Usage Charges	386.95
00607788	15-Sep-16	Water Corporation	Water Usage Charges	4,999.13
00607795	21-Sep-16	Water Corporation	Water Usage Charges	2,858.99
00607804	27-Sep-16	Water Corporation	Water Usage Charges	386.95
<b>Total Creditors Cheques</b>				<b>124,244.22</b>

**Creditors EFT Payments**

838.1215-01	7-Sep-16	4 Logic	Software and IT Solutions	5,440.60
838.4-01	7-Sep-16	AAC Wristbands Australia Pty Ltd	Equipment Supply and Repair	1,735.50
844.1328-01	21-Sep-16	Abco Products Pty Ltd	Cleaning Services and Equipment	711.99
842.352-01	14-Sep-16	ABnote Australia	Printing Services	770.00
838.3400-01	7-Sep-16	Academy Services (WA) Pty Ltd	Contract Cleaning	7,003.84
842.3400-01	14-Sep-16	Academy Services (WA) Pty Ltd	Contract Cleaning	105.60
842.9-01	14-Sep-16	ACMV Design Consultants	Design and Drafting Services	3,850.00
847.331-01	28-Sep-16	Active Games & Entertainment	Event Performance and Activity	627.00
842.1303-01	14-Sep-16	Aecom Australia Pty Ltd	Planning and Building Services	8,756.00
842.3103-01	14-Sep-16	Aha Consulting	Consultancy Services	770.00
847.3103-01	28-Sep-16	Aha Consulting	Consultancy Services	1,320.00
838.750-01	7-Sep-16	Air Communications	Software and IT Solutions	3,372.60
842.14-01	14-Sep-16	Algaefree Australia	Environmental Services	809.60
842.27-01	14-Sep-16	All Earth Group Pty Ltd	Waste Management Services	676.50
842.1738-01	14-Sep-16	All Earth Waste Collection Services	Waste Management Services	19,523.35
844.1738-01	21-Sep-16	All Earth Waste Collection Services	Waste Management Services	27,738.15
847.1738-01	28-Sep-16	All Earth Waste Collection Services	Waste Management Services	29,608.70
842.18-01	14-Sep-16	All Signs	Sign Installation and Supply	198.00
838.3369-01	7-Sep-16	Amlac House Pty Ltd	Building Security	6,336.00
838.2774-01	7-Sep-16	Ampac Debt Recovery (WA) Pty Ltd	Financial Services	347.22
844.441-01	21-Sep-16	Analytical Reference Laboratory (WA)	Environmental Services	176.00
840.3634-01	7-Sep-16	Applied Technologies International	Refund - Rates	1,334.14
838.3435-01	7-Sep-16	APV Valuers and Asset Management	Consultancy Services	2,373.03
842.3383-01	14-Sep-16	Artxpress Design Print Web Displays	Printing Services	1,000.00

All Payments Made From 1-Sep-16 To 30-Sep-16

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
842.3138-01	14-Sep-16	ARUP Pty Ltd	Consultancy Services	2,128.50
842.662-01	14-Sep-16	Asphalttech Pty Ltd	Road Construction Materials and Services	205,638.52
838.270-01	7-Sep-16	At Milk Supplies	Amenities	59.76
844.270-01	21-Sep-16	At Milk Supplies	Amenities	59.76
838.3045-01	7-Sep-16	Auscol Pty Ltd	Facility Maintenance Services	213.00
844.273-01	21-Sep-16	Australia Post	Postage Services	15,931.64
838.1995-01	7-Sep-16	Australian Office Leadingbrands.com	Office Supplies	251.46
845.50-01	21-Sep-16	Australian Service Union	Superannuation	52.72
839.98000-01	7-Sep-16	Australian Taxation Office	Taxation	134,706.00
845.98000-01	21-Sep-16	Australian Taxation Office	Taxation	144,217.00
838.3514-01	7-Sep-16	Bale Data Services	Office Supplies	830.54
838.277-01	7-Sep-16	Bannister Downs Dairy Company	Amenities	64.00
844.277-01	21-Sep-16	Bannister Downs Dairy Company	Amenities	128.00
838.1947-01	7-Sep-16	BCA Consultants Pty Ltd	Engineering and Surveying Services	660.00
844.192-01	21-Sep-16	Beacon Equipment	Machinery Servicing and Parts	198.50
838.280-01	7-Sep-16	Beaver Tree Services	Landscaping Materials and Services	25,166.74
842.280-01	14-Sep-16	Beaver Tree Services	Landscaping Materials and Services	11,735.46
847.1241-01	28-Sep-16	Belmont Netball Association Inc	Donations	200.00
844.3212-01	21-Sep-16	Berlitz Australia Pty Ltd	Training Services	2,475.00
838.409-01	7-Sep-16	Bidvest (WA) Pty Ltd	Resale Inventory	1,038.30
842.409-01	14-Sep-16	Bidvest (WA) Pty Ltd	Resale Inventory	963.18
844.409-01	21-Sep-16	Bidvest (WA) Pty Ltd	Resale Inventory	907.82
847.409-01	28-Sep-16	Bidvest (WA) Pty Ltd	Resale Inventory	601.29
847.429-01	28-Sep-16	Bin Bath Australia Pty Ltd	Cleaning Services and Equipment	1,268.74
842.283-01	14-Sep-16	Blackwell & Associates Pty Ltd	Planning and Building Services	4,862.00
842.1447-01	14-Sep-16	Blue Force Pty Ltd	Fire Alarm and Security Services	175.03
842.286-01	14-Sep-16	Bob Jane T-Mart Victoria Park	Plant Supply and Servicing	634.00
844.286-01	21-Sep-16	Bob Jane T-Mart Victoria Park	Plant Supply and Servicing	887.00
838.287-01	7-Sep-16	BOC Limited	Equipment Supply and Repair	3,203.10
847.2233-01	28-Sep-16	Bolinda	Printing Services	104.45
838.384-01	7-Sep-16	Bonissimo	Resale Inventory	670.60
844.384-01	21-Sep-16	Bonissimo	Resale Inventory	288.60
847.384-01	28-Sep-16	Bonissimo	Resale Inventory	429.00
838.333-01	7-Sep-16	Boral Construction Materials Group	Equipment Supply and Repair	701.04
842.333-01	14-Sep-16	Boral Construction Materials Group	Equipment Supply and Repair	452.40
844.333-01	21-Sep-16	Boral Construction Materials Group	Equipment Supply and Repair	899.98
847.333-01	28-Sep-16	Boral Construction Materials Group	Equipment Supply and Repair	369.51
841.2093-01	13-Sep-16	BP Australia Pty Ltd	Fuel and Oils	2,817.60
838.2231-01	7-Sep-16	Bridgestone Tyres	Tyres	1,339.80
842.2231-01	14-Sep-16	Bridgestone Tyres	Tyres	97.90
844.2231-01	21-Sep-16	Bridgestone Tyres	Tyres	117.70
838.1211-01	7-Sep-16	Brownes Foods Operations	Amenities	88.96
842.1211-01	14-Sep-16	Brownes Foods Operations	Amenities	41.40
844.1211-01	21-Sep-16	Brownes Foods Operations	Amenities	143.11
847.1211-01	28-Sep-16	Brownes Foods Operations	Amenities	89.04
842.442-01	14-Sep-16	Bucher Municipal Pty Ltd	Plant Supply and Servicing	2,149.95
844.442-01	21-Sep-16	Bucher Municipal Pty Ltd	Plant Supply and Servicing	428.04
838.2773-01	7-Sep-16	Buggy Buddys Pty Ltd	Event Performance and Activity	1,100.00
838.290-01	7-Sep-16	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	135.23
842.290-01	14-Sep-16	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	296.61
844.290-01	21-Sep-16	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	141.92
847.290-01	28-Sep-16	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	103.97
842.279-01	14-Sep-16	Caltex Aust Limited	Fuel and Oils	12,136.94
838.3438-01	7-Sep-16	Canalc Pty Ltd	Equipment Supply and Repair	1,484.00
844.298-01	21-Sep-16	Canon Australia Pty Ltd	Printing Services	671.00
838.379-01	7-Sep-16	Carlisle IGA	Resale Inventory	30.09
842.379-01	14-Sep-16	Carlisle IGA	Resale Inventory	37.74
844.379-01	21-Sep-16	Carlisle IGA	Resale Inventory	67.01
847.379-01	28-Sep-16	Carlisle IGA	Resale Inventory	30.37
844.3056-01	21-Sep-16	Carlisle Scout Group	Event Performance and Activity	200.00
838.1503-01	7-Sep-16	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	15,322.72
844.1503-01	21-Sep-16	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	1,295.80
847.1503-01	28-Sep-16	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	1,556.50
847.3532-01	28-Sep-16	CCR Commerical Pty Ltd	Equipment Supply and Repair	437.80
842.405-01	14-Sep-16	Centropak Australia	Equipment Supply and Repair	207.39
844.2659-01	21-Sep-16	Chamberlain Auto Electrics Pty Ltd	Equipment Supply and Repair	97.89

All Payments Made From 1-Sep-16 To 30-Sep-16

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
847.2332-01	28-Sep-16	Charles Service Company	Facility Maintenance Services	10,052.00
838.309-01	7-Sep-16	Chubb Fire & Security Pty Ltd	Fire Alarm and Security Services	197.34
842.309-01	14-Sep-16	Chubb Fire & Security Pty Ltd	Fire Alarm and Security Services	3,745.27
844.309-01	21-Sep-16	Chubb Fire & Security Pty Ltd	Fire Alarm and Security Services	303.58
850.57-01	28-Sep-16	City of Perth Superannuation Plan	Superannuation	1,912.36
844.563-01	21-Sep-16	City of South Perth	Contributions	480.00
838.1647-01	7-Sep-16	City of Vincent	Local Government Services	2,518.43
838.511-01	7-Sep-16	City Subaru	Plant Supply and Servicing	328.65
847.511-01	28-Sep-16	City Subaru	Plant Supply and Servicing	430.25
842.466-01	14-Sep-16	Civica Pty Ltd	Software and IT Solutions	1,056.00
842.483-01	14-Sep-16	Cleanaway	Waste Management Services	355.74
844.483-01	21-Sep-16	Cleanaway	Waste Management Services	155,984.51
842.629-01	14-Sep-16	Clever Patch Pty Ltd	Library Equipment and Stock	414.89
838.2965-01	7-Sep-16	Cobble Stone Concrete	Equipment Supply and Repair	38,125.61
847.2965-01	28-Sep-16	Cobble Stone Concrete	Equipment Supply and Repair	22,160.76
838.2588-01	7-Sep-16	Coles Supermarket Australia Pty Ltd	Resale Inventory	57.55
842.2588-01	14-Sep-16	Coles Supermarket Australia Pty Ltd	Resale Inventory	465.94
844.2588-01	21-Sep-16	Coles Supermarket Australia Pty Ltd	Resale Inventory	730.95
844.1890-01	21-Sep-16	Committee for Perth	Training Services	6,050.00
844.963-01	21-Sep-16	Communicare Inc	Donations	393.70
838.3353-01	7-Sep-16	Connect Victoria Park Inc	Equipment Supply and Repair	750.00
838.689-01	7-Sep-16	Copley Contracting	Road Construction Materials and Services	17,787.00
847.689-01	28-Sep-16	Copley Contracting	Road Construction Materials and Services	3,132.80
838.2186-01	7-Sep-16	Cornerstone Legal Pty Ltd	Legal Services	4,902.70
847.2186-01	28-Sep-16	Cornerstone Legal Pty Ltd	Legal Services	2,211.00
842.356-01	14-Sep-16	Council On The Ageing (WA) Inc	Membership and Subscription	805.20
838.1807-01	7-Sep-16	Crow Books	Library Equipment and Stock	193.19
842.1807-01	14-Sep-16	Crow Books	Library Equipment and Stock	49.48
844.1807-01	21-Sep-16	Crow Books	Library Equipment and Stock	17.99
847.1807-01	28-Sep-16	Crow Books	Library Equipment and Stock	180.00
844.2363-01	21-Sep-16	CTI Security Services Pty Ltd	Facility Maintenance Services	280.28
847.2363-01	28-Sep-16	CTI Security Services Pty Ltd	Facility Maintenance Services	300.21
842.723-01	14-Sep-16	Data#3 Limited	Software and IT Solutions	5,025.63
847.723-01	28-Sep-16	Data#3 Limited	Software and IT Solutions	10,193.83
847.2606-01	28-Sep-16	Davidson Trahaire Corpsych	Medical Equipment and Services	13,640.00
838.426-01	7-Sep-16	Daytone Printing Pty Ltd	Printing Services	446.60
842.426-01	14-Sep-16	Daytone Printing Pty Ltd	Printing Services	888.80
847.426-01	28-Sep-16	Daytone Printing Pty Ltd	Printing Services	492.80
844.346-01	21-Sep-16	Della's Group Pty Ltd	Printing Services	437.80
844.2143-01	21-Sep-16	Department of Planning - Developmen	Planning and Application Services	3,503.00
844.3426-01	21-Sep-16	Discgoldpark Pty Ltd	Consultancy Services	906.57
838.756-01	7-Sep-16	Dorma Automatics Pty Ltd	Machinery Servicing and Parts	198.00
842.756-01	14-Sep-16	Dorma Automatics Pty Ltd	Machinery Servicing and Parts	462.00
838.1624-01	7-Sep-16	Dowsing Concrete	Construction Equipment	78,379.09
842.1624-01	14-Sep-16	Dowsing Concrete	Construction Equipment	132,319.49
847.1624-01	28-Sep-16	Dowsing Concrete	Construction Equipment	20,275.20
838.411-01	7-Sep-16	Dunbar Services (WA) Pty Ltd	Cleaning Services and Equipment	57.20
842.411-01	14-Sep-16	Dunbar Services (WA) Pty Ltd	Cleaning Services and Equipment	28.60
844.411-01	21-Sep-16	Dunbar Services (WA) Pty Ltd	Cleaning Services and Equipment	214.01
847.411-01	28-Sep-16	Dunbar Services (WA) Pty Ltd	Cleaning Services and Equipment	21.45
844.445-01	21-Sep-16	Duncan Autos Pty Ltd	Plant Supply and Servicing	1,022.10
844.2375-01	21-Sep-16	Dynasty Embroidery (Australia) Pty	Uniforms and Protective Equipment	320.21
847.2375-01	28-Sep-16	Dynasty Embroidery (Australia) Pty	Uniforms and Protective Equipment	2,494.80
847.1145-01	28-Sep-16	E & M J Rosher Pty Ltd	Machinery Servicing and Parts	1,789.85
838.355-01	7-Sep-16	E Fire & Safety	Fire Alarm and Security Services	3,337.40
842.355-01	14-Sep-16	E Fire & Safety	Fire Alarm and Security Services	110.00
838.378-01	7-Sep-16	East Victoria Park Delivery Round	Communication Services	287.09
842.2849-01	14-Sep-16	EcoAcoustics	Environmental Services	990.00
847.421-01	28-Sep-16	Elite Pool Covers	Equipment Supply and Repair	2,783.00
838.3169-01	7-Sep-16	Elite Scorecards	Printing Services	434.50
847.2372-01	28-Sep-16	Empire Estate Agent	Rental Payments	5,518.02
838.2404-01	7-Sep-16	Envirotechnics Pest Management	Facility Maintenance Services	2,932.60
838.1411-01	7-Sep-16	EnvisionWare Pty Ltd	Software and IT Solutions	4,051.01
847.3547-01	28-Sep-16	Ertech EC Pty Ltd	Equipment Supply and Repair	27,132.27
838.2827-01	7-Sep-16	Events Industry Association (WA) In	Event Performance and Activity	175.00
839.3243-01	7-Sep-16	Express Salary Packaging Pty Ltd	Vehicle Operating Expenses	2,843.01



All Payments Made From 1-Sep-16 To 30-Sep-16

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
845.3243-01	21-Sep-16	Express Salary Packaging Pty Ltd	Vehicle Operating Expenses	2,843.01
847.621-01	28-Sep-16	Fleet Fitness	Equipment Supply and Repair	495.00
847.3191-01	28-Sep-16	Flick Anticimex Pty Ltd	Cleaning Services and Equipment	653.91
842.910-01	14-Sep-16	Flowers in the Park	Equipment Supply and Repair	501.00
838.653-01	7-Sep-16	Flush Fitness Pty Ltd	Equipment Supply and Repair	322.60
838.2991-01	7-Sep-16	Food for Me	Catering and Refreshments	649.20
847.913-01	28-Sep-16	For The Coffee Table	Catering and Refreshments	127.30
847.3560-01	28-Sep-16	Forcorp Pty Ltd	Equipment Supply and Repair	1,309.00
842.907-01	14-Sep-16	Forpark Australia	Transport Services	666.60
838.371-01	7-Sep-16	Frazzcon Enterprises	Sign Installation and Supply	7,805.22
842.371-01	14-Sep-16	Frazzcon Enterprises	Sign Installation and Supply	308.40
844.2701-01	21-Sep-16	Full Steam Ahead Ironing Service	Cleaning Services and Equipment	165.00
838.3635-01	7-Sep-16	Future West Institute	Training Services	1,000.00
842.2894-01	14-Sep-16	GFG Consulting	Consultancy Services	1,914.50
842.1557-01	14-Sep-16	Girl Guides Western Australia Inc	Donations	165.00
838.470-01	7-Sep-16	Greenway Enterprises	Equipment Supply and Repair	1,888.96
842.470-01	14-Sep-16	Greenway Enterprises	Equipment Supply and Repair	1,118.70
838.453-01	7-Sep-16	Gronbek Security	Fire Alarm and Security Services	561.90
844.453-01	21-Sep-16	Gronbek Security	Fire Alarm and Security Services	476.65
847.453-01	28-Sep-16	Gronbek Security	Fire Alarm and Security Services	139.60
838.1301-01	7-Sep-16	Harold Hawthorne Senior Citizens Ce	Subsidies	31,957.75
838.616-01	7-Sep-16	Hart Sport	Equipment Supply and Repair	1,161.00
842.616-01	14-Sep-16	Hart Sport	Equipment Supply and Repair	512.84
847.580-01	28-Sep-16	Hawaiian Pty Ltd	Event Performance and Activity	990.00
844.491-01	21-Sep-16	Hays Personal Services	Agency and Contract Staff	2,976.58
843.3646-01	14-Sep-16	Head Exchange	Refund - Infringement	60.00
844.314-01	21-Sep-16	Hiway Cycles	Plant Supply and Servicing	720.00
847.314-01	28-Sep-16	Hiway Cycles	Plant Supply and Servicing	580.00
838.2757-01	7-Sep-16	Hodge Collard Preston Architects	Design and Drafting Services	1,603.25
847.3079-01	28-Sep-16	Human Synergestics Australia Pty Lt	Training Services	11.55
838.3590-01	7-Sep-16	Icon Septech WA	Equipment Supply and Repair	997.70
842.209-01	14-Sep-16	Imarda Australia Pty Ltd	Software and IT Solutions	1,584.00
838.210-01	7-Sep-16	Indoor Gardens Pty Ltd	Landscaping Materials and Services	1,180.30
844.3649-01	21-Sep-16	Injury Control Council of Western	Consultancy Services	99.00
838.3094-01	7-Sep-16	Interpoint Events Pty Ltd	Conference and Workshop Enrolment	3,458.00
838.433-01	7-Sep-16	IPWEA Limited	Conference and Workshop Enrolment	2,860.00
842.2431-01	14-Sep-16	J Van De Velde	Landscaping Materials and Services	457.60
838.222-01	7-Sep-16	Jackson McDonald Lawyers	Legal Services	1,945.12
842.1846-01	14-Sep-16	JB HI FI	Equipment Supply and Repair	1,135.87
847.2762-01	28-Sep-16	JB HiFi Commerical	Equipment Supply and Repair	217.80
842.3096-01	14-Sep-16	Jim's Fencing (Melville)	Facility Maintenance Services	880.00
838.3553-01	7-Sep-16	Jim's Fencing (North Perth)	Equipment Supply and Repair	1,320.00
842.3553-01	14-Sep-16	Jim's Fencing (North Perth)	Equipment Supply and Repair	12,221.00
844.229-01	21-Sep-16	John Hughes Service	Plant Supply and Servicing	1,204.00
844.230-01	21-Sep-16	Johns Building Supplies Pty Ltd	Equipment Supply and Repair	748.00
844.3574-01	21-Sep-16	Joondalup Windscreens	Equipment Supply and Repair	88.00
838.3211-01	7-Sep-16	KD Aire Mechanical & Electrical Ser	Equipment Supply and Repair	3,151.50
842.3211-01	14-Sep-16	KD Aire Mechanical & Electrical Ser	Equipment Supply and Repair	5,091.79
838.674-01	7-Sep-16	Keynote Conferences Waste & Recycle	Conference and Workshop Enrolment	1,190.00
847.3344-01	28-Sep-16	Kleenit Pty Ltd	Equipment Supply and Repair	2,673.00
849.2814-01	28-Sep-16	Landfill Gas & Power Pty Ltd	Electricity Usage Charges	49,731.66
838.501-01	7-Sep-16	Landgate	Local Government Services	667.03
844.501-01	21-Sep-16	Landgate	Local Government Services	596.24
842.246-01	14-Sep-16	Landmark Operations Limited	Environmental Services	771.51
844.3543-01	21-Sep-16	Last Drop Reticulation & Landscapin	Equipment Supply and Repair	4,636.50
842.1366-01	14-Sep-16	Lathlain Primary School	Donations	300.00
844.251-01	21-Sep-16	Leisure Institute of Wa Aquatic Inc	Membership and Subscription	2,720.00
838.252-01	7-Sep-16	Les Mills Asia Pacific	Licencing and Subscriptions	2,263.97
838.807-01	7-Sep-16	Lexis Nexis	Membership and Subscription	303.60
847.257-01	28-Sep-16	LGIS Workcare	Insurance	1,140.53
842.2896-01	14-Sep-16	Lions Cancer Institute Inc	Donations	150.00
838.2974-01	7-Sep-16	Liquid Learning Group Pty Ltd	Training Services	4,119.50
844.1695-01	21-Sep-16	Lloyd George Acoustics Pty Ltd	Construction Services	2,112.00
844.617-01	21-Sep-16	LO GO Appointments	Agency and Contract Staff	17,824.68
838.262-01	7-Sep-16	Local Government Managers Australia	Membership and Subscription	80.00
842.457-01	14-Sep-16	Lochness Pty Ltd	Landscaping Materials and Services	16,356.64



