

agenda

Elected Members Briefing
Session



To: His Worship the Mayor and Councillors

Please be advised that an Elected Members Briefing Session will be held at **6.30pm** on **Tuesday 1 May 2018** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

A handwritten signature in black ink, appearing to read "A. Vuleta".

MR ANTHONY VULETA
CHIEF EXECUTIVE OFFICER

27 April 2018

ELECTED MEMBERS BRIEFING SESSION

Purpose of Elected Members Briefing Session (EMBS)

The EMBS is a constituted Committee of the Council in accordance with Section 5.8 of the *Local Government Act 1995*. The function of the EMBS is to inform Elected Members of relevant and material facts and circumstances pertaining to matters to be decided at a forthcoming Ordinary Council meeting.

The EMBS:

1. Has no delegated power to make decisions;
2. Does not make recommendations about the adoption of reports of employees or others to the forthcoming Ordinary Council meeting;
3. Will involve Elected Members, staff, and external advisors (where appropriate) and will be open to the public; and
4. Provides an opportunity for Elected Members to be equally informed and seek additional information on reports, items and matters prior to them being presented to the forthcoming Ordinary Council meeting for formal consideration and decision.

Procedures for EMBS

A meeting of the EMBS will be conducted in accordance with the Standing Orders Local Law. The following procedures will also apply:

1. The EMBS will be open to the public except for matters of a confidential nature. The guide for determining those matters of a confidential nature shall be in accordance with the *Local Government Act 1995*.
2. There is no debate amongst Elected Members on any matters raised during the EMBS.
3. Relevant employees of the Town will be available to make a presentation or respond to questions on matters listed on the agenda of the EMBS.
4. A record (brief minutes) shall be kept of all EMBS meetings. As no decisions are made at an EMBS, the record will only be a record of;
 - 4.1 items listed on the agenda by heading and number;
 - 4.2 questions asked and the response provided; and
 - 4.3 any disclosure of interest as declared by individuals.
5. Persons having an interest in or knowledge of matters to be decided by the Council may be invited by the Chief Executive Officer to address an EMBS. Such persons making an address will be limited to 15 minutes. An address must relate to matters listed on the Agenda.

TABLE OF CONTENTS

ITEM	TITLE	PAGE NO
1	OPENING	5
2	ANNOUNCEMENTS FROM THE PRESIDING MEMBER	5
3	ATTENDANCE	6
	3.1 Apologies	6
	3.2 Approved Leave of Absence	6
4	DECLARATIONS OF INTEREST	6
5	PUBLIC QUESTION TIME	8
6	PUBLIC STATEMENT TIME	8
7	CONFIRMATION OF MINUTES	8
8	PRESENTATIONS	8
	8.1 Petitions	8
	8.2 Presentations (Awards to be given to the Town)	8
	8.3 Deputations (Planning / External Organisations)	8
9	METHOD OF DEALING WITH AGENDA BUSINESS	8
10	CHIEF EXECUTIVE OFFICER REPORTS	9
11	CHIEF COMMUNITY PLANNER REPORTS	10
	11.1 No. 4/8 (Lot 1) Cohn Street, Carlisle - Application for Change of Use from Indoor Climbing and Abseiling Centre to Unlisted Use (Animal Establishment)	10
	11.2 No. 13/910 (Lot 13 Strata 11683) Albany Highway, East Victoria Park – Change of Use from Office to Consulting Rooms	24
	11.3 No. 484 (Lot 1) Albany Highway, Victoria Park – Amendment to Development Approval (Modifications to Tenancies and Inclusion of Consulting Rooms)	32
	11.4 Amendment No. 56 to Town Planning Scheme No. 1– Lots 1003-1005 on South-Eastern Side of Roberts Road and Miller Street Adjacent to Miller’s Crossing, East Victoria Park and Carlisle – Option to Purchase Land	42
12	CHIEF OPERATIONS OFFICER REPORTS	49
	12.1 Traffic Treatment/Calming Options for State Street, Victoria Park	49

13	CHIEF FINANCIAL OFFICER REPORTS	59
14	COMMITTEE REPORTS	60
14.1	Recommendation from the Finance and Audit Committee: Schedule of Accounts for 31 March 2018	60
14.2	Recommendation from the Finance and Audit Committee: Financial statements for the month ending 31 March 2018	65
14.3	Recommendation from the Finance and Audit Committee: Review of Investment Policy (FIN1)	110
14.4	Recommendation from the Finance and Audit Committee: VP95255 Managed print services	114
14.5	Recommendation from the Finance and Audit Committee: TVP/17/08 IT consultancy and support services	122
14.6	Recommendation from the Community Development Committee: Volunteering Policy	127
14.7	Recommendation from the Future Planning Committee: Adoption of Town of Victoria Park Activity Centres Strategy	132
14.8	Recommendation from the Future Planning Committee: Proposed Local Planning Policy 'Signs'	140
15	APPLICATIONS FOR LEAVE OF ABSENCE	158
16	MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	158
17	QUESTIONS FROM MEMBERS WITHOUT NOTICE	158
18	NEW BUSINESS OF AN URGENT NATURE	158
19	PUBLIC QUESTION TIME	158
20	PUBLIC STATEMENT TIME	158
21	MEETING CLOSED TO PUBLIC	158
21.1	Matters for Which the Meeting May be Closed	158
21.2	Public Reading of Resolutions That May be Made Public	158
22	CLOSURE	158

1 OPENING**2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER****2.1 Recording of Proceedings**

In accordance with clause 5.14 of the *Town of Victoria Park Standing Orders Local Law 2011*, as the Presiding Member, I hereby give my permission for only the Administration to record proceedings of this meeting.

2.2 Public Question & Public Statement Time

There are guidelines that need to be adhered to in our Council meetings and during question and statement time people speaking are not to personalise any questions, or statements about Elected Members, or staff or use any possible defamatory remarks.

In accordance with clause 5.15 of the *Town of Victoria Park Standing Orders Local Law 2011*, a person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the presiding member.

A person present at or observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

When the presiding member speaks during public question time or public statement time any person then speaking, is to immediately stop and every person present is to preserve strict silence so that the presiding member may be heard without interruption.

2.3 No Adverse Reflection

In accordance with clause 14.1 of the *Town of Victoria Park Standing Orders Local Law 2011*, both Elected Members and the public when speaking are not to reflect adversely on the character or actions of Elected Members or employees

2.4 Town of Victoria Park Standing Orders Local Law 2011

All meetings of the Council, committees and the electors are to be conducted in accordance with the Act, the Regulations and the *Town of Victoria Park Standing Orders Local Law 2011*.

3 ATTENDANCE

Presiding Member:	Cr V (Vicki) Potter (Deputy Mayor)
Banksia Ward:	Cr C (Claire) Anderson Cr J (Julian) Jacobs Cr R (Ronhhda) Potter Cr K (Karen) Vernon
Jarrah Ward:	Cr J (Jennifer) Ammons Noble Cr B (Bronwyn) Ife Cr B (Brian) Oliver
Chief Executive Officer:	Mr A (Anthony) Vuleta
Chief Operations Officer:	Mr B (Ben) Killigrew
Chief Financial Officer:	Mr N (Nathan) Cain
Chief Community Planner:	Ms N (Natalie) Martin Goode
Manager Development Services	Mr R (Robert) Cruickshank
Secretary:	Mrs A (Alison) Podmore
Public:	

3.1 Apologies

Mayor:	Mr T (Trevor) Vaughan
---------------	-----------------------

3.2 Approved Leave of Absence

4 DECLARATIONS OF INTEREST

Declarations of interest are to be made in writing prior to the commencement of the Meeting, (a form to assist Elected Members and Staff is attached at the end of this Agenda).

Declaration of Financial Interests

A declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration. An employee is required to disclose their financial interest and if required to do so by the Council must disclose the extent of the interest. Employees are required to disclose their financial interests where they are required to present verbal or written reports to the Council. Employees are able to continue to provide advice to the Council in the decision making process if they have disclosed their interest.

Name/Position	
Item No/Subject	
Nature of Interest	
Extent of Interest	

Declaration of Proximity Interest

Elected members (in accordance with Regulation 11 of the *Local Government [Rules of Conduct] Regulations 2007*) and employees (in accordance with the Code of Conduct) are to declare an interest in a matter if the matter concerns: a) a proposed change to a planning scheme affecting land that adjoins the person's land; b) a proposed change to the zoning or use of land that adjoins the person's land; or c) a proposed development (as defined in section 5.63(5)) of land that adjoins the persons' land.

Land, the proposed land adjoins a person's land if: a) the proposal land, not being a thoroughfare, has a common boundary with the person's land; b) the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or c) the proposal land is that part of a thoroughfare that has a common boundary with the person's land. A person's land is a reference to any land owned by the person or in which the person has any estate or interest.

Name/Position	
Item No/Subject	
Nature of Interest	
Extent of Interest	

Declaration of Interest affecting impartiality

Elected Members (in accordance with Regulation 11 of the *Local Government [Rules of Conduct] Regulations 2007*) and employees (in accordance with the Code of Conduct) are required to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making process. The Elected Member/employee is also encouraged to disclose the nature of the interest.

Name/Position	
Item No/Subject	
Nature of Interest	
Extent of Interest	

5 PUBLIC QUESTION TIME

6 PUBLIC STATEMENT TIME

7 CONFIRMATION OF MINUTES

RECOMMENDATION:

That the minutes of the Elected Members Briefing Session meeting held on Tuesday, 3 April 2018 be confirmed.

8 PRESENTATIONS

8.1 Petitions

8.2 Presentations (Awards to be given to the Town)

8.3 Deputations (Planning / External Organisations)

9 METHOD OF DEALING WITH AGENDA BUSINESS

10 CHIEF EXECUTIVE OFFICER REPORTS

There are no reports from the Chief Executive Officer.

11 CHIEF COMMUNITY PLANNER REPORTS

11.1 No. 4/8 (Lot 1) Cohn Street, Carlisle - Application for Change of Use from Indoor Climbing and Abseiling Centre to Unlisted Use (Animal Establishment)

File Reference:	PR14361
Appendices:	1. Site photos 2. Development application plans 3. Correspondence from applicant 4. Acoustic Assessment
Attachments:	No
Landowner:	Baben Pty Ltd
Applicant:	Canines Unleashed
Application Date:	6 February 2018
DA/BA or WAPC Ref:	5.2018.70.1
MRS Zoning:	Industrial
TPS Zoning:	Industrial (1)
TPS Precinct:	Precinct P9 'Welshpool'
Use Class:	Unlisted Use (Animal Establishment)
Use Permissibility:	At Council's discretion

Date:	20 March 2018
Reporting Officer:	A. Thamm
Responsible Officer:	R. Cruickshank
Voting Requirement:	Approval - Absolute Majority Refusal - Simple Majority

Executive Summary:

Recommendation – Approval by Absolute Majority subject to conditions

- The Application seeks approval to change the use of the premises to an Unlisted Use 'Animal Establishment' for a dog day care centre.
- Community consultation was undertaken for a period of 21 days, consisting of letters to surrounding owners and occupiers, two (2) signs installed on the site and advertisements in the local newspapers.
- The community consultation period commenced on 14 February 2018 and concluded on 7 March 2018. Nine (9) submissions were received during the consultation period.
- The proposed use of the existing building for an Animal Establishment is not considered to have any adverse impacts to the surrounding areas with issues of noise, odours and waste being able to be managed.
- The application proposes seven (7) on site car parking bays for the exclusive use of the subject premises which is considered acceptable.
- Accordingly, the application is recommended for Approval by Absolute Majority, subject to conditions.

TABLED ITEMS:

Nil

BACKGROUND:

The subject site at No. 8 Cohn Street, Carlisle is approximately 6,235m² and contains an existing single storey industrial workshop consisting of five (5) units previously used as “workshops” and an office/ showroom.

Archival records show plans of the original building being constructed in 1995 which is consistent with historical aerial mapping showing the construction to have taken place between 1990 and 1995. A previous Council determination, dated 7 June 1995 references an “Indoor Climbing and Abseiling Centre” land use (The Overhang – Climbing and Abseiling centre) specifically for Unit 4, being the subject unit. A total of 47 car bays are available on site for all units with seven (7) bays available for the exclusive use of Unit 4.

DETAILS:

An application has been received seeking approval to change the use of the subject unit from ‘Indoor Climbing and Abseiling Centre’ to ‘Unlisted Use (Animal Establishment)’ for the purpose of a dog day care centre.

Site Context

The property is located in the Industrial (1) Zone and is within Precinct P9 - ‘Welshpool’. The subject unit is bounded by industrial land uses to the west, south and east with residential properties located approximately 75 metres to the north. The existing industrial building has frontage to Cohn Street, Tuckett Street and Downing Street. A total of 47 on-site car parking bays are available, which are proportionally split between each unit. Seven (7) bays are reserved for the exclusive use of Unit 4.

The subject unit is located on the ground floor and comprises of 355m² gross floor area. The subject unit is currently vacant, however archival records show a previous approval for an “Indoor Climbing and Abseiling Centre”.

Proposed Development

The applicant has submitted operational details regarding the proposed Animal Establishment, as follows:

- Tenancy will contain a maximum of 25 dogs to be cared for.
- Maximum of two (2) staff at the premises at any one time.
- The proposed operating hours are:
 - i. Monday to Friday: 7am - 6pm;
 - ii. Saturday: closed; and
 - iii. Sunday: closed.
- The subject unit is allocated, through the lease agreement, seven (7) car bays in the existing front car park along with six (6) additional car bays located in front of Unit 5 if needed, which are both accessed from Tuckett Street, all within the subject lot.
- An area of 15m² for the interaction between customers and staff, and the retail sale of goods as an incidental component to the use.
- No deliveries of goods via couriers or commercial vehicles will take place with only the two staff members transporting goods via their own private vehicles.
- No Signage is proposed as part of the application. The applicant has advised signage will be applied for pending the outcome of this development application.

Legal Compliance:**Relevant General Provisions of Town Planning Scheme No. 1**

In assessing and determining this application, Council is to have regard to the following general provisions of the Scheme:

- Clause 16 'Unlisted Uses' of the Scheme Text;
- Clause 37 'Determination of Application for an Unlisted Use' of the Scheme Text;
- Deemed Clause 67 'Matters to be considered by local government' of the *Planning and Development (Local Planning Schemes) Regulations 2015* (referred to as LPS Regulations 2015);
- Deemed Clause 68 'Determination of Applications' of the LPS Regulations 2015; and
- Statement of Intent contained in Precinct Plan P9 'Welshpool'.

Compliance with Development Requirements

- TPS 1 Scheme Text and Precinct Plan P9 'Welshpool';
- Local Planning Policy 23 'Parking'(LPP 23); and
- Local Planning Policy 37 'Community Consultation on Planning Proposals' (LPP 37).

Car Parking Calculations

The 1995 June Ordinary Council Meeting (OCM) Report relating to the previous use of the site includes the following Officer Comments in relation to car parking:

"...The Town of Victoria Park Town Planning Scheme does not have a specific parking requirement for a use of this kind, however, a breakdown of the customer numbers and attendance times for the existing Centre (as provided by the applicant) indicates that parking requirements could be accommodated within the car bays proposed.

In addition, a letter from the owner of the industrial units was submitted with the application permitting "the Overhang" to use the 15 car bays allocated to Unit 1, being Baines Manchester Distribution Centre, after office trading hours. The on-site car parking for the centre is therefore considered to be adequate..."

While the available parking for the previous use was considered sufficient when the application was assessed in 1995, it is not clear as to how many bays were required or approved. As such, the current car parking requirements stipulated within Local Planning Policy 20 – Car Parking is applied in this instance. As an 'Indoor Climbing and Abseiling Centre' land use is not included within LPP - 23, the requirements for a 'Health Studio' is considered as most appropriate.

Existing Use

Activity / Use	Parking Requirement	Bays Required
"Indoor Climbing and Abseiling Centre"	Health Studio - 1 per 30m ² net floor area	12
	Total Required	12
	Total Provided	7
	Shortfall of car parking bays	5

In relation to the car parking requirement for the proposed 'Animal Establishment' use, similarly LPP23 does not prescribe a parking requirement for this use, in which case it is considered that the parking ratio for a Child Care Facility is a reasonable guide and has therefore been applied as follows:

Proposed Use

Table 2 – Proposed Car Parking Requirement			
Activity / Use	Parking Requirement	Bays Required	
Animal Establishment (350m ²)	1 per 5 Dogs (25 dogs proposed)	5	
Shop (15m ²)	1 per 10m ² net leasable floor area	2	
	Total Required	7	
	Existing Shortfall	5	
	Total Provided	7	
	Shortfall of car parking bays	0	

The proposed 'Animal Establishment' provides a sufficient number of car bays, and is acceptable from a car parking perspective.

Submissions:

Community Consultation:

In accordance with Council's Local Planning Policy 37 'Community Consultation on Planning Proposals' (LPP37), the proposal was the subject of community consultation for a period of 21 days, from 14 February 2018 to 7 March 2018, with letters being sent to owners and occupiers of surrounding properties, signage installed on the site and advertisements being placed in the Southern Gazette. The term '*surrounding properties*' is defined in LPP 37 as those properties which fall wholly or partly within a 100m radius of the subject site. Due to the unique nature of the application and potential noise issues a 200m radius was utilised to ensure a greater number of community members were consulted in regards to the proposal. As such a total of one hundred and thirty five (135) letters were sent out as part of the consultation process.

CONSULTATION SUBMISSIONS	
Comments Received	Officer's Comments
<i>Submission 1</i>	
<ul style="list-style-type: none"> Concerns raised in regards to parking, traffic generated, noise. Additional concern regarding general wellbeing of the animals within a confined environment and questions the need of a day care facility for dogs due to most people in the locality having large backyards for dogs. 	<ul style="list-style-type: none"> See Officers comments below Noted, but not a planning consideration. The area provided per dog exceeds the minimum requirement stipulated by the Pet Industry Association of Australia.

<i>Submission 2 (consisting of two submissions from same submitter)</i>	
<ul style="list-style-type: none"> Concerns raised in regards to noise, waste management, odour and parking. Second submission was received additionally stating health effects as the owner has anxiety towards animals. 	<ul style="list-style-type: none"> See Officers comments below. Noted, but not a planning consideration.
<i>Submission 3</i>	
<ul style="list-style-type: none"> Concerns raised in regards to noise and hygiene of the establishment. 	<ul style="list-style-type: none"> See Officers comments below.
<i>Submission 4</i>	
<ul style="list-style-type: none"> Concerned about increase in noise level during the day time given location near Oats Street station and existing noise emanating from existing industrial land uses within the vicinity. 	<ul style="list-style-type: none"> See Officers comments below.
<i>Submission 5</i>	
<ul style="list-style-type: none"> Concerned about increase in noise level created by a maximum of 25 dogs on site and additional noise created by other animals in private residences responding to the noise of the dogs. Notes no measures have been proposed via liaising with the Town's Environmental Health Department to mitigate the impact on residents. 	<ul style="list-style-type: none"> See Officers comments below.
<i>Submission 6</i>	
<ul style="list-style-type: none"> Concerned about increase in noise level created by a maximum of 25 dogs on site and additional noise created by other animals in private residences responding to the noise of the dogs. 	<ul style="list-style-type: none"> See Officers comments below.
<i>Submission 7</i>	
<ul style="list-style-type: none"> Concerned about increase in noise level and drop in property value. 	<ul style="list-style-type: none"> See Officers comments below Property value is not a relevant planning consideration.
<i>Submission 8</i>	
<ul style="list-style-type: none"> Concerned about increase in noise level in close proximity to subject residence. 	<ul style="list-style-type: none"> See Officers comments below.
<i>Submission 9</i>	
<ul style="list-style-type: none"> Concerns raised in regards to noise traffic generated and traffic safety. Doubtful that proposal will comply with conditions and will expand without council approval. 	<ul style="list-style-type: none"> See Officers comments below. If the applicant is in breach of any planning condition (if granted approval) then statutory mechanisms are in place to ensure compliance with stipulated conditions.

Policy Implications:

Nil

Risk Management Considerations:

Risk & Consequence	Consequence Rating	Likelihood Rating	Overall Risk Analysis	Mitigation / Actions
Negative public perception towards the Town may result if the proposed 'Animal Establishment' is approved without consideration to existing amenity.	Moderate	Likely	High	a) Sufficient community consultation about the proposal. b) Conditions that mitigate noise and ensure correct disposal of waste would ensure minimal amenity impacts to nearby residences.
The proponent has a right of review to the State Administrative Tribunal against Council's decision, including any conditions.	Moderate	Likely	High	Ensure that Council is provided with information to make a sound recommendation based upon relevant planning considerations including the Scheme and applicable Local Planning Policies.

Strategic Plan Implications:Environment:

EN1 – Land Use Planning that puts people first in Urban Design, allows for different housing options for people with different housing needs and enhances the Town's character.

Financial Implications:

Should the applicant be aggrieved by the Council's decision they have a right of review to the State Administrative Tribunal. If the applicant were to exercise this right, then there may be financial implications for the Town in terms of representation to defend Council's decision.

Total Asset Management:

Nil

Sustainability Assessment:External Economic Implications:

Nil

Social Issues:

The proposed development provides a unique service for people who live and work in proximity to the proposal.

Cultural Issues:

Nil

Environmental Issues:

Any issues relating to noise emissions will need to comply with the *Environmental Protection (Noise) Regulations 1997* (Noise Regulations). The applicant has provided an acoustic report which concludes that the anticipated noise from the proposed 'Animal Establishment' can comply with the Noise Regulations.

COMMENT:

As the application involves a change of use to an 'Unlisted Use' (Animal Establishment), the Council must determine the application in accordance with Clause 16 and Clause 28 of Town Planning Scheme No. 1 having regard to the orderly and proper planning of the locality and the conservation of the amenities of the locality, and whether the use is consistent with the intended purpose of the 'Industrial 1' zone in which it is located.