All Payments Made From 1-Sep-16 To 30-Sep-16

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
842.687-01	14-Sep-16	Love Grid Badminton Academy Inc	Equipment Supply and Repair	500.00
842.3378-01	14-Sep-16	LSC Data Pty Ltd	Consultancy Services	3,712.50
848.3671-01	28-Sep-16	M Zhang	Refund - Rates	63.61
842.1904-01	14-Sep-16	Mackay Urbandesign	Planning and Building Services	2,200.00
838.964-01	7-Sep-16	Macri Partners	Audit Services	11,000.00
844.856-01	21-Sep-16	Main Roads Western Australia	Road Construction Materials and Services	2,817.19
842.3209-01	14-Sep-16	Manheim Auctions Australia Pty Ltd	Plant Supply and Servicing	55.00
844.3297-01	21-Sep-16	Maree Wrack Pty Ltd	Event Performance and Activity	12,519.40
838.1693-01	7-Sep-16	Marketforce Pty Ltd	Advertising Services	502.62
842.1693-01	14-Sep-16	Marketforce Pty Ltd	Advertising Services	3,233.14
844.1693-01	21-Sep-16	Marketforce Pty Ltd	Advertising Services	4,793.31
844.317-01	21-Sep-16	Marlbroh Bingo Enterprises	Bingo Costs	8,698.50
842.319-01	14-Sep-16	McLeods & Co	Legal Services	1,285.44
847.319-01	28-Sep-16	McLeods & Co	Legal Services	3,312.41
838.3084-01	7-Sep-16	MCW Corporation T/A Perth Security	Fire Alarm and Security Services	481.54
842.3084-01	14-Sep-16	MCW Corporation T/A Perth Security	Fire Alarm and Security Services	2,280.96
847.3644-01	28-Sep-16	Merchandising Libraries Pty Ltd	Library Equipment and Stock	587.13
842.600-01	14-Sep-16	Message4U Pty Ltd	Communication Services	110.00
838.3131-01	7-Sep-16	Metro Beverage Co	Catering and Refreshments	301.80
838.189-01	7-Sep-16	Mindarie Regional Council	Waste Management Services	43,387.67
844.189-01	21-Sep-16	Mindarie Regional Council	Waste Management Services	4,052.90
847.189-01	28-Sep-16	Mindarie Regional Council	Waste Management Services	96,937.42
842.1933-01	14-Sep-16	MLC Roof Services Pty Ltd	Facility Maintenance Services	3,047.00
844.824-01	21-Sep-16	Modern Teaching Aids Pty Ltd	Library Equipment and Stock	221.28
838.1570-01	7-Sep-16	Move Consultants	Engineering and Surveying Services	660.00
838.3445-01	7-Sep-16	MPS Unit Trust	Air Conditioning Service & Maintenance	93,129.64
847.3664-01	28-Sep-16	Mr A Knapp	Art and Event	300.00
844.3363-01	21-Sep-16	Mr C Kelsey	Facility Maintenance Services	177.00
847.3363-01	28-Sep-16	Mr C Kelsey	Facility Maintenance Services	907.00
840.3643-01	7-Sep-16	Mr D Costanzo	Refund - Rates	54.69
840.3637-01	7-Sep-16	Mr D J Jarnicki & Mrs E N Jarnicki	Refund - Rates	1,353.76
840.3640-01	7-Sep-16	Mr F Boon	Refund - Infringement	240.00
847.3653-01	28-Sep-16	Mr Fridge Seal Man	Equipment Supply and Repair	780.00
846.3659-01	21-Sep-16	Mr I J Lindley & Mrs M M Lindley	Refund - Crossover Contribution	400.00
846.3660-01	21-Sep-16	Mr J E Terenciuk	Refund - Crossover Contribution	400.00
842.3600-01	14-Sep-16	Mr J F McGovarin	Communication Services	990.00
843.3647-01	14-Sep-16	Mr J F Stride & Mrs A F Stride	Refund - Rates	457.87
848.3681-01	28-Sep-16	Mr M Sinno	Security Incentive Scheme	200.00
838.1718-01	7-Sep-16	Mr N O Cain	Staff Payments and Reimbursement	2,388.50
846.3655-01	21-Sep-16	Mr P A Earp	Refund - Rates	829.35
840.3614-01	7-Sep-16	Mr P Jenkins	Refund - Memberships	212.00
846.3665-01	21-Sep-16	Mr P R Trenfield	Subsidies	500.00
846.3663-01	21-Sep-16	Mr R E Pontre	Refund - Crossover Contribution	400.00
848.3676-01	28-Sep-16	Mr R J Hallson	Security Incentive Scheme	110.00
848.3673-01	28-Sep-16	Mr R Lai & Ms P K Ong	Refund - Rates	57.37
840.3633-01	7-Sep-16	Mr R R Noble & Mrs J M Noble	Subsidies	500.00
848.3677-01	28-Sep-16	Mr S G McIntyre	Security Incentive Scheme	200.00
846.3656-01	21-Sep-16	Mr S M Batka	Refund - Rates	1,633.47
844.2463-01	21-Sep-16	Mr S Nannup	Event Performance and Activity	550.00
842.1596-01	14-Sep-16	Mr W D Bow	Staff Payments and Reimbursement	100.40
838.1899-01	7-Sep-16	Mrs D B Singh	Staff Payments and Reimbursement	660.00
844.1899-01	21-Sep-16	Mrs D B Singh	Staff Payments and Reimbursement	190.00
842.2168-01	14-Sep-16	Mrs D L De Klerk	Staff Payments and Reimbursement	199.50
840.3639-01	7-Sep-16	Mrs H O Morcombe	Refund - Memberships	100.00
848.3672-01	28-Sep-16	Mrs K V Braley & Mr M P Braley	Refund - Rates	161.53
843.3645-01	14-Sep-16	Mrs T Sharp	Refund - Infringement	60.00
847.2339-01	28-Sep-16	Ms A M Pitts	Staff Payments and Reimbursement	110.57
840.3641-01	7-Sep-16	Ms D Bower	Refund - Rates	61.53
838.3072-01	7-Sep-16	Ms F A Kwek	Staff Payments and Reimbursement	114.00
847.3274-01	28-Sep-16	Ms H A Boyd	Staff Payments and Reimbursement	190.74
844.3572-01	21-Sep-16	Ms H Inglese	Event Performance and Activity	255.00
840.3638-01	7-Sep-16	Ms H P Suherlani	Refund - Rates	922.75
848.3674-01	28-Sep-16	Ms L W Lai	Refund - Rates	56.18
838.3502-01	7-Sep-16	Ms M E Caddy	Event Performance and Activity	600.00
846.3661-01	21-Sep-16	Ms M L Barber	Refund - Crossover Contribution	400.00
844.1387-01	21-Sep-16	Ms R A Lavery	Staff Payments and Reimbursement	64.20

All Payments Made From 1-Sep-16 To 30-Sep-16

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
844.2765-01	21-Sep-16	Ms R Driscoll	Donations	200.00
840.3642-01	7-Sep-16	Ms Y A Perpignani	Refund - Rates	54.69
838.197-01	7-Sep-16	NEC Australia Pty Ltd	Communication Services	2,391.14
847.553-01	28-Sep-16	New Town Toyota	Plant Supply and Servicing	279.80
844.386-01	21-Sep-16	Northlake Electrical Pty Ltd	Electrical Services and Maintenance	318.74
847.2428-01	28-Sep-16	OfficeMax Australia Limited	Office Supplies	58.23
844.202-01	21-Sep-16	Officeworks Superstores Pty Ltd	Office Supplies	409.00
847.202-01	28-Sep-16	Officeworks Superstores Pty Ltd	Office Supplies	57.30
842.1287-01	14-Sep-16	Outsource Business Support Solution	Business Systems Development	6,528.50
844.1287-01	21-Sep-16	Outsource Business Support Solution	Business Systems Development	968.00
847.1287-01	28-Sep-16	Outsource Business Support Solution	Business Systems Development	1,936.00
842.207-01	14-Sep-16	Oven Sparkle Pty Ltd	Cleaning Services and Equipment	968.00
844.207-01	21-Sep-16	Oven Sparkle Pty Ltd	Cleaning Services and Equipment	275.00
838.2554-01	7-Sep-16	Paperbark Technologies Pty Ltd	Engineering and Surveying Services	13,147.20
844.2554-01	21-Sep-16	Paperbark Technologies Pty Ltd	Engineering and Surveying Services	10,468.05
844.2819-01	21-Sep-16	Parallax Productions Pty Ltd	Consultancy Services	250.25
847.2819-01	28-Sep-16	Parallax Productions Pty Ltd	Consultancy Services	2,741.20
838.1385-01	7-Sep-16	Parks & Leisure Australia	Training Services	880.00
842.1385-01	14-Sep-16	Parks & Leisure Australia	Training Services	880.00
840.3622-01	7-Sep-16	Patio Perfect	Refund - Debtor Overpayment	156.65
847.401-01	28-Sep-16	Perth Cricket Club Inc	Facility Maintenance Services	25,680.78
838.2684-01	7-Sep-16	Perth Face Painting Company	Event Performance and Activity	198.00
842.410-01	14-Sep-16	Perth Frozen Foods Pty Ltd	Resale Inventory	571.40
842.448-01	14-Sep-16	Perth Pressure Jet Services Trust	Cleaning Services and Equipment	2,308.71
842.1946-01	14-Sep-16	Perth Safety Products	Uniforms and Protective Equipment	335.50
847.1946-01	28-Sep-16	Perth Safety Products	Uniforms and Protective Equipment	66.00
840.3628-01	7-Sep-16	Pine Ridge Holdings Pty Ltd	Refund - Rates	1,972.96
842.373-01	14-Sep-16	Placer Management Group	Agency and Contract Staff	1,155.00
838.2481-01	7-Sep-16	Plantrite	Landscaping Materials and Services	1,358.50
842.3599-01	14-Sep-16	Platinum Global Business Solutions	Advertising Services	324.50
838.1060-01	7-Sep-16	Portner Press Pty Ltd	Employment and Legal Services	97.00
838.2603-01	7-Sep-16	Poster Passion	Printing Services	66.00
847.3317-01	28-Sep-16	PR Power Pty Ltd	Electrical Services and Maintenance	536.25
847.677-01	28-Sep-16	Premier Glass & Mirrors	Facility Maintenance Services	517.00
847.2241-01	28-Sep-16	Progility Pty Ltd	Software and IT Solutions	61,177.60
844.3147-01	21-Sep-16	Protective Behaviours WA (Inc)	Training Services	462.00
842.3009-01	14-Sep-16	Purearth	Waste Management Services	10,912.00
838.746-01	7-Sep-16	Quick Corporate Australia	Office Supplies	352.93
842.746-01	14-Sep-16	Quick Corporate Australia	Office Supplies	194.47
844.746-01	21-Sep-16	Quick Corporate Australia	Office Supplies	586.81
838.342-01	7-Sep-16	Quik Kleen Drycleaners	Cleaning Services and Equipment	518.50
838.630-01	7-Sep-16	Raeco	Office Supplies	134.54
842.630-01	14-Sep-16	Raeco	Office Supplies	163.97
847.2214-01	28-Sep-16	Rebecca Flanagan	Event Performance and Activity	350.00
838.350-01	7-Sep-16	Recall Information Management Pty L	Record Management	1,478.11
844.3365-01	21-Sep-16	Red Eclectic	Photography and Imaging Services	110.00
842.2471-01	14-Sep-16	Refresh Waters Pty Ltd	Equipment Supply and Repair	66.00
844.2471-01	21-Sep-16	Refresh Waters Pty Ltd	Equipment Supply and Repair	75.00
842.3225-01	14-Sep-16	Road 2 Ocean	Consultancy Services	12,050.50
838.3570-01	7-Sep-16	Robinson Air Conditioning,	Facility Maintenance Services	308.00
838.3146-01	7-Sep-16	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	1,324.40
842.3146-01	14-Sep-16	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	1,870.00
844.3146-01	21-Sep-16	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	891.00
847.3146-01	28-Sep-16	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	621.50
847.3164-01	28-Sep-16	Ruah Community Services	Communication Services	2,000.00
844.2029-01	21-Sep-16	Safety Signs Services Pty Ltd	Sign Installation and Supply	572.67
842.383-01	14-Sep-16	Schweppes Australia Pty Ltd	Resale Inventory	884.65
844.383-01	21-Sep-16	Schweppes Australia Pty Ltd	Resale Inventory	936.00
838.2455-01	7-Sep-16	Scott Print	Printing Services	324.50
844.2455-01	21-Sep-16	Scott Print	Printing Services	4,010.60
838.1816-01	7-Sep-16	Secure Cash	Financial Services	1,416.80
842.1816-01	14-Sep-16	Secure Cash	Financial Services	123.20
838.1820-01	7-Sep-16	Secure Cash	Financial Services	768.40
842.1820-01	14-Sep-16	Secure Cash	Financial Services	114.15
847.1820-01	28-Sep-16	Secure Cash	Financial Services	543.10
847.2367-01	28-Sep-16	SEM Distribution	Advertising Services	152.23



All Payments Made From 1-Sep-16 To 30-Sep-16

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
844.812-01	21-Sep-16	Shenton Enterprises Pty Ltd	Facility Maintenance Services	2,104.56
838.354-01	7-Sep-16	Sigma Chemicals	Equipment Supply and Repair	352.84
844.354-01	21-Sep-16	Sigma Chemicals	Equipment Supply and Repair	2,670.24
847.354-01	28-Sep-16	Sigma Chemicals	Equipment Supply and Repair	604.12
847.122-01	28-Sep-16	Signarama Burswood	Sign Installation and Supply	198.00
838.123-01	7-Sep-16	Simmons Electrical	Electrical Services and Maintenance	176.00
844.123-01	21-Sep-16	Simmons Electrical	Electrical Services and Maintenance	1,472.35
847.123-01	28-Sep-16	Simmons Electrical	Electrical Services and Maintenance	2,297.78
847.2641-01	28-Sep-16	Site Environmental & Remediation	Consultancy Services	1,798.50
847.127-01	28-Sep-16	Slater Gartrell Sports	Equipment Supply and Repair	10,703.00
838.2493-01	7-Sep-16	Sonic HealthPlus Pty Ltd	Medical Equipment and Services	231.00
842.2493-01	14-Sep-16	Sonic HealthPlus Pty Ltd	Medical Equipment and Services	462.00
847.2493-01	28-Sep-16	Sonic HealthPlus Pty Ltd	Medical Equipment and Services	588.50
838.605-01	7-Sep-16	Soundpack Solutions	Office Supplies	499.68
842.1953-01	14-Sep-16	Spider Waste Collection Services Pt	Waste Management Services	985.60
847.1953-01	28-Sep-16	Spider Waste Collection Services Pt	Waste Management Services	1,062.60
842.827-01	14-Sep-16	Sprayline Spraying Equipment	Landscaping Materials and Services	257.48
847.827-01	28-Sep-16	Sprayline Spraying Equipment	Landscaping Materials and Services	534.75
838.376-01	7-Sep-16	Staples Australia Pty Limited	Office Supplies	216.66
838.3391-01	7-Sep-16	Stewart & Heaton Clothing Co	Equipment Supply and Repair	15.73
844.1944-01	21-Sep-16	Structerre Consulting Engineers	Engineering and Surveying Services	772.20
842.2087-01	14-Sep-16	Studio 53	Consultancy Services	687.50
838.141-01	7-Sep-16	Sunny Sign Company Pty Ltd	Sign Installation and Supply	536.80
844.141-01	21-Sep-16	Sunny Sign Company Pty Ltd	Sign Installation and Supply	52.31
842.1785-01	14-Sep-16	Supa Pest & Weed Control	Facility Maintenance Services	11,076.87
844.1785-01	21-Sep-16	Supa Pest & Weed Control	Facility Maintenance Services	14,211.58
842.2117-01	14-Sep-16	Surekleen Products Pty Ltd	Cleaning Services and Equipment	287.02
838.2430-01	7-Sep-16	Swan Smash Repairs	Plant Supply and Servicing	547.80
844.2109-01	21-Sep-16	Swan Towing	Towing Services	148.50
842.714-01	14-Sep-16	T & C Transport Service	Postage Services	115.13
842.145-01	14-Sep-16	Taborda Contracting Pty Ltd	Traffic Control Services	1,155.00
844.145-01	21-Sep-16	Taborda Contracting Pty Ltd	Traffic Control Services	1,452.00
847.145-01	28-Sep-16	Taborda Contracting Pty Ltd	Traffic Control Services	2,343.00
838.2156-01	7-Sep-16	Tamala Park Regional Council	Environmental Services	16,497.98
838.1939-01	7-Sep-16	TenderLink.com	Advertising Services	165.00
842.1939-01	14-Sep-16	TenderLink.com	Advertising Services	165.00
838.1869-01	7-Sep-16	The BBQ Man	Cleaning Services and Equipment	814.00
838.408-01	7-Sep-16	The Distributors Perth	Resale Inventory	495.55
842.408-01	14-Sep-16	The Distributors Perth	Resale Inventory	260.95
847.408-01	28-Sep-16	The Distributors Perth	Resale Inventory	272.15
838.2897-01	7-Sep-16	The Groovy Foodie	Catering and Refreshments	150.00
838.2166-01	7-Sep-16	The Little Print Shop	Printing Services	362.00
842.158-01	14-Sep-16	The Lucky Charm Newsagency	Library Equipment and Stock	508.49
847.1107-01	28-Sep-16	The Planning Group WA Pty Ltd	Consultancy Services	1,606.00
838.156-01	7-Sep-16	The Pressure King	Cleaning Services and Equipment	709.50
842.156-01	14-Sep-16	The Pressure King	Cleaning Services and Equipment	634.70
847.2995-01	28-Sep-16	The Trustee for Adshell Family Trust	Conference and Workshop Enrolment	715.00
842.3632-01	14-Sep-16	The Trustee for Barakovski Business	Consultancy Services	1,650.00
842.3541-01	14-Sep-16	The Trustee the Nabben Family Trust	Conference and Workshop Enrolment	720.00
839.3249-01	7-Sep-16	The Workwear Group Pty Ltd	Uniforms and Protective Equipment	61.20
842.1485-01	14-Sep-16	Think Tank Meda Pty Ltd	Conference and Workshop Enrolment	1,117.33
842.381-01	14-Sep-16	Tiger Batteries	Machinery Servicing and Parts	110.00
846.3657-01	21-Sep-16	TN Bui & QM Nguyen	Refund - Debtor Overpayment	200.00
845.59-01	21-Sep-16	Town of Victoria Park - Lotto Club	Contributions	292.00
845.63-01	21-Sep-16	Town of Victoria Park - Staff Socia	Contributions	603.50
838.171-01	7-Sep-16	Trisley Hydraulics Services	Plant Supply and Servicing	222.75
844.171-01	21-Sep-16	Trisley Hydraulics Services	Plant Supply and Servicing	14,969.90
838.173-01	7-Sep-16	Tudor House	Printing Services	567.30
844.173-01	21-Sep-16	Tudor House	Printing Services	398.20
838.529-01	7-Sep-16	UN Plumbing	Facility Maintenance Services	1,111.00
842.529-01	14-Sep-16	UN Plumbing	Facility Maintenance Services	1,501.50
844.529-01	21-Sep-16	UN Plumbing	Facility Maintenance Services	1,595.00
847.529-01	28-Sep-16	UN Plumbing	Facility Maintenance Services	3,624.50
842.628-01	14-Sep-16	Uniqco (WA) Pty Ltd	Membership and Subscription	2,957.08
847.3443-01	28-Sep-16	United Business Solutions	Equipment Supply and Repair	25,391.85
838.3152-01	7-Sep-16	Unlimited Tow and Recovery	Towing Services	467.50



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<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
840.3636-01	7-Sep-16	Urban Residential	Refund - Rates	404.93
844.2875-01	21-Sep-16	Vic Park Little Athletics Club	Donations	200.00
838.184-01	7-Sep-16	Victoria Park Swimming Club	Donations	1,822.50
848.3675-01	28-Sep-16	Vinnie and Co	Refund - Rates	60.72
838.2009-01	7-Sep-16	Vorgee Pty Ltd	Equipment Supply and Repair	2,438.71
838.29-01	7-Sep-16	WA Local Government Association (WA	Local Government Services	544.50
847.29-01	28-Sep-16	WA Local Government Association (WA	Local Government Services	570.00
838.3136-01	7-Sep-16	Walcott Industries Pty Ltd	Carpentry Services	688.58
844.3136-01	21-Sep-16	Walcott Industries Pty Ltd	Carpentry Services	330.33
847.3136-01	28-Sep-16	Walcott Industries Pty Ltd	Carpentry Services	1,089.00
847.31-01	28-Sep-16	Warnes Assemblies	Equipment Supply and Repair	286.00
847.804-01	28-Sep-16	Waterlogic	Amenities	1,923.90
846.3662-01	21-Sep-16	Weecorp Pty Ltd	Refund - Crossover Contribution	400.00
838.46-01	7-Sep-16	Westbooks	Library Equipment and Stock	1,378.72
842.46-01	14-Sep-16	Westbooks	Library Equipment and Stock	666.49
844.46-01	21-Sep-16	Westbooks	Library Equipment and Stock	686.74
847.828-01	28-Sep-16	Western Australian Treasury Corpora	Loan Repayment	62,296.30
842.44-01	14-Sep-16	Western Resource Recovery Pty Ltd	Waste Management Services	152.90
847.568-01	28-Sep-16	Westrac Pty Ltd	Plant Supply and Servicing	108.19
842.3345-01	14-Sep-16	Wood Court Pty Ltd	Equipment Supply and Repair	5,135.40
847.3345-01	28-Sep-16	Wood Court Pty Ltd	Equipment Supply and Repair	1,146.20
844.3564-01	21-Sep-16	Worldwide Printing Solutions Cannin	Printing Services	164.99
838.2383-01	7-Sep-16	Wright Express Australia Pty Ld	Resale Inventory	253.36
842.2383-01	14-Sep-16	Wright Express Australia Pty Ld	Resale Inventory	348.37
844.2383-01	21-Sep-16	Wright Express Australia Pty Ld	Resale Inventory	294.20
847.2383-01	28-Sep-16	Wright Express Australia Pty Ld	Resale Inventory	585.54
844.104-01	21-Sep-16	Youngs Holden	Plant Supply and Servicing	492.67
847.104-01	28-Sep-16	Youngs Holden	Plant Supply and Servicing	793.20
<b>Total Creditors EFT Payments</b>				<b>2,268,691.63</b>

**Non Creditors Cheques**

00607796	21-Sep-16	& TMS 168 Pty Ltd Veritus Investmen	Rates Refund	65.37
00607771	13-Sep-16	Blair Oliver	Refund-Crossover Contribution	400.00
00607767	6-Sep-16	Christopher Farrar	Refund-Crossover Contribution	400.00
00607770	13-Sep-16	GB68 Pty Ltd	Rates Refund	122.70
00607765	6-Sep-16	Gregory Edwards	Refund-Crossover Contribution	400.00
00607782	14-Sep-16	J R Bruce	Rates Refund	816.93
00607766	6-Sep-16	Le Charme Pty Ltd	Refund-Crossover Contribution	400.00
00607768	6-Sep-16	Margaret Collins	Refund-Crossover Contribution	400.00
00607797	21-Sep-16	Meng Song Tan	Rates Refund	68.98
00607783	14-Sep-16	Mr A G Rao & Ms D M Rao	Rates Refund	382.45
00607764	6-Sep-16	Mr G Iannantuoni & Mr C M Iannantuo	Rates Refund	2,722.41
00607775	13-Sep-16	Mr P Lesiter	Town of Victoria Park rates prize draw	1,000.00
00607779	13-Sep-16	Mrs S Smith & Mr G Smith	Town of Victoria Park rates prize draw	1,000.00
00607777	13-Sep-16	Mrs V Carlton & Mr M Carlton	Town of Victoria Park rates prize draw	1,000.00
00607776	13-Sep-16	Ms T Lindquist	Town of Victoria Park rates prize draw	1,000.00
00607772	13-Sep-16	Patrick Lee	Refund Crossover Contribution	400.00
00607773	13-Sep-16	Patrick Lee	Refund Crossover Contribution	400.00
00607769	6-Sep-16	Ramona Tzrios	Refund-Crossover Contribution	400.00
00607774	13-Sep-16	Robin Alexander	Refund Crossover Contribution	400.00
00607784	14-Sep-16	SKS Hawthorne Pty Ltd	Rates Prize Draw Winner - Package 4	1,000.00
<b>Total Non Creditors Cheques</b>				<b>12,778.84</b>

**Payroll**

PY01-05	4-Sep-16	Municipal Fund Bank Account	Payroll	446,663.99
PY01-06	18-Sep-16	Municipal Fund Bank Account	Payroll	461,294.30
<b>Total Payroll</b>				<b>907,958.29</b>

**Total Payments From Municipal Fund Bank Account 3,319,329.48**

**Trust Fund Bank Account**

**Payments**

**Non Creditors Cheques**

00003316	27-Sep-16	Bastion EBA Pty Ltd	Refund - Bond McCallum Park	2,000.00
00003317	27-Sep-16	Beverley Football Club	Refund - Bond Carlisle Reserve	300.00



## Payment Summary

### Creditors, Non Creditors, EFTs and Payroll

All Payments Made From 1-Sep-16 To 30-Sep-16

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
00003311	21-Sep-16	Kidney Health Australia	Refund - Bond Taylor Reserve	600.00
00003309	21-Sep-16	Miss E Fulwood	Refund - Bond Go Edwards Gazebo	500.00
00003303	6-Sep-16	Mr D C Mok	Refund - Bond - CP Driveway	9,159.67
00003307	13-Sep-16	Mrs D P Shaw	Refund - Bond JA Lee Reserve	500.00
00003313	21-Sep-16	Mrs K Hazell	Refund - Bond McCallum Park	200.00
00003306	13-Sep-16	Mrs M H O'Shea	Refund - Bond McCallum Park	500.00
00003318	27-Sep-16	Ms E Kibisu	Refund - Bond GO Edwards	600.00
00003305	13-Sep-16	Ms M Gwynne	Bond - Lathlain Tennis Courts	100.00
00003315	27-Sep-16	Regent College Inc	Refund - Bond Raphael Park	600.00
00003314	27-Sep-16	Rotary Club of Victoria Park Inc	Refund - Bond Raphael Park	700.00
00003310	21-Sep-16	Ursula Frayne Catholic College	Refund - Bond Fraser Park	500.00
00003308	21-Sep-16	Victoria Park Primary School	Refund - Bond Raphael Park	100.00
00003312	21-Sep-16	WA Scouts Association	Refund - Bond McCallum Park	600.00
00003304	6-Sep-16	Wildgeese Enterprises Pty Ltd	Part refund	305.00
<b>Total Non Creditors Cheques</b>				<b>17,264.67</b>
<b>Total Payments From Trust Fund Bank Account</b>				<b>17,264.67</b>
				<b>3,336,594.15</b>

### Cheques Cancelled between 1-Sep-16 and 30-Sep-16 that were raised in a prior period

<u>Cheque</u>	<u>Payee</u>	<u>Raised</u>	<u>Value</u>	<u>Cancelled</u>
<b>Municipal Fund Bank Account</b>				
00607699	Frances Boon	14-Jul-16	-240.00	5-Sep-16
			<b>-240.00</b>	
			<b>-240.00</b>	

## **14.2 Financial Statements for the Month ending 30 September 2016**



# ***Financial Activity Statement Report***

*For the month ended 30 September 2016*



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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 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

- **Parking Management**

- The period variation is down on the period budget by \$70,448.
- The variation is predominantly due to a combination of lower than anticipated paid parking and Infringement income. Factors contributing to the shortfall in revenue were a higher than expected “free” tickets being purchased and not having a full complement of parking officers.
- The estimated impact on the year end position is a reduction in revenue of \$70,000.

## Corporate Life

- **Aqualife**

- The period variation is down on the period budget by \$33,064.
- The variation is predominantly due to lower than expected swim school enrolments and Recreational swimming attendances. The variation is offset by a reduction in the operating expenditure.
- The estimated impact on the year end position is a reduction in revenue of \$30,000.

## Future Life / Built Life

- **Building**

- The period variation is down on the period budget by \$59,665.
- The variation is predominantly due to lower than budgeted Building application fees due to the downturn in building industry.
- The estimated impact on the year end position is a reduction in revenue of \$50,000.

## Renew Life

- **Parks**

- The period variation is up on the period budget by \$60,060.
- The variation is predominantly due to revenue received from the insurance claim relating to the Kensington Bushland fire.
- The estimated impact on the year end position is an increase in revenue of \$60,000.

## **Operating Expense**

### Chief Executive Office

- **Project Management**

- The period variation is down on the period budget by \$54,903.
- The variation is predominantly due to staff vacancies in the area.
- The estimated impact on the year end position is a reduction in expenditure of \$40,000.

### Business Life

- **Parking Management**

- The period variation is down on the period budget by \$228,342.
- The variation is predominantly due to staff vacancies in the area.
- The estimated impact on the year end position is a reduction in expenditure of \$100,000.

### Community Life

- **Aqualife**

- The period variation is down on the period budget by \$205,669
- The variation is predominantly due to a major review of rostering and lower seasonal staffing requirements.
- The estimated impact on the year end position is a reduction in expenditure of \$50,000.



- **Neighbourhood Enrichment**
  - The period variation is down on the period budget by \$70,192.
  - The variation is predominantly due to staff vacancies in the area.
  - The estimated impact on the year end position is a reduction in expenditure of \$50,000.
- **Sporting Life**
  - The period variation is down on the period budget by \$95,245
  - The variation is predominantly due to a major review of rostering and lower seasonal staffing requirements.
  - The estimated impact on the year end position is a reduction in expenditure of \$50,000.

#### Renew Life

- **Parks**
  - The period variation is down on the period budget by \$375,246
  - The variation is predominantly due to reduced programmed street tree pruning costs based on works required from the tree audit.
  - The estimated impact on the year end position is nil as this is a budget timing variance.

#### **Capital Expense**

There are no material variances to report.

#### **Non-Operating Revenue**

There are no material variances to report.

#### **Non-Operating Expenses**

There are no material variances to report.

#### **Proposed Budget Amendments**

There are no proposed budget amendments.

#### **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) 2016 - 2017 Actual Balances**

Balances shown in this document as 2016 - 2017 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 2017. 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.

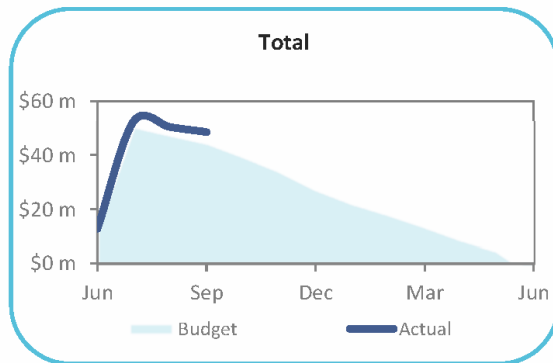
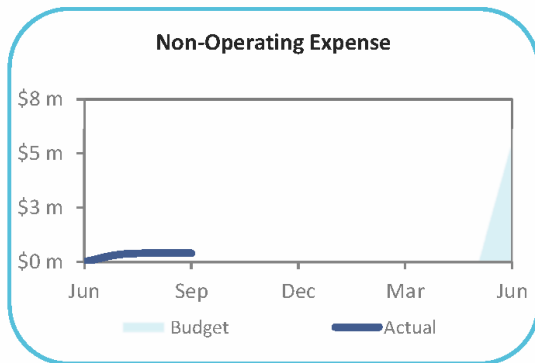
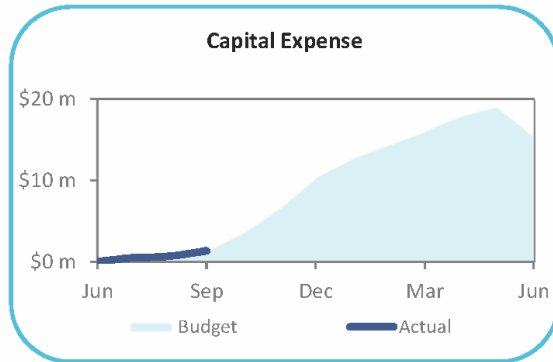
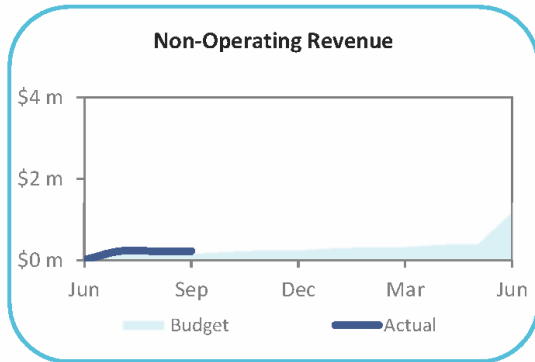
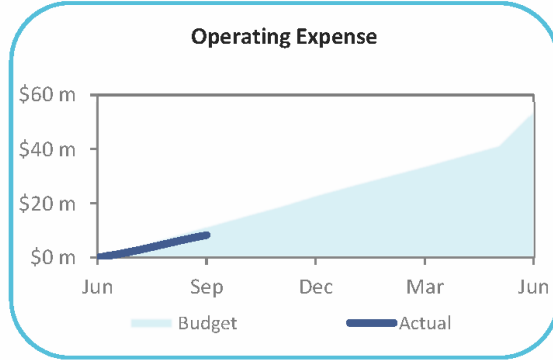
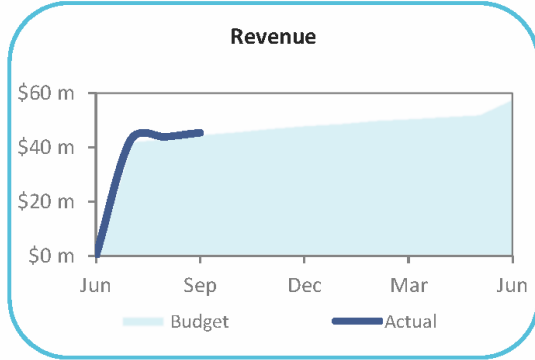
Particulars	Material Variance		30 September 2016		
	\$	%	Revised Budget	Year-to-Date Budget	Year-to-Date Actual
	\$		\$	\$	\$
<b>Revenue</b>					
<b>Chief Executive Office</b>			<b>11,000</b>	<b>270</b>	<b>955</b>
Chief Executive Office			-	-	206
Communications			1,000	270	261
Governance			-	-	-
Human Resources			10,000	-	488
Project Management			-	-	-
<b>Business Life</b>			<b>49,058,400</b>	<b>42,616,780</b>	<b>42,609,702</b>
BLP Administration			1,000	-	206
Budgeting			67,000	-	-
Business Development			-	-	-
Corporate Funds			44,914,400	41,277,100	41,294,627
Customer Relations			-	-	-
Finance			692,900	479,550	501,941
ICT Services			13,000	246	621
Parking Management	70,448	▼	3,061,400	661,204	590,756
Regulatory Services			308,700	198,680	221,551
<b>Community Life</b>			<b>5,072,300</b>	<b>1,173,062</b>	<b>1,176,623</b>
CLP Administration			500	100	165
Active Life			20,000	5,000	7,180
Aqualife	33,064	▼	2,628,700	552,482	519,418
Digital Hub			1,900	570	34
Lifelong Learning			39,900	7,896	6,194
Neighbourhood Enrichment			263,900	63,467	80,063
Sporting Life			2,117,400	543,547	563,568
<b>Future Life / Built Life</b>			<b>911,400</b>	<b>217,644</b>	<b>147,730</b>
FLBLP Administration			-	-	206
Building	59,665	▼	461,000	112,725	53,060
Strategic Planning			10,700	-	206
Strategic Projects			-	-	-
Urban Planning			439,700	104,919	94,257
<b>Renew Life</b>			<b>3,494,500</b>	<b>1,441,525</b>	<b>1,530,553</b>
RLP Administration			16,500	300	206
Asset Management			256,700	87,977	93,778
Fleet Management			-	-	4,796
Parks	60,060	▲	247,500	3,625	63,685
Street Improvement			20,500	5,127	206
Street Operations			2,953,300	1,344,496	1,367,882
<b>Total Revenue</b>			<b>58,547,600</b>	<b>45,449,281</b>	<b>45,465,563</b>

Particulars	Material Variance		Revised	30 September 2016	
	\$	%	Budget	Year-to-Date Budget	Year-to-Date Actual
			\$	\$	\$
<b>Operating Expense</b>					
<b>Chief Executive Office</b>			<b>(3,567,000)</b>	<b>(967,610)</b>	<b>(837,877)</b>
Chief Executive Office			(917,100)	(228,366)	(215,124)
Communications			(699,400)	(181,773)	(157,622)
Governance			(441,900)	(200,534)	(178,167)
Human Resources			(1,035,800)	(237,232)	(222,162)
Project Management	54,903	▼ 46%	(472,800)	(119,705)	(64,802)
<b>Business Life</b>			<b>(19,267,400)</b>	<b>(2,029,698)</b>	<b>(1,678,131)</b>
BLP Administration			(594,500)	(139,156)	(136,833)
Budgeting			(9,727,000)	-	-
Business Development			(238,200)	(54,404)	(35,535)
Corporate Funds			(809,200)	(92,850)	(72,742)
Customer Relations			(742,200)	(154,076)	(131,678)
Finance			(1,390,400)	(271,477)	(251,193)
ICT Services			(2,197,300)	(433,922)	(418,329)
Parking Management	228,342	▼ 41%	(2,087,200)	(562,437)	(334,095)
Regulatory Services			(1,481,400)	(321,376)	(297,726)
<b>Community Life</b>			<b>(9,510,500)</b>	<b>(2,319,192)</b>	<b>(1,896,973)</b>
CLP Administration			(841,100)	(185,979)	(172,056)
Active Life			(220,700)	(56,999)	(41,327)
Aqualife	205,669	▼ 26%	(2,992,700)	(785,589)	(579,920)
Digital Hub			(136,900)	(36,192)	(26,078)
Lifelong Learning			(1,092,300)	(260,490)	(249,086)
Neighbourhood Enrichment	70,192	▼ 21%	(1,518,100)	(333,570)	(263,378)
Sporting Life	95,245	▼ 14%	(2,708,700)	(660,373)	(565,128)
<b>Future Life / Built Life</b>			<b>(3,135,100)</b>	<b>(571,950)</b>	<b>(527,199)</b>
FLBLP Administration			(597,400)	(121,079)	(108,510)
Building			(544,400)	(126,615)	(110,184)
Strategic Planning			(695,400)	(74,527)	(56,960)
Strategic Projects			(231,700)	(30,000)	(35,292)
Urban Planning			(1,066,200)	(219,729)	(216,253)
<b>Renew Life</b>			<b>(19,905,700)</b>	<b>(3,808,685)</b>	<b>(3,336,046)</b>
RLP Administration			(769,000)	(194,785)	(173,312)
Asset Management			(3,892,200)	(765,842)	(741,079)
Fleet Management			-	(15,486)	(6,005)
Parks	375,246	▼ 36%	(4,705,300)	(1,046,642)	(671,396)
Street Improvement			(1,165,300)	(181,216)	(160,473)
Street Operations			(9,373,900)	(1,604,714)	(1,583,781)
<b>Total Operating Expense</b>			<b>(55,385,700)</b>	<b>(9,697,135)</b>	<b>(8,276,225)</b>

Particulars	Material Variance		30 September 2016		
	\$	%	Revised Budget \$	Year-to-Date Budget \$	Year-to-Date Actual \$
<b>Capital Expense</b>					
<b>Chief Executive Office</b>			-	-	-
Chief Executive Office			-	-	-
Communications			-	-	-
Governance			-	-	-
Human Resources			-	-	-
Project Management			-	-	-
<b>Business Life</b>			<b>(1,266,800)</b>	<b>(161,270)</b>	<b>(147,569)</b>
BLP Administration			-	-	-
Budgeting			-	-	-
Business Development			-	-	-
Corporate Funds			-	-	-
Customer Relations			-	-	-
Finance			-	-	-
ICT Services			(795,400)	(140,000)	(146,474)
Parking Management			(471,400)	(21,270)	(1,095)
Regulatory Services			-	-	-
<b>Community Life</b>			<b>(424,000)</b>	<b>(105,800)</b>	<b>(97,995)</b>
CLP Administration			-	-	-
Active Life			-	-	-
Aqualife			(118,700)	(5,500)	-
Digital Hub			-	-	-
Lifelong Learning			(40,000)	-	-
Neighbourhood Enrichment			(138,000)	-	(3,200)
Sporting Life			(127,300)	(100,300)	(94,795)
<b>Future Life / Built Life</b>			-	-	-
FLBLP Administration			-	-	-
Building			-	-	-
Strategic Planning			-	-	-
Urban Planning			-	-	-
<b>Renew Life</b>			<b>(13,919,400)</b>	<b>(1,092,533)</b>	<b>(1,080,866)</b>
Asset Management			(3,968,700)	(388,700)	(377,696)
Fleet Management			(1,096,800)	(280)	-
Parks			(2,785,100)	(58,000)	(74,580)
Street Improvement			-	-	-
Street Operations			(6,068,800)	(645,553)	(628,590)
<b>Total Capital Expense</b>			<b>(15,610,200)</b>	<b>(1,359,603)</b>	<b>(1,326,429)</b>

Particulars	Material Variance	30 September 2016		
		Revised Budget	Year-to-Date Budget	Year-to-Date Actual
\$	%	\$	\$	\$
<b>Non-Operating Revenue</b>				
<b>Business Life</b>		<b>1,010,000</b>	<b>196,000</b>	<b>196,732</b>
Corporate Funds		1,010,000	196,000	196,732
<b>Renew Life</b>		<b>249,800</b>	<b>-</b>	<b>18,182</b>
Fleet Management		249,800	-	18,182
<b>Total Non-Operating Revenue</b>		<b>1,259,800</b>	<b>196,000</b>	<b>214,914</b>
<b>Non-Operating Expense</b>				
<b>Business Life</b>		<b>(5,899,600)</b>	<b>(390,000)</b>	<b>(398,890)</b>
Corporate Funds		(5,899,600)	(390,000)	(398,890)
<b>Total Non-Operating Expense</b>		<b>(5,899,600)</b>	<b>(390,000)</b>	<b>(398,890)</b>
<b>Non-Cash Items Adjustments</b>				
Profit and Loss		21,300	-	-
Depreciation		10,323,700	157,800	-
<b>Total Non-Cash Items Adjustments</b>		<b>10,345,000</b>	<b>157,800</b>	<b>-</b>
<b>Suspense Items Yet To Be Applied</b>			<b>-</b>	<b>166,822</b>
Opening Surplus / (Deficit)		6,743,100	6,743,100	6,914,508
Closing Surplus / (Deficit)		-	<b>41,099,443</b>	<b>42,760,261</b>

**Graphical Representation**



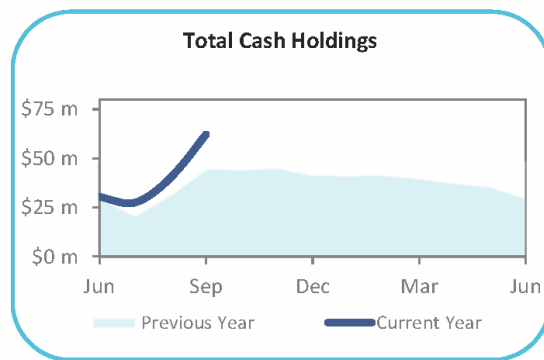
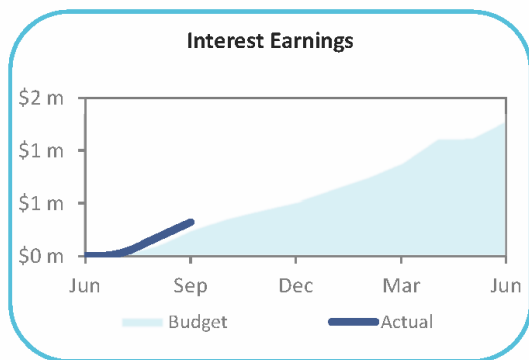
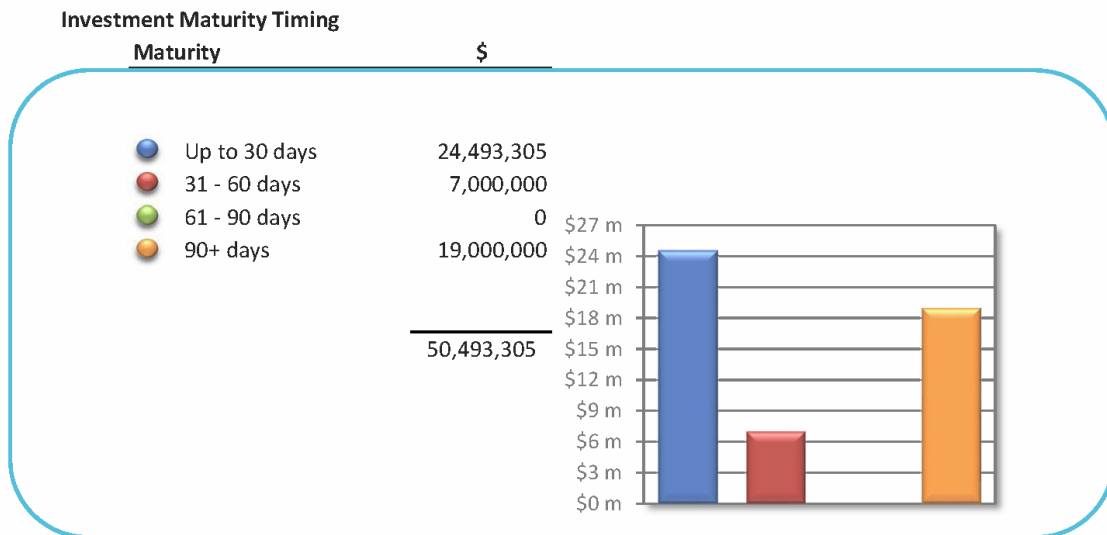
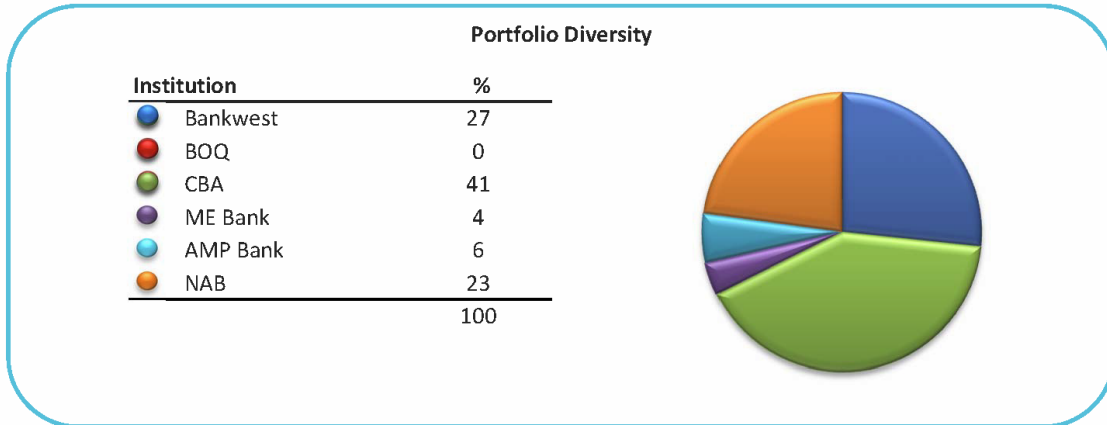


Particulars	Brought Forward 1 July \$	2016-2017 Revised Budget \$	Year To Date Actual \$
<b>Current Assets</b>			
Cash - Unrestricted	9,871,491	4,194,000	32,118,633
Cash - Reserves / Restricted	20,567,367	23,324,267	20,374,672
Receivables and Accruals	2,910,380	2,400,000	19,144,800
Inventories	8,581	6,000	8,581
Land Held for Sale	509,104	-	509,104
	<b>33,866,923</b>	<b>29,924,267</b>	<b>72,155,790</b>
<b>Less Current Liabilities</b>			
Payables and Provisions	(6,385,048)	(6,600,000)	(9,020,857)
	<b>(6,385,048)</b>	<b>(6,600,000)</b>	<b>(9,020,857)</b>
<b>Net Current Asset Position</b>	<b>27,481,875</b>	<b>23,324,267</b>	<b>63,134,933</b>
<b>Less</b>			
Cash - Reserves / Restricted	(20,567,367)	(23,324,267)	(20,374,672)
<b>Estimated Surplus / (Deficiency) Carried Forward</b>	<b>6,914,508</b>	<b>-</b>	<b>42,760,261</b>

**Cash and Investments Analysis**

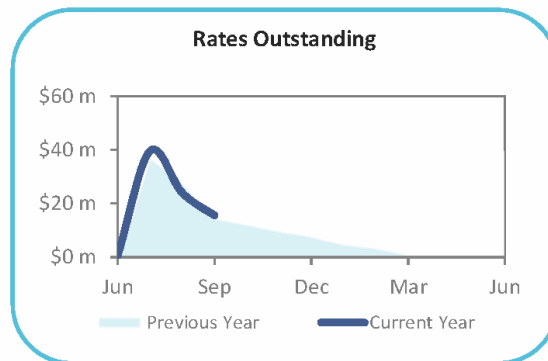
	Amount Invested \$	Interest Rate %	Term (Days)	Maturity Date	Projected Earnings \$	Percentage of Portfolio
<b>Cash - Unrestricted</b>						
<b>Bankwest</b>	<b>10,000,000</b>				<b>30,904</b>	<b>19%</b>
4505787	5,000,000	2.55	62	07 Nov 16	21,658	
4505788	5,000,000	2.25	30	06 Oct 16	9,247	
<b>CBA</b>	<b>13,118,633</b>				<b>12,332</b>	<b>25%</b>
169172.53	1,000,000	2.58	62	10 Oct 16	4,382	
169172.55	2,000,000	2.34	62	07 Nov 16	7,950	
At Call	10,118,633					
<b>ME Bank</b>	<b>2,000,000</b>				<b>13,068</b>	<b>4%</b>
83229	2,000,000	2.65	90	05 Dec 16	13,068	
<b>NAB</b>	<b>7,000,000</b>				<b>92,142</b>	<b>13%</b>
72-526-68501	2,000,000	2.80	322	27 Jun 17	49,403	
91-431-4938	5,000,000	2.60	120	04 Jan 17	42,740	
<b>Total Cash - Unrestricted</b>	<b>32,118,633</b>				<b>148,447</b>	<b>61%</b>
<b>Cash - Restricted</b>						
<b>AMP Bank</b>	<b>3,000,000</b>				<b>50,918</b>	<b>6%</b>
19983	3,000,000	2.95	210	07 Mar 17	50,918	
<b>CBA</b>	<b>8,374,672</b>				<b>21,912</b>	<b>16%</b>
36958807	5,000,000	2.58	62	10 Oct 16	21,912	
At Call	3,374,672					
<b>Bankwest</b>	<b>4,000,000</b>				<b>52,142</b>	<b>8%</b>
	4,000,000	2.60	183	08 Feb 17	52,142	
<b>NAB</b>	<b>5,000,000</b>				<b>123,507</b>	<b>10%</b>
10372835	5,000,000	2.80	322	27 Jun 17	123,507	
<b>Total Cash - Restricted</b>	<b>20,374,672</b>				<b>248,479</b>	<b>39%</b>
<b>Total Cash - Invested</b>	<b>52,493,305</b>				<b>396,927</b>	<b>100%</b>
<b>Cash on Hand</b>	9,105					
<b>Total Cash</b>	<b>52,502,410</b>					

**Cash and Investments Analysis**

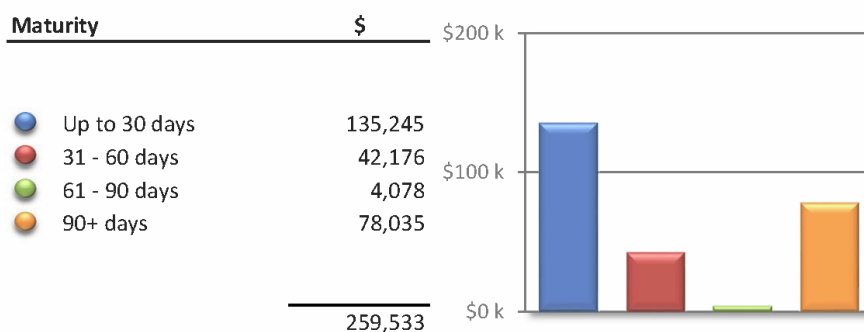


**Rates Outstanding (Not Including Deferrals or Associated Fees and Charges)**

	<b>Total</b>
Balance from Previous Year	604,119
Rates Levied - Initial	40,935,426
Rates Levied - Interims	23,831
<b>Total Rates Collectable</b>	<b>41,563,375</b>
Current Rates Collected To Date	26,583,423
<b>Current Rates Outstanding</b>	<b>14,979,952</b>
<b>% Rates Outstanding</b>	<b>36.0%</b>


**Sundry Debtors**

Type	Total	30 Days	60 Days	90 Days	90+ Days
Grants and Subsidies	0	0	0	0	0
Property Rent	59,048	6,189	6,418	0	46,441
Aqualife Fees	8,241	8,041	200	0	0
Leisurelife Fees	17,514	15,764	490	370	890
Community Life Fees	91,614	82,929	0	3,709	4,977
Health Fees	39,605	5,169	34,357	0	79
Other Fees and Charges	26,665	462	710	0	25,492
Long Service Leave From Councils	0	0	0	0	0
Building and Planning Application Fees	16,847	16,691	0	0	157
<b>Total Sundry Debtors</b>	<b>259,533</b>	<b>135,245</b>	<b>42,176</b>	<b>4,078</b>	<b>78,035</b>