Land use

The Statement of Intent for Precinct Plan P9 'Welshpool Precinct' in part states, "*Welshpool Precinct shall continue to function as an industrial area, meeting the need for service industry in the inner areas of the city and close to the city centre... Non-industrial uses shall generally be discouraged from locating in this precinct except where they directly serve the area, or are to be incidental to a primary industrial use.*"

Among the objectives of the 'Industrial (1)' zone in the Precinct Plan P9 states, "*This section of the precinct shall be developed for small scale industrial uses... The preferred uses shall be industry. Research and development, showrooms and warehouses will be allowed where they are to be complementary to the industrial area.*"

In this instance, the proposed use 'Animal Establishment' is not associated with industrial uses. Council Officers have consistently not supported applications for non-industrial uses within Industrial zones in the past. The concern is that non-industrial uses do not promote or assist in the consolidation of the industrial area and results in the intrusion of non-industrial use into an 'Industrial' zone, displacing industrial uses and opportunities for general industrial development.

Notwithstanding the position outlined above, a decision made by the State Administrative Tribunal (SAT) in 2015 now has relevance to the assessment of applications for Unlisted Uses within Industrial Zones.

The case of "*Hadfield and Town of Victoria Park [2016] WASAT 120*" concerned an application (DA No.5.2014.736.1) at Unit 1, 12-16 Milford Street, East Victoria Park for a Change of Use to Unlisted Use (Clubhouse). At the Ordinary Council Meeting on 10 June 2015 Council refused an application for a Change of Use to Unlisted Use (Clubhouse) on the basis that the proposed use 'Clubhouse' was not consistent with the objectives and purposes of the Industrial Zone. It was Council's opinion that land zoned Industrial should be used for industrial purposes only or for purposes associated with an industrial use.

An application for review was submitted to SAT. In determining the matter, SAT had regard to the relevant provisions of the Scheme and in particular the Town's view that non-industrial uses should not be supported. The following relevant comments are contained in the SAT decision to approve the application:

"The respondent does not propose a definition for the term 'industrial' but from its submissions and evidence, it appears as if the respondent prefers that a common dictionary interpretation is used, namely that industrial means 'having to do with industry or productive labour' and that 'industry' means a 'particular branch of trade or manufacture': Macquarie Concise Dictionary (3rd ed, 2004). The respondent suggests that 'industry' means to produce or make something.

The proposal by the applicant clearly does not conform with a narrow interpretation of the words 'industrial' or 'industry'.

The Plan itself, however, creates ambiguity about the meaning of the word 'industrial'.

In the Planning Precinct the word 'industrial' is used repeatedly and, at face value, it appears as if a narrow interpretation should be given to the word. However, when consideration is given to the 'Use Classes' which is also contained in the Precinct Plan, it appears as if several uses which would not ordinarily conform with the word 'industrial' or 'industry' are either permitted or are discretionary. Examples of such uses which appear to be non-industrial and yet within the permissible or discretionary 'Use Classes' for the Planning Precinct are:

- *Consulting Rooms;*
- *Day Care Centre;*
- *Educational Establishment;*
- *Place Of Worship;*
- *Hospital;*
- *Nursing Home;*
- *Massage Room; and*
- *Office.*

It appears, therefore, as if the specific uses that are either 'permitted' or 'may be considered' for the premises are more flexible than what a strict reading of the word 'industrial' suggests. The type of classes that have been included as permissible or discretionary within the 'Use Classes' do not all relate to a strict manufacturing function. On the contrary, many of the uses relate to services that do not produce a product but, rather, provide a service to members of the public.

The strong emphasis placed by the respondent on a strict adherence to the word 'industrial' is not supported by the Planning Scheme and Precinct Plan when read with the 'Use Classes'.

It is the view of the Tribunal that the term 'industrial' should be interpreted in light of the way in which the word is used in the context of the Planning Scheme and the Planning Precinct and not in accordance with its ordinary dictionary meaning."

Consequently, SAT overturned the Council's decision and granted approval for the Change of Use to 'Unlisted Use' (Clubhouse) at Unit 1, 12-16 Milford Street, East Victoria Park.

As a result of this decision, it is considered that the Town is now unable to maintain the position that land within an Industrial zone must be used exclusively for industrial purposes. SAT has determined that the Scheme should not be interpreted in such a manner. Accordingly an approval for a 'Gymnasium' was subsequently granted by Council last year also having regard to this SAT decision.

In comparison to the approved commercial land uses, the Animal Establishment would offer a service to the surrounding residential and industrial area, consistent with the intent of the P9 Precinct Plan to offer services that serve others within the surrounding area.

The nature of the proposal is considered to benefit dog owners throughout the immediate locality and outside the precinct. Dog owners who either work within the immediate locality, or away from their residences in close proximity to the subject site, will have a service available to them which will take greater care of their companions instead of leaving them alone at home. Additionally, the proposal will increase the range of commercial businesses offered within the Town due to the unique nature of the proposal as it will also constitute the first proposal for a dog day care centre within the Town. As the dogs will be supervised at all times, it is considered that the behaviour of the dogs including any potential odour or noise nuisance can be adequately managed by staff subject to conditions being imposed. These matters are addressed below.

In assessing the proposal, a comparison of similar establishments across Australia has provided guidance specifically the ratio of dogs per m² and staff provided. The Pet Industry Association of Australia recommends a minimum of three (3) staff members per 31-40 dogs while the Victorian Code of Practice for the Operation of Boarding Establishments stipulates that dogs being held in an enclosure should be provided with a minimum floor area of 1 dog per 10m². There is however no planning legislation in place to regulate dog day care facilities. The table below highlights each example.

Location	Dogs per m ² (25 total, 324 m ²)	No. staff per Dogs (2 total)
Subject application	1 dog per 12.96m ²	1 staff member per 12.5 dogs
Victorian Code of Practice	Minimum: 1 dog per 10m ²	NA
Pet Industry Association of Australia	NA	1 staff member per 10-13 dogs

The proposed number of staff and area available for the dogs of the subject unit is in this instance considered acceptable.

Noise

With regard to noise, the use would be subject to compliance with the *Environmental Protection (Noise) Regulations 1997*. The applicant has advised that if noise levels exceed the criteria under the *Environmental Protection (Noise) Regulations 1997* noise control measures may be implemented to ensure the noise emitted is satisfactory. Further, the applicant has provided an Acoustic Assessment to assess the proposed land use within the context of the surrounding industrial and residential land uses. Should the application be approved, a condition would be imposed requiring all measures of the acoustic assessment to be implemented to ensure compliance with the *Environmental Protection (Noise) Regulations 1997*.

An Acoustic Assessment was undertaken by the applicant which recommends the following 'treatments' to reduce noise from the subject unit:

- The entire facility will be indoors with no outdoor exercise areas.
- Dogs will not board overnight (before 7 am or after 7 pm).
- A screening process is to be implemented so that only well-behaved dogs with no excessive barking will be permitted to stay at the day-care centre.
- Reverberation is to be controlled to $RT_{mid} \leq 0.8$ seconds. This can be met by leaving the roof insulation exposed (360 m²) with no hard ceilings installed, and lining half the wall height with a minimum 75 mm thick fibreglass or rockwool insulation. For durability, either acoustically transparent fabric or a steel mesh of thickness 0.5 mm and a minimum of 11% open area may be placed in front of the insulation. For odour control Melinix film may also be placed over the insulation.
- Party walls are to be R_w 50 (120 mm concrete), running full height to the underside of the roof.

It is considered that the proposed use would not have an adverse impact on the immediate locality due to the site's orientation towards Tuckett Street, distance from residential properties and the actions proposed to be taken by the applicant to control unruly behaviour of the animals and subsequent noise generated from the proposed land use.

The proposed use will not cause any significant amenity impacts to the abutting surrounding commercial uses and adjacent residential area due to the actions proposed to be taken by the applicant to physically soundproof the subject unit along with establishing strict animal behaviour management practices.

The strict animal behaviour management practices will also be enforced by the applicant prior to any dog attending the day-care. In instances where dogs exhibit chronic barking issues (due to separation anxiety, behavioural issues or over excitement), the applicant has stated that such dogs will not be accepted into the proposed day care program.

Waste Disposal

The applicant will also be required to obtain a waste permit from the Water Corporation before operation can commence including the correct disposal of all waste from the day-care and grooming service. During the consultation process, the Water Corporation was contacted for comment. They stated the following:

"...The proposed changes in use do not appear to impact on the Water Corporation's infrastructure or operations. As the building footprint will not change, approval by our Building Services section will not be required..."

Concerns have been raised in relation to potential noise and odour impacts based on the number of dogs proposed to be cared for on-site.

In response, the applicant has advised that specialised bins will be used to store waste disposed of in sealed bags and placed into the bin. Further, at the end of the day this bin will be emptied into a general waste collection bin. The applicant has advised that a waste company will provide a regular bin service. Sporadic cleaning as required will be carried out throughout the day with disinfectant, with a full mop with disinfectant carried out at the end of each day.

As such, it is considered that a waste management plan be provided to the Town to ensure correct disposal of waste and reduction of odour.

Other Considerations

Comment was sought from the Towns Rangers in regards to any possible enforcement of the Towns Dog Local Law. While any complaint would warrant an inspection by Town Rangers, the issuing of a noise abatement order would be problematic as such orders require a reference to a specific animal. This would be difficult to enforce as identifying the specific animal within the total number of animals on site may be difficult.

CONCLUSION:

An 'Animal Establishment' is an Unlisted Use under the Scheme and as such requires Council to exercise its discretion to determine if the use meets the objectives and purposes of the Zoning.

Having regard to the comments above, including those relevant matters of the land use, car parking, noise and odours, it is concluded that the proposed use is acceptable and should be supported.

Accordingly the application is recommended for approval subject to conditions.

RECOMMENDATION/S:

- 1. In accordance with the provisions of the Town of Victoria Park Town Planning Scheme No. 1 and the Metropolitan Region Scheme the application submitted by Canines Unleashed (DA Ref: 5.2018.70.1) for Change of Use from 'Indoor Climbing and Abseiling Centre' to 'Unlisted Use (Animal Establishment)' at Unit 4/ 8 Cohn Street, Carlisle as indicated on the plans dated received 6 of February 2018, be Approved subject to the following conditions:**
 - 1.1 This approval is for the use of the building as an Animal Establishment for a dog day care centre only. Any alternative use of the premises will require the submission of an application to Council for a change of use.**
 - 1.2 A maximum of 25 dogs are permitted on the site at any one time.**
 - 1.3 No dog(s) is permitted to be kept on the premises overnight.**
 - 1.4 The premises shall at all times be maintained in good order and in a clean and sanitary condition to the satisfaction of the Town**
 - 1.5 A daily register shall be kept up to date with the time dogs enter and exit the premises. The register must be made available to the Town on request.**
 - 1.6 Dogs must be kept under effective control and supervised at all times when on the premises and on the property to the satisfaction of the Town.**

- 1.7 Prior to the submission of an application for a building permit a Waste and Odour Management Plan is required to be submitted to and approved in writing by the Town. The plan shall include specifications of the methods, facilities and management measures to be put in place for the storage, collection and disposal/collection of waste and rubbish generated by the development. The development shall be constructed and operated in accordance with the approved details and thereafter maintained.
- 1.8 Waste must be collected by a private contractor.
- 1.9 The required treatments as stated in the Environmental Noise Assessment prepared by Resonate dated 5 April 2018 are required to be implemented prior to operation of the business, to the satisfaction of the Town.
- 1.10 The development must be carried out in accordance with the approved plans and details dated 6 February 2018 at all times, unless otherwise authorised by the Town.
- 1.11 This approval is valid for a period of twenty four months only. If development is not substantially commenced within this period, a fresh approval must be obtained before commencing or continuing the development.

Advice to Applicant:

- 1.12 The development approval is granted on the merits of the application under the provisions of the Town of Victoria Park Town Planning Scheme No. 1 and does not constitute approval for the purposes of the *Strata Titles Act 1985* or its subsidiary regulations nor affect any requirement under the by-laws of the body corporate in relation to a proposed development pursuant to such legislation.
- 1.13 Should the applicant be aggrieved by this decision a right of appeal may exist under the provisions of the Town Planning Scheme or the Metropolitan Region Scheme and the applicant may apply for a review of the determination of Council by the State Administrative Tribunal within 28 days of the date of this decision.
- 1.14 Should any building work be undertaken, a Certified Building Permit will be required.
- 1.15 Sound levels created are not to exceed the provisions of the *Environmental Protection (Noise) Regulations 1997*.
- 1.16 The general construction requirements of a public building are to comply with the Building Code of Australia.

- 1.17 As it is intended to use the premises as a “public building” as defined in Section 173 of the *Health Act 1911* (as amended), it is necessary to make application for a Certificate of Approval stipulating the maximum accommodation numbers from the Town of Victoria Park Environmental Health Services before commencing use as a public building.
- 1.18 An authorised licensed electrical contractor is to certify that all electrical work of the public building conforms to the relevant provisions of the *Health (Public Buildings) Regulations 1992* (as amended), the *Building Regulations* and the *Electricity (Licensing) Regulations 1991*. A Form 5 must be completed by the electrical contractor.
- 1.19 The proposed development is satisfactory to the Environmental Health Services subject to compliance with the following legislation (as amended):
- Health (Miscellaneous Provisions) Act 1911;
 - Sewerage (Lighting, Ventilation & Construction) Regulations 1971;
 - Town of Victoria Park Health Local Law 2003;
 - Metropolitan Water Supply, Sewerage and Drainage Board By-laws 1981;
 - Health Act (Carbon Monoxide) Regulations;
 - Health (Air Handling and Water Systems) Regulations 1994;
 - Environmental Protection (Noise) Regulations 1997;
 - Treatment of Sewage & Disposal of Effluent & Liquid Waste Regulations; and
 - Perth Metropolitan Region Sewerage Policy 1982.
- 1.20 A development approval and/or sign licence may be required to be obtained from the Town prior to the installation of any signage.
2. Those persons who lodged a submission regarding the application be advised of Council’s decision.

Aerial of the subject site.



 SUBJECT SITE

 SUBJECT UNIT

11.2 No. 13/910 (Lot 13 Strata 11683) Albany Highway, East Victoria Park – Change of Use from Office to Consulting Rooms

File Reference:	PR9919
Appendices:	1. Site plan 2. Floor plan 3. Site photos
Attachments:	No
Landowner:	Spark Nominees Pty Ltd
Applicant:	Qilin Helen
Application Date:	5 January 2018
DA:	5.2018.15.1
MRS Zoning:	Urban
TPS Zoning:	District Centre
TPS Precinct:	Precinct P11 – ‘Albany Highway’
Use Class:	Consulting Rooms
Use Permissibility:	‘P’ (Permitted) use

Date:	20 April 2018
Reporting Officer:	J. Gonzalez
Responsible Officer:	R. Cruickshank
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – Approval subject to conditions.

- The applicant seeks approval for a Change of Use from ‘Office’ to ‘Consulting Rooms’.
- The proposed use of ‘Consulting Rooms’ is a ‘P’ (permitted) use within the District Centre zone.
- Community Consultation was undertaken for a period of 14 days from 23 March 2018 to 9 April 2018. Two (2) submissions were received, one (1) objecting and one (1) being in support.
- Based upon there being a maximum of two (2) consulting rooms in use at one time, a minimum of eight (8) on-site car parking bays are required.
- One (1) on-site car bay was required for the previous use as an Office. Therefore the proposed change of use results in a shortfall of seven (7) parking bays.
- There are 40 car parking bays within the property, comprising 16 bays at the front with access from Albany Highway and 24 bays at the rear with access from a Right-of-Way.
- Council Officers have inspected the site on a number of occasions and are satisfied that there is adequate available on-site parking to accommodate the proposed use.
- The application is recommended for Approval subject to conditions.

TABLED ITEMS:

Nil

BACKGROUND:

Approval was granted by the City of Perth in 1982 for the construction of the building which comprises 16 strata tenancies, with 12 shops at ground level and 4 offices on the upper level. Subsequent approvals have been issued for the change of use of tenancies resulting in the majority of the tenancies on the ground floor being changed from Shop to Restaurant use. All four (4) tenancies on the upper floor remain used for Office purposes.

This application proposes to change the use of one (1) of the four (4) upper floor tenancies (Unit 13) from an Office to Consulting Rooms.

DETAILS:

A development application has been submitted to the Council for a change of use from Office to Consulting Rooms at 13/910 Albany Highway, East Victoria Park.

The submitted application proposes three (3) consulting rooms within an existing Office of 49m².

A total of 40 on-site car bays are provided, comprising 16 bays in the front car park accessed from Albany Highway and 24 bays in the rear car park accessed from the adjoining right-of-way.

The applicant has submitted a letter with the application received on 5 January 2018 that states:

"I am making application for planning approval for a change of use for shop 13 /910 Albany Hwy, Victoria Park from Shop to Consulting room.

The purpose of this Consulting room is to operate a sauna massage and nails. Is a non sexual activity and will concentrate on giving service to assist people with their physical and mental injuries as well as their general well being.

Parking for the complex is already established as the buildings are at least 20 years old. The strata plan and the owner indicate there is about 40 common use parking placements for the address. The parking is divided into two areas with shop front (smaller areas) and a large parking area behind the buildings. Though the shop front parking is well utilized the parking behind appears to be well under used and would I believe offer more than enough parking for my requirements.

The business operation hours from 9am-9pm and one or two staff member.

I hope this information is of assistance with you in granting approval with this venture and I look forward to hearing back from the Council at their earliest convenience."

Additional information was submitted by the applicant and received on 12 March 2018 that states:

"About car parking space

3 Consulting Rooms

- 1. Consulting Room for work place.*
- 2. Consulting Room for work place or waiting if busy.*
- 3. Consulting Room for staff lounge and sauna box.*

*I only work by appointment and one at the time.
 No more than two persons working.
 There is no way I need 12 car bays
 The central restaurant is only open at 5 pm'
 There is lot of empty car park space.
 And I welcome you to come and check!
 I hope to use my two hands to work instead of taking welfare from government.
 We still have all the empty car park at the back of building never used day or night time.
 I hope that explains my position and you help to approve my application."*

In relation to the proposed use, the applicant has provided the Town with a copy of their qualification to undertake massage services. On this basis, Council Officers have classified the use as Consulting Rooms consistent with other similar uses in the past.

Legal Compliance:

Relevant General Provisions of Town Planning Scheme No. 1

In assessing and determining this application, Council is to have regard to the following general provisions of the Scheme:

- Schedule 2, Clause 67 of the *Local Planning Scheme Regulations 2015*;
- Statement of Intent contained in Precinct Plan P11 - 'Albany Highway Precinct'; and

Compliance with Development Requirements

- Town Planning Scheme No. 1 Precinct Plan P11;
- Local Planning Policy 23 – Car Parking Policy; and
- Local Planning Policy 30 – Car Parking Standards Along Albany Highway.

The following is a summary of compliance with key development requirements:

Item	Relevant Provision	Requirement	Proposed	Compliance
Parking	Local Planning Policy 23 – Parking Policy	8 car parking bays (based upon the use of two (2) rooms)	1 car parking bay	Non-compliant – discussed in Comments section below.

Submissions:

Community Consultation:

In accordance with Council's Local Planning Policy 37 'Community Consultation on Planning Proposals,' the proposal was the subject of community consultation for a period of 14 days, with letters being sent to owners and occupiers of affected properties. The consultation process started on 23 March 2018 and concluded on 9 April 2018. During the consultation period, two (2) submissions were received, being one (1) in support and one (1) objection, as described below.

CONSULTATION SUBMISSIONS	
Comments Received	Officer's Comments
Submitter states that they face severe parking shortage for its clients and believes that approving the proposal will negatively impact its business by making parking within a reasonable distance harder for its clients to find and therefore objects to the proposal.	Noted. Submitter is referring to car parking along the Albany Highway, however it is considered that the rear car parking of the subject property is under utilised and it will be able to accommodate the required parking for the use.
Four (4) submissions from the owner of the subject strata property supporting the proposal stating that there is enough car parking within the complex.	Noted.

Policy Implications:

Nil

Risk Management Considerations:

Risk & Consequence	Consequence Rating	Likelihood Rating	Overall Risk Analysis	Mitigation / Actions
The proponent has the right of review against Council's decision, including any conditions included therein, in accordance with the <i>State Administrative Tribunal Act 2004</i> and the <i>Planning and Development Act 2005</i> .	Moderate	Likely	High	Ensure that Council is provided with information to make a sound decision based upon relevant planning considerations including the Scheme and applicable Local Planning Policies.

Strategic Plan Implications:

Environment:

EN1 – Land use planning that puts people first in Urban Design, allows for different housing options for people with different housing needs and enhances the Town's character.

Financial Implications:

Should the applicant be aggrieved by the Council's decision they have a right of review to the State Administrative Tribunal. If the applicant were to exercise this right, then there may be financial implications for the Town in terms of representation to defend Council's decision.

Sustainability Assessment:External Economic Implications:

No impact.

Social Issues:

No impact.

Cultural Issues:

No impact.

Environmental Issues:

No impact.

COMMENT:

The proposed use of the site for Consulting Rooms is permitted under the Scheme, with the application seeking discretion in relation to the matter of car parking.

The applicant has clarified that there will be a maximum of two (2) consulting rooms in use at any one time. As per Council's Local Planning Policy 23 'Parking Policy', the proposed use requires a minimum of eight (8) on-site car parking bays with only one (1) being required for the previous use as an Office. As such, the proposed change of use results in a parking shortfall of seven (7) bays.

As outlined above, a total of 40 on-site car bays are available.

Noting the level differences across the site, the subject unit (Unit 13) although on the upper floor, is located at the same level as the rear car park, therefore allowing for easy and convenient access between the rear car park and subject tenancy.