**Sundry Debtor Aged Analysis**


**Grants and Contributions**

Details	Original	Revised	Receipt Status	
	Budget	Budget	Invoiced	Remaining
	\$	\$		
Corporate Funds				
Federal Assistance	310,001	750,000	191,720	558,280
Federal Local Road	310,002	330,000	85,013	244,987
Lifelong Learning				
Book Council - eServices	2,001	-	-	-
Book Council - Local History	2,002	2,000	-	2,000
Book Council - Young People Services	2,003	3,600	-	3,600
State Government - Adult Programs	2,004	2,004	-	2,004
Neighbourhood Enrichment				
Sponsorship - Creative Arts	4,500	12,996	-	12,996
Sponsorship - Events and Volunteers	4,500	2,004	-	2,004
Lotterywest - Events and Volunteers	20,000	20,000	-	20,000
Contributions - Events and Volunteers	50,000	-	-	-
State Government - Neighbourhood Enri	20,000	35,000	-	35,000
Crime Prevention Grant - Safer Neighbourh	14,000	30,000	-	30,000
Regularoty Services				
City of Perth Contributions	4,000	7,600	-	7,600
Street Operations				
MRWA Direct Road Grant	66,200	62,400	81,553	-
Street Lighting Subsidy	1,000	1,000	-	1,000
Capital Contribution	110,000	-	-	-
MRRG Road Rehabilitation Grant	453,000	511,400	204,516	306,884
MRWA Black Spot Grant	945,000	728,300	167,758	560,542
MRWA Other Grant	295,000	173,200	19,217	153,983
Transport Grant	100,000	115,700	-	115,700
<b>Total Cash Deposits</b>	<b>2,715,213</b>	<b>2,787,204</b>	<b>749,778</b>	<b>2,056,580</b>

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### 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.*

#### 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.*

#### Information Technology Renewal

*To be used to fund renewal projects associated with Council's information technology assets.  
significant insurance claims.*

#### 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.*

**Waste Management**

*To assist in the funding of waste management and waste minimisation strategies*

**Reserve Funds Transactions**

	Annual Opening Balance \$	Transfer to Reserve \$	Transfer from Reserve \$	30 September 2016 Balance Actual \$	Balance Budget \$	Annual Revised Budget \$
Building Renewal	223,266	7	-	223,273	223,266	400,466
Community Art	563,843	19	-	563,862	563,843	456,043
Drainage Renewal	146,620	5	-	146,625	146,620	172,720
Edward Millen Site	1,294,878	43	-	1,294,921	1,294,878	1,356,878
Furniture and Equip Renewa	354,207	12	-	354,219	354,207	558,907
Future Fund	10,188,393	338	-	10,188,731	10,188,393	12,332,193
Future Projects	1,648,978	3,409	-	1,652,387	1,648,978	1,298,878
Harold Hawthorn - Carlisle	75,930	2	-	75,932	75,930	126,430
Information Technology Ren	180,000	6	-	180,006	180,000	358,400
Insurance Risk Reserve	431,254	15	(196,732)	234,537	235,254	220,454
Other Infrastructure Renewa	527,443	17	-	527,460	527,443	574,443
Parks Renewal	218,825	7	-	218,832	218,825	261,025
Pathways Renewal	126,097	4	-	126,101	126,097	167,397
Plant and Machinery	203,442	7	-	203,449	203,442	235,342
Renewable Energy	168,480	6	-	168,486	168,480	220,980
Roads Renewal	653,337	22	-	653,359	653,337	703,737
Underground Power	2,696,099	89	-	2,696,188	2,696,099	2,962,799
Waste Management	866,275	29	-	866,304	866,275	917,175
	<b>20,567,367</b>	<b>4,037</b>	<b>(196,732)</b>	<b>20,374,672</b>	<b>20,371,367</b>	<b>23,324,267</b>



**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 -

- |                                     |          |
|-------------------------------------|----------|
| <input checked="" type="checkbox"/> | Behind   |
| <input type="checkbox"/>            | On-Track |
| <input checked="" type="checkbox"/> | In-Front |

**Budget Status**

This relates to how the item is costing against the Revised Budget and is displayed using the following indicators -

- |                                     |              |
|-------------------------------------|--------------|
| <input checked="" type="checkbox"/> | Over budget  |
| <input type="checkbox"/>            | On budget    |
| <input checked="" type="checkbox"/> | 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	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Buildings</b>			<b>3,798,800</b>	<b>373,731</b>
<b>New</b>				
Administration Centre - Additional meeting zone	□	■ ■ ■ □	5,800	3,249
Aqualife - Additional change rooms	□	□ □ □ □	35,100	0
Lathlain Community Facility - Construction	□	■ □ □ □	77,700	6,061
Library - Additional storage facility	☒	■ ■ ■ ■	18,300	21,759
<b>Renewal</b>				
Administration Office - Replacement of air-conditioning	□	■ ■ □ □	1,338,200	20,731
Aqualife - Pool deck highlight windows	□	■ □ □ □	17,400	0
Aqualife - Renew leisure pool pump and water feature	□	□ □ □ □	50,000	0
Aqualife - Renew signage	□	■ □ □ □	12,000	0
Aqualife - Replacement of air-conditioner	□	□ □ □ □	33,000	0
Aqualife - Replacement of boilers	□	□ □ □ □	450,000	0
Aqualife - Resurface health and fitness flooring	□	□ □ □ □	55,000	0
Aqualife - Resurface pool deck floor and change rooms	□	■ □ □ □	539,200	5,500
Aqualife - Spa plant room, filter and pipework	□	□ □ □ □	80,000	0
Aqualife - Tiling of 50 metre swimming pool	□	■ □ □ □	70,000	0
Harold Hawthorne Centre - Unit 7 doors and entrance	□	■ ■ ■ □	3,500	0
Harold Hawthorne Centre - Window frames renewal	□	■ □ □ □	10,000	0
Higgins Park Tennis Club - Doors and frames renewal	□	■ □ □ □	2,100	0
Leisurelife - Renew facility roof and ceiling	□	■ □ □ □	40,000	0
Leisurelife - Renew squash courts	□	■ □ □ □	40,000	0
Leisurelife - Replacement of air-conditioner	□	□ □ □ □	4,900	0
Leisurelife - Resurface aerobics room flooring	□	□ □ □ □	30,000	0
Library - Repaint facility	□	■ □ □ □	50,000	1,500
Library - Replacement of air-conditioner	□	■ □ □ □	224,000	220,901
Victoria Park - Carlisle Bowls Club - Compliance works	□	■ □ □ □	69,100	54,762
<b>Upgrade</b>				
Administration Office - Secure access upgrades	□	■ □ □ □	19,300	5,760
Aqualife - Secure access upgrades	□	■ □ □ □	18,000	0
Depot - Secure access upgrades	□	■ □ □ □	13,000	0
Digital Hub - Secure access upgrades	□	■ □ □ □	2,000	0
Harold Hawthorne Centre - Upgrade disability access	□	■ □ □ □	180,000	0
Leisurelife - Emergency management switchboard	□	□ □ □ □	5,000	0
Leisurelife - Secure access upgrades	□	■ □ □ □	18,000	0
Library - Entrance area upgrade	□	□ □ □ □	96,900	0
Library - Secure access upgrades	□	■ □ □ □	18,000	0
Library - Upgrade youth area	□	■ □ □ □	25,000	0
Lot 61 Lathlain Place - General upgrade	□	■ ■ □ □	144,300	33,507
Parking Management Office - Secure access upgrades	□	■ □ □ □	2,000	0
Workshop - Secure access upgrades	□	■ □ □ □	2,000	0

**Capital Items**

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Plant and Machinery</b>			<b>1,096,800</b>	<b>0</b>
<b>New</b>				
Fleet - Fleet Management (300)	□	□□□□	33,000	0
Fleet - Parking Management (a)	□	□□□□	20,000	0
Fleet - Parking Management (b)	□	□□□□	20,000	0
<b>Renewal</b>				
Equipment - Blower	□	■□□□	23,300	0
Equipment - Concrete Saw	□	□□□□	7,000	0
Fleet - Asset Management (286)	□	□□□□	25,000	0
Fleet - Communications (370)	□	□□□□	35,000	0
Fleet - Engineering (167) (c/fwd)	□	□□□□	28,000	0
Fleet - Engineering (174) (c/fwd)	□	□□□□	2,000	0
Fleet - Environmental Health (362)	□	□□□□	25,000	0
Fleet - Finance (345)	□	□□□□	25,000	0
Fleet - IT Services (344)	□	□□□□	25,000	0
Fleet - Parking Management (301)	□	■□□□	25,000	0
Fleet - Parks (248)	□	□□□□	45,000	0
Fleet - Parks (249)	□	□□□□	45,000	0
Fleet - Pool Vehicle (363)	□	□□□□	25,000	0
Fleet - Strategic Planning (330)	□	□□□□	25,000	0
Fleet - Street Improvement (384) (c/fwd)	□	□□□□	23,000	0
Fleet - Street Operations (336)	□	□□□□	33,000	0
Fleet - Urban Planning (343)	□	□□□□	25,000	0
Plant - Front Deck Mower (232)	□	□□□□	37,000	0
Plant - Light Truck (42) (c/fwd)	□	□□□□	85,000	0
Plant - Mowing Trailer (180) (c/fwd)	□	□□□□	20,500	0
Plant - Sweeper (240)	□	■□□□	270,000	0
Plant - Truck (39)	□	■□□□	170,000	0
<b>Furniture and Equipment</b>			<b>536,300</b>	<b>99,125</b>
Aqualife - Group fitness class stage	□	□□□□	15,000	0
Aqualife - Training room fit out	□	□□□□	5,000	0
Lathlain Community Building - Furniture fit out	□	■□□□	75,000	0
Leisurelife - Gym equipment	☒	■□□□	62,000	62,906
Parking Management - Handheld enforcement units	□	□□□□	26,000	0
Parking Management - Hardware, software and cabling	□	□□□□	23,000	0
Parking Management - Licence plate recognition	□	■□□□	20,400	365

**Capital Items**

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Furniture and Equipment - Continued</b>				
<b>Renewal</b>				
Administration Function Room - Furniture allocation	□	■ ■ ■ □	20,000	0
Administration Office - Office furniture	□	■ ■ ■ □	15,000	0
Aqualife - 50 metre pool blanket and equipment	□	□ □ □ □	50,000	0
Aqualife - Aquatic wheelchair	□	■ ■ ■ □	5,500	0
Aqualife - Café equipment	□	■ □ □ □	12,000	0
Aqualife - Circulation and chemical pumps	□	□ □ □ □	43,200	0
Aqualife - Furniture and equipment allocation	□	□ □ □ □	19,100	1,445
Aqualife - Pool scrubber	□	□ □ □ □	8,000	0
Depot - Furniture allocation	□	■ ■ □ □	6,400	1,145
Digital Hub - Furniture allocation	□	□ □ □ □	2,500	0
Equipment - Waste bins	□	■ □ □ □	11,000	0
Leisurelife - Basketball backboards	□	■ ■ ■ ■	38,300	31,888
Leisurelife - Café equipment	□	□ □ □ □	1,000	0
Leisurelife - Furniture allocation	□	□ □ □ □	3,400	0
Leisurelife - Gym equipment	□	□ □ □ □	26,000	0
Library - Furniture allocation	□	■ ■ □ □	3,000	1,375
Library - Local history area refit	□	□ □ □ □	25,000	0
Library - Office furniture	□	□ □ □ □	15,000	0
Parking Management Office - Furniture allocation	□	□ □ □ □	5,500	0
<b>Information Technology</b>			<b>795,400</b>	<b>146,474</b>
<b>New</b>				
Software	□	■ ■ □ □	274,100	90,999
<b>Renewal</b>				
Hardware	□	■ ■ □ □	210,100	55,616
Mobile computing	□	□ □ □ □	87,400	0
Network infrastructure	□	□ □ □ □	97,000	0
Website and intranet	□	■ □ □ □	126,800	-142
<b>Roads</b>			<b>4,346,400</b>	<b>390,127</b>
<b>New</b>				
Albany Highway - Pedestrian crossing safety measures	□	■ □ □ □	50,000	0
Alday Street - Lane channelisation	□	□ □ □ □	40,000	0
Enfield Street - Traffic calming	□	□ □ □ □	70,000	0
Hubert Street - Traffic calming	□	□ □ □ □	76,000	0
Lathlain Primary School Carpark / Rayment Park	□	□ □ □ □	140,000	0
Lathlain Right-of-Way - Closure	□	□ □ □ □	25,000	0
Mercury Street - Traffic calming	□	□ □ □ □	38,000	0

**Capital Items**

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Roads - Continued</b>				
<b>Renewal</b>				
Albany Highway - Reseal Hill View to Dane	□	□□□□	473,600	0
Asquith Street - Reseal Shepperton to Burswood	□	□□□□	54,000	0
Berwick Street - Reseal Canning to Armagh	□	□□□□	72,600	0
Devenish Street - Reseal Westminster to Camberwell	□	■ ■ ■ □	146,000	123,651
Etwell Street - Reseal Northampton to Pinedale	□	■ ■ ■ □	127,000	76,533
Garland Street - Reseal Design Taylor to Cul-de-sac	□	□□□□	50,000	0
Goddard Street - Reseal Design Saleham to Bishopsgate	□	□□□□	10,000	0
Goodwood Parade - Reseal Design Cul-de-sac to Stiles	□	□□□□	10,000	0
Hubert Street - Reseal Dane to Mint	□	■ ■ ■ □	168,000	45,759
Kent Street - Reseal Hayman to Jackson	□	□□□□	121,600	0
Lichfield Street - Reseal Salford to Duncan	□	■ ■ ■ □	126,000	12,389
McMaster Street - Reseal Washington to Berwick	□	■ ■ ■ □	179,000	90,348
Oats Street - Reseal Shepperton to Swansea (East)	□	■ □ □ □	12,000	2,519
Rushton Street (North) - Reseal Benporath to Shepperton	□	■ □ □ □	25,000	1,525
Star Street - Reseal Asteroid to Mercury	□	□□□□	99,100	0
Sunbury Road - Reseal Duncan to Axon	□	■ ■ ■ □	90,000	4,399
Taylor Street - Reseal Design McCallum to Foreshore	□	□□□□	5,000	0
<b>Upgrade</b>				
Albany Highway and Langler Street - Median and ramps	□	■ □ □ □	30,000	0
Bishopsgate Street and Roberts Road - Pre-deflections	□	□□□□	105,000	0
Goddard Street and Streatley Road - Roundabout	□	■ ■ ■ □	40,900	0
Great Eastern Highway and Craig Street - Intersection	□	■ □ □ □	320,000	0
Hill View Terrace and Berwick Street - Intersection	□	■ □ □ □	20,000	1,985
McCartney Crescent - Traffic calming	□	□□□□	22,300	0
Oats Street and Star Street - Pre-deflections	□	□□□□	80,000	0
Planet Street and Lion Street - Traffic islands	□	□□□□	43,000	0
Right-of-Way 31a and 31b - Upgrade	□	□□□□	395,000	0
Right-of-Way 45 - Upgrade	□	□□□□	85,000	0
Rutland Avenue - Traffic calming	□	□□□□	50,000	0
Shepperton Road and Gresham Street - Islands	□	■ □ □ □	638,900	15,110
Shepperton, Albany and Welshpool - Intersection	□	■ ■ ■ □	23,100	9,217
Teddington Street and Burswood Road - Intersection	□	■ □ □ □	250,300	6,691
Temple Street and Hordern Street - Traffic islands	□	□□□□	35,000	0

**Capital Items**

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Drainage</b>			<b>762,800</b>	<b>75,244</b>
<b>New</b>				
Carnarvon Street	□	□□□□	70,000	0
Egham Street	□	□□□□	15,000	0
Etwell Street - Stage 1	□	□□□□	25,000	0
Harris Street and Appleton Street - Stage 1	□	□□□□	130,000	0
McCallum Lane and Taylor Street - Car Park drainage	□	□□□□	15,000	0
Northampton Street	□	□□□□	125,000	0
Sandra Place	□	□□□□	15,000	0
<b>Renewal</b>				
Albany Highway	□	□□□□	15,000	0
Causeway	□	□□□□	6,800	0
Craig Street	□	□□□□	18,800	0
General	☒	■ ■ ■ □	27,400	63,364
Hill View Terrace and Albany Highway	□	□□□□	87,300	0
Jupiter Street	□	■ ■ □ □	168,500	11,880
Various Right-of-Ways	□	□□□□	44,000	0
<b>Pathways</b>			<b>455,700</b>	<b>152,329</b>
<b>New</b>				
Albany Highway - Parking works	□	□□□□	22,000	0
Alday Street and Burlington Street - Pathway extension	□	■ ■ □ □	10,000	8,772
Rutland Avenue - Bicycle lanes Welshpool to Oats	□	□□□□	115,700	0
Technology Park - Miscellaneous pathway works	□	■ ■ ■ ■	31,500	30,394
<b>Renewal</b>				
Archer Street - Renew Orrong to Gemini	□	□□□□	12,000	0
Briggs Street - Renew Star to Mars	□	■ ■ ■ ■	18,000	14,835
Brodie Hall Drive - Renew pathway sections	□	□□□□	11,000	0
Buzza Street - Renew Hill View to Upton	□	■ □ □ □	21,100	0
Hampton Street - Renew Howick to Teague	□	□□□□	14,000	0
Hayman Road - Renew Adie to Tranby	□	■ ■ ■ ■	20,000	17,915
Herford Street - Renew Jarrah to Cul-de-sac	□	■ ■ ■ ■	23,500	20,304
Hill View Terrace (West) - Renew Jarrah to Holder	□	■ ■ ■ □	12,000	10,890
Hitchcock Street - Renew Clinton to Boundary	□	□□□□	23,500	0
Kitchener Street - Renew various locations	□	□□□□	8,000	0
Oats Street - Renew various locations	□	□□□□	16,000	0
Planet Street (North) - Renew Briggs to President	☒	■ ■ ■ ■	6,000	9,090
Reen Street (North) - Renew Hill View to Upton	□	□□□□	14,000	0
Riverview Road - Renew Jarrah to Devenish	□	■ ■ ■ ■	29,000	20,921
Star Street - Renew Briggs to President	☒	■ ■ ■ ■	7,000	19,207
Stiles Avenue - Renew Goodwood to Cul-de-sac	□	□□□□	15,000	0
Upton Street - Renew Alvah to Boundary	□	□□□□	26,400	0

**Capital Items**

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Parks</b>			<b>2,785,100</b>	<b>74,580</b>
<b>New</b>				
Burswood Peninsula - Park furniture	□	■□□□	50,000	0
George Street Reserve - Revegetation	□	■ ■ □ □	83,000	2,667
Kensington Bushland - Jirdarup signage	□	□ □ □ □	5,000	0
McCallum Park - CCTV installation	□	■ □ □ □	27,000	0
McCallum Park - Lighting	□	■ ■ □ □	132,900	0
McCallum Park - Park furniture and shades	□	□ □ □ □	20,000	1,076
Streetscapes - Street tree planting	□	■ □ □ □	50,000	0
Victoria Park Heights - Water point and drinking fountain	□	□ □ □ □	8,000	0
<b>Renewal</b>				
Carlisle Reserve - Synthetic cricket wickets	□	■ ■ □ □	8,000	0
Carlisle Reserve - Turf surface	□	■ ■ □ □	30,000	0
Fraser Park - Lighting	□	■ ■ □ □	241,700	24,866
Fraser Park - Turf surface	□	■ ■ □ □	30,000	0
General - Reticulation and irrigation	□	■ □ □ □	10,000	7,753
Harold Rossiter Park - Turf surface	□	■ ■ □ □	31,200	9,339
Higgins Park - Synthetic cricket wickets	☒	■ ■ ■ ■	7,000	9,730
Higgins Park - Turf surface	□	■ ■ □ □	42,100	2,838
Irrigation - Central control system	□	■ ■ □ □	100,000	0
JA Lee Reserve - Irrigation	□	■ □ □ □	75,000	0
JA Lee Reserve - Turf surface	□	■ ■ □ □	30,000	0
Landscaping and tree works - Renewal	□	■ □ □ □	8,700	0
Lathlain Place - Landscaping and tree works	☒	■ □ □ □	8,200	10,636
McCallum Park - Foreshore river wall	□	■ □ □ □	383,900	709
McCallum Park - Reticulation and irrigation	□	■ □ □ □	160,300	0
McCallum Park - Skate bowl	□	■ □ □ □	25,000	0
Memorial Gardens - Benches	□	■ ■ □ □	10,000	0
Parnham Reserve - Turf surface	□	■ ■ □ □	30,000	0
Raphael Park - Turf resurface	□	■ ■ □ □	30,000	0
Streetscapes - Street tree planting	□	■ □ □ □	50,000	0
<b>Upgrade</b>				
Entry Statements - Landscaping	□	■ □ □ □	30,000	0
Fletcher Park - Cricket nets netting (Scoreboard side)	□	■ □ □ □	5,000	0
Higgins Park Tennis Club - Court modifications	□	■ □ □ □	300,000	0
Landscaping and tree works - Upgrade	□	■ □ □ □	25,100	1,055
McCallum Park - Bollarding Causeway to Canning	□	■ ■ ■ □	30,000	0
McCallum Park - Improve basketball nets and rims	□	■ ■ ■ □	5,000	1,579
McCallum Park - Irrigation project (Stage 3)	□	■ □ □ □	100,000	0
McCallum Park Toilets - Safety lighting	□	■ ■ □ □	3,000	0
Rayment Park - Upgrade	□	■ □ □ □	600,000	2,334

**Capital Items**

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Other Assets</b>			<b>1,032,900</b>	<b>14,821</b>
ACROD Parking - Additional bays	□	□□□□	3,800	0
Albany Highway - Parking bays	□	□□□□	4,100	0
Aqualife - Restricted car park access	□	□□□□	75,000	0
Archer Street - Car park improvements	□	□□□□	700	0
Artwork - Bentley	□	□□□□	16,100	0
Artwork - Carlisle	□	■□□□	22,700	3,200
Artwork - Digital	□	□□□□	77,000	0
Artwork - Eucalyptus Todtiana	□	□□□□	6,000	0
Artwork - St James	□	□□□□	9,200	0
Bike repair stations and hoops - Various locations	□	□□□□	15,000	0
Bus shelters - Various locations	□	■□□□	216,700	3,082
Canterbury Terrace and Star Street - ACROD Bays	□	■□□□	15,000	-81
Lighting safety projects - Various locations	□	□□□□	72,300	0
Parking Management - Parking meters	□	□□□□	250,500	0
Parking Management - Parking Plan works	□	■□□□	151,500	730
Parklet (6) construction	□	■ ■ ■ ■	5,000	5,000
Parklet (7) construction	□	□□□□	9,300	0
Rutland Avenue - Lighting	□	□□□□	65,000	0
Street benches - Various locations	□	■□□□	11,000	2,890
Visual art purchases	□	□□□□	7,000	0



**15.1 Recommendation from Finance and Audit Committee – Conference Policy Review for Elected Members**

<b>POLICY NUMBER:</b>	<b>EM5</b>
<b>POLICY TITLE:</b>	<b>CONFERENCE ATTENDANCE – ELECTED MEMBERS</b>
<b>Management Practice:</b>	<b>N/A</b>
<b>Delegation:</b>	<b>Chief Executive Officer</b>

**OBJECTIVE:**

To determine the guidelines, nature and extent of Elected Members' attendance or representation at conferences and the arrangements for:

1. Attendance;
2. Approval requirements;
3. Travel;
4. Accommodation;
5. Allowances and expenses;
6. Reporting requirements; and
7. Accompanying persons and carer requirements.

**POLICY STATEMENT:**

**Definition:**

**“Conferences”**....means; conferences; conventions, congresses, study tours, seminars, forums, workshops, courses, training sessions, award presentations and events related to local government and of interest to the Town of Victoria Park.

**“Cash allowance”**....means; an amount of money paid in advance to an Elected Member to pay for incidentals listed at clause 3.5.6 of this Policy.

**1. Attendance:**

- 1.1 When it is considered desirable that the Town of Victoria Park be represented at an interstate or overseas conference, only one Elected Member may attend, unless otherwise approved by the Council;

Notwithstanding the above, the Mayor shall be entitled to attend the Annual Western Australian Local Government Association (WALGA) conference;

In addition the two (2) Elected Members representing the Town on the South East Metropolitan Zone of WALGA shall be entitled to attend the Annual WALGA conference.

- 1.2 Elected Member attendance and funding at interstate and international conferences held outside of Australia shall be determined by the Council. Elected Member attendance and funding at intrastate conferences may be determined by the CEO.

- 1.3 Where an Elected Member, at the date of the conference, has an electoral term of less than three (3) months to complete, such Elected Member shall be ineligible to attend, unless it is determined by the Council that attendance by an Elected Member who is within three (3) months of completion of his or her term of office would be of specific benefit to the Town/Council and approval is granted by the Council.

## 2. Approval Process:

- 2.1 Elected Members may be nominated and authorised to attend interstate and overseas conferences by the Council through a resolution passed at a Council Meeting.
- 2.2 The CEO acting within delegated authority may approve Elected Members attendance at intrastate conferences.
- 2.2 Under this Policy, authority is delegated to the CEO to nominate and authorise a substitute Elected Member to attend any conference in lieu of the Elected Member approved, if they are unable to attend the conference.
- 2.3 Authority is delegated to the CEO to pay expenses and this shall be administered by the CEO.
- 2.4 The extent to which an Elected Member can be reimbursed for intrastate and interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the *Local Government (Administration) Regulations 1996* is as set by the Salaries and Allowances Tribunal through a determination published in the Government Gazette from time to time.

## 3. Conference Costs:

### 3.1 Booking Arrangements:

Registration, travel and accommodation for Elected Members will be arranged by the Executive Officer. This is to ensure that the appropriate Town discount for travel and accommodation is being provided. All costs including airfares, registration fees and accommodation will be paid direct by the Town.

### 3.2 Registration:

The Town will pay all normal registration costs that are charged by conference organisers for Elected Members, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the interests of the Town.

### 3.3 Accommodation:

3.3.1 The Town will pay reasonable accommodation costs for Elected Members including the night before and/or after the conference where this is necessary because of travel, airline flights and/or the conference timetables which make it unreasonable to arrive at or return home in normal working hours.

3.3.2 Where practicable and available, accommodation shall normally be booked at the conference venue or if unavailable, at premises in close proximity to the conference venue.

3.4 Travel:

3.4.1 Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the conference location and venue. All reasonable travel costs to and from the conference will be met by the Town.

3.4.2 Airline travel shall be by "Economy class" airfare, by the most direct route to and from the airport situated nearest to the conference venue, unless otherwise approved by the Council. An Elected Member may have allocated to their personal accounts any frequent flyer points that are provided by the airline.

3.4.3 Airline tickets purchased are to be insured to enable the ticket purchase price to be refunded, on occasions whereby a delegate is unable to travel, unless otherwise varied by the CEO.

3.4.4 Approval for air travel must, where possible, be sought two months prior to departure. Where practicable, advantage should be taken of available discount fares, including the advance purchase of fares.

3.4.5 Where essential, a hire car may be arranged for the conduct of Council business. Costs of bus, train, tram and taxi fares, vehicle hire and parking which are reasonable, required and incurred in attending conferences, will be reimbursed by the Town, on production of receipts.

3.4.6 Where in particular circumstances, Elected Members desire to travel intrastate or interstate by private motor vehicle, they will be reimbursed for actual accommodation costs which are receipted and vehicle costs in accordance with the local government kilometre allowance up to an equivalent amount that would have been expended had arrangements been made to travel by the cheapest form of air travel.

3.4.7 A sufficient number of Cab Charge vouchers (eg. 2 per day) may be provided, for ease of travel. Unused vouchers shall be returned to the Executive Officer by Elected Members at the same time as the acquittal of any cash allowance.

3.4.8 Car rental use/facilities shall not be permitted, except with the prior approval of the CEO.

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3.5 Cash Allowance - Payment and Reimbursement:

- 3.5.1 A daily cash allowance as determined annually by the CEO may be made for meals and incidental expenses for intrastate and interstate conferences;
- 3.5.2 Cash allowances for international conferences will be separately determined by the CEO in each circumstance;
- 3.5.3 All cash allowances must be acquitted within two weeks of returning to Perth. Cash not acquitted shall be refunded to the Town at the same time;
- 3.5.4 Attendees shall acquit the cash allowance on the “Conference Advance and Acquittal Statement Form” (attached to this policy). Where possible this should be supported by receipts or a Statutory Declaration if a receipt cannot be produced;
- 3.5.5 The administrative arrangements for managing the cash allowance will be the most appropriate to the circumstances, as determined by the CEO;
- 3.5.6 The daily cash allowance shall be paid to cover all reasonable incidental expenses associated with the conference attendance, such as:
- Reasonable telephone and/or facsimile use;
  - Breakfasts, lunches, dinners and other meals not included in the conference registration fee;
  - Laundry and dry-cleaning costs;
  - An optional activity specified in a conference program;
  - Train, bus, tram and taxi fares;
  - Bicycle hire costs;
  - Parking and toll fees; and
  - Incidental expenses (eg. Newspapers, venue/exhibition entrance fees).
  -
- 3.5.7 The daily expense allowance shall not cover:
- Any expenses or time occupied on matters other than Council business;
  - Entertainment costs outside those provided by the conference; and
  - Meal claims where meals are provided at a conference.
- 3.5.8 Documentary evidence in the form of receipts is required for the acquittal of all moneys paid in advance. If a receipt cannot be produced a Statutory Declaration must be produced itemising the expenditure incurred. Should fringe benefits tax be incurred by the Town, it shall be paid by the Town;

3.5.10 Elected Members failing to acquit their cash allowance, in accordance with this policy, shall have the full value of the cash allowance deducted from their next biannual payment of their meeting attendance fees. (Should this be necessary, the CEO shall notify the Elected Member accordingly, prior to authorising such deduction).

#### 4. Elected Member/Officer Delegate Accompanying Person

4.1 Where an Elected Member is accompanied at a conference, all costs for or incurred by the accompanying person including but not limited to travel, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the accompanying person and not by the Town.

The exception to the above being the cost of attending any official conference dinner, where partners would normally attend.

4.2 An accompanying person's registration, and program fees, are to be paid direct by the attendee/delegate to the conference organiser.

#### 5. Accompanying Carer

5.1 Where an Elected Member is attending an intrastate, interstate or overseas conference, and has a 'disability' as defined in the *Disability Services Act 1993*, the Town will meet the cost of a carer to accompany that Elected Member where that carer is a person who provides ongoing care or assistance.

The costs provided by the Town for an accompanying carer will include travel, breakfast, meals, conference registration, accommodation and participation in any conference programs that the Elected Member they are accompanying is attending.

#### 6. Reports

6.1 Upon return from any conference, where registration and other associated costs are met by the Town of Victoria Park, the attending Elected Member is required to prepare a written report on their attendance and benefits to them and the Town, to be circulated to all Elected Members within one month.

<b>Responsible Officer:</b>	CEO
<b>Related Polices:</b>	ADM3
<b>Related Local Law:</b>	N/A
<b>Delegation:</b>	Yes Number 18.2 Sub-delegation: No
<b>Authority:</b>	XXXXXX
<b>Last Reviewed:</b>	XXXXXX
<b>Next Review date:</b>	XXXXXX

**15.2 Recommendation from the Finance and Audit Committee - Proposed Disposal by Sale of 6A (Lot 41) McMaster Street, Victoria Park**

6A McMaster Street, Victoria Park

## TRAFFIC ENGINEERING REVIEW – V4

Prepared for: Town of Victoria Park.

Prepared by: Move Consultants



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# 1. INTRODUCTION

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Move Consultants was commissioned to prepare a Traffic Engineering Review to address the traffic engineering issues relating to the potential disposal of Lot 41 (6A), McMaster Street, Victoria Park in the Town of Victoria Park. This assessment has been prepared in accordance with Austroads, Main Roads WA and Town guidelines as well as Australian Standards and other traffic engineering guidelines and policies. This updated review has addressed feedback received through public consultation.

The subject land is located on a primarily residential street to the south-west of Albany Highway and is shown in Figure 1.

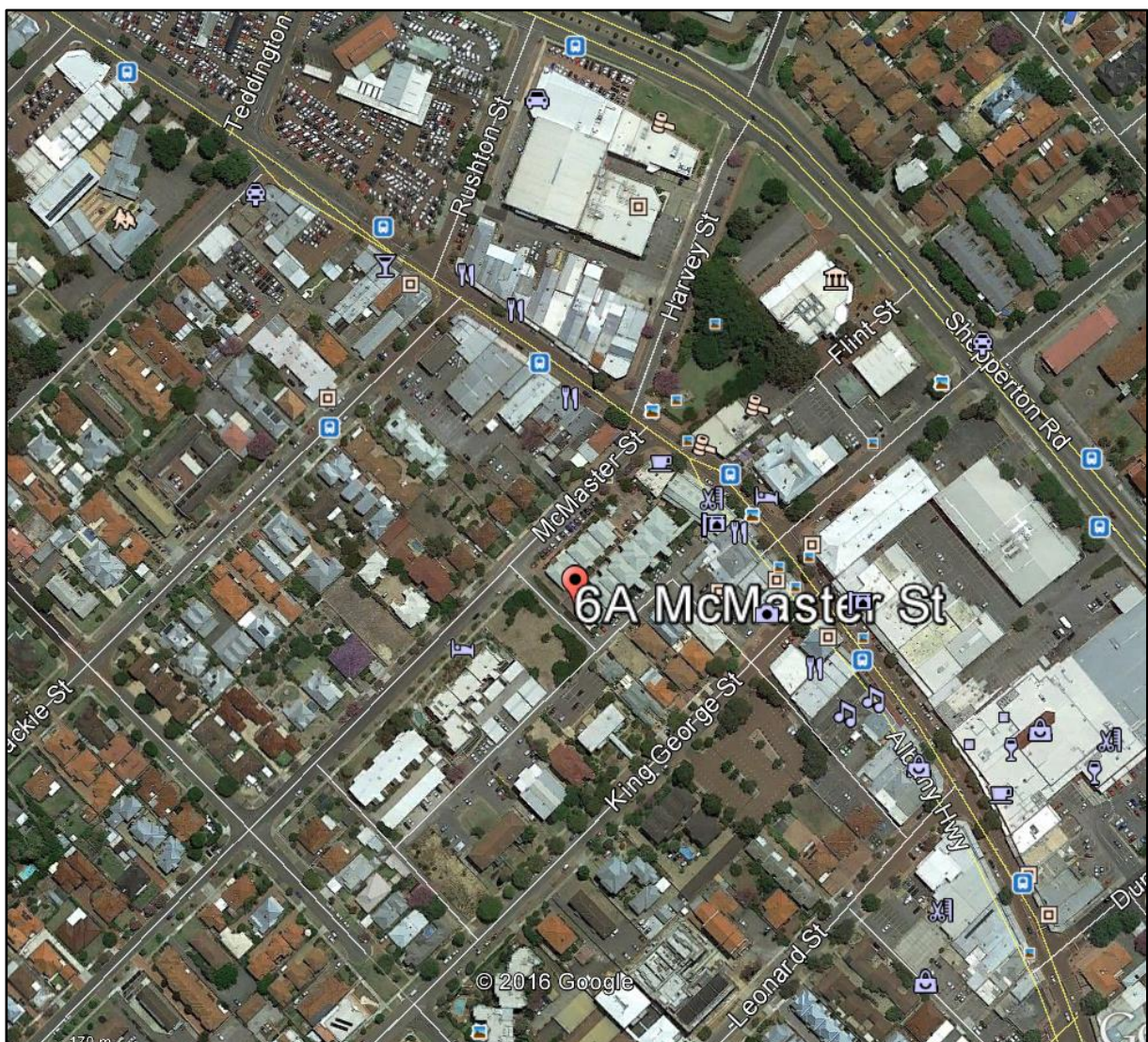
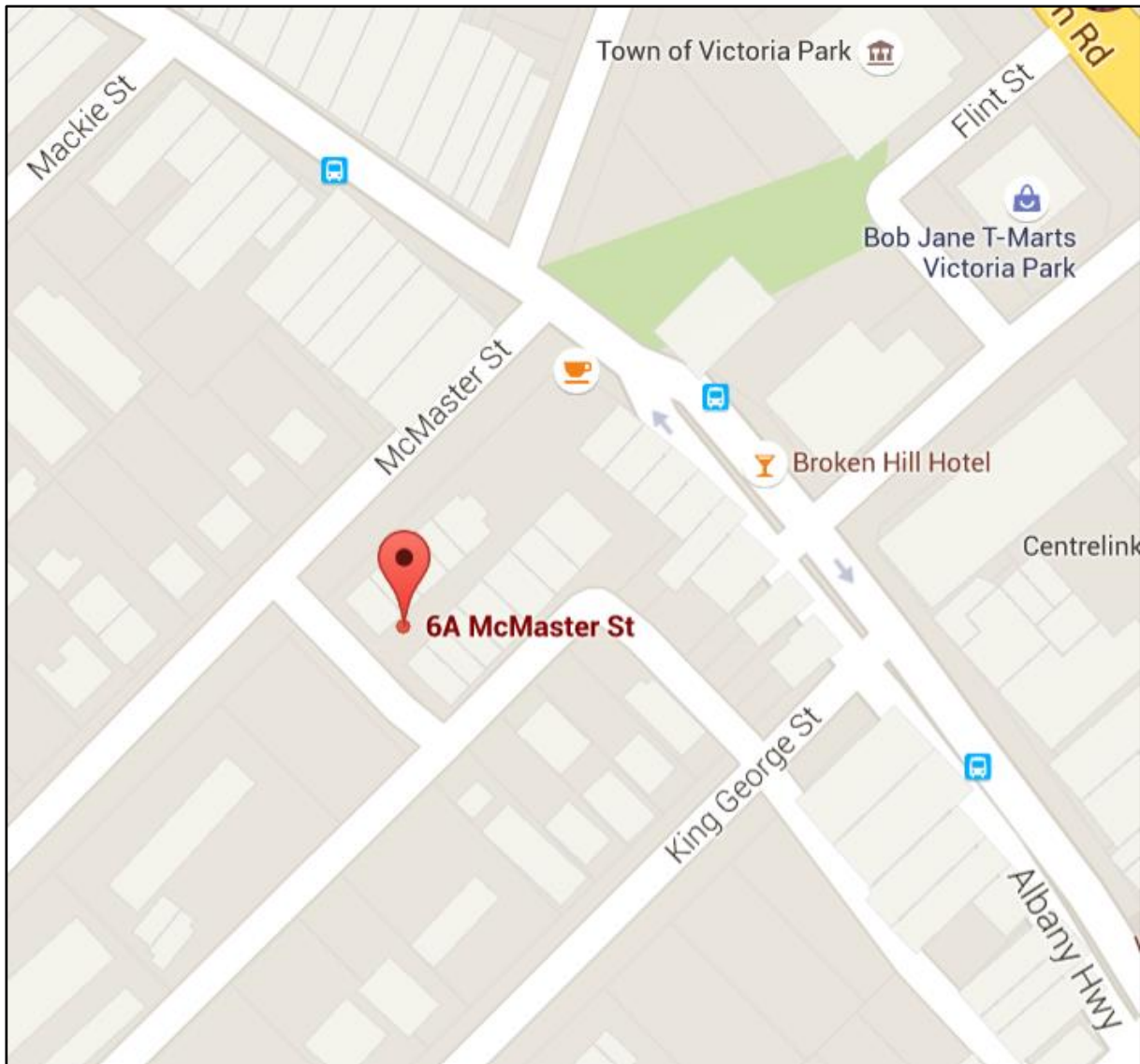


Figure 1 – Local Context

The general metropolitan context of the subject land is shown in Figure 2.



**Figure 2 – Metropolitan Context**

The subject lands consist of 584m<sup>2</sup> of land in a broad rectangle shape with frontage to the north-west and south-west sides of McMaster Street and ROW 51, respectively with its broad easternmost boundary located approximately 95m to the south-west of the intersection of Albany Highway and McMaster Street. In order to clarify compass point descriptions, the attached **Error! Reference source not found.** distilled from the MRWA *Functional Road Hierarchy* describes the individual sections of ROW 51 as Lane 51, Lane 51A and Lane 60 which are referred to further on in this updated assessment in Figure 3.

A site visit was conducted on 3<sup>rd</sup> February 2016 with an additional site visit conducted on 2<sup>nd</sup> March 2016 to identify and inventory the existing road geometry, sightlines, speed limits, local area traffic management measures, on-street car parking arrangements and other potential traffic-related issues associated with the subject lands. The Town and MRWA were contacted in order to obtain the most recent traffic volume and road crash data with this information documented in this report.

## 2. EXISTING SITUATION

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### 2.1. EXISTING LOCATIONAL CONTEXT

The subject lands are located approximately 95m due south-west of the intersection of Albany Highway and McMaster Street and form a 584m<sup>2</sup> rectangular and orthogonally shaped land parcel with frontage to both McMaster Street and ROW 51. The subject land is approximately 6.0m wide at its intersection with McMaster Street and approximately 7.5m wide at its intersection with ROW 51 (Lane 60) to the south-east. The midblock width of the subject land between these nexus points is approximately 5.0 to 5.5m and is generally bitumised throughout its entire length.

The north-east terminus at ROW in its broad north-south configuration leads to the continuation of ROW 51 (Lane 51) in a broad south-west to north-east orientation. To the rear of this terminus, ROW 51 (Lane 60) provides direct rear access to several properties along the west side of Albany Highway and then turns south-east to connect with King George Street some 40m due south-west of Albany Highway thereby providing direct access to several properties on the north-west of this road. its south-western terminus, ROW 51 (Lane 60) turns south-east to connect with King George Street some 240m due south-west of Albany Highway and provides direct access to 1 King George Street. The balance of ROW 51 (as Lane 51A) is another broad north-south direct connection between McMaster Street and King George some 240m south-west of Albany Highway, providing direct access to an undeveloped land parcel at 21 King George Street and a single family dwelling at 23 King George Street as well as rear access to residential properties abutting Hordern Street to the south-west (110 to 120 Hordern Street).

The area to the south-west of the site is generally residential in nature with several multiple dwelling developments located to the immediate north-east of the lands on McMaster Street and more broadly to the south-west and east flanking King George Street with rear at-grade access to these buildings afforded via ROW 51 (Lane 60). Commercial properties are located due north-east of the site fronting Albany Highway with rear access to these properties afforded via ROW 51 (Lane 60) just south-west of Albany Highway.

The most recent traffic data for the local road network in the area was obtained from the Town and MRWA.

### 2.2. SITE VISIT OBSERVATIONS

A detailed site visit was conducted on 3<sup>rd</sup> February 2016 with Town staff to inventory the existing road network and to observe likely existing travel patterns in the vicinity of the subject lands as well as access via the subject lands to ROW 51 to existing abutting residential and commercial properties. In order to assist with bearings along ROW 51, an excerpt from the MRWA *Functional Road Hierarchy* is shown in Figure 3 with the three sections denoted as Lane 51, Lane 51A and Lane 60.



Figure 3 – MRWA Functional Road Hierarchy

Observations included the following:

- Existing bitumised surface on ROW 51 is in the order of 4.5m throughout its entire length with the exception being localised widening at its termini at King George Street and McMaster Street where the width of the intersections ranges between 5.5 to 7m. Midblock width of ROW 51 (Lane 51) is typically approximately 4.5m. The road surface on ROW 51 (Lane 51A) is generally degraded along its entire length and has a significant down gradient between King George Street and McMaster Street with transitional sections along its broader western alignment. An existing speed hump constructed at a 45-degree angle is in place approximately 8m north-west of King George Street along this section of road. Zero lot line or zero setback is in place along this section of ROW 51 (as Lane 51A) with abutting garages providing rear access to properties fronting Hordern Street with particular note made of abutting garages at 112 and 114 Hordern Street slightly elevated above the existing road surface. The broad east-west section of ROW 51 (as Lane 60) between the north-eastern rear car parking areas of the properties fronting Albany Highway and its south-western terminus is general flat with good sightlines in place for entering and exiting vehicles as well as pedestrian and cycling movements. There is a drain in place in the 3<sup>rd</sup> transitional section down from King George Street to McMaster Street and a utility pit at the terminus with McMaster Street.
- Existing width of the subject lands midblock is approximately 4.5m between McMaster Street and ROW 51. The bitumen is somewhat degraded on the subject lands with a significant gradient drop from ROW 51 (as Lane 51) to the south-east down to McMaster Street at its north-western terminus.
- Direct access is also provided to abutting properties along King George Street via ROW 51 (Lane 51 through Lane 60) to at-grade car parking areas as well as to commercial properties at the north-eastern terminus of ROW 51 (Lane 51) fronting Albany Highway.
- The boundary road network consists generally of McMaster Street to the north-west, King George Street to the south-east and Hordern Street more broadly to the north-west. Existing trafficable seal on these roads ranges between 8.5m to 9.5m including parallel on-street car parking on both McMaster and King

George Street. Right-angle parking is in place on McMaster Street to the north-east of the site just south-west of the intersection with Albany Highway.

- An existing pedestrian crossing is in place on McMaster Street due south-west (8m) of the subject lands. An existing overhead power pole is in place approximately 4m to the south-west of the subject land boundary with McMaster Street to the north-east of the pedestrian crossing.
- Vacant properties located at 8-10 McMaster Street (adjacent to the site to the south-west) and at 21 King George Street are zoned for multiple dwellings. Minimal pedestrian and cyclist movement was observed on the boundary road network and on the subject site as well as within ROW 51 (Lane 51 and Lane 60). No dedicated infrastructure for these users is in place on either the subject site or on ROW 51 throughout its entire length.
- Rubbish collection for properties with rear access to ROW 51 (Lane 51 and Lane 60) including the commercial properties fronting Albany Highway, is undertaken via a line haul movement by both Council and private waste management vehicles. The balance of rubbish collection is undertaken via the McMaster Street and King George Street frontages.
- No rubbish collection is currently undertaken utilising the subject lands as a thoroughfare to McMaster Street.
- Footpaths of a width of 2.0m are in place on both sides of McMaster Street and King George Street with 1.5m footpaths in place on the both sides of Hordern Street.
- Sightlines from both ROW 51 and the subject lands to the boundary road network at both McMaster Street (at Lane 51A) and King George Street (Lane 60) are generally good and are only obstructed by existing on-street car parking to the south-west more particularly on both roads and existing vegetative overgrowth to the north-east of the south-westernmost intersection of King George Street with ROW 51 (Lane 51A).

Photos 1 through 13 show the existing road network and its associated features.



Photo 1: View North-West from McMaster Street to Subject Lands



Photo 2: View North-West Across Subject Lands from McMaster Street to ROW 51



Photo 3: View South-West from ROW 51 (Lane 51) Across Subject Lands to McMaster Street





Photo 4: View Along South-Western Boundary of Subject Lands Along Edge of Bitumised Surface



Photo 5: View from ROW 51 (Lane 51A) to McMaster Street Along Westernmost North-South Link



Photo 6: View Along ROW 51 (Lane 51A) Midblock between King George Street and McMaster Street to McMaster Street Along Westernmost Section



Photo 7: View North Along ROW 51 (Lane 51A) From McMaster Street Terminus



Photo 8: View of Intersection of McMaster Street/ROW 51 (Lane 51A)



Photo 9: View of McMaster Street/ROW 51 (Lane 51A) Looking Broadly North



Photo 10: View Looking Broadly South-West from South-Eastern Boundary of Subject Lands Along ROW 51 (Lane 51)



Photo 11: View within ROW 51 (Lane 51A) between King George Street and McMaster Street



Photo 12: View of Abutting Garages Along Southern Boundary of ROW 51 (Lane 51A) in Westernmost Section Towards McMaster Street



Photo 13: View of Abutting Garages Along Southern Boundary of ROW 51 (Lane 51A) in Westernmost Section Towards ROW 51 and King George Street

### 2.3. EXISTING ROAD NETWORK

Albany Highway, in the vicinity of the subject lands, has been designated as a *District Distributor B* road under the MRWA *Functional Road Hierarchy* which is defined as a road which “...connects to Primary and other Distributor roads and while having reduced capacity in comparison generally to District Distributor A roads, it carries traffic between industrial, commercial and residential areas.” It operates under a posted speed limit of 40kph and is owned, operated and maintained under the jurisdiction of the Town of Victoria Park. It has been constructed as a single carriageway with on-street car parking to the north-east of the site.

McMaster Street, King George Street, Hordern Street and ROW 51 have been designated as *Access Roads* under the MRWA *Functional Road Hierarchy* which are defined as roads which “...provide access to abutting properties with amenity, safety and aesthetic aspects having priority over the vehicle movement function. These roads are bicycle and pedestrian friendly and are managed by Local Government”. These roads nominally operate under an unposted speed limit of 50kph; however, due to the low speed environment, short lengths of each of the mid-block sections and narrow seal, ROW 51 typically would operate under a speed limit of less 30kph. Each of these roads have been constructed as single undivided carriageways with McMaster Street and King George Street having extra seal on either side to accommodate on-street parallel parking. No on-street parking is permitted on ROW 51 due to its narrow (4.5m) seal.

The closest bus stops are located to the north-east on Albany Highway on either side of McMaster Street providing direct service to the Causeway Busport to the north and the Perth CBD.

As noted previously, both McMaster Street and King George Street have 2.0m footpaths in place on both sides of each road with Hordern Street having 1.5m footpaths on both sides of the road. ROAD 51 has no dedicated pedestrian or cycling facilities.

**Table 1** shows the existing traffic volumes in the vicinity of and through the subject land. Due to the lack of information on McMaster Street and King George Street, traffic volumes have been assumed based upon spatial distribution of existing land uses (existing built form such as residential, commercial and retail distribution of activity along the road network considered in this assessment as well as attractions in the broader area, access controls such as connectivity to the higher order road network and travel pattern desire lines such as existing documented proportion of traffic on major roads to ascertain peak directions of travel as well as observation of existing travel patterns (vehicular movements) during the typical weekday a.m. and p.m. peak periods). This approach is an industry-standard one undertaken in the preparation of traffic impact assessments and transport modelling exercises. It should be noted that peak hour counts typically represent approximately 10% of daily traffic on a typical weekday.