During the assessment of the subject application and previous applications for the site, several site inspections have been carried out. It has been noted that the car park at the front with access from Albany Highway is under occupied during the mornings but is very busy during late afternoons and evenings. Separately, the rear car park with access from the right-of-way has been observed to be underutilised at most times, with the majority of car bays being unoccupied.

The applicant has stated that there will be a maximum of two (2) consulting rooms in use, that customers will attend only by appointment and there will be a maximum of two (2) persons working within the premises. Additionally it acknowledged that there are different peak periods of use for the various tenancies within the complex.

The availability of on-street parking in the vicinity of the site is also noted, notwithstanding that this parking is available for the use of all surrounding businesses.

Having regard to these matters, Council Officers are satisfied that there is sufficient on-site parking available to cater for both the proposed use and the other existing uses, and therefore a car parking variation is supported.

Deemed Clause 67

In considering an application for development the Council is to have due regard to deemed clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, in particular the need to consider the impact on the orderly and proper planning of the locality, and the adequacy of car parking.

In relation to these matters, Council Officers are satisfied that there is sufficient on-site parking available for use by staff and patrons of the proposed use in addition to other tenancies within the complex, and that the proposal will not have any negative impact upon the amenity of the locality.

CONCLUSION:

For the reasons described above, principally attendance being by appointment only, there being a maximum of two (2) staff, and the observed availability of on-site car bays at most times of the day, it is concluded that the proposal is acceptable. Accordingly the application is recommended for approval subject to conditions.

RECOMMENDATION/S:

1. In accordance with the provisions of the Town of Victoria Park Town Planning Scheme No. 1 and the Metropolitan Region Scheme the application submitted by Qilin Helen (DA Ref: 5.2018.15.1) for Change of Use from Office to Consulting Rooms at No. 13/910 Albany Highway, East Victoria Park, as indicated on the plans dated received 5 January 2018 be Approved subject to the following conditions:
 - 1.1 There being a maximum of two (2) consulting rooms in use and two (2) staff on-site at any one time.
 - 1.2 Client/customer visits are to be by appointment only.
 - 1.3 The provision of treatments and services to customers of the approved Consulting Rooms shall be carried out only by persons holding a relevant professional qualification directly related to the approved operations of the use.

Advice to Applicant

- 1.4 Should the applicant be aggrieved by this decision a right of appeal may exist under the provisions of the Town Planning Scheme or the Metropolitan Region Scheme and the applicant may apply for a review of the determination of Council by the State Administrative Tribunal within 28 days of the date of this decision.
- 1.5 The applicant/owner should refer to the Requirements of Other Council Business Units, enclosed with this development approval, which are relevant to the submission of a building permit and/or the carrying out of the development for which this approval is granted. This development approval does not remove the need to obtain licences, permits or other forms of approval that may be required under other legislation or requirements of Council.

- 1.6 Your attention is drawn to the need to comply with the requirements of Part D3 of the Building Code of Australia - Access for People with Disabilities, including parking, sanitary facilities and tactile indicators in accordance with AS 1428.1, AS 1428.4, AS 1428.5 and AS/NZS 2890.6.**
- 1.7 In addition to the disabled access and facility requirements of the Building Code of Australia, it is the responsibility of the building owner/developer to ensure the development complies with the Disability Discrimination Act 1992. Further information may be obtained from the Disability Services Commission.**
- 1.8 This approval does not include the approval of any signage. Any signage for the development to be the subject of a separate sign licence application, in accordance with Council's Signs Local Law. Please also note that should any signage not comply with the Signs Local Law a separate development approval will need to be obtained prior to a sign licence application being submitted to the Council.**
- 1.9 The development approval is granted on the merits of the application under the provisions of the Town of Victoria Park Town Planning Scheme No. 1 and does not constitute approval for the purposes of the Strata Titles Act 1985 or its subsidiary regulations nor affect any requirement under the by-laws of the body corporate in relation to a proposed development pursuant to such legislation.**
- 1.10 Any amendments or modifications to the approved drawings forming part of this development approval may require the submission of an application for amendment to development approval and reassessment of the proposal.**
- 2. Those persons who lodged a submission regarding the application be advised of Council's decision.**



11.3 No. 484 (Lot 1) Albany Highway, Victoria Park – Amendment to Development Approval (Modifications to Tenancies and Inclusion of Consulting Rooms)

File Reference:	PR4956
Appendices:	1. Site photos 2. Submitted plans 3. Applicant cover letter
Landowner: Applicant:	Easi Property Holdings P/L Planning Solutions (Aust) Pty Ltd
Application Date: DA/BA or WAPC Ref: MRS Zoning: TPS Zoning: TPS Precinct: Use Class: Use Permissibility:	6 December 2017 5.2017.105.2 Urban District Centre Precinct P11 'Albany Highway' Restaurant and Consulting Rooms Restaurant - 'P' (Permitted) Use; Consulting Rooms – "P" (Permitted) Use
Date:	24 April 2018
Reporting Officer:	A. Thamm
Responsible Officer:	R. Cruickshank
Voting Requirement:	Simple Majority
Executive Summary: Recommendation – Approval subject to conditions <ul style="list-style-type: none"> Approval was granted by Council in May 2017 to change the use of two (2) tenancies from Offices to a Gymnasium (Unit 2) and a Restaurant (Unit 3). An application has now been submitted to amend this approval by reducing the floor area of the approved Restaurant for the inclusion of Consulting Rooms The proposed 'Restaurant' use is a 'Permitted Use'; and the proposed 'Consulting Rooms' is a 'Permitted Use'. The proposal results in an increased shortfall in on-site car parking of 17 bays. While an additional 17 bays are required to be provided to comply, no additional car bays are proposed to be constructed on site. After considering the demand during normal hours and evening peak hours, the car parking shortfall is considered acceptable. 	

TABLED ITEMS:

Nil

BACKGROUND:

The existing building on No. 484 Albany Highway, Victoria Park (the subject site), is approved for commercial / non-residential uses.

The lower ground floor of the building, identified on the submitted plans as basement level, contains 50 on-site parking bays. The first floor currently has two (2) tenancies - a gymnasium and two (2) offices (Unit 2 and Unit 3). A previous change of use for one (1) of the first floor tenancies (Unit 1) from an 'Office' to the currently operating 'Gymnasium' was approved by the Council at its September 2014 meeting. Subsequently in May 2017 Council

approved a Change of Use for the existing two (2) 'Office tenancies' to include the expansion of the 'Gymnasium' (into Unit 2) and a 'Restaurant' (within Unit 3). The second floor has two (2) tenancies - an 'Educational Establishment' and an 'Office'.

DETAILS:

This development application relates to the existing 'Office' tenancy on the first floor fronting Albany Highway (Tenancy 3), approved for use as a 'Restaurant' at the May 2017 Ordinary Council Meeting (OCM).

This application proposes to reduce the size of the approved Restaurant and to include Consulting Rooms within part of the tenancy.

The applicant's letter accompanying the application states that the new Restaurant and Consulting Rooms are to form a healthy living hub where users can engage in gym activity, meet with professional consultants and make use of the cafe. The tenant for the Consulting Rooms is stated to be most likely a doctors practice, with a likely operating time between 9am-5pm and a total of three (3) doctors and two (2) support staff operating within the consultancy.

Site Context

The subject development site is located in the Victoria Park Shopping Area within the District Centre Zone of the Albany Highway Precinct.

The site is neighboured by commercial development across the road and to the north, with Read Park adjoining the site to the North. Vehicular access to the site is available from Albany Highway with car bays located within the lower ground level parking area. A total of 50 car bays exist for the five (5) tenancies.

Legal Compliance:Relevant General Provisions of Town Planning Scheme No. 1

In assessing and determining this application, Council is to have regard to the following general provisions of the Scheme:

- Clause 67 'Matters to be considered by local government' of the *Planning and Development (Local Planning Schemes) Regulations 2015* (referred to as LPS Regulations 2015);
- Clause 68 'Determination of Applications' of the LPS Regulations 2015; and
- Statement of Intent contained in Precinct Plan P11 'Albany Highway'

Compliance with Development Requirements

- TPS 1 Scheme Text, Precinct Plan P11 and Local Planning Policies;
- Local Planning Policy 23 'Parking'(LPP 23);
- Local Planning Policy 30 'Car Parking Standards for Developments along Albany Highway' (LPP 30).

Car Parking

Based on the May 2017 approval for a Change of Use of tenancies 2 and 3 to include a 'Gymnasium' and a 'Restaurant', the car parking requirement was calculated as follows:

Table 1: Approved car parking shortfall on site, detailed in the report to the May 2017 Council meeting		
Land Use	Car parking Requirement	Bays Required
Tenancy 1 - Gymnasium (420m ²)	1 per 30m ² NFA*	14
Tenancy 4 - Office (272m ²)	1 per 40m ² NFA*	7
Tenancy 5 - Educational establishment	1 per 4 students & 1 per staff member	12
Tenancy 2 - Gymnasium (160m ²)	1 per 30m ² NFA*	5
Tenancy 3 - Restaurant (113m ²)	1 for every 6.0 square metres of sit down dining area including walkways and counter enquiries	19
	Total Bays required	57
	Total Car Bays Provided (existing)	50
	Approved Shortfall of car parking bays	7

[*NFA = Net Floor Area]

As 'Tenancy 3' is the subject of this Amendment, the existing car parking allocation shown above will change as follows:

Table 2: Car parking allocation on site as a result of this subject development application that is before Council for consideration:			
Land Use	Status	Car parking Requirement	Bays Required
Tenancy 1 - Gymnasium (420m ²)	Existing	1 per 30 m ² NFA	14
Tenancy 4 - Office (272m ²)	Existing	1 per 40 m ² NFA	7
Tenancy 5 - Educational establishment	Existing	1 per 4 students & 1 per staff member	12
Tenancy 2 - Gymnasium (160m ²)	Existing	1 per 30 m ² NFA	5

Part of Tenancy 3 - Restaurant (94.8m ² , inclusive of queuing areas and walkways)	Proposed	1 for every 6.0 square metres of sit down dining area including walkways and counter queuing areas	16 (15.8)
Part of Tenancy 3 Consulting Rooms	Proposed	4 per Consulting room (5 rooms proposed)	20
		Total Bays required	74
		Total Car Bays Provided (existing)	50
		Previous approved Car Bay shortfall	7
		Additional shortfall of car parking bays	17

[*NFA = Net Floor Area]

Based upon calculations provided in Table 2 above, a total shortfall of 24 on-site car parking bays has been identified as only 50 bays are existing on site. Noting Council's previous approval for a seven (7) bay parking shortfall, this application therefore results in an additional shortfall of 17 bays.

In relation to the car parking requirement for the 'Consulting Room' use, Clause 6.2 of Local Planning Policy 23 'Parking Policy' (LPP 23) prescribes the following car parking rates:

- 4 Bays per Consulting Room

The applicant's submission has referred to the car parking calculations for 'Consulting Rooms' as 1 bay for every 40m² of net floor area. While, the applicant may judge this standard as appropriate, it is considered that the applicable ratio is the ratio requiring four (4) bays per consulting room.

While the Towns LPP23 makes reference to consulting rooms twice within the same policy with different car parking standards, it has been consistently accepted that the ratio '1 bay for every 40m² of net floor area' is only applicable to large and complex healthcare developments i.e. Hospitals.

Additionally, in relation to the car parking requirement for the 'Restaurant' use, Clause 2 of Local Planning Policy 30 'Car Parking Standards for Developments Along Albany Highway' prescribes the following car parking rates:

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

Whichever is the lesser.

Car parking ratio (i) above is observed to result in a lower parking requirement, hence has been applied to the proposed use of Tenancy 3 as a 'Restaurant'.

Community Consultation:

In accordance with Council's Local Planning Policy 37 'Community Consultation on Planning Proposals' (LPP 37), the proposed shortfall of on-site car parking bays was advertised to surrounding properties for a period of 14 days. The term '*surrounding properties*' is defined in LPP 37 as those properties which fall wholly or partly within a 100m radius of the subject site. Advertising included letters to the owners and occupiers of the surrounding properties.

No submissions were received during the community consultation period.

Policy Implications:

Nil.

Risk management considerations:

Risk & Consequence	Consequence Rating	Likelihood Rating	Overall Risk Analysis	Mitigation / Actions
The proponent has a right of review to the State Administrative Tribunal against Council's decision, including any conditions.	Moderate	Likely	High	Ensure that Council is provided with information to make a sound decision based upon relevant planning considerations including the Scheme and applicable Local Planning Policies.

Strategic Plan Implications:

Environment:

EN1 – Land Use Planning that puts people first in Urban Design, allows for different housing options for people with different housing needs and enhances the Town's character.

Financial Implications:

Should the applicant be aggrieved by the Council's decision they have a right of review to the State Administrative Tribunal. If the applicant were to exercise this right, then there may be financial implications for the Town in terms of representation to defend Council's decision.

Sustainability Assessment:

External Economic Implications:

As the proposed development aims to expand an existing recreational use, as well as introduce a retail food outlet, it is observed to promote businesses and employment in the Precinct.

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:Land Use

The intent of the Victoria Park Shopping Area within the District Centre Zone of the Albany Highway Precinct is to encourage retail uses at pedestrian level, with other non-retail uses behind and above the main street front. In this instance the 'Restaurant' use is still proposed to front the Albany Highway strip while the majority of the 'Consulting Rooms' are located further within the tenancy with only a single 'Consulting Room' to be visible from the street as per the amended plans received on the 17 February 2018. As a 'Restaurant' with a greater floor area was approved by Council at the May 2017 OCM, the proposal for a similar business but with a reduced dining floor area is considered acceptable. The proposed 'Consulting Rooms', being a "P" permitted use, is observed to be acceptable however the 17 bay car parking shortfall must be taken into consideration.

Additional information was supplied by the applicant on 17 May 2018, which provides further details regarding the operation of the proposed 'Consulting Rooms'. These details include:

- Three (3) Full-Time practitioners and two (2) support staff to be on site at any one time;
- Proposed hours of operation between 8am-5pm weekdays, but subject to review. Note the applicant has since requested approval without time restrictions, so as to provide flexibility; and
- Patient numbers will be managed by scheduling appointments.

Noting the above, the new Consulting Rooms would have a maximum occupancy of 11 persons on site, specifically:

- Three (3) practitioners;
- Two (2) support staff;
- Up to three (3) patients being treated; and
- Up to three (3) patients waiting.

Car Parking

The original plans submitted as part of this amended application on 6 December 2017 showed a dining floor area of 112m². After discussions with the applicant, an amended plan was submitted to the Town on the 17 February 2018 reducing the sit down dining area to 94.8m², and correspondingly reducing the car parking shortfall from 19 (18.6) to 16 (15.81) car bays. Additionally, the applicant has stated that only the existing 'Gymnasium' and proposed 'Restaurant' would create any car parking demand outside of normal business hours.

Additionally, acknowledging likely daytime walk-in-patronage to the Restaurant from staff and visitors to nearby businesses/premises, a 50% reduction in the car parking requirement for a 'Restaurant' use is acceptable during normal business hours only, provided the full parking requirement is to be catered for during the evening peak periods. Accordingly:

- i. During normal business hours, the car parking requirement for the proposed 'Restaurant' reduces from 16 bays to 8 bays.
- ii. During the evening hours, which will be outside the operating hours of the existing 'Office' (Tenancy 4) and 'Educational Establishment' (Tenancy 5), the bays for these uses will be available on a reciprocal use basis with the 'Restaurant' and 'Consulting Rooms'. However, consideration must be given to the fact that no conditions related to the operating hours of the 'Educational Establishment' was placed onto previous development approvals.

As a result of the above discussion, the car parking situation could be summarised as follows:

Table 3: Shortfall of car parking bays during normal hours and evening peak hours:				
Land Use	Status	Car bays Required (LPP requirements)	Car bays Required (considering parking variations)	
			Normal hours	Evening peak hours
Tenancy 1 - Gymnasium (430m ²)	Existing	14	14	14
Tenancy 4 - Office (272m ²)	Existing	7	7	0
Tenancy 5 - Educational Establishment	Existing	12	12	0
Tenancy 2 - Gymnasium (160m ²)	Existing	5	5	5
Part of Tenancy 3 - Restaurant (94.86m ²)	Proposed	16	8	16
Part of Tenancy 3 - Consulting Rooms (5 rooms)	Proposed	20	20	20
Total Bays required		74	66	55
Total Car Bays provided (existing)		50	50	50
Previous approved Car Bay shortfall		7	7	7
Additional shortfall of Car Bays		17	9	Nil

The assessment of the proposed amendment reveals that the proposal for a change of use for five (5) 'Consulting Rooms' and a 'Restaurant' does not meet the relevant planning requirements specifically for on-site car parking bays during normal business hours.

However, the applicants comments are noted that it is expected that there would actually be a maximum of 11 bays required for the consulting rooms, and additionally the likely use of the gym, restaurant and/or consulting rooms in the same visit by patrons. These comments are accepted.

Additional information regarding access to the basement car parking was supplied by the applicant on the 17 May 2018. The applicant has stated that the basement car parking will only be exclusively used by staff members operating at the site. While the Town's Scheme and LPP 23 does not make distinctions between the exclusivity of car bays from the general public, consideration must be given to the fact that clients and patrons will not be able to access the basement car parking area.

In respect to the above issue of exclusive access, the applicant has made note of the reciprocal access as part of their justification for the proposed additional car parking shortfall. However, the final operational outcome would not allow clients or patrons to enter the on-site car parking area due to a security gate. As such, a condition is proposed to ensure reciprocal access is maintained so that all visitors are able to access the basement car parking at all times.

Offsite car parking and public transport options

Consideration can also be given to off-site car parking available in proximity to the subject site. The applicant observed peak occupation rates of on-street car parking available in close proximity to the subject site. The results are as follows:

Table 4: Applicants observations of off-site publicly available car parking bays:				
Street location	Bay	Total Bays	Peak Occupation	Percentage Utilisation
Albany Highway		28	15	54%
Temple Street		19	9	47%
Salford Street		21	19	90%

Taking into consideration that 68 public car parking bays are available in the vicinity of the subject lot which can be utilised to assist with the current and proposed parking shortfall, and that at peak occupation 43 off site car bays are occupied, this leaves 25 car bays to be utilised by visitors during and after normal business hours.

Additional public transport options are also available that could service the existing and proposed land uses at the subject lot. 43 bus services pass through Albany Highway during a two (2) hour peak period resulting in a bus service passing by the subject lot every three and a half (3.5) minutes on average. Generally speaking bus services run approximately every five (5) minutes. A bus stop is located adjacent to the subject site.

Due to the nature of the existing and proposed land uses, it is considered that the demand for car parking varies during different hours of the day with the existing 50 car parking bays being adequate to serve the land uses.

CONCLUSION:

Having regard to the above, and in accordance with relevant clauses listed under the section '*Relevant General Provisions of Town Planning Scheme No. 1*' of this report, the proposed amendment to the application approved at the May 2017 OCM to now include a Change of Use from 'Offices' to 'Restaurant' and 'Consulting Rooms' is considered to be consistent with the intent of the relevant Precinct Plan and with the orderly and proper planning of the area.

While a variation to the parking standards of LPP 23 is proposed, Council Officers are satisfied that the available parking is sufficient due to the nature of the land uses, varied peak operating periods and the likely shared patronage between some of the uses.

Conditions of approval are recommended to ensure that the amenity of the surrounding businesses and other land uses is maintained, without having a significant adverse impact.

RECOMMENDATION/S:

In accordance with the provisions of the Town of Victoria Park Town Planning Scheme No. 1 and the Metropolitan Region Scheme, the application submitted by Planning Solutions (DA Ref: 5.2017.105.2) for an Amendment to Development Approval (Modifications of Tenancies and Inclusion of Consulting Rooms) at 484 (Lot 123) Albany Highway, Victoria Park as indicated on the plans dated received 14 February 2017 and 24 April 2017 be Approved subject to the following conditions:

1. The remainder of the development complying with Development Application DA 5.2017.105.1 approved on 19 May 2017.
2. The maximum floor area of the sit down dining area in the proposed Restaurant is to be limited as shown on the amended floor plan.
3. The Consulting Rooms having a maximum of three (3) practitioners and two (2) support staff in attendance at any one time.
4. The basement car parking is to be available for use by the general public at all times that the proposed uses are in operation, to the satisfaction of the Town.

Advice to Applicant

1. Sound levels created are not to exceed the provisions of the Environmental Protection (noise) Regulations 1997.
2. The staff and clients of the proposed 'Consulting Rooms' are encouraged to utilise alternative means of transport e.g. public transport and carpool.

Site Photos



11.4 Amendment No. 56 to Town Planning Scheme No. 1– Lots 1003-1005 on South-Eastern Side of Roberts Road and Miller Street Adjacent to Miller’s Crossing, East Victoria Park and Carlisle – Option to Purchase Land

File Reference:	PLA/003/48
Appendices:	1. Location Plan 2. Site photos 3. Five (5) Development Options Analysis 4. 14 November 2017 OCM Council Report
Landowner:	Western Australian Planning Commission (WAPC)
MRS Zoning:	Urban
TPS Zoning:	Unzoned and Residential R30
TPS Precinct:	Precinct P8 ‘Carlisle’
Date:	20 April 2018
Reporting Officer:	Chief Community Planner
Responsible Officer:	Chief Community Planner
Voting Requirement:	Simple Majority
Executive Summary: Recommendation – That Council: That Council resolve to: <ol style="list-style-type: none"> Undertake a minimum of 21 days of public advertising regarding all five (5) Development Options as detailed in Appendix three (3) of this report. A report be presented to Council detailing the outcome of public consultation as undertaken in point one (1) above that also recommends a preferred development option. The Council resolution regarding point two (2) above be communicated to the Western Australian Planning Commission. The above recommendation be forwarded to the Western Australian Planning Commission seeking a further extension of time in order for public consultation to occur and a report to be referred back to Council outlining the preferred development option. <ul style="list-style-type: none"> In November 2017 Council resolved to the advise the Western Australian Planning Commission (WAPC) that it reiterates Council’s April 2012 resolution to rezone Lots 1003 – 1005 to “Parks and Recreation”. In February 2018 the Town entered into discussion with the WAPC about the potential purchase of the Lots. The WAPC has provided an extension of time in which to consider the purchase of the lots until after Council considers the matter at the 8 May 2018 Ordinary Council Meeting. 	