**Table 1: Existing Traffic Volumes**

Road Link	Volume (vpd)	Practical Capacity (vpd)	Date/Source
Albany Highway (north of Duncan Street)	6,200	10,000 to 15,000	December 2015 (MRWA)
McMaster Street (West of Albany Highway)	1,700 vpd	3,000 vpd	Extrapolated as per explanation note based upon data provided by Town of Victoria Park
King George Street (West of Albany Highway)	1,200 vpd	3,000 vpd	Extrapolated as per explanation note based upon data provided by Town of Victoria Park
ROW 51 (between 22-30 McMaster Street and 110 Hordern Street)	94	300 to 400 vpd	Extrapolated as per explanation note based upon data provided by Town of Victoria Park
ROW 51 (between 21 and 23 King George Street)	41	300 to 400 vpd	Extrapolated as per explanation note based upon data provided by Town of Victoria Park
ROW 51 (east of 1 King George Street)	179	300 to 400 vpd	Extrapolated as per explanation note based upon data provided by Town of Victoria Park
6A McMaster Street (between McMaster Street frontage and ROW 51)	151	N/A	Extrapolated as per explanation note based upon data provided by Town of Victoria Park

A review of the crash history for the 5-year reporting period 2010-2014 indicates the following in Table 2.

**Table 2: Review of Crash History**

Road Section	Number and Type	Driveway Crashes
McMaster Street	14 – 6 intersection + 8 others (side swipe, parking, driveway, hit object)	2
King George Street	0	0
Hordern Street (West)	2 intersection + 2 parking	0
Albany Highway/McMaster Street	4 intersection – 2 rear end + 2 right angle	N/A
Albany Highway/King George Street	2 intersection	N/A
ROW 51	1	0

The review yielded the following:

- The vast majority of crashes occurred at boundary road intersections not related to carriageway along ROW 51 (its entirety) or on Lot 41.
- The quantum of crashes is relatively low in comparison to annual passenger-kilometres travelled.

- Nearly 50% of crashes on McMaster Street in the vicinity of Lot 41 consist of crashes at the intersection with Albany Highway with additional crashes at the intersection with Hordern Street to the south-west. The number of driveway crashes is 2 over a 5-year period which is considered to represent a low risk environment.
- No driveway crashes have occurred within ROW 51 with only 1 crash involving parking of a vehicle over this reporting period along the section denoted as Lane 60.

### **3. TRAFFIC ENGINEERING REVIEW**

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#### **3.1. SCENARIOS**

The Town has indicated that safety and traffic operations issues should be reviewed in the context of the following scenarios:

- Scenario 1: Retention of Lot 41 (6A McMaster Street) in its current form with development on 8-10 McMaster Street;
- Scenario 2: Disposal of Lot 41 as a separate lot with potential development on the lot with alternative access to existing users modified; and
- Scenario 3: Disposal of Lot 41 as either a partial lot or full lot and potentially amalgamated with 8-10 McMaster Street with potential development on the consolidated lot with alternative access for existing users modified and/or maintenance of the residual Lot 41 as a carriageway for abutting properties.

These three scenarios have been assessed with regard to traffic operations, safety, manoeuvring, sightlines, local area traffic management, upgrade opportunities for ROW 51, car parking/garage access, existing services and waste management access.

#### **3.2. BACKGROUND TRAFFIC GENERATION**

It should be noted that land parcels located at 8-10 McMaster Street and 21 King George Street are currently vacant and have been designated as R80 for the purposes of future development.

It has been assumed that each of these land parcels would generate a maximum of 120 to 144vpd, based upon an indicative yield of a maximum of 20 to 24 dwelling units each. Potential access to 21 King George Street is likely to be at the rear of the site within ROW 51 (Lane 51) with potential access to 8-10 McMaster Street likely to the front of the site along McMaster Street due to the gradient sloping from south-east to the north-west. Hence it has been assumed that only 144vpd maximum additional traffic would be utilising ROW 51 into the near future.

#### **3.3. REVIEW OF TRAFFIC IMPACTS ON EXISTING ROAD NETWORK OPERATIONS**

The anticipated results of future traffic reassignment, inclusive of anticipated future traffic generated by urban development on 8-10 McMaster Street and 21 King George Street, with regard to the following scenarios are as follows and noted in Table 3, Table 4 and Table 5.



**Table 3: Future Traffic Volumes – Scenario 1**

Road Link	Volume (vpd)	Practical Capacity (vpd)	Date/Source
Albany Highway (north of Duncan Street)	6,400	10,000 to 15,000	December 2015 (MRWA)
McMaster Street (West of Albany Highway)	1,904 vpd	3,000 vpd	N/A
King George Street (West of Albany Highway)	1,280 vpd	3,000 vpd	N/A
ROW 51 (between 22-30 McMaster Street and 110 Hordern Street)	144	300 to 400 vpd	N/A
ROW 51 (between 21 and 23 King George Street)	103	300 to 400 vpd	N/A
ROW 51 (east of 1 King George Street)	299	300 to 400 vpd	N/A
ROW 51 (midblock)	232	300 to 400 vpd	N/A
6A McMaster Street (between McMaster Street frontage and ROW 51)	183	N/A	N/A

**Table 4: Future Traffic Volumes – Scenario 2**

Road Link	Volume (vpd)	Practical Capacity (vpd)	Date/Source
Albany Highway (north of Duncan Street)	6,400	10,000 to 15,000	December 2015 (MRWA)
McMaster Street (West of Albany Highway)	1,924 vpd	3,000 vpd	N/A
King George Street (West of Albany Highway)	1,300 vpd	3,000 vpd	N/A
ROW 51 (between 22-30 McMaster Street and 110 Hordern Street)	226	300 to 400 vpd	N/A
ROW 51 (between 21 and 23 King George Street)	372	300 to 400 vpd	N/A
ROW 51 (east of 1 King George Street)	341	300 to 400 vpd	N/A
ROW 51 (midblock)	323	300 to 400 vpd	N/A
6A McMaster Street (between McMaster Street frontage and ROW 51)	0	N/A	N/A

**Table 5: Future Traffic Volumes – Scenario 3**

Road Link	Volume (vpd)	Practical Capacity (vpd)	Date/Source
Albany Highway (north of Duncan Street)	6,400	10,000 to 15,000	December 2015 (MRWA)
McMaster Street (West of Albany Highway)	1,780	3,000 vpd	N/A
King George Street (West of Albany Highway)	1,410	3,000 vpd	N/A
ROW 51 (between 22-30 McMaster Street and 110 Hordern Street)	256	300 to 400 vpd	N/A
ROW 51 (between 21 and 23 King George Street)	153	300 to 400 vpd	N/A
ROW 51 (east of 1 King George Street)	311	300 to 400 vpd	N/A
ROW 51 (midblock)	344	300 to 400 vpd	N/A
6A McMaster Street (between McMaster Street frontage and ROW 51)	242	N/A	N/A

As shown above, the redistribution of modified traffic, under each of the scenarios indicates that inclusive of future urban development within the area, will result in an increase in traffic along the respective sections of ROW 51, regardless of the preferred disposal scenario with the greatest increases on ROW 51 (Lane 51A) immediately south-east of McMaster Street and immediately north-west of King George Street. These impacts, however, are still within the practical capacity of ROW 51 and are limited to short sections of road immediately prior to entry to the higher order road network. The primarily residential trip generation associated with existing and future land uses in the area, with the exception of some of the commercial uses located abutting ROW 51 further to the east (Lane 60), would result in primarily outbound trip making during the a.m. peak period and inbound trip making during the p.m. peak period along this section of ROW 51. Regardless of the preferred scenario, the changes in peak period travel would be minimal representing a maximum of 10 to 15 vehicle trips during respective a.m. and p.m. peak hours on the respective sections of ROW 51 or less than 1 vehicle every 4 to 5 minutes. It should be noted that multiple dwelling developments typically generate less traffic per unit than group dwellings or single family residential dwellings (approximately 40% less during the typical weekday peak hour) and this has been reflected in the traffic generation figures noted above.

It should be noted that under Scenarios 1 and 3 which effectively retain Lot 41 as a carriageway, the existing driveway to the immediate north-east on McMaster Street on approach to Albany Highway could potentially present as a conflict point if additional traffic is accommodated at the terminus of Lot 41 to McMaster Street.

Additional land development scenarios associated with the rezoning of properties on Hordern Street with rear access to ROW 51 as well as infill development on under-developed properties on King George Street have not been considered as part of this assessment as no development proposals on these properties have been developed. However, the residual practical capacity of ROW 51 is sufficient at present under the scenarios addressed above to accommodate an increase in traffic along the laneway by an additional 15%. This will be taken into account as part of site-specific traffic assessments for each development proposal where suitable access will be addressed and assessed in detail.

### **3.4. SIGHT DISTANCE AT PROPERTY ENTRANCES**

A review of sight distance requirements along ROW 51 and at the respective intersections to the boundary road network indicate the following:

- Minimum sight distances to the left and right at McMaster Street/Lot 41 are somewhat obstructed by existing parked vehicles to the south-west and overhanging vegetation on Lot 41.
- Sight distances throughout ROW 51 are clear with the exception of the section where ROW 51 traverses south-west (as Lane 51) and then turns sharply at a right-angle to traverse south-east and north-west to King George Street and McMaster Street (as Lane 51A), respectively.
- Sight distances at King George Street (north)/ROW 51 (Lane 60) are acceptable.
- Sight distances at King George Street (south)/ROW 51 (Lane 51A) are somewhat obstructed by parked vehicles to the north-east and south-west and overhanging vegetation along the verge.
- Sight distances at McMaster Street/ROW 51 (Lane 51A) are clear.

In the context of Scenarios 1 and 3, sightlines should be improved on King George Street and McMaster through the elimination of on-street car parking to the north-east and south-west of the entries to ROW 51 (at King George Street as Lane 60 and Lane 51A) and Lot 41 (if retained) and cutting back of vegetation within the verge at these locations. This would result in minimum sightline requirements as dictated by Austroads being comfortably met. Under Scenario 2 (full disposal of Lot 41 and full closure of carriageway), only changes to on-street car parking within King George Street (south-west) and cutting back of vegetation at this location are required with no changes required to McMaster Street.

With regard to the sharp right-angle turn within ROW 51 to access King George Street and McMaster Street (as Lane 51A), it is recommended that a convex mirror be implemented on approach from the north-east to alert drivers to entering vehicles from the higher order road network. This is recommended regardless of the disposal scenario.

### **3.5. PEDESTRIAN AND CYCLIST IMPACTS**

No changes to the existing pedestrian and cycling infrastructure is required; however, upgrading of the existing seal along ROW 51 is recommended throughout its entire length to maximise safe walking and cycling.

Changes to on-street parking along McMaster Street and King George Street, regardless of the scenario, along with cutting back of overhanging vegetation will result in improved awareness of pedestrians and cyclists along these roads by outbound vehicles to and from ROW 51 (as Lane 51A and Lane 60) and Lot 41 (if retained as a carriageway).

The impacts to pedestrian and cycling demand associated with any of the scenario will result in improved sightlines during peak travel periods including school travel periods.

### **3.6. RUBBISH COLLECTION AND SERVICING**

As noted previously in this report, rubbish collection is undertaken via a line haul service along ROW 51 via King George Street and along the boundary roads King George Street, McMaster Street and Hordern Street for residential properties. No Council vehicles utilise the south-western section of ROW 51 (as Lane 51A) which is fully permeable between McMaster Street and King George Street due to existing gradient and narrow and degraded

seal or via Lot 41. Private waste management for abutting commercial properties flanking Albany Highway is undertaken via ROW 51 (as Lane 60) to the north-east (closest to Albany Highway) with entry and exit at this location.

Based upon a review of the scenarios, it is expected that rubbish collection arrangements would not change along ROW 51 under any of the scenarios with future collection for development on 8-10 McMaster (with or without consolidation with Lot 41 or maintenance of Lot 41 as a carriageway) and on 21 King George Street likely via the McMaster Street and King George Street frontages with no additional movements within ROW 51. Details relating to waste management arrangements for future developments in the area will be negotiated directly with Council in the context of the preparation of a Waste Management Plan for each property which will outline location of future bin pads, collection protocols, vehicle types and hours of operation and frequency of collection as well as consideration of manoeuvring within ROW 51 and a safety and manoeuvring assessment.

### **3.7. IMPACTS TO CAR PARKING, ACCESS AND MANEOUVRING**

A review of the existing car parking and access arrangements within the study area and in the context of the three scenarios indicates that there is expected to be limited impacts to car parking and access if Scenarios 2 and 3 are pursued (closure of carriageway to McMaster Street). Access to abutting commercial properties flanking Albany Highway will still utilise the King George Street (north)/ROW 51 (as Lane 60) intersection to enter and exit the at-grade car parking areas to the rear of these buildings. Access to existing residential properties abutting ROW 51 will remain unchanged with no safety issues identified in the context of any of the scenarios. Access to future development at 21 King George Street is likely to be afforded to the rear via ROW 51 (Lane 51); however, this section of road has acceptable sightlines to the north-east and with the implementation of a convex mirror at the junction with ROW 51 (as Lane 51A) connecting McMaster Street and King George Street, safe access and egress will be in place with minimal impacts to traffic operations along this section of road.

Existing access to properties fronting to Hordern Street with rear access is afforded to and from ROW 51 (as Lane 51A) between McMaster Street and King George Street. Regardless of the preferred scenario, the zero setback from these garages indicates that some care is required if reversing into ROW 51 (as Lane 51A). A convex mirror should be installed at the right-angle bend for properties to the north-east of intersection of ROW 51 (as Lane 51) with ROW 51 (as Lane 51A) to maximise sightlines for properties.

Impacts to manoeuvring of vehicles within ROW 51 is minimal under all three disposal scenarios with the exception of the noted access to properties fronting Hordern Street. Although the seal is generally between 4.0 and 4.5m wide, the low speed and volume environment, even under future development scenarios, indicates that minimal conflict will occur along its length, with passing traffic generally minimal throughout a typical day. ROW 51 would benefit from edge line marking and implementation of appropriate advance warning signage on approach to intersections. Council should seek to acquire a corner truncation at the south-western corner of ROW 51 (as Lane 60) on approach to King George Street in the vicinity of 1 King George Street which will allow for efficient turning for vehicles travelling north-east to the south-east towards King George Street.

The number of car parking bays currently accessed via ROW 51 (typically in the vicinity of Lane 51 and Lane 60) is reflected in the traffic volumes noted under existing conditions and under the future demand scenarios, inclusive of the future car parking which would be accessed in this area under future development scenarios. The traffic

demands noted in Section 3.3 are more typically related to the type of future development and the relevant traffic generation rates applied to these future uses taking into account availability of pedestrian and cycling infrastructure and access to flexible and frequent public transport infrastructure and less so to the car parking provided in the context of these developments. A brief review of the existing car parking arrangements accessing ROW 51 (as Lane 51 and Lane 60) directly indicates that there was in the order of 50% of car parking bays associated with the existing residential uses fronting King George Street were occupied indicating that there is either a high proportion of users utilising other modes during a typical weekday or residents who do not own vehicles. Hence a traffic generation rate based upon residential yield and indicative commercial floor space would result in a 'worst case' scenario for the prediction of ultimate traffic volumes.

Access to future development at 8-10 McMaster Street would be negotiated directly with Council and may either consist of direct access to McMaster Street or via ROW 51 at the rear (as Lane 51). It has been assumed as part of the consideration of traffic impacts under Scenario 3 that access would be afforded to the rear via ROW 51 in order to assess the impacts of the maximum traffic demand scenario associated with full build-out on this property.

Any changes to on-street car parking would be reviewed by Council in detail as part of any upgrade of works to the area with the exact number of bays identified in the context of design plans at the intersections of ROW 51 (as Lane 51A) with both King George Street and McMaster Street. An estimate of 3 to 4 bays may be required to be removed and it should be noted that this area is located within the Victoria Park Town Centre and is subject to existing time restrictions, enforcement and management by the Town. A review of existing demands on both of these streets indicates that there is residual capacity within the 2-hour maximum time limit assigned to car parking bays on both roads during a typical weekday to accommodate the maximum demands along these roads with approximately 20% to 25% of bays observed to be vacant. The demands associated with these bays can be comfortably accommodated in other existing car parking either in parallel on-street or closer to Albany Highway in off-street facilities and in the right-angle bays on McMaster Street.

### **3.8. LOCAL AREA TRAFFIC MANAGEMENT**

No changes to local area traffic management would be required under the disposal scenarios.

### **3.9. REVIEW OF ROAD INTEGRITY AND IMPACTS TO UTILITIES AND SERVICES**

Any upgrade to ROW 51 (Lane 51A), which is focused generally on the degraded section between McMaster Street and King George Street to the south-east of Lot 41, would require complete resealing due to its transitional nature and significant change in gradient between these two roads. This regrading would be required to include a review of the existing drain located approximately midblock along this section as well as the existing utilities pit on approach to McMaster Street.

This regrading would involve particular attention to abutting garages along ROW 51 (Lane 51A) with particular focus on 110-112 Hordern Street where there is a grade differential between the edge of property line and entry into the garages.

Generally, street lighting on McMaster Street and King George Street will not be impacted by any of the three scenarios; however, if Lot 41 were to be retained as a carriageway under Scenario 1, it is recommended that

appropriate lighting be considered along its length between McMaster Street and ROW 51 (Lane 51). Any additional lighting requirements, particularly in the context of urban development on 8-10 McMaster Street and 21 King George Street, will be addressed in consultation with Council and as part of the development application process.

Overhead power poles on McMaster Street will not be impacted under any of the scenarios and it is expected that within 5 years, underground power will be implemented along this road which will eliminate all power poles and overhead power lines.

### **3.10. IMPACTS TO RISK PROFILE**

A review of the existing risk profile with regard to crash history, future traffic operations, manoeuvring, servicing and sightlines as well as future access and traffic distribution has been undertaken for each of the scenarios. It can be concluded that regardless of the preferred disposal scenario, upgrading along ROW 51 is required, particularly along the south-eastern section between McMaster Street and King George Street (Lane 51A) with some upgrading required immediately east of this section along the tangential midblock section ending at the rear properties flanking Albany Highway including potential Council acquisition of a truncation on approach to King George Street in the vicinity of 1 King George Street, as noted previously. This will ensure that maximal sightlines are afforded to users within this area throughout the judicious placement of convex mirrors, upgrading the seal between King George Street and McMaster Street and implementation of appropriate traffic control measures, line marking and advance warning signage.

## **4. REVISED CONCLUSIONS**

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Based upon the results of a Traffic Engineering Review undertaken for the Town of Victoria Park with regard to the potential disposal of Lot 41 (6A), McMaster Street, the following revised conclusions can be drawn:

- The existing traffic volumes on the boundary road network are well within maximum practical operating capacity, inclusive of ROW 51 and Lot 41 which is currently being used as a de facto carriageway between ROW 51 and McMaster Street. It should be noted the maintenance of Lot 41 as a carriageway at McMaster Street under the future traffic scenario under Scenarios 1 and 3 could result in conflict with vehicles entering and exiting the existing driveway immediately to the north-east on approach to Albany Highway.
- Crash history within the area does not indicate any particular midblock crash patterns with a very low incidence of lower order intersection and driveway crashes.
- The existing seal on ROW 51 is substantially degraded, particularly along its length to the south-east between King George Street and McMaster Street (Lane 51A).
- On-street car parking and overhanging vegetation is currently obstructing exiting sightlines to the north-east and south-west at the intersection of McMaster Street with Lot 41 and King George Street (south) with ROW 51 (Lot 51A).
- Rubbish collection is currently undertaken both on-street and via the McMaster Street, King George Street and Hordern Street frontages in a line haul manner utilising both ROW 51 and these respective roads for abutting residential properties.
- Future traffic operations (inclusive of future development on 8-10 McMaster Street and 21 King George Street) on the road network under all of the disposal scenarios indicate that practical capacity will not be exceeded and it should be noted that under Scenario 2 whereby Lot 41 is fully disposed and closed as a

carriageway, the boundary road network, namely ROW 51 in particular, can accommodate a redistribution of traffic formerly utilising Lot 41 as a carriageway due to its existing 3 connections to the external road network at McMaster Street and King George Street.

- No impacts to pedestrian and cycling infrastructure are indicated regardless of the preferred disposal scenario.
- Regardless of the preferred disposal scenario, upgrading of ROW 51 (Lane 51A), particularly between King George Street (south-east) and McMaster Street is required as noted in Section 3.
- The upgrade of ROW 51 (Lane 51A) combined with implementation of appropriate edge line marking, advance warning signage and convex mirrors near its south-western terminus with the section with is permeable to both King George Street and McMaster Street, will result in an improvement for existing and future users along this laneway including acquisition by Council of additional truncation within ROW 51 (Lane 60) on approach to King George Street in the vicinity of 1 King George Street.
- Elimination of on-street car parking and overhanging vegetation on McMaster Street to the south-west of Lot 41 would result in improved sightlines to the south-west for exiting vehicles under Scenarios 1 and 3 with potential relocation of the existing pedestrian crossing also required. This is not required under Scenario 2 (disposal of Lot 41 and closure of existing carriageway).
- Elimination of on-street car parking and overhanging vegetation to the south-west and north-east along King George Street (south-west) at its intersection with ROW 51 (Lane 51A) to maximise sightlines for exiting vehicles under all disposal scenarios due to the expected increase in traffic resulting from development on 21 King George Street. The removal of car parking bays will have a minimal impact on residual supply during typical weekday peak periods.
- Relocation or replacement of the existing drainage pit within ROW 51 (Lane 51A) midblock between King George Street and McMaster Street under all disposal scenarios.
- No material changes to lighting or Local Area Traffic Management are required under any of the disposal scenarios by Council with any future changes likely triggered by private development.

In conclusion, based upon the results of this traffic engineering review, it can be concluded that disposal of Lot 41 and closure of the existing carriageway between ROW 51 (Lane 51) and McMaster Street (Scenario 2) would still result in acceptable traffic operations and safety outcomes for existing and future users of the road network. This scenario can be accommodated if upgrading of ROW 51, inclusive of advance warning and signage, convex mirror installation, regrading of existing seal and minor change to utilities plus some minor adjustments to on-street car parking on King George Street, cutting back of overhanging vegetation is undertaken and Council acquisition of a corner truncation within ROW 51 (Lane 60 on approach to King George Street in the vicinity of 1 King George Street. No changes to the road network on McMaster Street, the area pedestrian and cycling network, street lighting or local area traffic management is required.

**15.3 Recommendation from the Finance and Audit Committee - Adoption of the Town of Victoria Park Risk Management Framework**



# Town of Victoria Park

## **Risk Management Framework**

- Risk Management Policy
- Risk Management Procedures

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## 2 Introduction

The Risk Management Policy and Procedures form the Risk Management Framework (“The Framework”) for the Town of Victoria Park (the “Town”). The Framework sets out the Town’s approach to the identification, assessment, management, reporting and monitoring of risks. All components of this document are based on AS/NZS ISO 31000:2009 Risk Management.

It is essential that all areas of the Town adopt these procedures to ensure:

- Strong corporate governance.
- Compliance with relevant legislation, regulations and internal policies.
- Integrated Planning and Reporting requirements are met.
- Uncertainty and its effects on objectives are understood.

This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Town along with existing time, resource and workload pressures.

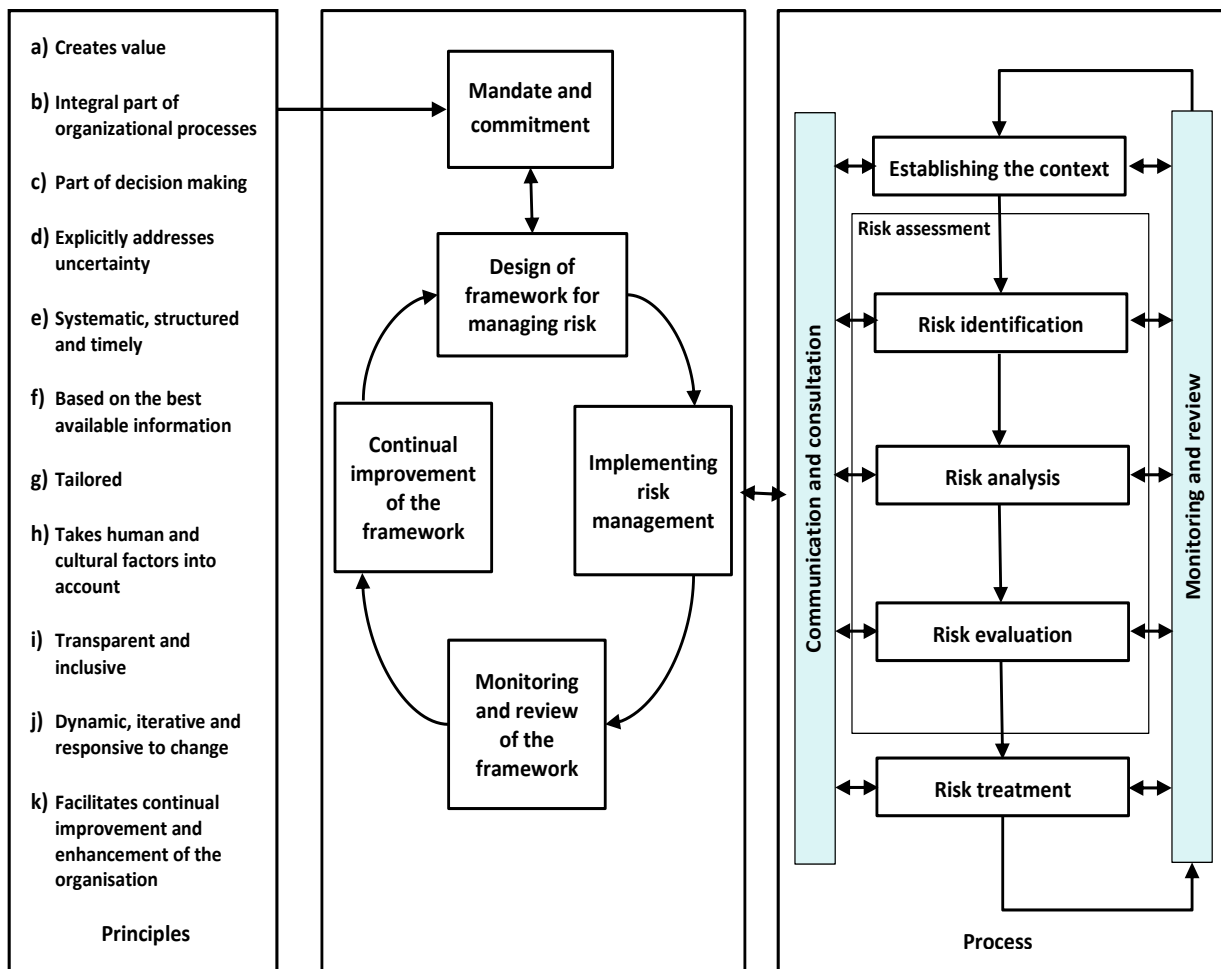


Figure 1: Risk Management Process (Source: AS/NZS 31000:2009)

### 3 Risk Management Policy

<b>POLICY NUMBER:</b>	ADM
<b>POLICY TITLE:</b>	RISK MANAGEMENT
<b>Management Procedure:</b>	YES
<b>Delegation:</b>	Chief Executive Officer

#### Purpose

The Town of Victoria Park (the 'Town') Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Town's strategies, goals or objectives.