BACKGROUND:

The subject land is owned by the WAPC and was formerly part of the ‘Other Regional Roads’ reservation of Miller Street and Roberts Road. The land was surplus to the ‘Other Regional Roads’ reservation following construction of the Miller’s crossing railway overpass.

The subject land is currently used by the Town's residents as part of the public open space network and has been landscaped and maintained by the Town since completion of the Miller's crossing railway overpass in 2004.

Amendment 56 (as initiated by the Town in November 2011) proposed that the whole of Lots 1002, 1003, 1004 and 1005 (the land) be reserved for 'Parks and Recreation' under Town Planning Scheme No. 1, to ensure their continued use as a recreational corridor and passive open space for residents of the surrounding medium density residential area.

Between February and April 2012 the Amendment was advertised for 42 days with 5 submissions being received (3 supporting and 2 arguing in favour of a residential zoning of Lot 1004 by and on behalf of the owner of 8 Raleigh Street).

In April 2012 after considering submissions Council resolved to support the Amendment and the Amendment documents were subsequently forwarded to the WAPC for endorsement.

In February 2013 the WAPC requested further justification for Amendment 56 having regard to a number of matters that were considered by the Department to make the subject land preferable for Residential zoning.

In July 2013 Town planning staff provided the WAPC with detailed justification for the proposed "Parks and Recreation" reserve (please refer to *Appendix 4 - 14 November 2017 OCM Council Report* for details).

In May 2016 the Town received a letter from the WAPC advising that (summarised):

1. As the landowner the WAPC plans to sell the land for infill development;
2. The lots are not considered to have any public open space benefit;
3. The WAPC will not donate the land to the Town for public open space and have an obligation to sell the land at market value;
4. The WAPC will agree that Lot 1002 be reserved and that this lot be created a Crown Reserve to be placed under the management of the Town of Victoria Park to continue its use as part of John Bissett Park.

In June 2016 the Town provided the WAPC with data that indicates a lack of public open space in the Lathlain and Carlisle areas (6.65% and 5.58% respectively) and therefore the importance of the lots being retained as public open space.

In May 2017 the Town was advised that the Minister required modifications to the Amendment such that Lots 1003, 1004 and 1005 be rezoned Residential R30 and not reserved for "Parks and Recreation". This modification was then publicly readvertised and a total of 97 submissions were received, with 96 of these objecting to the modified Amendment.

In November 2017 Council resolved to not support the Minister's request, and to reiterate Council's April 2012 resolution to rezone Lots 1003 – 1005 to "Parks and Recreation" and advised the WAPC accordingly.

In February 2018 the Towns' staff met with the WAPC with a view to obtaining a update on the status of Amendment from the WAPC and to explore the option of the Town acquiring the lots from the WAPC. The WAPC advised that if the Town wanted to purchase the lots

they would need to do so at a value that represents the highest and best use of the land at Residential R30. The WAPC also provided preliminary estimated values for Lots 1003 – 1005 that ranged from approximately \$2.7 to \$2.9 million for the Town to consider.

In March 2018 the WAPC sought clarification as to the Town's position regarding the potential for the land to be acquired by the Town. The Town advised that the matter had been further discussed internally and it is now the Town's intent to seek a formal Council resolution which is anticipated to be at the 8 May 2018 Ordinary Council Meeting. The WAPC granted an extension of time in order to allow Council to consider the matter to 11 May 2018.

DETAILS:

Site Details:

The lots the subject of this report total 4,581m² in area as follows:

1. Lot 1003 (No. 7) Raleigh Street, Carlisle – 2,081m²;
2. Lot 1004 (No. 6) Raleigh Street, Carlisle – 1,343m²; and
3. Lot 1005 (No. 45) Bishopsgate Street, Carlisle – 1,157m².

Lots 1003, 1004 and 1005 are currently maintained as areas of passive open space known as the Miller's Crossing parkland.

Development Options:

Five Development Options have been identified which are summarised as follows:

Option	Summary description
Option 1: Do nothing	Council does not acquire the three (3) lots from the WAPC.
Option 2: Acquire all lots for Public Open Space	All three (3) lots are acquired from the WAPC with independent valuations and retained as Public Open Space.
Option 3: Acquire only some lots for Public Open Space	One (1) to two (2) of the lots are acquired from the WAPC rather than all three (3) and retained as public open space.
Option 4: Acquire all lots and develop into 13 housing lots for sale	All three (3) lots are acquired from the WAPC with independent valuations and developed for 13 housing lots.
Option 5: Acquire all lots and develop into 8 housing lots and maintain a reduce linkage to green space area	The Town would acquire all lots and maintain a linkage to green space albeit a reduced area. This would help lower the cost burden whilst allowing the maintenance of a greater linkage to green space than that which would otherwise result from not acquiring the lots.

Please refer to Appendix 3 that contains a detailed analysis of each of the five (5) development options and includes an examination of:

1. Time and cost estimates;
2. Risks;
3. Community benefits;
4. Finance impacts;
5. Strategic impacts;
6. Design outcomes; and
7. Forecast revenue.

Legal Compliance:

Depending on the Option chosen by Council, consideration should be given to the following sections of the *Local Government Act 1995*:

- Section 6.8 – Expenditure from municipal fund not included in the annual budget;
- Section 6.11 – Reserve accounts; and
- Section 6.20 – Power to borrow.

Submissions:Community Consultation:

Prior to this report being considered by Council the following updates have been provided to the community:

1. Update of the *Your Thoughts* page already active for Amendment 56 to advise respondents to the last consultation what next steps are to be taken i.e. a response from the WAPC has been received and development options are now being considered by the Council at the 8 May 2018 Ordinary Council Meeting;
2. This item was moved to the front page of the site and included an item in the next *Your Thoughts* e-newsletter to educate registered users of what is happening;
3. A direct email update was sent to each person who commented last time and invited them to provide feedback again if they wish. This is not formal consultation, but awareness and being consistent with providing updates.

Should Council resolve to advertise the five (5) development options as recommended a communications plan would be developed that is likely to include:

1. A minimum 21 day comment period
2. Advertising on the *Your Thoughts* web page
3. Advertising on Social Media
4. Newspaper advertising
5. Letterbox drops
6. Paper based submissions
7. Pop up event on site

Risk Management Considerations:

Risk & Consequence	Consequence Rating	Likelihood Rating	Overall Risk Analysis	Mitigation Actions
Loss of open space that is used by the community	Moderate	Likely	High	Ensure that Council and the community are fully informed of the implications associated with each development option.

Strategic Plan Implications:

Environment

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

EN7 - Increased vegetation and tree canopy.

Financial Implications:Internal Budget:

The Option chosen by Council will determine the budget requirements, as shown below:

- Option 1 – No cost to Council, estimated future annual rate revenue in the order of \$21,000;
- Option 2 – Land acquisition cost between \$2.7 million to \$2.9 million, continuation of annual maintenance expense (already budgeted);
- Option 3 – Land acquisition cost between \$0.8 million to \$1.6 million, continuation of some annual maintenance expense (already budgeted) and future annual rate revenue (dependent on configuration of lots acquired);
- Option 4 – Land acquisition cost between \$2.7 million to \$2.9 million, estimated initial profit of \$0.5 million, estimated future annual rate revenue in the order of \$21,000; and
- Option 5 – Land acquisition cost between \$2.7 million to \$2.9 million, estimated initial profit of \$0.3 million, estimated future annual rate revenue (dependent on final design configuration).

Council currently has no budget allocation to undertake any of the land acquisition options.

Depending on the Option chosen, Council would need to consider one, or more, of the following actions;

- Reduce current budget allocations on other projects (as per Section 6.8 of the Local Government Act 1995 (Expenditure from municipal fund not included in annual budget));
- Change the purpose of Reserve fund holdings (as per Section 6.11 of the Local Government Act 1995 (Reserve accounts)); and
- Undertake loan borrowings (as per Section 6.20 of the Local Government Act 1995 (Power to borrow)).

Loan borrowings and Reserve fund changes would require an advertising period if not included in the Annual Budget.

Other options exist, such as seeking developer / private business partnerships, however these are not readily within the control of Council at this time.

Total Asset Management

The Option chosen by Council will determine the total asset management requirements, as shown below:

- Option 1 – No additional asset management cost to Council (once fully developed, asset management costs will be reduced);
- Option 2 – Continuation of current annual asset management costs (already budgeted);
- Option 3 – No additional asset management cost to Council (once developed, asset management costs will be reduced);
- Option 4 – No additional asset management cost to Council (once fully developed, asset management costs will be reduced); and
- Option 5 – No additional asset management cost to Council (once developed, asset management costs will be reduced).

Sustainability Assessment:External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Issues associated with the lots not remaining as green space will have a negative environmental impact.

COMMENT:

While staff are able to make a recommendation as to which of the five development options is preferred, this would prejudice the outcome of the proposed public consultation. On that basis it is recommended that the five development options outlined in Appendix 3 be publically advertised for a minimum of 21 days, for a report to be presented back to Council on the consultation results, a recommendation is made regarding a preferred development option and this resolution be communicated to the WAPC.

RECOMMENDATION/S:

That Council resolve to:

1. Undertake a minimum of 21 days of public advertising regarding all five (5) Development Options as detailed in Appendix three (3).
2. A report be presented to Council detailing the outcome of public consultation as undertaken in point one (1) above that also recommends a preferred development option.
3. The Council resolution regarding point two (2) above be communicated to the Western Australian Planning Commission.
4. The above recommendation be forwarded to the Western Australian Planning Commission seeking a further extension of time in order for public consultation to occur and a report to be referred back to Council outlining the preferred development option.

Site Plan



12 CHIEF OPERATIONS OFFICER REPORTS

12.1 Traffic Treatment/Calming Options for State Street, Victoria Park

File Reference:	ROA/8/0115
Appendices:	Yes
Attachments:	No

Date:	26 April 2018
Reporting Officer:	M. Ragireddy
Responsible Officer:	B. Killigrew
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – that Council

1. Lists for consideration in the 2018/19 draft budget the scoping and design for a median island in State Street between Gloucester Street and Berwick Street and project delivery in the 2019/20 financial year, if feasible. The project scoping and briefing is estimated to cost approximately \$6,000.
2. Requests the CEO to endorse on-street parking restrictions as indicated in figure 2 for the introduction of a median island that facilitates a staged pedestrian crossing.
 - On receiving the petition in November 2017 to introduce traffic calming treatments in State Street between Albany Highway and Berwick Street, Operations officers reviewed the available traffic data and noted that State Street did not qualify for any specific traffic calming treatments after an assessment through the council endorsed traffic warrant system.
 - Operations staff considered options including a median island treatment and parking restrictions in State Street between Gloucester Street and Berwick Street following the presentation of a petition outlining traffic concerns in November 2017 and a subsequent consultation process undertaken in February and March 2018. The intention of the options considered was to improve sightlines and narrow the carriageway width where feasible to assist pedestrians, mainly young children, in crossing the road.
 - This option is still the most appropriate and effective course of action which avoids the potential adverse flow on effects of traffic onto surrounding streets (in particular, the adjacent parallel streets).
 - As part of the community consultation, a total of 465 letters were forwarded to owner/occupiers of properties bounded by Rathay Street, Tuam Street, Albany Highway and Berwick Street. Only 68 valid responses were received. This equates to a 14.6% sample size.
 - Detailed design and scoping will determine the extent of parking restrictions in State Street between Gloucester Street and Berwick Street

TABLED ITEMS:

- Community Consultation Letter and Questionnaire on “Yourthoughts” webpage.
- Frequently Asked Questions.

BACKGROUND:

The Town received a petition for State Street on 3 November 2017. The content of the petition is summarised as follows:

- State Street is used as a rat-run route during peak hours;
- Hoon behaviour that puts life of local children at risk who use the playground; and
- Install traffic calming devices on State Street between Albany Highway and Berwick Street, Victoria Park.

State Street between Albany Highway and Berwick Street is classified as an “Access Road” under the Perth Metropolitan Area Functional Road Hierarchy. The current speed limit for State Street is 50km/h. The design traffic volume for local roads such as State Street is in the order of up to 3,000 vehicles per day (vpd) as per the Liveable Neighbourhoods guidelines by the Western Australian Planning Commission. In November 2001, Council adopted the Victoria Park S5 Precinct Structure Plan to introduce road treatments to address streetscape, pedestrian, cyclist, traffic speeds and on-street parking. During the site visit in early November 2017, it was noted that many initiatives from the S5 Precinct Structure Plan have already been constructed to improve amenity for residents in State Street.

Mid-block investigation

The mid-block sections (between Albany Highway and Berwick Street) were assessed based on the Council endorsed traffic warrant system and weighted against all other mid-block sections denoted as sites with low priority where non-physical treatments are to be considered to address the alleged hoon behaviour. From the assessment done, the placement of traffic calming devices along State Street is not only unjustified at this point in time but the introduction of traffic calming treatments in isolation will encourage traffic to use other streets within the local area.

Further to the mid-block assessment, two intersections along State Street were also assessed as future improvements to junctions can also influence a reduction in speed depending on the type of solution. The intersection of State Street with Washington Street revealed zero reported crashes and the intersection of State Street and Gloucester Street recorded three right angled crashes between 1 January 2012 and 31 December 2016 which is still very low compared to other locations in the Town.

To improve safety for children utilising the playground in State Street Reserve (at 54 State Street – south of Gloucester Street), the Town’s staff in December 2017 recommended that Council:

1. *Receives the petition submitted regarding the installation of traffic calming treatments on State Street;*
2. *Investigates the introduction of parking restrictions on road and verge (both sides) to improve safety for pedestrians using the children’s park as a short term solution;*
3. *Investigates the feasibility of introducing a pedestrian median island in the vicinity of the playground and consider a minor works budget for this item in the 2018/2019 financial year;*
4. *Installation of the Town’s Variable Message Sign on State Street for a two week period advising motorists of a 50kph environment; and*

5. *Engage the residents of State Street informing them of this issue and advising what works may or may not be carried out, as a result of this petition.*

Given the community perception of higher traffic speed and to improve road safety, the Council at its Ordinary Council Meeting held on the 17 December 2017 endorsed the following resolutions:

1. *Council receives the petition submitted regarding the installation of traffic calming treatments on State Street; and*
2. *The Chief Executive Officer be instructed to consult with the residents of State Street (between Gloucester Street and Berwick Street) and the lead petitioner on various traffic calming measures to alleviate concerns related to vehicle speeds and presents a report on the findings to the Ordinary Council Meeting to be held on 10 March 2018.*

Pursuant to Council's resolution, the Town's Operations Staff have prepared the necessary documentation for community consultation.

Staff are of the opinion that the introduction of traffic calming measures in isolation on a local street network would have the potential of directing traffic to the adjacent parallel streets in the area. Tuam Street and Rathay Street are typical parallel roads that could be affected directly.

Given the potential impacts and potential traffic flow changes to other nearby streets, Operations Staff have extended the consultation area to include residents of Tuam Street and Rathay Street, in addition to State Street residents.

DETAILS:

Community consultation was carried out at both the "inform" and "consult" levels with the goal of providing residents in the local community with background information in their wider understanding of the problem, opportunities and potential solutions as well as to obtain public feedback on the potential solutions.

Techniques used as part of the consultation process included:

- A reply paid survey questionnaire from the A/Executive Manager – Street Life of the Town of Victoria Park in February 2018. A total of 465 letters were sent to the owners and occupiers of properties bounded by Berwick Street, Tuam Street, Rathay Street and Albany Highway. Consultation was opened between 26 February 2018 and 15 March 2018; and
- Information and online survey questionnaire on the Town of Victoria Park's Yourthoughts website vicpk.co/statestreet in respect to preferences of traffic calming measures in State Street.

The options suggested were:

- Road humps (either flat top road plateaus or Watts profile speed humps);
- Blister islands in the centre of the road; and
- Slow points (either single lane or two lane slow points) that forces vehicles to travel in a zig-zag manner.

Information about the above treatment options including Frequently Asked Questions together with the advantages and disadvantages of each traffic treatment option was also provided on the Yourthoughts webpage.

Survey Responses

In total, 73 respondents (including three late and two duplicate submissions) completed the questionnaire.

Only 68 responses were considered in the data analysis. Of these, seventy one percent (48 respondents) supported the introduction of traffic calming treatments in State Street, while twenty six percent opposed the treatments with a further three percent having no preference.

A significant number of those opposing traffic calming on State Street reside on the adjacent parallel streets.

Table 1 Survey Responses to Traffic Calming Treatments

	In support	Oppose	No preference
Total responses to traffic calming treatments	48	18	2
Percentage support	71%	26%	3%

As depicted in table 2, road hump (flat top road plateaus and/or Watts profile speed humps) was the preferred option by 58% (28 responses) of the supporters followed by Slow Points (Single Lane Slow Point or Two Lane Slow Point) as indicated by 29% of the responses.

Effectively, only 28 (41%) of the 68 respondents to the questionnaire supported the installation of a road hump.

In addition to the above feedback, the Town received three late submissions.

- Of which two respondents opposed to all traffic calming treatments stating:
 - Never witnessed kids or speeding cars in State Street; and
 - Ineffectiveness of traffic calming on a small section of road.
- Supporting Blister island treatment over road hump due to noise generation at night.

The above late feedback did not alter the result that the majority of pro-treatment respondents preferred road humps.

Table 2 Most Preferred Treatment

	Road Hump	Blister Island	No preference
Total support for a preferred treatment	28 (of 48 supporters)	6 (of 48 supporters)	14 (of 48 supporters)
Support percentage for a specific type of calming treatment	58%	13%	29%

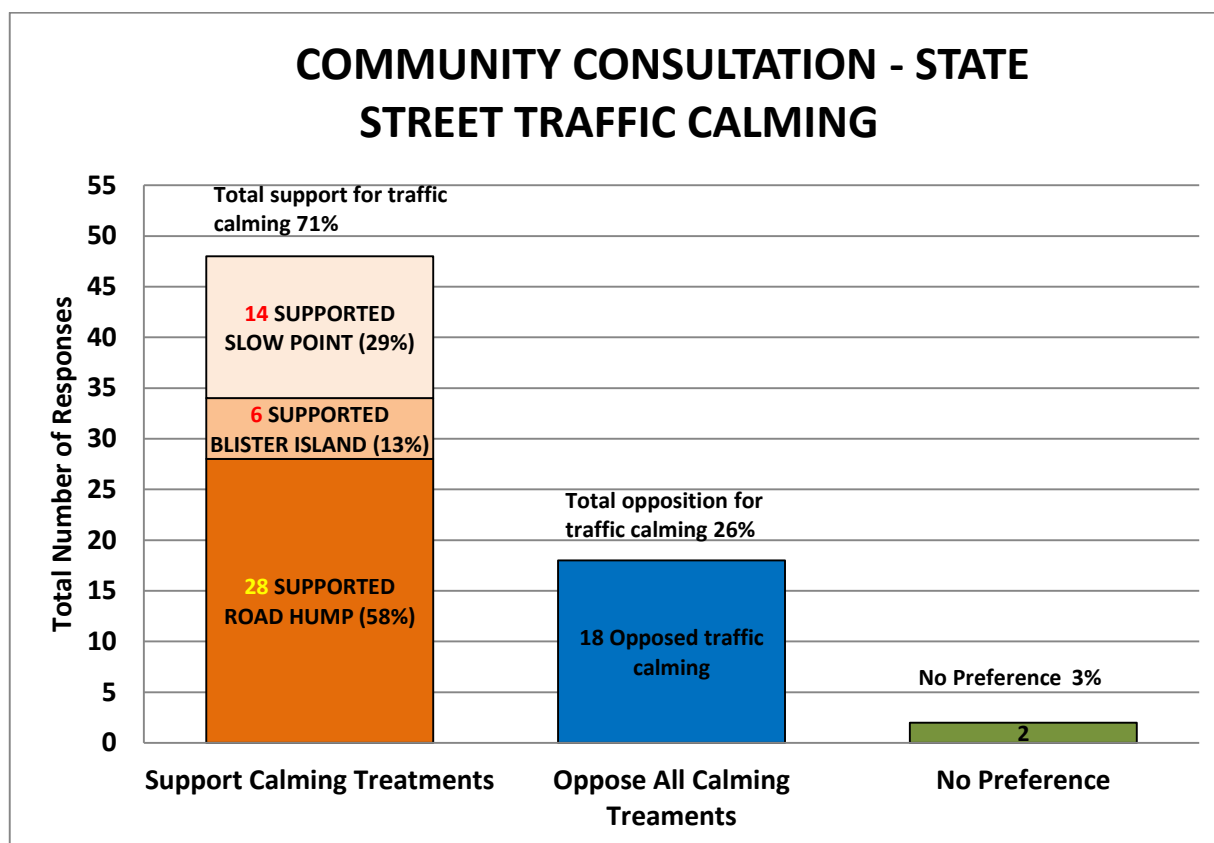


Figure 1 Community Consultation Outcome

General responses with respect to other comments and/or recommendations were made as part of the survey. The main issues have been summarised below (in no particular order).

Main comments from residents who supported traffic calming treatments

- Concerns were made with respect to observed traffic speeds and traffic calming treatments will improve road safety in particular pedestrian safety in the vicinity of State Street Reserve and do not impose parking restrictions;
- Reduce rat-running;
- Blister island treatment was preferred over speed humps (no hump) due to noise, acceleration and braking;
- A number of residents indicated their preference to install blister or slow points over speed humps;
- A number of responses indicated their support to traffic calming between Albany Highway and Gloucester Street while some raise concerns were made with respect the same treatment; and
- Similarly, a number of residents supported to close State Street at the intersection with Berwick Street and others opposed for such treatments.