#### Policy Statement:

The Town is committed to developing and implementing a Risk Management Framework in accordance with the risk management standard AS/NZS ISO 31000:2009, which will include systems to identify, treat, monitor, review and report risks across all of its operations.

The Town is committed to developing and maintaining appropriate documentation to guide the implementation of enterprise risk management throughout the organisation.

The objectives of this policy are to:

- a) Optimise the achievement of our vision, mission, strategies, goals and objectives.
- b) Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- c) Enhance risk versus return within our risk appetite.
- d) Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- e) Enhance organisational resilience.
- f) Identify and provide for the continuity of critical operations.

#### Roles and Responsibilities

##### Council

- Review and approve the Town's Risk Management Policy and Risk Assessment and Acceptance Criteria;
- Appoint / Engage External Auditors to report on financial statements annually; and
- Establish and maintain an Audit Committee in terms of the *Local Government Act 1995*.

## Finance & Audit Committee

- Support Council to provide effective corporate governance;
- Oversight of all matters that relate to the conduct of External Audits;
- Must be independent, objective and autonomous in deliberations; and
- Make recommendations to Council on External Auditor appointments.

## Chief Executive Officer / Strategic Management Team

The Chief Executive Officer is responsible for:

- Appointing Internal Auditors as required under *Local Government (Audit) Regulations 1996*;
- Liaising with Council in relation to risk acceptance requirements;
- Reviewing the appropriateness and effectiveness of the Town's systems and procedures in relation to risk management, internal control and legislative compliance;
- Reporting to the Finance & Audit Committee the results of the abovementioned review;
- Driving consistent embedding of a risk management culture; and
- Owning and managing the Risk Profiles at Town Level.

## Risk Management Working Group

- Assist embedding of a risk management culture;
- Analyse and discuss emerging risks, issues and trends; and
- Assist with reviewing the appropriateness and effectiveness of the Town's systems and procedures in relation to risk management.

## Risk Framework Owner

- Oversee and facilitate the Risk Management Framework; and
- Document decisions and actions arising from 'risk matters'.

## Work Areas

- Drive risk management culture within work areas;
- Own, manage and report on specific risk issues as required;
- Assist in Risk and Control Management process as required;
- Highlight any emerging risks or issues accordingly;
- Incorporate 'Risk Management' into Management Meetings by incorporating the following agenda items;
  - New or emerging risks.
  - Review existing risks.
  - Control adequacy.
  - Outstanding issues and actions.

## Risk Appetite

The Town quantifies its risk appetite through the development and endorsement of the Town's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Town's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

## Reporting

Regular performance reporting on the appropriateness and effectiveness of the Town's systems and controls in relation to management of risks will be presented to the Finance and Audit Committee.

## Monitor and Review

The Town will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Risk Framework owner. It will be formally reviewed every two years.

## References

### *Local Government (Audit) Regulations 1996*

Amendments to the *Local Government (Audit) Regulations 1996* came into effect on 9 February 2013. Specifically, clause 17 which states:

*"17. CEO to review certain systems and procedures*

*(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –*

- a) risk management;*
- b) internal control; and*
- c) legislative compliance*

In addition to the requirement for the CEO to prepare a report as outlined in clause 17, the Regulation also stipulates an additional responsibility for the Audit Committee as detailed in clause 16 (c) which states:

“ (c) is to review a report given to it by the CEO under regulation 17 (3) (the CEO’s report) and is to –

- i. report to the council the results of that review; and
- ii. give a copy of the CEO’s report to the council.”

<b>Responsible Officer:</b>	Executive Manager Governance.
<b>Related Polices:</b>	N/A
<b>Related Local Law:</b>	N/A
<b>Delegation:</b>	Delegated to CEO – Yes or No If yes insert Delegation Number Sub-delegation – <u>Yes or No</u>
<b>Authority:</b>	Insert date adopted by Council
<b>Last Reviewed:</b>	Insert review date adopted by the Council
<b>Next Review date:</b>	Insert proposed review date (policies to be reviewed every 2 years by the Council or earlier if required)

## 4 Risk Management Procedures

### Governance

Appropriate governance of risk management within the Town of Victoria Park (the “Town”) provides:

- Transparency of decision making.
- Clear identification of the roles and responsibilities of the risk management functions.
- An effective Governance Structure to support the risk framework.

### Operating Model

The Town has adopted a “Three Lines of Defence” model for the management of risk. This model ensures roles; responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the Council, Management and Community will have assurance that risks are managed effectively to support the delivery of the Strategic, Corporate & Operational Plans.

#### First Line of Defence

All operational areas of the Town are considered ‘1<sup>st</sup> Line’. They are responsible for ensuring that risks (within their scope of operations) are identified, assessed, managed, monitored and reported. Ultimately, they bear ownership and responsibility for losses or opportunities from the realisation of risk. Associated responsibilities include;

- Establishing and implementing appropriate processes and controls for the management of risk (in line with these procedures).
- Undertaking adequate analysis (data capture) to support the decisioning of risk matters.
- Prepare risk acceptance proposals where necessary, based on level of residual risk.
- Retain primary accountability for the ongoing management of their risk and control environment.

#### Second Line of Defence

The Executive Manager Governance & the Senior Governance Officer, act as the primary ‘2<sup>nd</sup> Line’.

These positions own and manage the framework for risk management. They draft and implement the governance procedures and provide the necessary tools and training to support the 1st line process.



Maintaining oversight on the application of the framework provides a transparent view and level of assurance to the 1<sup>st</sup> & 3<sup>rd</sup> lines on the risk and control environment. Support can be provided by additional oversight functions completed by other 1<sup>st</sup> Line Teams (where applicable). Additional responsibilities include:

- Providing independent oversight of risk matters as required.
- Monitoring and reporting on emerging risks.
- Co-ordinating the Town's risk reporting for the CEO and the Finance and Audit Committee.

### Third Line of Defence

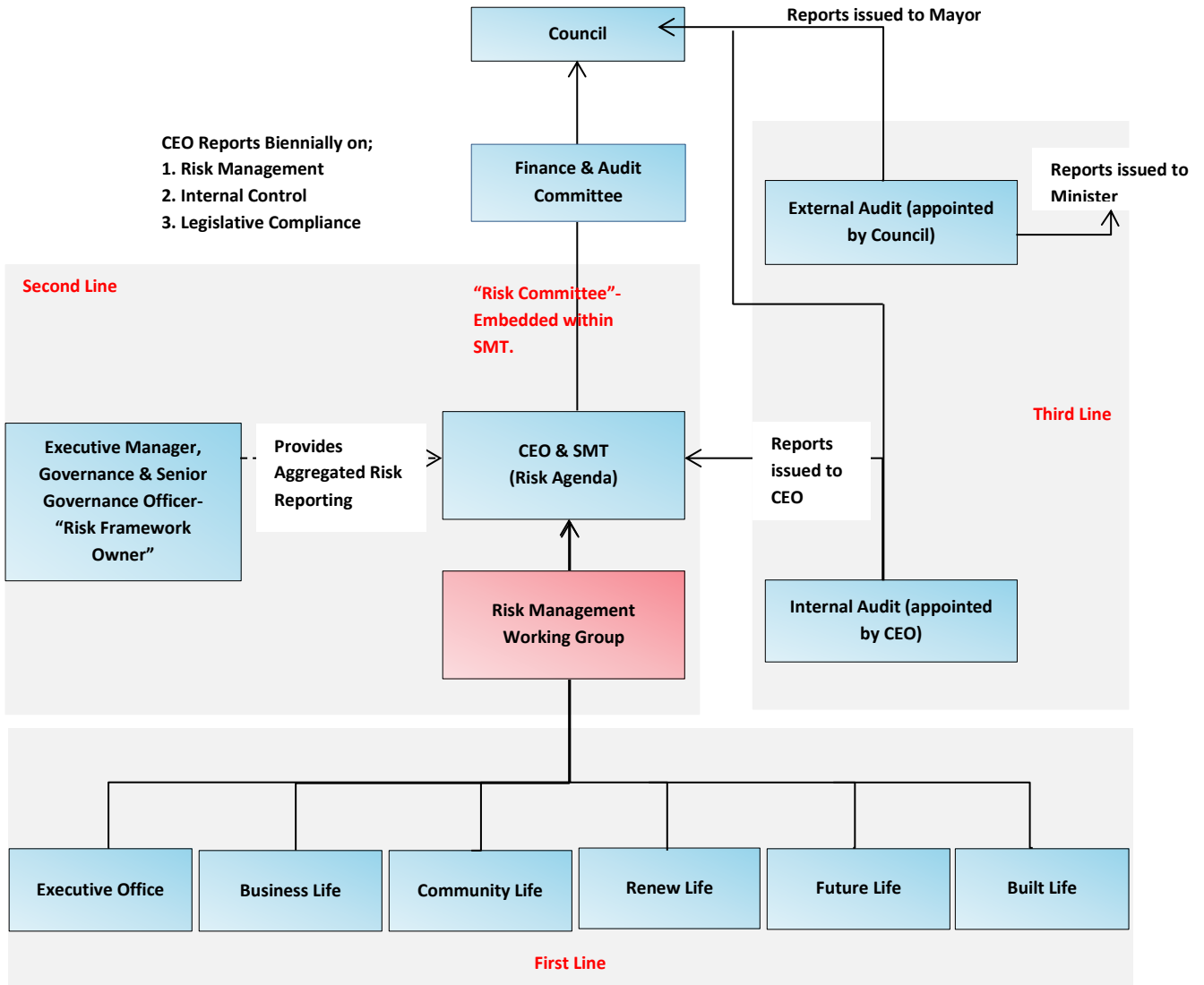
Internal & External Audit are the third line of defence, providing independent assurance to the Council, Finance and Audit Committee and the CEO on the effectiveness of business operations and oversight frameworks (1<sup>st</sup> & 2<sup>nd</sup> Line).

Internal Audit – Appointed by the CEO to report on the adequacy and effectiveness of internal control processes and procedures. The scope of which would be determined by the CEO with input from the Finance & Audit Committee.

External Audit – Appointed by the Council on the recommendation of the Finance and Audit Committee to report independently to the Mayor and CEO on the annual financial statements only.

## Governance Structure

The following diagram depicts the current operating structure for risk management within the Town.



## Roles & Responsibilities

### Council

- Review and approve the Town's Risk Management Policy and Risk Assessment & Acceptance Criteria.
- Appoint / Engage External Auditors to report on financial statements annually.
- Establish and maintain an Audit Committee in terms of the *Local Government Act 1995*.

### Finance & Audit Committee

- Support Council to provide effective corporate governance.
- Oversight of all matters that relate to the conduct of External Audits.
- Shall be independent, objective and autonomous in deliberations.
- Make recommendations to Council on External Auditor appointments.
- Provides an overview of the CEO's report on the appropriateness and effectiveness of the Risk Management Framework, Internal Controls and Legislative Compliance, to Council.

### CEO / SMT

- Appoint Internal Auditors as required under *Local Government (Audit) Regulations 1996*.
- Liaise with Council in relation to risk acceptance requirements.
- Review the appropriateness and effectiveness of the Risk Management Framework, Internal Controls and Legislative compliance;
- Report to the Finance and Audit Committee the results of the abovementioned review;
- Drive consistent embedding of a risk management culture.
- Own and manage the Risk Profiles at Town Level.

### Risk Management Working Group

- Assist embedding of a risk management culture.
- Analyse and discuss emerging risks, issues and trends.

### Risk Framework Owner (RFO)

- Oversee and facilitate the Risk Management Framework.
- Document decisions and actions arising from 'risk matters'.

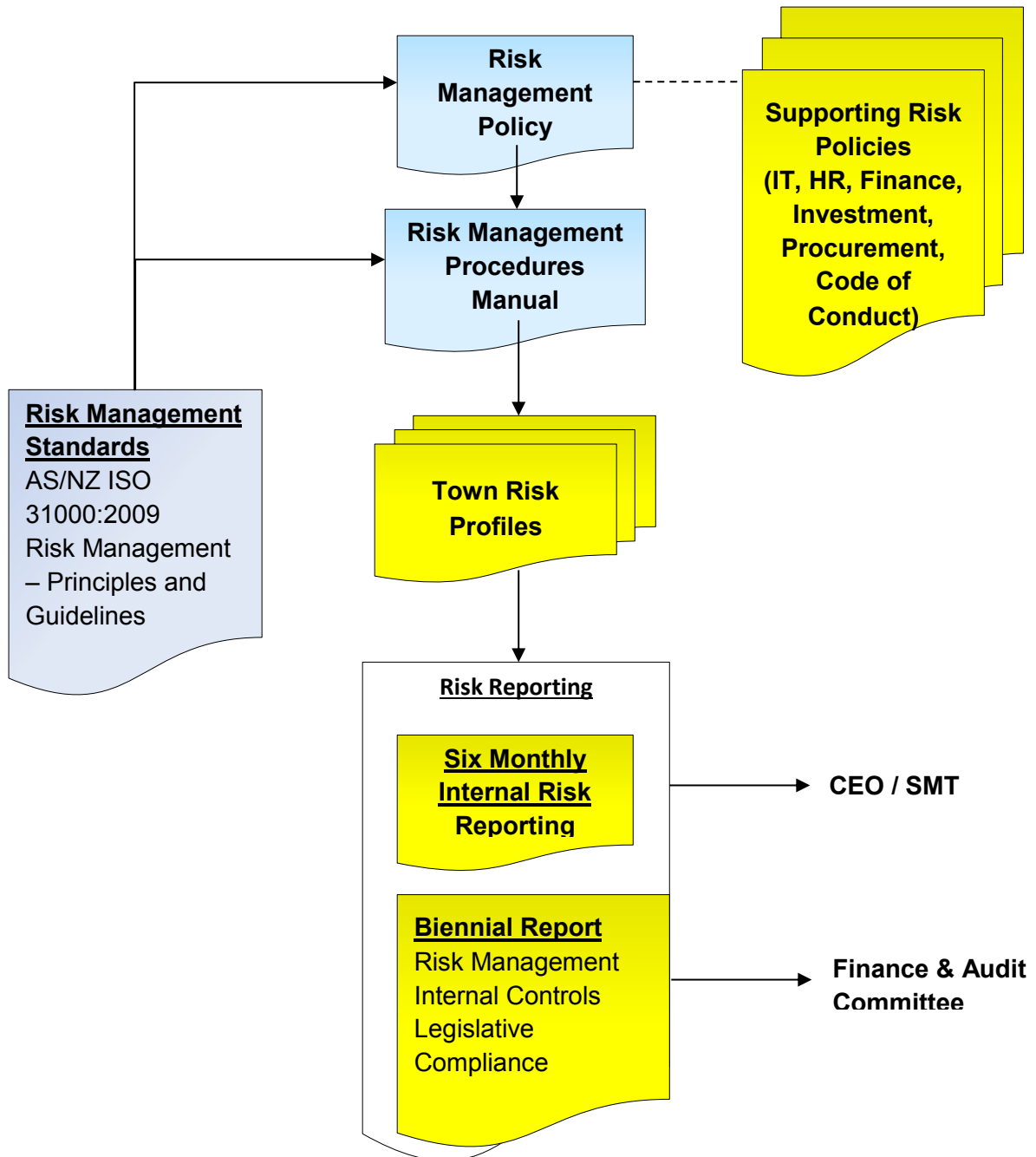
### Work Areas

- Drive risk management culture within work areas.
- Own, manage and report on specific risk issues as required.
- Assist in the Risk & Control Management process as required.

- Highlight any emerging risks or issues accordingly.
- Incorporate 'Risk Management' into Management Meetings, by incorporating the following agenda items;
  - o New or emerging risks.
  - o Review existing risks.
  - o Control adequacy.
  - o Outstanding issues and actions.

## Document Structure (Framework)

The following diagram depicts the relationship between the Risk Management Policy, Procedures and supporting documentation and reports.



## 5 Risk & Control Management

All Work Areas of the Town are required to assess and manage the Risk Profiles on an ongoing basis.

Each Manager, in conjunction with the Risk Framework Owner (RFO) is accountable for ensuring that Risk Profiles are:

- Reflective of the material risk landscape of the Town.
- Reviewed on at least a six monthly basis, unless there has been a material restructure or change in the risk and control environment.
- Maintained in the standard format.

This process is supported by the use of key data inputs, workshops and ongoing business engagement.

### Risk & Control Assessment

To ensure alignment with ISO 31000:2009 Risk Management, the following approach is to be adopted from a Risk & Control Assessment perspective.

### Establishing the Context

The first step in the risk management process is to understand the context within which the risks are to be assessed and what is being assessed, this forms two elements:

#### Organisational Context

The Town's Risk Management Procedures provides the basic information and guidance regarding the organisational context to conduct a risk assessment; this includes Risk Assessment and Acceptance Criteria (Appendix A) and any other tolerance tables as developed. In addition, existing Risk Themes are to be utilised (Appendix C) where possible to assist in the categorisation of related risks.

Any changes or additions to the Risk Themes must be approved by the Risk Framework Owner (RFO) and CEO.

All risk assessments are to utilise these documents to allow consistent and comparable risk information to be developed and considered within planning and decision making processes.

#### Specific Risk Assessment Context

To direct the identification of risks, the specific risk assessment context is to be determined prior to and used within the risk assessment process. For risk assessment purposes the Town has been divided into three levels of risk assessment context:

#### Strategic Context

The Town's external environment and high level direction. Inputs to establishing the strategic risk assessment context may include;

- Organisations Vision / Mission;
- Stakeholder Analysis;
- Environment Scan / SWOT Analysis; and

- Existing Strategies / Objectives / Goals.

### Operational Context

The Town's day to day activities, functions, infrastructure and services. Prior to identifying operational risks, the operational area should identify its Key Activities i.e. what is trying to be achieved. Note: these may already be documented in business plans, budgets etc.

### Project Context

Project Risk has two main components:

- **Risk in Projects** refers to the risks that may arise as a result of project activity (i.e. impacting on process, resources or IT systems) which may prevent the Town from meeting its objectives; and
- **Project Risk** refers to the risks which threaten the delivery of project outcomes.

In addition to understanding what is to be assessed, it is also important to understand who are the key stakeholders or areas of expertise that may need to be included within the risk assessment.

### Risk Identification

Using the specific risk assessment context as the foundation and in conjunction with relevant stakeholders, answer the following questions, capture and review the information within each Risk Profile.

- What can go wrong? / What are areas of uncertainty? (Risk Description);
- How may this risk eventuate? (Potential Causes);
- What are the current measurable activities that mitigate this risk from eventuating? (Controls); and
- What are the potential consequential outcomes of the risk eventuating?

### Risk Analysis

To analyse the risks the Town's Risk Assessment and Acceptance Criteria (Appendix A) is applied:

- Based on the documented controls, analyse the risk in terms of Existing Control Ratings;
- Determine relevant consequence categories and rate how bad it could be if the risk eventuated with existing controls in place (Consequence);
- Determine how likely it is that the risk will eventuate to the determined level of consequence with existing controls in place (Likelihood); and
- By combining the measures of consequence and likelihood, determine the risk rating (Level of Risk).

## Risk Evaluation

The Town is to verify the risk analysis and make a risk acceptance decision based on:

- Controls Assurance (i.e. are the existing controls in use, effective, documented, up to date and relevant);
- Existing Control Rating;
- Level of Risk;
- Risk Acceptance Criteria (Appendix A); and
- Risk versus Reward / Opportunity.

The risk acceptance decision needs to be documented and those risks that are acceptable are then subject to the monitor and review process.

Note: Individual Risks or Issues may need to be escalated due to its urgency, level of risk or systemic nature.

## Risk Treatment

For unacceptable risks, determine treatment options that may improve existing controls and/or reduce consequence / likelihood to an acceptable level.

Risk treatments may involve actions such as avoid, share, transfer or reduce the risk with the treatment selection and implementation to be based on;

- Cost versus benefit;
- Ease of implementation; and
- Alignment to organisational values / objectives.

Once a treatment has been fully implemented, the Risk Framework Owner (RFO) is to review the risk information and acceptance decision with the treatment now noted as a control and those risks that are acceptable then become subject to the monitor and review process (Refer to Risk Acceptance section).

## Monitoring & Review

The Town is to review all Risk Profiles at least on a six monthly basis or if triggered by one of the following;

- changes to context;
- a treatment is implemented; and
- an incident occurs or due to audit/regulator findings.

The Risk Framework Owner (RFO) is to monitor the status of risk treatment implementation and report on, if required.



The CEO & SMT will monitor significant risks and treatment implementation as part of their normal agenda item on a quarterly basis with specific attention given to risks that meet any of the following criteria:

- Risks with a Level of Risk of High or Extreme;
- Risks with Inadequate Existing Control Rating;
- Risks with Consequence Rating of Catastrophic; and
- Risks with Likelihood Rating of Almost Certain.

The design and focus of Risk Summary report will be determined from time to time on the direction of the CEO & Management Team. They will also monitor the effectiveness of the Risk Management Framework ensuring it is practical and appropriate to the Town.

### **Communication & Consultation**

Throughout the risk management process, stakeholders will be identified, and where relevant, be involved in or informed of outputs from the risk management process.

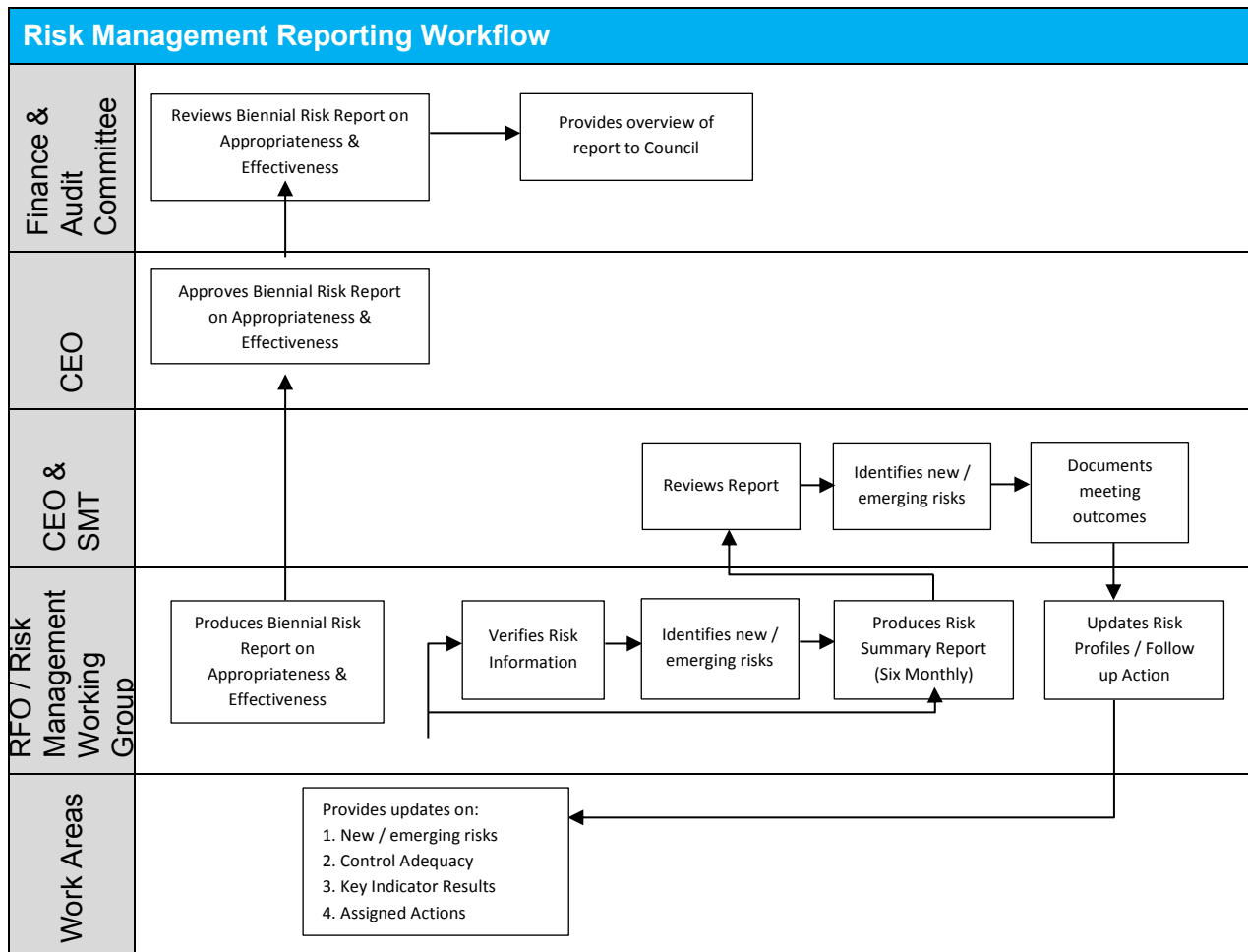
Risk management awareness and training will be provided to all staff.