Main comments from residents who opposed traffic calming treatments

- Whilst one respondent noted that a Blister island would be preferred, under no circumstance should a speed hump be considered;
- Some respondents questioned the need for traffic calming in general as they have not observed any abnormal behaviour observed and requested that council resources be invested elsewhere with a comment that they simply cause more noise pollution and are problematic to emergency vehicles;

3. Some residents requested traffic calming as a whole on State Street;
4. Concerns were made with respect to increase traffic on Tuam Street and other streets;
5. Some responses indicated to Cul-de-sac State Street north of Gloucester Street in conjunction with the proposed State Street calming treatments;
6. A resident expressed lack of confidence in speed humps and commented that they are expensive;
7. General car parking issues were highlighted with respect to illegal parking on crests between Albany Highway and Gloucester Street;
8. Improvements to footpath infrastructure in the vicinity and leading to Park Centre;
9. Traffic calming treatments restrict driveway movements;
10. Increased rat-run on Rathay, Tuam, Manchester and Temple Streets rather speed enforcement to be in place and offenders to be prosecuted;
11. Whilst one respondent noted speed humps generate noise, blister islands and other treatments are ineffective; and
12. One respondent noted that if traffic calming treatments were to be installed, the preferred treatment would only be speed hump over other treatments. Other residents requested Blister island treatments.

Additional comments

1. A number of responses indicated of non-compliant motorists at the intersection of State Street and Gloucester Street – requested to install intersection plateau, roundabout or speed humps on Gloucester Street prior to the intersection;
2. Increased traffic down Tuam Street;
3. One responded noted that treatments on Rathay Street discourage certain movements from/to driveway;
4. One respondent noted that Single lane slow points provide better landscape, compliance over a Blister island and road humps;
5. One respondent noted Blister islands encourage drivers to negotiate traffic calming features at speed – traffic calming treatments were perceived to be a ‘challenge’ to dare some drivers to speed pass them; and
6. Concerns were made with respect to the existing land uses such as Victoria Park hotel and motorbike/car service providers and requested that Council implement calming treatments on State Street as a whole.

Legal Compliance:

Section 6.8 of the Local Government Act 1995 (Expenditure from municipal fund not included in annual budget) states:

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
 - (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) *is authorised in advance by resolution*; or*
 - (c) *is authorised in advance by the Mayor or president in an emergency.*

* Absolute majority required.

- (1a) *In subsection (1) —*
additional purpose means a purpose for which no expenditure estimate is included in the local government’s annual budget.

(2) *Where expenditure has been incurred by a local government —*

- (a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
- (b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

Policy Implications:

Nil

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Reputational. Potential impacts to parallel roads/streets if traffic calming treatments were installed on State Street	Moderate	Likely	High	a) Community consultation undertaken to inform outcome b) Send letter to ratepayers informing of Council decision
Currently, there is no funding allocated towards traffic calming treatments in State Street	Moderate	Likely	High	Budget considerations in 2018-19 financial for detailed design and scoping; Budget considerations in future financial year to install preferred traffic calming treatment
Adverse effects of traffic calming treatments e.g. noise and parking restrictions etc.	Moderate	Likely	High	Information on advantages/ disadvantages of various type of traffic calming treatments was provided to residents during the consultation phase
Not all residents participated in the engagement and may oppose any future treatments proposed.	Moderate	Likely	High	The engagement area has been expanded to include owners and residents on adjacent streets. However, it is impossible to obtain feedback from all owners and residents.

Strategic Plan Implications:

En2 – A safe, interconnected and well maintained transport network that makes it easy for everyone to get around.

En3 – A place with sustainable, safe and convenient transport options for everyone.

Financial Implications:Internal Budget:

Should the Council prefer a traffic calming treatment option in State Street as an outcome of the community consultation, budget will need to be allocated for the design, scoping and construction of the preferred traffic calming treatment as this project has not been included in the five year works program as there are higher priority traffic safety projects requiring priority implementation. Detailed design and cost estimate will be required prior to allocating a budget to this project in a future financial year.

The detailed design and scoping of the median island treatment in State Street between Gloucester Street and Berwick Street shall be undertaken in the 2018/19 financial year followed by construction in the 2019/2020 financial year depending on the priority ranking of the existing traffic safety projects on the Capital Works Program list which may necessitate the postponing of other projects on the 5 year capital program.

Total Asset Management:

The traffic calming treatments including signage and line marking will form part of the Town's road assets renewal and to be included in the maintenance regime.

Sustainability Assessment:External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Noise generation from road humps is a genuine concern, mainly for those residents living directly in front of the device.

COMMENT:

A total of 73 responses (including three late and two duplicate submissions) were received by the Town and the valid responses (68) equated to 15% (sample size) of the total 465 letters sent. Please note that late and duplicate submissions were excluded from the data analysis.

Only 28 (41%) of the 68 respondents supported the installation of a road hump which is considered low.

The previous Operations report item 12.1 of the Ordinary Council Meeting held on the December 2017 indicated that State Street does not qualify for any traffic calming treatments as assessed through the Council endorsed traffic warrant system.

As stated in the Frequently Answered Questions, all traffic calming treatments have advantages and disadvantages in addition to traffic flow on impacts in particular parallel streets.

Though residents preferred calming treatments on State Street, it's important to note that some residents provided their opposition for a particular type or all types of the calming treatments on State Street.

State Street is approximately 7m wide in the section between Berwick Street and Gloucester Street. Any potential median island treatment will need to be a minimum of 1.5m wide to accommodate a pedestrian refuge and therefore, requires 0.5 metre minor road widening will be required on one side of the road. The island may also need to be positioned adjacent to properties between State Street Reserve and 56 State Street to minimise disruptions to residential crossovers.



Figure 2 Indicative on-street parking restrictions for accommodating a pedestrian median island

CONCLUSION:

The following options will provide Operations staff with a direction to implement any required road safety treatments on State Street between Gloucester Street and Berwick Street.

- Option 1 – Introduction of parking restrictions and/or pedestrian median island as per Item 12.1 of the OCM 2017; and
- Option 2 – It is the community's expectation that the Town installs the preferred road hump/plateau for the section between Gloucester Street and Berwick Street.

Given the residents' perception of hoon behaviour and high utilisation of State Street Reserve by young children, the installation of traffic calming hump/plateau is considered an alternative solution, which could be implemented in a future financial year, with the detailed design and scoping of the project to be undertaken in the 2018/19 financial year.

Council is requested to endorse the proposed parking restriction modification works, including the median installation while keeping in mind the potential alternatives raised by the petitioners and the road safety improvement needs of the other projects which are already listed in the 5 year capital works program.

RECOMMENDATION/S:

That the Council:

- 1. Lists for consideration in the 2018/19 draft budget the scoping and design for a median island in State Street between Gloucester Street and Berwick Street and project delivery in the 2019/20 financial year, if feasible. The project scoping and briefing is estimated to cost approximately \$6,000.**
- 2. Requests the CEO to endorse on-street parking restrictions as indicated in figure 2 forming part of this report for the introduction of a median island that facilitates a staged pedestrian crossing.**

13 CHIEF FINANCIAL OFFICER REPORTS

Reports from the Chief Financial Officer is under the Committee Reports heading at Item 14.

14 COMMITTEE REPORTS

FINANCE AND AUDIT COMMITTEE

14.1 Recommendation from the Finance and Audit Committee: Schedule of Accounts for 31 March 2018

File Reference:	FIN/11/0001~09
Appendices:	Yes
Attachments:	No

Date:	24 April 2018
Reporting Officer:	A. Thampoe
Responsible Officer:	N. Cain
Voting Requirement:	Simple majority
Executive Summary: Recommendation - That the Finance and Audit Committee recommends that Council acknowledges the Schedule of Accounts paid for the month ended 31 March 2018. <ul style="list-style-type: none"> • The accounts paid for 31 March 2018 as included in the appendices. • Direct lodgement of payroll payments to the personal bank accounts of employees are also included. 	

TABLED ITEMS:

Nil

BACKGROUND:

Council has delegated to the Chief Executive Officer the authority to make payments from the Municipal and Trust funds in accordance with the *Local Government (Financial Management) Regulations 1996*.

Under Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the Municipal fund or the Trust fund, each payment from the Municipal fund or the Trust fund is to be noted on a list compiled for each month showing:

- a) The payee's name;
- b) The amount of the payment;
- c) The date of the payment; and
- d) Sufficient information to identify the transaction.

That list should then be presented at the next Ordinary Meeting of the Council following the preparation of the list, and recorded in the minutes of the meeting at which it is presented.

DETAILS:

The list of accounts paid in accordance with *Regulation 13(1) of the Local Government (Financial Management) Regulations 1996* is contained within the Appendices, and is summarised as thus:

Fund	Reference	Amounts
Municipal Account		
Automatic Cheques Drawn	608310 - 608333	161,112
Creditors – EFT Payments		4,637,045
Payroll		1,018,986
Bank Fees		6,060
Corporate MasterCard		5,223
		5,828,426
Trust Account		
Automatic Cheques Drawn	3550 - 3557	6,940
		6,940

Legal Compliance:

Section 6.10 (d) of the Local Government Act 1995 refers, ie. -

6.10. Financial management regulations

Regulations may provide for —

- (d) the general management of, and the authorisation of payments out of —*
- (i) the municipal fund; and*
 - (ii) the trust fund,*
- of a local government.*

Regulation 13(1), (3) & (4) of the Local Government (Financial Management) Regulations 1996 refers, ie. -

13. Lists of Accounts

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
- (a) the payee's name;*
 - (b) the amount of the payment;*
 - (c) the date of the payment; and*
 - (d) sufficient information to identify the transaction.*
- (3) A list prepared under subregulation (1) is to be —*
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) recorded in the minutes of that meeting.*

Policy Implications:

Nil

Risk Management Considerations:

Three risks have been identified as outlined:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Compliance: Council not accepting Schedule of Accounts	Moderate	Unlikely	Moderate	Provide reasoning and detailed explanations to Council to enable informed decision making.
Financial Impact: Misstatement or significant error in Schedule of Accounts	Major	Unlikely	Moderate	Daily and monthly reconciliations. Internal and external audits.
Financial Impact: Fraud and illegal acts	Catastrophic	Rare	Moderate	Stringent internal controls. Internal audits. Segregation of duties

Strategic Plan Implications:

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

CL 10 – Legislative responsibilities are resourced and managed appropriately, diligently and equitably.

Financial Implications:

Internal Budget:

Nil

Total Asset Management:

Nil

Sustainability Assessment:

External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

All accounts paid have been duly incurred and authorised for payment as per approved purchasing and payment procedures and it is therefore recommended that the Committee recommend to the Council to accept and confirm the payments, as included in the appendices.

In anticipation that the Committee will ask questions about the schedule of accounts, please note that these questions and answers will be included in the appropriate Elected Members Briefing Session agenda and Ordinary Council Meeting agenda.

FURTHER COMMENT:

The members of the Finance and Audit Committee discussed the report at length, seeking further information on a number of payments made in March 2018. The following list represents the questions and answers associated with the request for further information:

- What was the \$55,000 grant fund return to Burswood Park Board for?
Music by Moonlight (March 2017) was cancelled due to inclement weather. Burswood Park Board provided the Town with a payment of \$55,000 towards the delivery of this event. As the event did not go ahead, the funds were returned. The delay in this return is due to awaiting finalisation of the associated insurance claim.
- What was \$41,360 paid to ES2 Pty Ltd for?
This was for the design, delivery and associated costs of the data warehouse for the Town of Victoria Park performance dashboard initiative.
- Why was Forum Group paid \$26,400?
This was for the development of the Town's print strategy.
- Why were Millen Primary School paid \$2,783 for art and events?
Millen Primary School submitted an application as part of the Banners in the Terrace initiative. These banners, if chosen by a panel as successful, are then displayed on Albany Highway. A successful applicant has the costs associated with the development of their banner returned to them.
- Why was Mr A Alqaraghholli paid \$22,000 for arts and events?
This payment was for the replacement of the stolen public art piece "Hyatti" from Duncan Reserve. A successful insurance claim was lodged and the approval to replace the artwork by council was given at the October 2017 Ordinary Council Meeting (Item 14.2). This is the first instalment of the commission.
- Why were Reino International paid \$51,348 for equipment supply and repair?
Reino provide all support and equipment supply for parking meters stationed in the Town. This particular payment was made up of \$38,808 for the annual licence and support fee, including licences, hosting, support and all standard software upgrades, and \$12,540 for mobile infringement software modules.

- Why were Wave1 Pty Ltd paid \$16,940 for equipment supply and repair?
The Town connects the administration facility, Leisurelife, Aqualife and the depot through the use of a series of microwave communication links. This payment is for the annual maintenance of these units. Following review, officers have changed the description to Software and IT Solutions.
- Why were Ausfleet paid \$20,196 for software and IT solutions?
This is for the supply and installation of a plant and vehicle asset management software solution.
- Why were payments of \$750 and \$40 made to the same recipient for a CCTV grant?
There are instances where recipients of CCTV payments and Security Incentive Scheme rebates have not been correctly described. Corrections have been made to the descriptions in these instances.
- Why was a subsidy paid to Mr W J Hendriks?
The payment was for a Street Meet n Greet subsidy. The description has been expanded to reflect this.
- Why was \$11,000 paid to the Western Australian Sports Federation for community engagement services?
This was to assist with research associated with community engagement for sport in communities, as part of the Town's Public Open Space Strategy.

RECOMMENDATION/S FROM FINANCE AND AUDIT COMMITTEE:

The Finance and Audit Committee recommends to Council that, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996 (as amended)*, Council confirm:

1. The accounts paid for 31 March 2018, as included in the Appendices, subject to minor amendments being made to the descriptions of payments for the following:
 - 1.1 Wave1 Pty Ltd – description changed to read software and IT solutions;
 - 1.2 Mr W J Hendriks – description changed to read Street Meet n Greet subsidy; and
 - 1.3 Any payments that were made as CCTV grant payments and Security Incentive Scheme rebates to be accurately reflected in their descriptions.
- 2 Direct lodgement of payroll payments to the personal bank accounts of employees.

14.2 Recommendation from the Finance and Audit Committee: Financial statements for the month ending 31 March 2018

File Reference:	FIN/11/0001~09
Appendices:	No
Attachments:	Yes

Date:	24 April 2018
Reporting Officer:	A. Thampoe
Responsible Officer:	N. Cain
Voting Requirement:	Simple majority

Executive Summary:

Recommendation - That the Finance and Audit Committee recommends that Council accepts the Financial Activity Statement Report – 31 March 2018 as attached to and forming part of this report.

- The Financial Activity Statement Report is presented for the month ending 31 March 2018. The report complies with the requirements of Regulation 34 (Financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*.

TABLED ITEMS:

Nil

BACKGROUND:

Each month officers are required to prepare monthly financial reports, covering prescribed information, and present these to Council for acceptance.

DETAILS:

Presented is the Financial Activity Statement Report – 31 March 2018.

Revenue

Operating Revenue and Non-Operating Revenue – Material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) \$25,000 and, in these instances, an explanatory comment has been provided.

Expense

Operating Expense, Capital Expense and Non-Operating Expense – Material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) \$25,000 and, in these instances, an explanatory comment has been provided.

For the purposes of explaining each material variance, a three-part approach has been applied. The parts are:

1. **Period Variation**
Relates specifically to the value of the variance between the Budget and Actual figures for the period of the report.

2. Primary Reason(s)
Explains the primary reason(s) for the period variance. Minor contributing factors are not reported.
3. End-of-Year Budget Impact
Forecasts the likely financial impact on the end-of-year financial position. It is important to note that figures in this part are 'indicative only' at the time of reporting, for circumstances may subsequently change prior to the end of the financial year.

Legal Compliance:

Regulation 34 (Financial activity statement report) of the *Local Government (Financial Management) Regulations 1996* states –

- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*
 - (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
 - (b) *budget estimates to the end of the month to which the statement relates;*
 - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
 - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) *the net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing —*
 - (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
 - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown —*
 - (a) *according to nature and type classification; or*
 - (b) *by program; or*
 - (c) *by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
 - (a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

Section 6.8 of the *Local Government Act 1995* (Expenditure from municipal fund not included in annual budget) states –

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) *is authorised in advance by resolution*; or*
 - (c) *is authorised in advance by the Mayor or president in an emergency.*

** Absolute majority required.*

- (1a) *In subsection (1) —
additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.*
- (2) *Where expenditure has been incurred by a local government —*
- (a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
 - (b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

Policy Implications:

Nil

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Financial Impact: Council not accepting budget amendment recommendation	Moderate	Unlikely	Moderate	Provide reasoning and detailed explanations to Council to enable informed decision making.
Compliance: Financial statement not complying with the requirements of the <i>Local Government (Financial Management) Regulations 1996</i>	Moderate	Unlikely	Moderate	Internal review of monthly Financial activity statement. External audits of monthly financial statements.

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Financial impact: Misstatement or significant error in financial statements	Major	Unlikely	Moderate	Daily and monthly reconciliations. Internal and external audits.
Financial Impact: Fraud and illegal acts	Catastrophic	Rare	Moderate	Stringent internal controls. Internal audits. Segregation of duties.

Strategic Plan Implications:

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

CL 10 – Legislative responsibilities are resourced and managed appropriately, diligently and equitably.

Financial Implications:Internal Budget:

The Statement of Financial Activity, as contained in the body of the Financial Activity Statement Report, refers and explains.

Total Asset Management:

Nil

Sustainability Assessment:External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

It is recommended that the Financial Activity Statement Report – 31 March 2018 be accepted.

FURTHER COMMENT:

The members of the Finance and Audit Committee sought clarity on the following items:

- Capital items – Software – Client engagement
This project was requested to support a combined Economic Development/Communications initiative based around key stakeholder engagement and management. The “VIP module” in the Customer Request Management software has been installed and activated. This enables staff to record their interactions with external key stakeholders. The \$8,000 budget allocation was a nominal value based on similar systems that officers were aware of, and not of the module that was actually acquired.
- Capital items – Noise monitoring device – Environmental Health
The appropriate purchases have been made for this line item and the device has recently been delivered. Following a series of field tests and assessments, the status on this item will be amended to complete. The \$25,000 budget allocation was a nominal value based on information provided by other councils. When officers sought quotes, the value was marginally over the budget allocation.
- Capital items – Parks – Project withdrawn
An application was made to the Community Sport and Recreation Facility Fund (CSRFF) for a significant upgrade to the tennis courts at Higgins Park. The application was put forward as \$100,000 from council, \$100,000 from the tennis club and \$100,000 from the CSRFF. The funding application was not successful and so it has been proposed to withdraw the project from the capital works project list for 2018.
- Capital items - Road renewals – Overspends
 - *Bank Street – Oats Street to Milford Street – The overspend relates to additional asphalt to acquire new road levels (minor change to the original scope), and additional traffic management associated with this.*
 - *Berwick Street – Sussex Street to Basinghall Street – The overspend relates to additional works requested from Main Roads WA as part of the total job. The expense is supported by additional grant funds from Main Roads WA.*
- Why are our invested funds spread around different banks?
It is Council policy to ensure money is invested in multiple banks to spread any investment risk.
- Why do we invest our funds in banks that offer lower interest rates?
We take advantage of the best offers at the time that funds become available to be invested. Interest rates vary from time-to-time and the best rate available is chosen.
- Why does the Town have different accounts within the same bank?
Dependant on the best rate, with the amount of funds available, and required cash flow requirements, different investments will be undertaken, often with the same bank.
- Is it possible for the Town to change who they bank with?
Yes. This can be done via a tender process.

- Has there been any progress on recovering funds from sundry debtors that have owed money for 90 plus days, particularly \$47,374 for property rent and \$15,070 in other fees and charges?

The property rental value refers to rental payments associated with the Vic Park Youth Accommodation, which is currently undergoing discussions and negotiations to recoup the amount owing. The second amount refers to the funding agreement with the Victoria Park Returned Services League (RSL) Sub-Branch regarding the construction of the Memorial Wall located adjacent to Higgins Park. The Sub-Branch makes regular small payments towards paying this debt off.

- How do the Federal Assistance Grants work?

The Financial Assistance Grant program consists of two components:

- *A general purpose component which is distributed between the states and territories according to population (i.e. on a per capita basis); and*
- *An identified local road component which is distributed between the states and territories according to fixed historical shares.*

Both components of the grant are untied in the hands of local government, allowing councils to spend the grants according to local priorities.

Payment timing and the accounting treatment of the grant varies from year to year, however the total quantum of dollars paid to Council remains relatively stable each year.

- Can there be a review of the status of grant funds and subsidies, and if they are still available? A number of grants and subsidies are showing as expected this year without associated actual dollars showing to date.

Yes, a review can be undertaken and any changes reflected in future reports.

CONCLUSION:

The Financial Activity Statement Report – 31 March, complies with the requirements of Regulation 34 (Financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*. It is therefore recommended that the Financial Activity Statement Report – 31 March be accepted.

RECOMMENDATION/S FROM THE FINANCE AND AUDIT COMMITTEE:

The Finance and Audit Committee recommends to Council that, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, Council accepts the Financial Activity Statement Report – 31 March 2018 as attached to, and forming part of, this report.



Financial Activity Statement Report

For the month ended 31 March 2018



Contents

Statement of Financial Activity Variances

Proposed Budget Amendments

Accounting Notes

Business Unit Definitions

Statement of Financial Activity

Net Current Funding Position

Cash and Cash Investments

Receivables (Rates and Sundry Debtors)

Grants and Contributions

Reserve Funds

Capital Items

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

The Financial statements are presented based on the new organisational structure

As shown in the in the Statement of Financial Activity (contained within this document), the following variances have been identified -

Revenue

Finance

- **Leisurelife**

- The period variation is favourable to period budget by \$58,388.
- The variation is predominantly due to an increase in the health club, bingo and facility hire revenue. Whilst the year to date revenue received for these areas were higher than anticipated, recent planned works conducted at Leisurelife to resurface the basketball court and the closure of the gym to replace the carpet has had a short term negative impact on revenue.

- The impact on the year end position is estimated to be an increase in revenue of \$20,000.

Operations

- **Street Operations**

- The period variation is favourable to period budget by \$75,886.
- The variation predominantly relates to the final grant claim for two capital projects which were greater than budgeted for. The grants relate to Bishopsgate Street and Roberts Road Upgrade and Oat Street and Star Street upgrade.
- The impact on the year end position is estimated to be an increase in revenue of \$75,000.

Operating Expense

Chief Executive Office

- **Communication and Engagement**

- The period variation is favourable to period budget by \$50,017.
- The variation predominantly relates to vacancies within the area.
- The impact on the year end position is estimated to be a reduction in expenditure of \$40,000.

Finance

- **Information Systems**

- The period variation is favourable to period budget by \$121,198.
- The variation is predominantly due to a delay in supplier invoices. These invoices have been followed up by the respective officers.
- The impact on the year end position is estimated to be nil as this is a budget timing variance.

- **Parking**

- The period variation is favourable to period budget by \$46,420.
- The variation predominantly relates to vacancies within the area.
- The impact on the year end position is estimated to be a reduction in expenditure of \$30,000.

Operations

- **Asset Planning**

- The period variation is favourable to period budget by \$279,680.
- The variation predominantly relates to savings made in maintenance works and costs savings made renewing furniture and equipment for Aqualife and Leisurelife. The variance also includes a \$160,000 budget timing variance relating to the Lathlain Precinct Redevelopment Project. This project is currently underway and is expected to continue through to the following financial year.

- The impact on the year end position is estimated to be a reduction in expenditure of \$70,000.
- **Street Improvement**
 - The period variation is favourable to period budget by \$99,112.
 - The variation is predominantly due to savings made within the consultancy budget utilising two casual design officers, which has been cost effective. Drainage issues relating to sumps and their investigations have also been minimum this financial year, thus budget being underspent.
 - The impact on the year end position is estimated to be a reduction in expenditure of \$40,000.
- **Street Operations**
 - The period variation is favourable to period budget by \$257,888.
 - The variation predominantly relates to lower than anticipated costs relating to footpath and drainage maintenance. There is also a budget timing variance relating to invoices that are yet to be received and paid.
 - The impact on the year end position is estimated to be a reduction in expenditure of \$90,000.

Capital Expense

Finance

- **Information Technology**
 - The period variation is unfavourable to period budget by \$45,820.
 - The variation is predominantly a result of a large number of projects being completed ahead of schedule and invoices being received earlier than anticipated.
 - The impact on the year end position is estimated to be nil as this is a budget timing variance.

Operations

- **Asset Planning**
 - The period variation is favourable to period budget by \$668,865.
 - The variation predominantly relates to delays in capital projects. Four major capital projects are currently progressing through the tender process. Works will commence towards the end of the financial year.
 - The impact on the year end position is estimated to be a reduction in expenditure of \$500,000. Funds that are not spent will be carried forward to the next financial year.
- **Parks**
 - The period variation is favourable to period budget by \$1,093,581.
 - The variation relates to delays and budget timing of capital projects. The most significant project being the new Lathlain Park with a total budget of \$1,500,000. This project is likely to be carried forward to the next financial year. McCallum Park foreshore river wall project funds will be carried forward to secure an opportunity for additional external funding towards the park upgrade. Upgrade to the Higgins Park

Tennis Club is unlikely to progress as the Town has not been successful in securing grant funding. A report will be presented to Council proposing that this capital project be withdrawn.

- The impact on the year end position is estimated to be a reduction in expenditure of \$800,000. Funds that are not spent will be carried forward to the next financial year.

- **Street Operations**

- The period variation is favourable to period budget by \$625,889.
- The variation relates to delays and budget timing of capital projects. Physical works for some projects have been completed, with invoices yet to be received. Upgrade to Hill View Terrace and Oats Street Intersection project and the Roberts Road and Orrong Road intersection project will be carried forward to the next financial year as they are staged over two years. Works on Bolton Avenue has been deferred until end of April.
- The impact on the year end position is estimated to be a reduction in expenditure of \$500,000. Funds that are not spent will be carried forward to the next financial year.

Non-Operating Revenue

No material variance to report

Non-Operating Expenses

No material variance to report

Proposed Budget Amendments

No budget amendments to report

Accounting Notes**Significant Accounting Policies**

The significant accounting policies that have been adopted in the preparation of this document are:

(a) Basis of Preparation

The document has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations.

The document has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this document.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

(c) 2017- 2018 Actual Balances

Balances shown in this document as 2017 - 2018 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) InventoriesGeneral

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 - Construction and Road Base - Original Surface / Major Resurface
	Not depreciated 5 – 80 years 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 2018. 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.

Service 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 leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Chief Executive Office functional area.

Communications and Engagement

Communications and Engagement manages the brand and reputation of the Town. This is achieved through developing clear and accessible messaging, consulting with the community, delivering key messages through various channels and working to reach the appropriate audiences through strategically executed marketing, engagement and communication planning..

Customer Relations

Customer Relations manages the Customer Service Contact Centre, which is the first point of contact for the organisation, and monitors performance against the Town's Customer Service Charter.

Leadership and Governance

The Leadership and Governance Service Area is committed to responsibly managing the Town on behalf of the residents and ratepayers of the District through collaboration, knowledge-sharing and good governance.

Human Resources

Human Resources is responsible for the development and implementation of occupational health and safety compliance, staff development, employee relations, recruitment and payroll services of the Town.

Community Planning

Building Services

Building Services provide services to ensure buildings are safe, liveable, accessible and sustainable, and meet statutory requirements.

Community Development

The Community Development team's vision is an empowered Victoria Park, which will be achieved through the mission of community capacity building.

Community Planning Office

The Community Planning Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Community Planning functional area.

Digital Hub

The Digital Hub provides free digital literacy and online training for the local community, not-for-profit organisations and local business operators.

Economic Development

Economic Development seeks to increase the economic growth of the district through fostering business attraction and retention, tourism, marketing, community initiatives and creating robust relationships.

Environmental Health

Environmental Health seeks to promote good standards of public health via the many hospitality outlets in the area and the community in general.

General Compliance

The General Compliance Area liaise with and direct property owners and developers to ensure built-form building and planning requirements are adhered to at all times.

Healthy Community

The Healthy Community team connect people to services, resources, information, facilities, and experiences that enhance their physical and social health and wellbeing.

Library Services

Library Services plays a pivotal role in providing our community with access to resources, knowledge and technology in a safe, nurturing environment.

Place Management

The Place Management Service Area implements programs, that are suitable for the particular targeted section of the community, to improve places within the District or, where the community is satisfied with the standard of operation, to maintain the already attained standard.

Strategic Town Planning

Strategic Town Planning develops strategies for the future growth of the Town, with the aims of creating a vibrant community and improving the quality of life for residents.

Urban Planning

Urban Planning assesses applications for development approval and subdivision, provides advice to the community and ensures land is appropriately used and developed.

Finance

Aqualife

The Aqualife Centre aims to improve community health and wellbeing; and to provide a safe and welcoming environment for the community to meet and socialise, primarily through aquatic recreation.

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.

Corporate Funds

The Corporate Funds are includes the management of loans, reserve fund transfers, restricted and trust funds, rate revenue and corporate grants funding.

Finance Office

The Finance Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Finance functional area.

Financial Services

The key role of Financial Services is to manage and control the Town's finances in a sound and prudent manner.

Information Systems

Information Systems assists the Town in operating efficiently with the smooth running of essential business computer programs and systems.

Leisurelife

The Leisurelife Centre aims to improve community health and wellbeing, and to provide a safe and welcoming environment for the community to meet and socialise, primarily through active recreation.

Parking

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

Rangers

Ranger Services offer a 24 hours-a-day / 7 days-a-week service to help ensure community safety in the areas of Dog and Cat management and Local Law enforcement.

Operations

Asset Planning

Asset Planning provides services to manage and maintain Council facilities and their related assets.

Environment

The Environment Area is committed to preserving and enhancing natural areas and recognises not only the ecological benefits of protecting natural assets, but also the social and recreational benefits as well.

Fleet Services

Fleet Services oversees the various items of light fleet, heavy fleet and plant and equipment.

Operations Office

The Operations Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Operations functional area.

Parks and Reserves

The Parks and Reserves Section delivers high quality horticultural works to parks, reserves and streetscapes.

Project Management

Project Management assists in improving the standards of project management and project delivery, and delivers nominated projects on behalf of the Town.

Street Improvement

Street Improvement provides engineering advice, design, planning, and road safety initiatives.

Street Operations

Street Operations ensure the maintenance and renewal of roads, pathways, drainage and associated assets.

Waste

Waste Management implements waste collection, minimisation and disposal in a sustainable manner.



Statement of Financial Activity
For the period 1 July 2017 to 31 March 2018

Particulars	Material Variance		31 March 2018		
			Revised Budget	Year-to-Date Budget	Year-to-Date Actual
	\$	%	\$	\$	\$
Revenue					
Chief Executive Office			5,500	3,490	3,440
Chief Executive Office			500	0	1,243
Communications and Engage			1,000	720	320
Customer Relations			0	0	0
Human Resources			3,000	2,770	549
Leadership and Governance			1,000	0	1,327
Community Planning			1,460,500	1,146,220	1,195,686
Building Services			333,000	264,810	266,786
Community Development			405,000	273,660	284,018
Community Planning Office			1,000	360	1,638
Digital Hub			1,500	950	479
Economic Development			0	0	0
Environmental Health			286,000	259,370	283,190
General Compliance			0	0	3,931
Healthy Community			30,500	21,420	20,103
Library Services			33,500	27,600	24,696
Place Management			0	0	0
Strategic Town Planning			500	500	146
Urban Planning			369,500	297,550	310,699
Finance			54,170,126	51,415,568	51,568,736
Aqualife			2,300,000	1,709,680	1,720,236
Budgeting			4,000	900	18,995
Corporate Funds			46,038,626	45,178,800	45,200,686
Finance Office			1,000	720	1,095
Financial Services			747,500	713,780	726,971
Information Systems			13,000	9,720	1,860
Leisurelife	58,388	▲	2,209,500	1,678,458	1,736,846
Parking			2,735,500	2,025,900	2,042,442
Ranger services			121,000	97,610	119,605
Operations			7,010,000	6,013,563	6,086,224
Asset Planning			258,500	193,920	171,273
Environment			0	0	0
Fleet Services			10,000	0	17,950
Operations Office			2,802,500	2,798,420	2,774,616
Parks and Reserves			257,000	45,230	33,866
Project Management			850,000	850,000	848,227
Street Improvement			47,500	25,626	46,497
Street Operations	75,886	▲	1,978,000	1,357,917	1,433,803
Waste Services			806,500	742,450	759,992
Total Revenue			62,646,126	58,578,841	58,854,087



Statement of Financial Activity
For the period 1 July 2017 to 31 March 2018

				31 March 2018		
Particulars	\$	Material Variance		Revised Budget	Year-to-Date Budget	Year-to-Date Actual
			%	\$	\$	\$
Operating Expense						
Chief Executive Office				(4,405,000)	(3,064,113)	(2,973,335)
Chief Executive Office				(1,063,500)	(773,298)	(750,239)
Communications and Engage	50,017	▼	9%	(769,500)	(538,445)	(488,428)
Customer Relations				(821,000)	(560,495)	(550,237)
Human Resources				(1,107,000)	(616,187)	(592,477)
Leadership and Governance				(644,000)	(575,688)	(591,953)
Community Planning				(8,504,000)	(5,553,584)	(5,413,078)
Building Services				(531,500)	(392,209)	(372,926)
Community Development				(2,065,000)	(1,355,625)	(1,331,770)
Community Planning Office				(1,368,000)	(869,355)	(848,612)
Digital Hub				(170,500)	(119,077)	(95,290)
Economic Development				(193,000)	(116,862)	(95,697)
Environmental Health				(648,500)	(462,212)	(483,557)
General Compliance				(158,500)	(110,100)	(128,454)
Healthy Community				(238,500)	(184,831)	(177,764)
Library Services				(1,179,000)	(885,921)	(861,329)
Place Management				(154,000)	(18,000)	0
Strategic Town Planning				(761,500)	(356,349)	(335,790)
Urban Planning				(1,036,000)	(683,043)	(681,890)
Finance				(21,134,000)	(15,818,717)	(15,562,374)
Aqualife				(2,824,500)	(1,989,929)	(1,968,066)
Budgeting				(7,461,000)	(6,546,188)	(6,553,298)
Corporate Funds				(530,500)	(279,128)	(254,431)
Finance Office				(719,500)	(530,042)	(541,048)
Financial Services				(1,128,000)	(770,809)	(750,738)
Information Systems	121,198	▼	7%	(2,819,000)	(1,676,059)	(1,554,861)
Leisurelife				(2,758,500)	(1,941,591)	(1,918,334)
Parking	46,420	▼	3%	(2,050,000)	(1,503,793)	(1,457,373)
Ranger services				(843,000)	(581,178)	(564,226)
Operations				(22,880,000)	(16,620,486)	(15,959,537)
Asset Planning	279,680	▼	11%	(3,766,000)	(2,528,292)	(2,248,612)
Environment				(108,500)	(55,200)	(77,464)
Fleet Services				0	0	(7,510)
Operations Office				(3,583,000)	(3,353,975)	(3,348,789)
Parks and Reserves				(4,427,000)	(2,898,778)	(2,882,954)
Project Management				(1,014,500)	(550,227)	(529,467)
Street Improvement	99,112	▼	11%	(1,298,500)	(897,131)	(798,019)
Street Operations	257,888	▼	12%	(2,629,500)	(2,098,831)	(1,840,943)
Waste Services				(6,053,000)	(4,238,052)	(4,225,778)
Total Operating Expense				(56,923,000)	(41,056,900)	(39,908,324)



Statement of Financial Activity
For the period 1 July 2017 to 31 March 2018

Particulars	Material Variance		Revised Budget	31 March 2018	
				Year-to-Date Budget	Year-to-Date Actual
	\$	%	\$	\$	\$
Capital Expense					
Chief Executive Office			0	0	0
Chief Executive Office			0	0	0
Communications and Engage			0	0	0
Customer Relations			0	0	0
Human Resources			0	0	0
Leadership and Governance			0	0	0
Community Planning			(20,000)	(7,100)	(7,070)
Building Services			0	0	0
Community Development			(20,000)	(7,100)	(7,070)
Community Planning Office			0	0	0
Digital Hub			0	0	0
Economic Development			0	0	0
Environmental Health			0	0	0
General Compliance			0	0	0
Healthy Community			0	0	0
Library Services			0	0	0
Place Management			0	0	0
Strategic Town Planning			0	0	0
Urban Planning			0	0	0
Finance			(1,335,000)	(350,600)	(392,811)
Aqualife			(23,000)	(23,000)	(8,091)
Budgeting			0	0	0
Business Development			0	0	0
Corporate Funds			0	0	0
Finance Office			0	0	0
Financial Services			0	0	0
Information Systems	45,820	▲	(945,000)	(210,200)	(256,020)
Leisurelife			0	0	0
Parking			(367,000)	(117,400)	(128,700)
Ranger services			0	0	0
Operations			(14,519,500)	(7,644,556)	(5,211,384)
Asset Planning	668,865	▼	(3,687,500)	(2,282,850)	(1,613,985)
Environment			0	0	0
Fleet Services			(1,012,000)	(546,300)	(523,364)
Operations Office			0	0	0
Parks and Reserves	1,093,581	▼	(3,786,000)	(1,379,200)	(285,619)
Project Management			(74,000)	(21,900)	0
Street Improvement			0	0	0
Street Operations	625,889	▼	(5,949,000)	(3,414,306)	(2,788,417)
Waste Services			(11,000)	0	0
Total Capital Expense			(15,874,500)	(8,002,256)	(5,611,264)



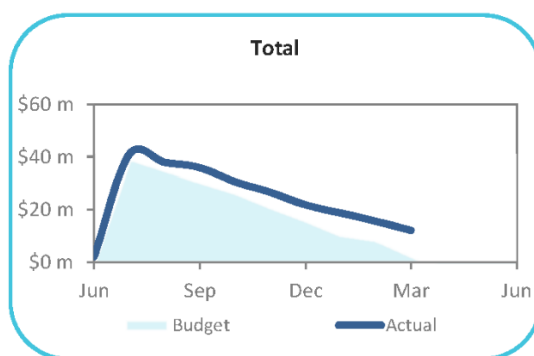
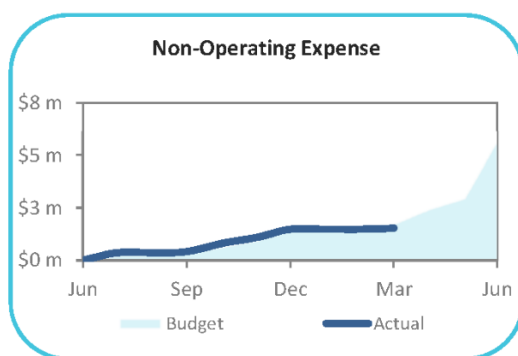
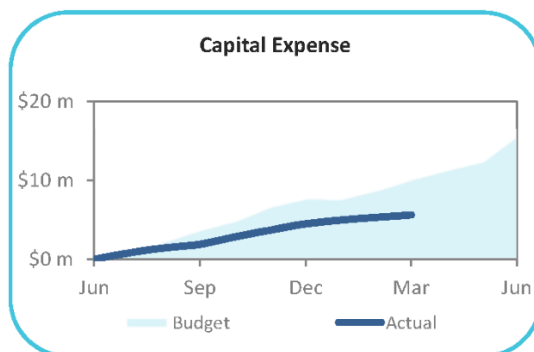
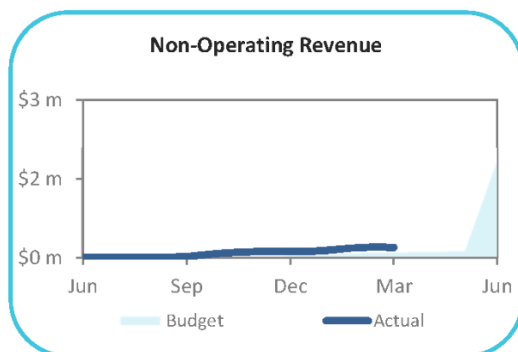
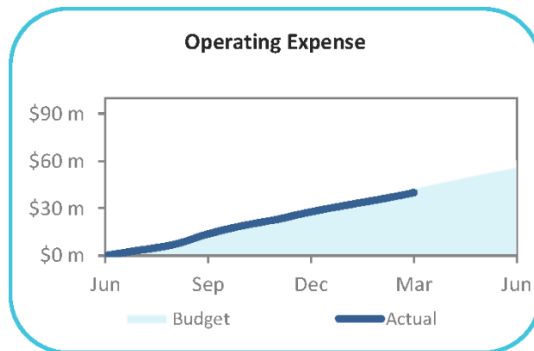
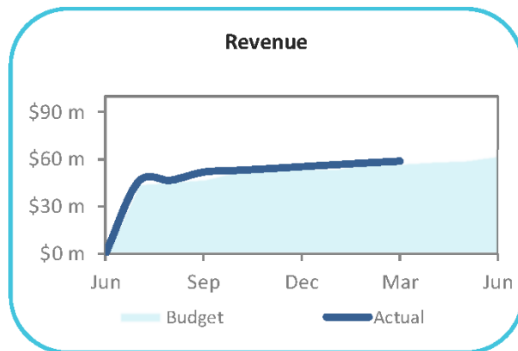
Statement of Financial Activity
For the period 1 July 2017 to 31 March 2018

			31 March 2018		
		Material Variance	Revised	Year-to-Date	Year-to-Date
Particulars	\$	%	Budget	Budget	Actual
			\$	\$	\$
<u>Non-Operating Revenue</u>					
Finance			1,700,000	0	0
Corporate Funds			1,700,000	0	0
Operations			301,500	180,000	193,525
Fleet Services			301,500	180,000	193,525
Total Non-Operating Revenue			2,001,500	180,000	193,525
<u>Non-Operating Expense</u>					
Finance			(5,868,000)	(1,510,000)	(1,528,256)
Corporate Funds			(5,868,000)	(1,510,000)	(1,528,256)
Total Non-Operating Expense			(5,868,000)	(1,510,000)	(1,528,256)
<u>Non-Cash Items Adjustments</u>					
Profit and Loss			26,500	19,906	961
Depreciation			7,780,500	5,602,888	6,916,437
Total Non-Cash Items Adjustments			7,807,000	5,622,794	6,917,398
Suspense Items Yet To Be Applied				0	190,868
Opening Surplus / (Deficit)			6,210,874	6,210,874	6,210,874
Closing Surplus / (Deficit)			0	20,023,353	25,318,908



Statement of Financial Activity
For the period 1 July 2017 to 31 March 2018

Graphical Representation





Net Current Funding Position
For the period 1 July 2017 to 31 March 2018

Particulars	Brought Forward 1 July \$	2017-2018 Revised Budget \$	Year To Date Actual \$
Current Assets			
Cash - Unrestricted	10,533,455	4,080,896	27,007,920
Cash - Reserves / Restricted	24,441,643	25,249,343	24,443,365
Receivables and Accruals	4,532,901	2,000,000	4,652,422
Inventories	6,978	10,000	6,978
Land Held for Sale	0	509,104	0
	39,514,977	31,849,343	56,110,685
Less Current Liabilities			
Payables and Provisions	(8,862,461)	(6,600,000)	(6,348,412)
	(8,862,461)	(6,600,000)	(6,348,412)
Net Current Asset Position	30,652,516	25,249,343	49,762,273
Less			
Cash - Reserves / Restricted	(24,441,643)	(25,249,343)	(24,443,365)
Estimated Surplus / (Deficiency) Carried Forward	6,210,873	-	25,318,908