Risk management will be included within the employee induction process to ensure new employees are introduced to the Town's risk management culture.

## 6 Reporting Requirements

### Coverage & Frequency

The following diagram provides a high level view of the ongoing reporting process for Risk Management.



Each Work Area is responsible for ensuring:

- They continually provide updates in relation to new, emerging risks, control effectiveness and key indicator performance to the Risk Framework Owner (RFO).
- Work through assigned actions and provide relevant updates to the Risk Framework Owner (RFO).
- Risks / Issues reported to the CEO & SMT are reflective of the current risk and control environment.

The Risk Framework Owner (RFO) and Risk Management Working Group is responsible for:

- Ensuring Town Risk Profiles are formally reviewed and updated, at least on a six monthly basis or when there has been a material restructure, change in risk ownership or change in the external environment.
- Six Monthly Risk Reporting for the CEO and SMT – Contains an overview of the Risk Summary for the Town.
- Annual Compliance Audit Return completion and lodgement.

## 7 Key Indicators

Key Indicators (KI's) may be used for monitoring and validating key risks and controls. The following describes the process for the creation and reporting of KIs:

- Identification;
- Validity of Source;
- Tolerances; and
- Monitor & Review.

### Identification

The following represent the minimum standards when identifying appropriate KI's key risks and controls:

- The risk description and casual factors are fully understood;
- The KI is fully relevant to the risk or control;
- Predictive KI's are adopted wherever possible; and
- KI's provide adequate coverage over monitoring key risks and controls.

### Validity of Source

In all cases an assessment of the data quality, integrity and frequency must be completed to ensure that the KI data is relevant to the risk or Control.

Where possible the source of the data (data owner) should be independent to the risk owner. Overlapping KI's can be used to provide a level of assurance on data integrity.

If the data or source changes during the life of the KI, the data is required to be revalidated to ensure reporting of the KI against a consistent baseline.

### Tolerances

Tolerances are set based on the Town's Risk Appetite. They are set and agreed over three levels:

- Green – within appetite; no action required.
- Amber – the KI must be closely monitored and relevant actions set and implemented to bring the measure back within the green tolerance.

- Red – outside risk appetite; the KI must be escalated to the CEO & SMT where appropriate management actions are to be set and implemented to bring the measure back within appetite.

### Monitor & Review

All active KI's are updated as per their stated frequency of the data source.

When monitoring and reviewing KI's, the overall trend must be considered over a longer timeframe instead of individual data movements. The trend of the KI is specifically used as an input to the risk and control assessment.

## 8 Risk Acceptance

Day to day operational management decisions are generally managed under the delegated authority framework of the Town.

Risk Acceptance is a management decision to accept, within authority levels, material risks which will remain outside appetite framework (refer Appendix A – Risk Assessment & Acceptance Criteria) for an extended period of time (generally 3 months or longer).

The following process is designed to provide a framework for those identified risks.

The 'Risk Acceptance' must be in writing, signed by the relevant Manager and cover:

- A description of the risk.
- An assessment of the risk (eg. Impact, consequence, materiality, likelihood, working assumptions etc)
- Details of any mitigating action plans or treatment options in place
- An estimate of the expected remediation date.

A lack of budget / funding to remediate a material risk outside appetite is not sufficient justification in itself to accept a risk.

Accepted risks must be continually reviewed through standard operating reporting structure (ie. SMT).

## 9 Annual Assurance Plan

The annual assurance plan is a monitoring schedule prepared by the Risk Framework Owner (RFO) that sets out the control assurance activities to be conducted over the next 12 months. This plan needs to consider the following components.

- Existing control adequacy ratings across the Town's Risk Profiles;
- Consider control coverage across a range of risk themes (where commonality exists);

- Building profiles around material controls to assist in design and operating effectiveness reviews;
- Consideration to significant incidents;
- Nature of operations;
- Additional or existing 2<sup>nd</sup> line assurance information / reviews (eg. HR, Financial Services, IT);
- Frequency of monitoring / checks being performed;
- Review and development of Key Indicators;
- Timetable for assurance activities; and
- Reporting requirements.

Whilst this document and subsequent actions are owned by the Risk Framework Owner (RFO), input and consultation will be sought from individual Program Areas.

## 10 Appendix A – Risk Assessment and Acceptance Criteria

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
<b>Insignificant (1)</b>	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, localised low impact on community trust, low profile or no media item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
<b>Minor (2)</b>	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, localised impact on community trust or low media item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
<b>Moderate (3)</b>	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
<b>Major (4)</b>	Lost time injury (>5 days)	\$50,001 - \$500,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
<b>Catastrophic (5)</b>	Fatality, permanent disability	More than \$500,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

Measures of Likelihood			
Rating	Description	Frequency	Probability
<b>Almost Certain</b>	The event is expected to occur in most circumstances	More than once per year	> 90% chance of occurring
<b>Likely</b>	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurring
<b>Possible</b>	The event should occur at some time	At least once in 3 years	40% - 60% chance of occurring
<b>Unlikely</b>	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurring
<b>Rare</b>	The event may only occur in exceptional circumstances	Less than once in 15 years	< 10% chance of occurring

Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
<b>LOW</b>	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Business Unit Manager
<b>MODERATE</b>	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Executive Manager
<b>HIGH</b>	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
<b>EXTREME</b>	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Controls Ratings		
Rating	Foreseeable	Description
<b>Effective</b>	There is <u>little</u> scope for improvement.	<ol style="list-style-type: none"> <li>Processes (Controls) operating as intended and aligned to Policies / Procedures.</li> <li>Subject to ongoing monitoring.</li> <li>Reviewed and tested regularly.</li> </ol>
<b>Adequate</b>	There is <u>some</u> scope for improvement.	<ol style="list-style-type: none"> <li>Processes (Controls) generally operating as intended, however inadequacies exist.</li> <li>Nil or limited monitoring.</li> <li>Reviewed and tested, but not regularly.</li> </ol>
<b>Inadequate</b>	There is a <u>need</u> for improvement or action.	<ol style="list-style-type: none"> <li>Processes (Controls) not operating as intended.</li> <li>Processes (Controls) do not exist, or are not being complied with.</li> <li>Have not been reviewed or tested for some time.</li> </ol>



## 11 Appendix B – Risk Profile Template

Risk Theme	Date
<p><b><u>This Risk Theme is defined as:</u></b>  <i>Definition of Theme</i></p>	

<p><b><u>Potential causes include:</u></b>  <i>List of potential causes</i></p>
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Key Controls	Type	Date	Town Rating
<i>List of Key Controls</i>			

<b>Overall Control Ratings:</b>	
---------------------------------	--

Risk Ratings	Town Rating
<b>Consequence:</b>	
<b>Likelihood:</b>	

<b>Overall Risk Ratings:</b>	
------------------------------	--

Key Indicators	Tolerance	Date	Overall Town Result
<i>List of Key Indicators</i>			

<p><b><u>Comments</u></b>  <i>Rationale for all above ratings</i></p>
---

Current Issues / Actions / Treatments	Due Date	Responsibility
<i>List current issues / actions / treatments</i>		

## 12 Appendix C – Risk Theme Definitions

### **Misconduct**

Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained;
- Distributing confidential information;
- Accessing systems and / or applications without correct authority to do so;
- Misrepresenting data in reports;
- Theft by an employee; and
- Collusion between Internal & External parties.

This does not include instances where it was not an intentional breach - refer Errors, Omissions or Delays, or Inaccurate Advice / Information.

### **External theft & fraud (Inc. Cyber Crime)**

Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;

- Fraud – benefit or gain by deceit;
- Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems; and
- Theft – stealing of data, assets or information (no deceit).

Examples include:

- Scam Invoices;and
- Cash or other valuables from 'Outstations'.

### **Business & community disruption**

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal Town business activities. The event may result in damage to buildings, property, plant & equipment (all assets). This could be a natural disaster, weather event, or an act carried out by an external party (inc. vandalism).

This includes;

- Lack of (or inadequate) emergency response / business continuity plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc.

This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".

### **Errors, omissions, delays**

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of;

- Human errors, incorrect or incomplete processing;
- Inaccurate recording, maintenance, testing and / or reconciliation of data; and
- Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;

- Inaccurate data being used for management decision making and reporting;
- Delays in service to customers; and
- Inaccurate data provided to customers.

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes".

### **Failure of IT &/or Communications Systems and Infrastructure**

Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:

- Hardware &/or Software;
- IT Network ; and
- Failures of IT Vendors.

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management;
- Performance Monitoring; and
- IT Incident, Problem Management & Disaster Recovery Processes.

This does not include new system implementations - refer "Inadequate Project / Change Management".

### **Failure to fulfil statutory, regulatory or compliance requirements**

Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.

This does not include Occupational Safety & Health Act (refer "Inadequate safety and security practices") or any Employment Practices based legislation (refer "Ineffective Employment practices").

It does include the Local Government Act, Health Act, Building Act, Privacy Act and all other legislative based obligations for Local Government.

### **Providing inaccurate advice / information**

Incomplete, inadequate or inaccuracies in professional advisory activities to customers or internal staff. This could be caused by using unqualified staff, however it does not include instances relating Breach of Authority.

### **Inadequate project / change Management**

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities;
- Inadequate understanding of the impact of project change on the business;
- Failures in the transition of projects into standard operations;
- Failure to implement new systems; and
- Failures of IT Project Vendors/Contractors.

### **Inadequate Document Management Processes**

Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:

- Contact lists;
- Procedural documents;
- 'Application' proposals/documents
- Contracts; and
- Forms, requests or other documents.

### **Inadequate safety and security practices**

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants;
- Inadequate Organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc);
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc);
- Public Liability Claims, due to negligence or personal injury;
- Employee Liability Claims due to negligence or personal injury; and
- Inadequate or unsafe modifications to plant & equipment.

### **Inadequate engagement practices**

Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so. For example;

- Following up on any access & inclusion issues;
- Infrastructure Projects;
- Regional or District Committee attendance;
- Local Planning initiatives; and
- Strategic Planning initiatives.

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and or Bus/Transport services.

### **Inadequate asset sustainability practices**

Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and their associated lifecycle from procurement to maintenance and ultimate disposal. Areas included in the scope are;

- Inadequate design (not fit for purpose);
- Ineffective usage (down time);
- Outputs not meeting expectations;
- Inadequate maintenance activities; and
- Inadequate financial management and planning.

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

### **Inadequate Supplier / Contract Management**

Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:

- Concentration issues; and
- Vendor sustainability.

### **Ineffective employment practices**

Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;

- Breaching employee regulations (excluding OH&S);
- Discrimination, Harassment & Bullying in the workplace;
- Poor employee wellbeing (causing stress);
- Key person dependencies without effective succession planning in place;
- Induction issues;
- Terminations (including any tribunal issues); and
- Industrial activity.

Care should be taken when considering insufficient staff numbers as the underlying issue could be process inefficiencies.

### **Ineffective management of facilities / venues / events**

Failure to effectively manage the day to day operations of facilities and / or venues. This includes;

- Inadequate procedures in place to manage the quality or availability;
- Ineffective signage;
- Booking issues;
- Financial interactions with hirers / users; and
- Oversight / provision of peripheral services (eg. cleaning / maintenance).

### **Inadequate Environmental Management.**

Inadequate prevention, identification, enforcement and management of environmental issues. The scope includes;

- Lack of adequate planning and management of coastal erosion issues;
- Failure to identify and effectively manage contaminated sites (including groundwater usage);
- Waste facilities (landfill / transfer stations);
- Weed control;
- Ineffective management of water sources (reclaimed, potable);
- Illegal dumping; and
- Illegal clearing / land use.

**15.4 Recommendation from the Finance and Audit Committee - Caretaker Period Policy – Town of Victoria Park Elections**

<b>POLICY NUMBER:</b>	EM7
<b>POLICY TITLE:</b>	Caretaker Policy – Town of Victoria Park Elections
<b>Management Procedure:</b>	N/A
<b>Delegation:</b>	N/A

## PART 1 - INTRODUCTION

### 1.1 Objective:

Elected Members and Employees must observe specific legislative and governance requirements during the period leading up to an election.

The primary objective of this Policy is to prevent the Council of the Town of Victoria Park making major decisions, prior to an election, that would bind an incoming Council, prevent the use of public resources in ways that are seen as advantageous to, or promoting, the sitting Elected Members who are seeking re-election, or new candidates, and ensuring the Town of Victoria Park administration acts impartially in relation to candidates.

This policy applies during a ‘Caretaker Period’ (see below for a definition) to cover:

- a) Decisions that are made by the Council;
- b) Materials published by the Town;
- c) Attendance and participation in functions and events;
- d) Use of the Town’s resources; and
- e) Access to information held by the Town.

### 1.2 Application

This Caretaker policy applies to Elected Members and Employees of the Town of Victoria Park.

### 1.3 Definitions

‘**Caretaker Period**’ means the period of time when the caretaker practices are in place prior to the election. The caretaker practices will apply from the close of nominations (37 days prior to the Election Day – Section 4.49 (a) of the *Local Government Act 1995*) until 6.00pm on Election Day.

‘**Election Day**’ means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election.



**'Electoral Material'** means any advertisement, handbill, pamphlet, notice, letter or article that is intended or calculated to affect the result in an election but does not include:

- a) An advertisement in a newspaper announcing the holding of a meeting (Section 4.87 (3) of the *Local Government Act 1995*).
- b) Any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*.
- c) Any materials produced by the Town relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

**'Extraordinary Circumstances'** means a situation that requires a major policy decision of the Council because:

- a) In the CEO's opinion, the urgency of the issue is such that it cannot wait until after the election;
- b) Of the possibility of legal and/or financial repercussions if a decision is deferred; or
- c) In the CEO's opinion, it is in the best interests of the Council and/or the Town of Victoria Park for the decision to be made as soon as possible.

**'Major Policy Decision'** means any:

- a) Decisions relating to the employment, termination or remuneration of the CEO or any other designated senior officer, other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms of their contract), pending the election.
- b) Decisions relating to the Town entering into a sponsorship arrangement with a total Town contribution that would constitute substantial expenditure unless that sponsorship arrangement has previously been granted "in principle" support by the Council and sufficient funds have been included in the Council's annual budget to support the project.
- c) Decisions relating to the Town entering into a commercial enterprise as defined by Section 3.59 of the *Local Government Act 1995*.
- d) Decisions that would commit the Town to substantial expenditure or actions that, in the CEO's opinion, are significant, such as that which might be brought about through a Notice of Motion by an Elected Member.
- e) Decisions that, in the CEO's opinion, will have significant impact on the Town of Victoria Park or the community.
- f) Reports requested or initiated by an Elected Member, candidate or member of the public that, in the CEO's opinion, could be perceived within the general community as an electoral issue and has the potential to call into question whether decisions are soundly based and in the best interests of the community.

**‘Public Consultation’** means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy but does not include consultation required to be undertaken in order to comply with a written law.

**‘Substantial Expenditure’** means expenditure that exceeds 0.5% of the Town’s annual budgeted revenue (inclusive of GST) in the relevant financial year.

#### 1.4 Scheduling Consideration of Major Policy Decisions

So far as is reasonably practicable, the CEO should avoid scheduling major policy decisions for consideration during a Caretaker Period, and instead ensure that such decisions are either:

- a) Considered by the Council prior to the Caretaker Period; or
- b) Scheduled for determination by the incoming Council.

Where extraordinary circumstances prevail, the CEO may submit a major policy decision to the Council (refer to Part 3).

#### 1.5 Decisions Made Prior to a Caretaker Period

This Policy only applies to decisions made during a Caretaker Period, not the announcement of decisions made prior to the Caretaker period. Whilst announcements of either decisions may be made during a Caretaker Period, as far as practicable any such announcements should be made before the Caretaker Period begins or after it has concluded.

## PART 2 – IMPLEMENTATION OF CARETAKER PRACTICES

### 2.1 Role of the CEO in implementing Caretaker Practices

The role of the CEO in implementing the caretaker practices outlined in this policy is as follows:

- a) The CEO will ensure as far as possible, that all Elected Members and Employees are aware of the Caretaker Policy and practices at least 30 days prior to the start of the Caretaker Period;
- b) The CEO will ensure, as far as possible, that any major policy or significant decisions required to be made by the Council are scheduled for Council resolution prior to the Caretaker Period or deferred where possible for determination by the incoming Council;
- c) The CEO will endeavour to make sure all announcements regarding decisions made by the Council, prior to the Caretaker Period, are publicised prior to the Caretaker Period; and
- d) The CEO will provide guidelines for all relevant employees on their role and responsibilities in the implementation of this policy.

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## **PART 3 - EXTRAORDINARY CIRCUMSTANCES REQUIRING EXEMPTION**

### **3.1 Extraordinary Circumstances**

Notwithstanding clause 1.4, the CEO may, where extraordinary circumstances exist, permit a matter defined as a 'major policy decision' to be submitted to the Council for determination during the Caretaker Period.

### **3.2 Appointment or Removal of the CEO**

Whilst part 1.3 above establishes that a CEO may not be appointed or dismissed during a Caretaker period, the Council may, where the substantive officer is on leave, appoint an Acting CEO, or in the case of an emergency, suspend the current CEO (in accordance with the terms of his or her contract) and appoint a person to act in the position of CEO, pending the election, after which date a permanent decision can be made.

## **PART 4 – CARETAKER STATEMENT**

To assist the Council to comply with its commitment to appropriate decision making during the Caretaker Period, a Caretaker Statement will be included in each report submitted to the Council where the Council's decision would, or could, be a Major Policy Decision. The Caretaker Statement will state:

“The decision the Council may make in relation to this item could constitute a 'Major Policy Decision' within the context of the Town of Victoria Park Caretaker Policy, however, an exemption should be made because, (insert the circumstances for making the exemption)”.

## **PART 5 – TOWN OF VICTORIA PARK PUBLICATIONS**

### **5.1 Prohibition on Publishing Electoral Material**

The Town shall not print, publish or distribute, or cause, permit or authorise others to print, publish or distribute on behalf of the Town, any advertisement, handbill, pamphlet or notice that contains 'electoral material' during the Caretaker Period.

### **5.2 Electoral material Relevant to Prohibition**

Without limiting the generality of the definition of 'electoral material', material will be considered to be intended or likely to affect voting in the election if it contains an express or implicit reference to, or comment on:

- a) The election; or
- b) A candidate in the election; or
- c) An issue submitted to, or otherwise before, the voters in connection with the election.

### 5.3 Candidate and/or Elected Member Publications

Candidates and/or Elected Members are permitted to publish campaign material on their own behalf but cannot claim for that material to be originating from or authorised by the Town.

### 5.4 Election Announcements

This policy does not prevent publications by the Town which merely announce the holding of the election or relate only to the election process itself.

### 5.5 Town of Victoria Park Publications

Any reference to Elected Members in the Town's publications printed, published or distributed during the Caretaker Period must not include promotional text. Any of the Town's publications that are potentially affected by this policy will be reviewed by the CEO to ensure that any circulated, displayed or otherwise publicly available material during the Caretaker Period does not contain material that may be construed as 'electoral material'.

### 5.6 Town of Victoria Park Website

During the Caretaker Period the Town's website will not contain any material which is precluded by this policy. Any references to the election will only relate to the election process. Information about Elected Members will be restricted to names and contact details.

### 5.7 Town of Victoria Park Councillor Emails and Business Cards

During the Caretaker Period, Elected Members shall ensure that their allocated business cards are used only for purposes associated with the normal role of an Elected Member in servicing their electorate. Elected Members Business Cards shall not be used in a manner that could be perceived as an electoral purpose. It should be noted that this prohibition on the use of the Town's resources for electoral purposes is not restricted to the Caretaker Period.

## PART 6 – PUBLIC CONSULTATION DURING THE CARETAKER PERIOD

### 6.1 Prohibition

It is prohibited under this policy for public consultation to be undertaken during the Caretaker Period (either new consultation or existing) on an issue which, in the CEO's opinion, could be perceived as intended or calculated to affect the result of an election, unless authorised by the CEO.

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This Policy does not prevent any mandatory public consultation required by the *Local Government Act 1995* or any other relevant Act which is required to be undertaken to enable the Town to fulfil its functions.

## 6.2 Approval for Public Consultation

Given the prohibition under Part 6.1 of this policy, the Council should not commission or approve any public consultation where it is likely that such consultation will continue into the Caretaker Period.

Where public consultation is approved to occur during the Caretaker Period, the results of that consultation will not be reported to the Council until after the Caretaker Period, except where otherwise approved by the CEO or necessary for the performance of the Town's functions as prescribed in the *Local Government Act 1995* or any other relevant Act.

## PART 7 – ATTENDANCE AND PARTICIPATING AT EVENTS/FUNCTIONS

### 7.1 Public Events Hosted by External Bodies

Elected Members may continue to attend events and functions hosted by external bodies during the Caretaker Period.

### 7.2 Town of Victoria Park Organised Civic Events/Functions

Events and/or functions organised by the Town of Victoria Park and held during the Caretaker Period will be limited to only those that the CEO considers essential to the operation of the Town, and should not in any way be associated with any issues that in the CEO's opinion, are considered relevant to, or likely to influence the outcome of, an election.

All known candidates are to be invited to civic events/functions organised by the Town during the Caretaker Period.

### 7.3 Addresses by Elected Members

Excluding the Mayor and Deputy Mayor fulfilling their functions as prescribed by sections 2.8 and 2.9 of the *Local Government Act 1995*, respectively, Elected Members that are also candidates should not, without the prior approval of the CEO, be permitted to make speeches or addresses at events/functions organised or sponsored by the Town during the Caretaker Period.

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## **PART 8 – THE USE OF TOWN OF VICTORIA PARK RESOURCES**

The Town's resources, including officers, support staff, hospitality services, equipment and stationery should be used exclusively for normal Council business. It should be noted that the prohibition on the use of the Town's resources for electoral purposes is not restricted to the Caretaker Period.

The Town's employees must not be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting Elected Members in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of Town resources might be construed as being related to a candidate's election campaign, advice is to be sought from the CEO.

## **PART 9 – ACCESS TO COUNCIL INFORMATION AND ASSISTANCE**

### **9.1 Electoral Information and Assistance**

All candidates will have equal rights to access public information, such as the electoral rolls (draft or past rolls), monthly enrolment details, and information relevant to their election campaigns from the Town's administration.

Any assistance and advice provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.

### **9.2 Media Advice**

Any requests for media advice or assistance, from Elected Members during the Caretaker Period will be referred to the CEO. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Elected Members. If satisfied that advice sought by an Elected Member during the Caretaker Period does not relate to the election or publicity involving any specific Elected member(s), the CEO may authorise the provision of a response to such a request.

### **9.3 Publicity Campaigns**

During the Caretaker Period, publicity campaigns, other than for the purpose of conducting (and promoting) the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Town activity, it must be approved by the CEO. In any event, the Town's publicity during the Caretaker Period will be restricted to communicating normal Town activities and initiatives.

### **9.5 Publicity – Elected Members**

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.

### 9.6 Media Attention

Elected Members will not use or access Town employees or resources to gain media attention in support for their or any other candidate's election campaign.

### 9.7 Election Process Enquiries

All election process enquiries from candidates, whether current Elected Members or not, will be directed to the Returning Officer or, where the matter is outside of the responsibilities of the Returning Officer, to the CEO.

<b>Responsible Officer:</b>	Executive Manager Governance
<b>Related Polices:</b>	N/A
<b>Related Local Law:</b>	N/A
<b>Delegation:</b>	Delegated to CEO – <u>Yes</u> Sub-delegation – <u>No</u>
<b>Authority:</b>	
<b>Last Reviewed:</b>	
<b>Next Review date:</b>	Insert proposed review date (policies to be reviewed every 2 years by the Council or earlier if required)

**15.5 Recommendation from the Economic Development Committee - Strategic Marketing Policy Adoption**



## Policy Statement

The Council of Victoria Park aims to create a vibrant lifestyle for its community and will do this, in part, by proactively marketing the Town as a destination to live, learn, work, invest, visit and play - while always remaining true to its unique character.

## Scope

This policy applies to all employees, contractors and entities that contribute to or develop marketing activities on behalf of the Town of Victoria Park.

## Practice Implications

Practices to demonstrate;

1. Developing and implementing strategic marketing plans that sell the Town and highlight the features and benefits of spending time in the Town using engaging methods, with a fresh and knowledgeable tone, through various channels.
2. Conveying key messages clearly and accessibly to target audiences.
3. Working with key partners located in the Town to increase the reach of the messaging.
4. Identifying opportunities to partner with other organisations or groups to market the Town.

## References

*Local Government Act 1995*  
*Town of Victoria Park – Code of Conduct*  
*Competition and Consumer Act 2010*

## Directly Associated Practices

Marketing Practice