Cash and Cash Investments
For the month ended 31 March 2018

Cash and Investments Analysis

	Amount Invested \$	Interest Rate %	Term (Days)	Maturity Date	Projected Earnings \$	Percentage of Portfolio
Cash - Unrestricted						
Bankwest	5,000,000				12,912	10%
4697954	2,000,000	2.30	60	25 May 18	7,562	
4697951	3,000,000	2.10	31	26 Apr 18	5,351	
CBA	8,998,915				15,318	17%
At Call	8,998,915	Variable	11am	Daily	15,318	
NAB	8,000,000				68,737	16%
36-280-8525	3,000,000	2.56	210	11 Apr 18	44,186	
10520454	3,000,000	2.40	60	25 May 18	11,836	
10520451	2,000,000	2.55	91	25 Jun 18	12,715	
BOQ	5,000,000				65,671	10%
28579	5,000,000	2.55	188	21 May 18	65,671	
Total Cash - Unrestricted	26,998,915				162,639	43%
Cash - Restricted						
CBA	443,365				170	1%
At Call	443,365	Variable	11am	Daily	170	
Bankwest	8,000,000				104,151	16%
4615238	5,000,000	2.50	271	23 Apr 18	92,808	
	3,000,000	2.30	60	25 May 18	11,342	
NAB	6,000,000				87,703	12%
97-887-7369	3,000,000	2.50	334	25 Jun 18	68,630	
10520450	3,000,000	2.55	91	25 Jun 18	19,073	
BOQ	10,000,000				224,129	19%
026499	7,000,000	2.60	336	27 Jun 18	167,540	
027704	3,000,000	2.55	270	26 Jun 18	56,589	
Total Cash - Restricted	24,443,365				416,152	48%
Total Cash - Invested	51,442,280				578,791	95%
Cash on Hand	9,005					
Total Cash	51,451,285					



Cash and Cash Investments
For the month ended 31 March 2018

Cash and Investments Analysis

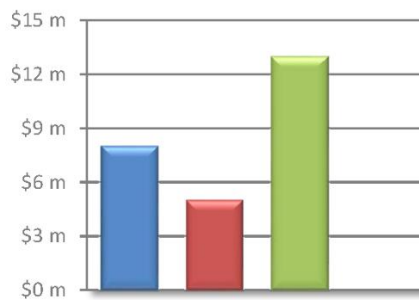
Portfolio Diversity

Institution	%
Bankwest	25
BOQ	29
CBA	18
ME Bank	0
Suncorp	0
NAB	27
	100

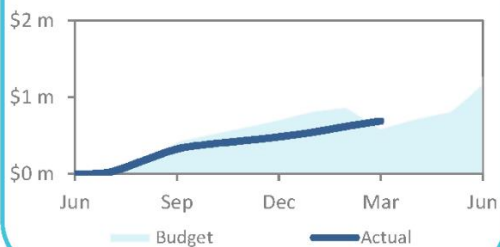


Investment Maturity Timing

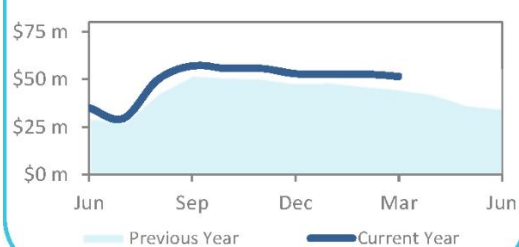
Maturity	\$
Up to 30 days	8,000,000
31 - 60 days	5,000,000
61 - 90 days	13,000,000
90+ days	0
	26,000,000



Interest Earnings



Total Cash Holdings

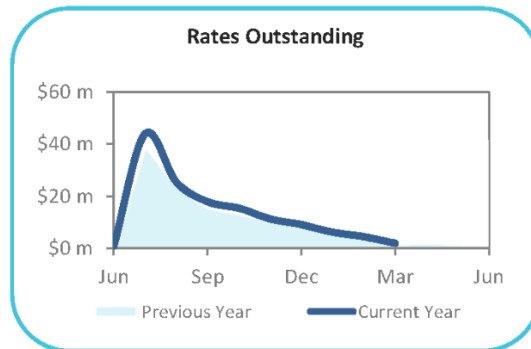




Receivables (Rates and Sundry Debtors)
For the month ended 31 March 2018

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

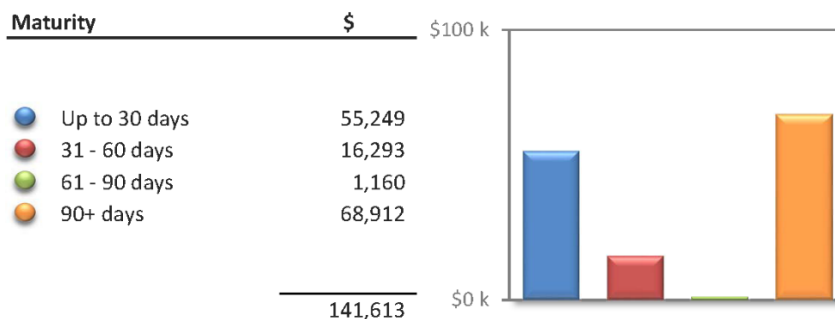
	Total
Balance from Previous Year	821,508
Rates Levied - Initial	0
Rates Levied - Interims	44,257,370
Total Rates Collectable	45,078,877
Current Rates Collected To Date	43,234,397
Current Rates Outstanding	1,844,481
% Rates Outstanding	4.1%



Sundry Debtors

Type	Total	30 Days	60 Days	90 Days	90+ Days
Grants and Subsidies	10,550	2,000	8,550	-	-
Property Rent	47,976	531	70	-	47,374
Aqualife Fees	9,735	9,635	-	-	101
Leisurelife Fees	15,229	14,668	283	-	278
Community Life Fees	4,990	4,990	-	-	(0)
Health Fees	5,686	2,726	160	160	2,640
Other Fees and Charges	34,675	14,996	4,048	561	15,070
Long Service Leave From Councils	-	-	-	-	-
Building and Planning Application Fees	12,773	5,702	3,181	439	3,450
Total Sundry Debtors	141,613	55,249	16,293	1,160	68,912

Sundry Debtor Aged Analysis





Grants and Contributions
For the month ended 31 March 2018

Grants and Contributions

Details	Original Budget \$	Revised Budget \$	Receipt Status	
			Invoiced	Remaining
Corporate Funds				
Federal Assistance	750,000	350,000	261,923	88,078
Federal Local Road	330,000	175,000	129,890	45,110
Lifelong Learning				
Book Council Grants - Local History	2,000	1,000	-	1,000
State Government Grants - Lifelong	2,000	2,000	2,500	-
State Government Grants - Adult Programs	2,000	1,000	-	1,000
Book Council Grants - Young People Services	3,600	2,000	-	2,000
Neighbourhood Enrichment				
Federal Gov Grants Access Inclusion & Seniors	4,500	-	-	-
Sponsorship Creative Arts	4,500	2,500	-	2,500
State Government Grants Cultural Engagement	20,000	2,500	-	2,500
State Government Grants Families and Youth	50,000	-	-	-
Lotterywest Grants Events and Volunteers	20,000	-	-	-
Sponsorship Events and Volunteers	14,000	16,000	4,950	11,050
State Gov Grants Neighbourhood Enrichment	4,500	35,000	10,000	25,000
State Gov Grants Information and Donations	4,500	-	-	-
Crime Prevention Grants Safer Neighbourhoods	20,000	-	-	-
Parks				
State Government Grant - Recreational	200,000	200,000	-	200,000
Street Operations				
MRWA Direct Road Grants	62,400	47,500	47,552	-
Street Lighting Subsidy	1,000	31,000	-	31,000
MRRG Road Rehabilitation Grants	180,000	233,500	153,280	80,220
MRWA Black Spot Grants	675,000	598,000	385,606	212,394
MRWA Other Grants	280,000	270,000	178,879	91,121
Transport Authority Grants	90,000	125,000	23,000	102,000
Transport Grants	285,700	330,500	326,162	4,338
State Government Grant	70,000	145,000	75,000	70,000
Total Cash Deposits	3,075,700	2,567,500	1,598,742	969,310



Reserve Funds
For the month ended 31 March 2018

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.



*Reserve Funds
For the month ended 31 March 2018*

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
For the month ended 31 March 2018

Reserve Funds Transactions

	Annual Opening Balance \$	Transfer to Reserve \$	Transfer from Reserve \$	31 March 2018 Balance Actual \$	Balance Budget \$	Annual Revised Budget \$
Building Renewal	400,466	28	-	400,494	400,466	418,266
Community Art	641,043	46	-	641,089	641,043	690,043
Drainage Renewal	172,720	11	-	172,731	172,720	225,920
Edward Millen Site	1,356,878	95	-	1,356,973	1,356,878	1,458,678
Furniture and Equip Renewa	558,907	40	-	558,947	558,907	599,907
Future Fund	12,332,193	870	-	12,333,063	12,332,193	13,658,793
Future Projects	1,798,878	127	-	1,799,005	1,798,878	450,178
Harold Hawthorn - Carlisle	126,430	9	-	126,439	126,430	148,630
Information Technology Ren	358,400	25	-	358,425	358,400	665,400
Insurance Risk Reserve	367,830	27	-	367,857	367,830	397,230
Other Infrastructure Renewa	574,443	40	-	574,483	574,443	615,443
Parks Renewal	261,025	19	-	261,044	261,025	46,225
Pathways Renewal	367,397	27	-	367,424	367,397	420,397
Plant and Machinery	235,342	17	-	235,359	235,342	269,342
Renewable Energy	220,980	15	-	220,995	220,980	75,380
Roads Renewal	788,737	55	-	788,792	788,737	882,337
Underground Power	2,962,799	208	-	2,963,007	2,962,799	3,241,999
Waste Management	917,175	64	-	917,239	917,175	985,175
	24,441,643	1,722	-	24,443,365	24,441,643	25,249,343



Capital Items
For the month ended 31 March 2018

Capital Items

The following pages summarise the progress of the Capital Items.

For the purposes of these pages, the following indicators have been used -

Item Timing

This relates to how the item is tracking time-wise and is displayed using the following indicators -

	Behind
	On-Track
	In-Front

Budget Status

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

	Over budget
	On budget
	Under budget

Completion Stage

This relates to where the item is currently, in terms of completion, and is displayed using the following indicators -

	Not commenced
	Commenced
	Half-way completed
	Nearing completion
	Completed



Capital Items Progress
For the month ended 28 February 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Buildings			3,457,500	1,541,525
New - Buildings				
Aqualife - Energy Efficiency Initiatives	<input type="checkbox"/>	■ ■ ■ ■	100,000	58,895
Leisurelife - Energy Efficiency Initiatives	<input type="checkbox"/>	■ ■ ■ ■	100,000	1,970
Community Facility - Zone 6 - Lathlain Precinct	<input type="checkbox"/>	■ ■ ■ ■	30,000	8,707
Upgrade - Buildings				
Administration Centre - Security Card Entry Control	<input checked="" type="checkbox"/>	■ ■ ■ ■	60,000	73,926
Lifelong Learning - Library Entrance Upgrade	<input type="checkbox"/>	□ □ □ □	95,000	0
Leisurelife - Emergency Management Switchboard	<input type="checkbox"/>	■ ■ ■ ■	5,000	0
Administration Centre - Accessibility	<input type="checkbox"/>	■ ■ ■ ■	70,000	18,978
Leisurelife - Reception and Cafe Area	<input type="checkbox"/>	■ ■ ■ ■	20,000	10,745
Police and Citizens Youth Centre - Switchboard	<input type="checkbox"/>	■ ■ ■ ■	15,000	11,691
Upgrade Lot 61 Lathlain Place - Zone 8 - Lathlain Precinct	<input type="checkbox"/>	■ ■ ■ ■	3,000	0
Renewal - Buildings				
Aqualife Centre - Pool Deck Floor (Stage 1)	<input type="checkbox"/>	■ ■ ■ ■	140,000	131,670
Air Conditioning System - Council Administration	<input type="checkbox"/>	■ ■ ■ ■	810,000	798,521
Shepperton Road Underpass - Retiling	<input checked="" type="checkbox"/>	■ ■ ■ ■	18,000	18,040
Aqualife Centre - Renew Leisure Pool - Water feature	<input type="checkbox"/>	■ ■ ■ ■	36,000	35,950
Aqualife Centre - Replacement of Boilers	<input checked="" type="checkbox"/>	■ ■ ■ ■	97,500	99,246
Aqualife Centre - Renew Spa Plant Room, Filter and Pipew	<input type="checkbox"/>	■ ■ ■ ■	17,000	0
Aqualife Centre - Tiling of 50m Swimming Pool	<input type="checkbox"/>	■ ■ ■ ■	16,000	2,738
Aqualife Centre - Renewal Circulation and Chemical Pumps	<input checked="" type="checkbox"/>	■ ■ ■ ■	5,000	7,897
6 Kent Street - Accessibility and Internal Renewal	<input type="checkbox"/>	■ ■ ■ ■	230,000	7,153
8 Kent Street - Accessibility and Internal Renewal	<input type="checkbox"/>	■ ■ ■ ■	200,000	6,370
Administration Centre - Fire Panel Replacement	<input type="checkbox"/>	■ ■ ■ ■	65,000	4,750
Aqualife Centre - Chemical Shed	<input type="checkbox"/>	■ ■ ■ ■	20,000	4,500
Aqualife Centre - Window Tinting	<input type="checkbox"/>	■ ■ ■ ■	8,000	7,825
Archer Street Toilets - LED Lighting	<input type="checkbox"/>	■ ■ ■ ■	2,000	1,144
Balbuk Reserve Toilets - LED Lighting	<input type="checkbox"/>	■ ■ ■ ■	2,000	0
Carlisle Reserve Clubrooms - Flooring Replacement	<input type="checkbox"/>	■ ■ ■ ■	19,000	18,010
Depot Rear Shed - Roof and Cladding Replacement	<input type="checkbox"/>	■ ■ ■ ■	180,000	954
GO Edwards Park Toilets (1) - LED Lighting	<input type="checkbox"/>	■ ■ ■ ■	2,000	1,685
GO Edwards Park Toilets (2) - LED Lighting	<input type="checkbox"/>	■ ■ ■ ■	2,000	1,796
Higgins Park Tennis Club - Kitchen	<input type="checkbox"/>	■ ■ ■ ■	40,000	0
Hubert Street Carpark Toilets - LED Lighting	<input type="checkbox"/>	■ ■ ■ ■	2,000	1,444
John Macmillan Park Toilets - Lighting and accessibility	<input type="checkbox"/>	■ ■ ■ ■	125,000	2,660
Leisurelife - Commercial Kitchen Flooring	<input type="checkbox"/>	■ ■ ■ ■	8,000	7,862



Capital Items Progress
For the month ended 28 February 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Renewal - Buildings (continued)				
Leisurelife - Court Flooring	<input type="checkbox"/>	■ ■ ■ □	95,000	15,727
Leisurelife - Courts Lighting	<input type="checkbox"/>	■ ■ ■ ■	28,000	25,097
Leisurelife - Emergency Exit Doors	<input type="checkbox"/>	■ ■ ■ ■	24,000	18,700
Leisurelife - Entrance and Signage Renewal	<input type="checkbox"/>	■ ■ □ □	25,000	24,302
Leisurelife - Gym Flooring	<input type="checkbox"/>	■ □ □ □	65,000	0
Leisurelife - Roofing	<input type="checkbox"/>	■ ■ ■ ■	9,000	8,225
Leisurelife - Squash Courts (3 and 4)	<input type="checkbox"/>	■ ■ ■ ■	65,000	58,180
Leisurelife - Toilets and Change Rooms	<input type="checkbox"/>	■ □ □ □	170,000	0
Library - Facility Lighting	<input type="checkbox"/>	■ ■ ■ □	50,000	24,132
Library - Fire Panel Replacement	<input type="checkbox"/>	■ ■ □ □	35,000	5,000
Library - Public Area Carpets	<input type="checkbox"/>	■ □ □ □	100,000	10,365
McCallum Park Toilets - LED Lighting	<input type="checkbox"/>	■ ■ ■ ■	2,000	0
Read Park Toilets - LED Lighting	<input type="checkbox"/>	■ ■ ■ ■	2,000	1,519
Taylor Street Reserve Toilets	<input type="checkbox"/>	■ □ □ □	190,000	2,660
Victoria Park Carlisle Bowling Club - Toilets	<input type="checkbox"/>	■ ■ ■ □	55,000	2,492

Plant and Machinery	1,012,000	523,364
----------------------------	------------------	----------------

New

Plant - Electric Bikes	<input type="checkbox"/>	■ ■ ■ □	10,000	6,336
Plant - Street Operations - High Pressure Cleaner and Trailk	<input type="checkbox"/>	■ ■ ■ ■	12,000	11,694

Renewal - Plant and Machinery

Purchase Major Plant - Light Truck Parks (160VPK - Plant 4	<input type="checkbox"/>	■ ■ ■ ■	103,500	103,216
Purchase Major Plant - Mower Slasher Parks (147VPK Plan	<input type="checkbox"/>	■ ■ ■ ■	28,000	27,974
Purchase Major Plant - Mowing Trailer Parks (158VPK - Pla	<input type="checkbox"/>	■ ■ ■ ■	24,000	23,940
Minor Plant Renewal - Low Value Pool - Parks	<input type="checkbox"/>	■ ■ ■ □	11,000	4,817
Minor Plant Renewal - Street Improvement	<input type="checkbox"/>	■ ■ ■ ■	10,500	9,353
Minor Plant Renewal - Workshop Pressor (Replacing CVR#	<input type="checkbox"/>	■ □ □ □	10,000	0
Fleet - Aqualife - 1EMT367 (Plant 365)	<input type="checkbox"/>	■ ■ ■ ■	22,500	22,241
Fleet - Asset Management - 179VPK (Plant 385)	<input type="checkbox"/>	■ ■ ■ ■	25,000	24,986
Fleet - Building Services - 113VPK (Plant 368)	<input type="checkbox"/>	■ ■ ■ ■	22,500	22,448
Fleet - Business Life Administration - 106VPK (Plant 369)	<input type="checkbox"/>	■ ■ ■ ■	33,000	32,736
Fleet - Community Life Administration - 110VPK (Plant 371)	<input type="checkbox"/>	■ ■ ■ ■	32,000	31,188
Fleet - Community Life Administration - 166VPK (Plant 379)	<input type="checkbox"/>	■ □ □ □	35,000	0
Fleet - Environmental Health - 116VPK (Plant 372)	<input type="checkbox"/>	■ ■ ■ ■	21,000	20,838
Fleet - Leisurelife - 112VPK (Plant 364)	<input type="checkbox"/>	■ ■ ■ ■	22,000	21,947
Fleet - Lifelong Learning - 164VPK (Plant 386)	<input checked="" type="checkbox"/>	■ ■ ■ ■	25,000	25,352
Fleet - Ranger Services - 183VPK (Plant 366)	<input type="checkbox"/>	■ ■ □ □	40,000	183
Fleet - Renew Life Administration - 111VPK (Plant 360)	<input type="checkbox"/>	■ ■ ■ ■	35,000	183
Fleet - Street Improvement - 128VPK (Plant 384)	<input type="checkbox"/>	■ □ □ □	25,000	183
Fleet - Urban Planning - 108VPK (Plant 377)	<input type="checkbox"/>	■ ■ ■ ■	25,000	24,911



Capital Items Progress
For the month ended 28 February 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Renewal - Plant and Machinery (continued)				
Plant - Street Operations - High Pressure Cleaner (239)	<input type="checkbox"/>	■■■■	5,000	4,413
Plant - Street Operations - High Pressure Cleaner (332)	<input type="checkbox"/>	■■■■	5,000	4,371
Truck - Street Operations - 131VPK (44)	<input type="checkbox"/>	■■■□	105,000	183
Truck - Street Operations - 145VPK (43)	<input type="checkbox"/>	■■■□	150,000	183
Utility (Fleet) - Parks - 130VPK (283)	<input type="checkbox"/>	■■■□	40,000	36,988
Utility (Fleet) - Parks - 148VPK (329)	<input type="checkbox"/>	■■□□	30,000	0
Utility (Fleet) - Street Operations - 135VPK (287)	<input type="checkbox"/>	■■■■	30,000	29,168
Utility (Fleet) - Street Operations - 141VPK (296)	<input type="checkbox"/>	■□□□	45,000	0
Utility (Fleet) - Street Operations - 144VPK (297)	<input checked="" type="checkbox"/>	■■■■	30,000	33,530
Furniture and Equipment			296,000	80,551
New - Furniture and Equipment				
Licence Plate recognition devices and equipment - Parking	<input type="checkbox"/>	■■□□	9,000	0
Hardware, software and cabling - Parking Initiative	<input type="checkbox"/>	□□□□	23,000	0
Edward Millen - Low Value Pool	<input type="checkbox"/>	■■■■	6,500	6,486
VICPARK LED - Illuminated Lights	<input type="checkbox"/>	■■■■	4,500	4,300
Renewal - Furniture and Equipment				
Renew Furniture & Equipment - Depot - Low Value Pool	<input type="checkbox"/>	■■□□	6,000	670
Renew Minor Plant - Bins	<input type="checkbox"/>	■■□□	11,000	0
Renew Furniture - Administration Centre - Low Value Pool	<input type="checkbox"/>	■■□□	22,000	9,629
Parking Management Office - Office Furniture	<input type="checkbox"/>	■□□□	5,000	0
Renew Furniture & Equipment - Aqualife - Low Value Pool	<input type="checkbox"/>	■□□□	10,000	2,278
Renewal - Furniture & Equipment - Aqualife Cafe	<input type="checkbox"/>	■□□□	5,000	0
Renewal - Equipment - Aqualife - Pool Scrubber	<input checked="" type="checkbox"/>	■■■■	8,000	8,091
Aqualife - Crèche Furniture	<input type="checkbox"/>	■□□□	4,000	0
Aqualife - Gymnasium Equipment (Assorted)	<input type="checkbox"/>	■□□□	20,000	7,078
Aqualife - Pool Equipment	<input type="checkbox"/>	■■□□	40,000	2,352
Renewal - Equipment - Leisurelife- Gym Equipment	<input type="checkbox"/>	■□□□	20,000	4,968
Leisurelife - Court Floor Cleaner	<input type="checkbox"/>	■■■□	20,000	17,146
Leisurelife - Bingo Furniture	<input type="checkbox"/>	■■■□	7,000	6,889
Leisurelife - Sports Equipment	<input type="checkbox"/>	■■□□	23,000	2,637
Renewal - Furniture & Equipment - Leisurelife Cafe	<input type="checkbox"/>	■■■□	5,000	2,944
Renew Furniture & Equipment - Leisurelife - Low Value Pool	<input type="checkbox"/>	■□□□	15,000	4,433
Renew Furniture & Equipment - Lifelong Learning - Low Value Pool	<input type="checkbox"/>	■■□□	15,000	650
Renew Furniture & Equipment - Digital Hub - Low Value Pool	<input type="checkbox"/>	■■□□	2,000	0
TAPP - Aqualife - Access and Inclusion Pool Hoist	<input type="checkbox"/>	■■■□	12,000	0
TAPP - Aqualife - Disability Floatation devices	<input type="checkbox"/>	■■■□	3,000	0



Capital Items Progress
For the month ended 28 February 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Information Technology			945,000	256,020
New - Information Technology				
TAPP - Lighten Up - Mobile App Software	<input type="checkbox"/>	□□□□	5,000	0
Library - RFID Self-Service System	<input type="checkbox"/>	■□□□	90,000	0
New - Software - Mobile Health	<input type="checkbox"/>	□□□□	100,000	0
New - Software - Client engagement	<input checked="" type="checkbox"/>	■□□□	8,000	13,235
New - Noise Monitoring Device - Environmental Health	<input checked="" type="checkbox"/>	■□□□	25,000	27,114
Handheld Enforcement devices and associated equipment -	<input type="checkbox"/>	■□□□	12,000	0
Renewal - Information Technology				
Hardware - Mobile Computing Devices	<input type="checkbox"/>	■□□□	65,000	64,176
Network - Wi-Fi Network	<input type="checkbox"/>	■□□□	47,000	46,991
Systems - Website, Intranet and Client Portal	<input type="checkbox"/>	■□□□	85,000	0
Renewal - Information Technology				
Depot Communications System (Hardware)	<input type="checkbox"/>	■□□□	5,000	4,997
Network Storage (Hardware)	<input type="checkbox"/>	■□□□	38,000	37,033
Bookings Management System (Software)	<input type="checkbox"/>	■□□□	50,000	0
Development Application System (Software)	<input type="checkbox"/>	■□□□	110,000	41,873
Email Archival System (Software)	<input type="checkbox"/>	■□□□	30,000	0
Leisure Facilities Management System (Software)	<input type="checkbox"/>	■□□□	95,000	0
Library Management System (Software)	<input type="checkbox"/>	■□□□	95,000	0
Records Management System (Software)	<input type="checkbox"/>	□□□□	60,000	0
System Security (Software)	<input type="checkbox"/>	■□□□	25,000	20,600
Roads			3,744,500	1,721,522
New - Roads				
New - Albany Highway - Pedestrian Crossing Safety Measures	<input checked="" type="checkbox"/>	■□□□	43,500	48,914
New - Alday Street - Lane Channelisation	<input type="checkbox"/>	■□□□	68,000	67,609
New - Enfield Street - Traffic Calming	<input type="checkbox"/>	■□□□	89,000	83,633
Gallipoli Street - Egham Road to Enfield Street - Traffic Calming	<input type="checkbox"/>	■□□□	25,000	0
Gallipoli Street - Egham Road to Howick Street - Traffic Calming	<input type="checkbox"/>	■□□□	25,000	0
Goddard Street - Egham Road to Howick Street - Traffic Calming	<input type="checkbox"/>	■□□□	25,000	0
Goddard Street - Midgley Street to Cookham Road - Traffic Calming	<input type="checkbox"/>	■□□□	25,000	0
Hill View Terrace - Cycle Lane Extension and Ramps	<input type="checkbox"/>	■□□□	15,000	0
McCartney Crescent - Goddard Street to Roberts Road - Traffic Calming	<input type="checkbox"/>	■□□□	60,000	6,194
Saleham Street - Goddard Street to Gallipoli Street - Traffic Calming	<input type="checkbox"/>	■□□□	55,000	776
Star Street - Intersection Safety Works at Briggs Street	<input type="checkbox"/>	■□□□	15,000	0



Capital Items Progress
For the month ended 28 February 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Renewal - Roads				
Albany Highway - Duncan Street to Teddington Road	<input type="checkbox"/>	■■■□	330,000	22,344
Asteroid Way - Star Street to Mercury Street	<input type="checkbox"/>	■■■■	120,000	117,806
Bank Street - Oats Street to Milford Street	<input checked="" type="checkbox"/>	■■■■	86,000	91,436
Berwick Street - Sussex Street to Basinghall Street	<input checked="" type="checkbox"/>	■■■■	150,000	162,048
Bishopsgate Street - Oats Street to Mercury Street	<input type="checkbox"/>	■■■■	49,000	48,880
Bolton Avenue - Glenn Place to Path (Northbound)	<input type="checkbox"/>	■■■□	151,500	6,405
Bolton Avenue - Glenn Place to Path (Southbound)	<input type="checkbox"/>	■■■□	104,000	116
Cookham Street - Gallipoli Street to Goddard Street	<input type="checkbox"/>	■■■■	112,000	111,815
Goddard Street - Saleham Street to Bishopsgate Street	<input type="checkbox"/>	■■■■	103,000	102,425
Raleigh Street - Mercury Street to Lion Street	<input type="checkbox"/>	■■■■	130,000	111,804
Somerset Street - Shepperton Road to Bank Street	<input type="checkbox"/>	■■■□	200,000	50,760
Swansea Street (West) - Dane Street to Cul-de-sac	<input type="checkbox"/>	■■■■	178,000	172,976
Upgrade - Roads				
Upgrade Hillview & Berwick Intersection Stage 2	<input type="checkbox"/>	■■■□	18,000	1,177
Upgrade - McCartney Crescent	<input type="checkbox"/>	■■□□	22,500	0
Traffic Management Initiative - Shepperton Rd and Gresham	<input type="checkbox"/>	■■■■	243,000	210,043
Traffic Management Initiative - Teddington St and Burswood	<input type="checkbox"/>	■■■□	204,000	160,747
Upgrade - Bishopsgate and Roberts Road - Pre Deflections	<input type="checkbox"/>	■■■■	9,000	6,006
Upgrade - Oats Street and Star Street - Pre Deflections	<input checked="" type="checkbox"/>	■■■■	3,500	3,634
Upgrade - Temple Street and Hordern Street - Traffic Island	<input type="checkbox"/>	■■■■	500	360
Hill View Terrace and Oats Street - Intersection	<input type="checkbox"/>	■□□□	180,000	0
Roberts Road and Orrong Road - Intersection	<input type="checkbox"/>	■□□□	220,000	0
Rutland Avenue - Oats Street to Welshpool Road	<input type="checkbox"/>	■■□□	450,000	0
Temple Street and Hordern Street - Intersection	<input type="checkbox"/>	■■■■	135,000	133,613
Upgrade - Great Eastern Highway and Craig Street - Interse	<input type="checkbox"/>	■■■■	100,000	0
Drainage			552,000	164,344
New - Drainage				
Drainage - Carnarvon Street	<input type="checkbox"/>	■■■■	63,000	62,294
Drainage - Harris Street and Appleton Street - Stage 1	<input type="checkbox"/>	■■■□	64,500	3,190
Drainage - Northampton Street	<input type="checkbox"/>	■■■□	50,000	3,100
Lake View Terrace Drainage - To be constructed as part of j	<input type="checkbox"/>	■□□□	20,000	0
Renewal - Drainage				
Intersection Improvements - Hillview Terrace	<input type="checkbox"/>	■■□□	87,500	0
Right Of Ways - Various Locations	<input type="checkbox"/>	■■■□	45,000	0
Pipe Renewal- Various Locations	<input type="checkbox"/>	■■■□	45,000	9,043
Pit Renewal- Various Locations	<input type="checkbox"/>	■■■□	80,000	38,477
Sump Renewal- Various Locations	<input type="checkbox"/>	■■■■	37,000	36,596
Upgrade				
Albany Highway - Hotspot 1 Drainage Master Plan	<input type="checkbox"/>	■■□□	60,000	11,644



Capital Items Progress
For the month ended 28 February 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Pathways				
			432,500	215,323
New - Pathways				
Bolton Avenue - Carpark to Main Entrance			26,000	26,180
Brodie Hall Drive - Turner Avenue to Hayman Road			42,500	42,360
Rutland Avenue P2P - Stage 2			20,000	0
Rutland Avenue Safe Active Street			25,000	400
Victoria Park Drive - Footpath Extension			50,000	0
Renewal - Pathways				
Berwick Street - Bush Street to Boundary Road (East)			40,000	0
Berwick Street - Bush Street to Boundary Road (West)			59,000	58,720
Forward Street - Welshpool Road to Swansea Street (East)			14,000	7,378
Pathway - Lathlain Precinct Redevelopment (Zone 2)			75,000	0
Mars Street - Oats Street to Cohn Street			24,000	23,968
Mint Street - Carnarvon Street to Shepperton Road			14,000	13,800
Oats Street - Hubert Street to Albany Highway			12,000	11,610
Star Street - Briggs Street to President Street			21,000	20,999
Star Street - Cohn Street to Briggs Street			10,000	9,908
Parks				
			3,786,000	285,619
New - Parks				
George Street Reserve Revegetation			80,000	30,189
Park Furniture and Equipment - Burswood Peninsula			75,000	688
Kensington Bushland - Jirdarup Signage			30,000	2,297
Manners Reserve - Shade Sails			25,000	159
New - Tree Plan- Tree Planting			35,000	6,588
Renew - Park Lighting - Poles and Floodlighting			20,000	7,500
Lathlain Park - New			1,500,000	31,473
Peninsula to Park - Landscaping			200,000	0
Emergency Works - Water Tank installation			50,000	0
Renewal - Parks				
Fletcher Park - Playground			60,000	0
Fraser Park - Playground			50,000	0
GO Edwards Park - Redevelopment			590,000	58,195
Harold Rossiter Park - Irrigation			160,000	89,180
Manners Reserve - Furniture			5,000	0
Park Signage - Various Locations			50,000	0
Renew - McCallum Park (Foreshore River Wall)			341,000	20,001
Renewal - Tree Plan - Tree Planting			75,000	0
Victoria Park Community Centre - Playground			20,000	1,035



Capital Items Progress
For the month ended 28 February 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Upgrade - Parks				
Upgrade - Entry Statements - Landscaping	<input type="checkbox"/>	■□□□	80,000	0
Upgrade - Higgins Park Tennis Club - Court Modifications	<input type="checkbox"/>	□□□□	300,000	0
Upgrade - Rayment Park	<input type="checkbox"/>	■□□□	40,000	38,312
Other Assets			1,575,000	818,312
New - Other Assets				
New - Lathlain Primary School / Rayment Park Carpark	<input type="checkbox"/>	■□□□	27,500	27,433
Car Parks - Harvey Street ACROD bays	<input type="checkbox"/>	■□□□	7,500	7,253
New Street Lighting - Purchase and Installation	<input type="checkbox"/>	■□□□	66,000	8,782
Purchase and Installation of parking meters	<input type="checkbox"/>	■□□□	75,000	0
Signage - Parking Plan Works	<input type="checkbox"/>	■□□□	130,000	0
New - Street Furniture - Various Locations	<input type="checkbox"/>	■□□□	35,000	8,071
Street Lighting - Safety Improvement at Various Locations	<input type="checkbox"/>	■□□□	25,000	1,700
Visual Art	<input type="checkbox"/>	■□□□	20,000	7,070
Burswood Peninsula Way Finding - Signs and Line marking	<input type="checkbox"/>	■□□□	50,000	0
Renewal - Other Assets				
Right of Way 51	<input type="checkbox"/>	■□□□	500,000	456,246
Street Furniture - Bus Shelters at Various Locations	<input type="checkbox"/>	■□□□	47,000	0
Street Lighting - Albany Highway and Laneways	<input type="checkbox"/>	■□□□	40,000	0
Car Parks - Carlisle Reserve	<input type="checkbox"/>	■□□□	100,000	1,000
Lighting - St James East Victoria Park - Safer Communities	<input type="checkbox"/>	■□□□	75,000	0
Upgrade - Other Assets				
Upgrade - Right of Way 31a & 31b	<input type="checkbox"/>	■□□□	23,000	22,701
Upgrade - Right of Way 45	<input type="checkbox"/>	■□□□	14,000	12,488
Right of Way 14 - Access Upgrade	<input type="checkbox"/>	■□□□	170,000	132,521
Tap and Go - Parking Meter Upgrade	<input type="checkbox"/>	■□□□	130,000	128,700
Street Lighting - Community Safety Projects	<input type="checkbox"/>	■□□□	40,000	4,347
Land			74,000	-
Upgrade				
Land - Upgrade: 25 Boundary Road Subdivision	<input type="checkbox"/>	□□□□	74,000	0

14.3 Recommendation from the Finance and Audit Committee: Review of Investment Policy (FIN1)

File Reference:	FIN/11/0001~09
Appendices:	Yes
Attachments:	No

Date:	24 April 2018
Reporting Officer:	A. Thampoe
Responsible Officer:	N. Cain
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – That the Finance and Audit Committee recommends that Council adopt the proposed amended Investment Policy.

- The Investment Policy of Council has been reviewed and amendments made, in accordance with legislation.

TABLED ITEMS:

Nil

BACKGROUND:

Officers of the Town have reviewed the current Investment Policy (FIN1), as part of an internal control process, and have proposed amendments taking into account legislative requirements and with a view to improve current processes.

DETAILS:

The Town's Investment Policy was formulated to meet legislative requirements and provide a risk management framework for the investment of funds that were surplus to the Town's immediate requirements.

The current policy was last reviewed in 2015 and adopted by Council on 9 June 2015. To ensure compliance and good governance, a review of this policy has been undertaken noting changes to legislation and best practice recommendations with the aim of improving risk controls.

In May 2017, the *Local Government (Financial Management) Regulations 1996*, Section 19C was amended to allow Western Australian councils to invest in Authorised Deposit Taking Institutions (ADI) for a maximum term of up to three years, which was increased from the previous one year limitation. The review of the Investment Policy has allowed for this change in legislation. The current practice is to invest in fixed rate term deposits for no longer than 12 months. Subject to liquidity constraints, it is proposed that the Town will consider investing a component of the portfolio beyond 12 months should suitable opportunities arise.

The Town's management practice affirms section 6.14 of the *Local Government Act 1995* and enhances the legislative requirements by providing additional guidelines in managing Council's investment activities of its surplus funds.

Legal Compliance:**Local Government Act 1995 - Section 6.14****6.14. Power to invest**

- (1) *Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the Trustees Act 1962 Part III.*
- (2A) *A local government is to comply with the regulations when investing money referred to in subsection (1).*
- (2) *Regulations in relation to investments by local governments may —*
- (a) make provision in respect of the investment of money referred to in subsection (1); and*
 - (b) deleted]*
 - (c) prescribe circumstances in which a local government is required to invest money held by it; and*
 - (d) provide for the application of investment earnings; and*
 - (e) generally provide for the management of those investments.*

Local Government (Financial Management) Regulation 1996 - Regulation 19C Regulation 28 and Regulation 49**19C. Investment of money, restrictions on (Act s. 6.14(2)(a))**

- (1) *In this regulation —*

authorised institution means —

- (a) an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or*
- (b) the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;*

foreign currency means a currency except the currency of Australia.

- (2) *When investing money under section 6.14(1), a local government may not do any of the following —*
- (a) deposit with an institution except an authorised institution;*
 - (b) deposit for a fixed term of more than 3 years;*
 - (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*
 - (d) invest in bonds with a term to maturity of more than 3 years;*
 - (e) invest in a foreign currency.*

28. Investment information required in notes

The notes to the annual budget are to include, in relation to money invested by the local government, an estimate of —

- (a) the amount to be earned from the investment of money held in reserve; and*
- (b) the amount to be earned from the investment of other money; and*
- (c) the total earnings from investments.*

49. Invested money, information about in annual financial report

The annual financial report is to include, in relation to money invested, details of —

- (a) the amount earned from the investment of money held in reserve; and*
- (b) the amount earned from the investment of other money; and*
- (c) the total earnings from investments.*

The Trustees Act 1962 – Part III.**Australian Accounting Standards.****Policy Implications:**

The Town's Investment Policy (FIN1) is proposed to be amended to allow for change in legislation.

Risk Management Considerations:

Two risks have been identified as outlined.

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Compliance: Council not accepting Investment Policy changes	Moderate	Unlikely	Moderate	Provide reasoning and detailed explanations to Council to enable informed decision making.
Financial Impact: Misstatement of legislative obligations or inadequate controls	Major	Unlikely	Moderate	Policy and Management practice to be reviewed and approved by Chief Financial Officer. Investment requests to be reviewed and authorised by Manager Corporate Services or Chief Financial Officer. Reconciliations to be reviewed monthly.

Strategic Plan Implications:

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

CL 10 – Legislative responsibilities are resourced and managed appropriately, diligently and equitably.

Financial Implications:Internal Budget:

Nil

Total Asset Management:

Nil

Sustainability Assessment:External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

The review of the Investment Policy documentation ensures compliance with amendments to the regulations and provides additional guidelines on controls required to manage risk when investing the Town's surplus funds.

Please note, the formatting of Council policies and management practices is currently under review and may change in the future. The formal policy position of Council will not be amended during this process.

RECOMMENDATION/S FROM THE FINANCE AND AUDIT COMMITTEE:

The Finance and Audit Committee recommends that Council, pursuant to Section 6.14 of the *Local Government Act 1995*, adopts the proposed amended Investment Policy (FIN1) as contained within the appendices.

14.4 Recommendation from the Finance and Audit Committee: VP95255 Managed print services

File Reference:	INT/14/10
Appendices:	Yes

Date:	24 April 2018
Reporting Officer:	G.Patrick
Responsible Officer:	N.Cain
Voting Requirement:	Simple majority

Executive Summary:

Recommendation – That the Finance and Audit Committee recommends that Council awards WALGA eQuote VP95255 for managed print services to Maia Financial Pty Ltd and Forum Group Pty Ltd, for a period from date of acceptance for four years.

- The WALGA Preferred Supplier Program was used to call for suitable providers to deliver a reliable managed print service that can achieve the Town's current, and future, photocopying and in-house print requirements.
- Only one submission against the prescribed criteria was received from Maia Financial Pty Ltd (on behalf of Forum Group Pty Ltd). Maia Financial Pty Ltd offer the financial services for the lease of the printers and Forum Group Pty Ltd offer the managed print service.

TABLED ITEMS:

Nil

BACKGROUND:

A managed print service is a program offered by print providers that manages all aspects of business printing devices, including printers, scanners, faxes and photocopiers. By optimising these devices, there are cost reductions, less paper waste and increased efficiency.

The Town first moved to managed print services approximately three years ago. This move resulted in a thorough analysis of the Town's printing needs and resulted in less cost associated with printers and photocopiers, as well as an overall reduction in the number of devices located in Town facilities.

Following analysis and consultation with other local governments, at that time, the Town chose to relinquish ownership of aging printer and photocopier devices and to instead enter into an operating lease for printing devices and managed print services.

The current managed print service provider has advised the Town that it is no longer providing these services within its current business model and has, lawfully, opted out of the current contract.

The Town has sought to undertake management of the print services in-house, however does not have the necessary expertise to successfully maintain this service, hence the seeking quotations from suitable providers.

DETAILS:

The WALGA Preferred Supplier Program (VendorPanel eQuotes) was used to advertise the quotation request on Tuesday 12 December 2017.

The quotation information was reviewed by nine vendors on the WALGA Panel.

The quotation period closed at 5pm on Friday 12 January 2018 with one submission being received from Maia Financial Pty Ltd.

The submission met the quotation compliance criteria.

The selection criteria for VP95255 is detailed in the following tables.

Table 1 – Strategic Goals			
Six strategic goals were identified in the print strategy in relation to a managed print service			
Goal ID	Goal	Measure	Current baseline (from Jan 17 to Sept 17)
1	Reduce costs	Within the next 12 months, cost of print should be reduced by 5% (based on average volume of copies reduced by 5.5% over two years). To encourage cost reduction, cost of print should be cross charged to the printing department.	\$151,513
2	Reduce ecological footprint	Within 12 months, the carbon footprint should be reduced by 9.6kg (based on a reduction of 45,000 copies with a toner yield of 19,000 per toner).	585kg
3	Reduce volumes	Within 12 months, copy paper orders reduced by 90 reams (based on a reduction of 45,000 copies divided by 500 sheets per ream).	1,512
4	Secure print	Number of pages submitted but not released should be reduced by 10%.	104,172
5	Educate users	Applicable print tips, tricks and educational information reported bi-monthly with a minimum of six per annum. Monthly cost and volumetric reports by department and user delivered monthly. Management practice reviewed and changes implemented bi-annually.	None currently
6	Identify replacement devices	Devices to include all required features, print/scan with high quality and fast speed for single and double sided.	N/A

Table 2 – Minimum specifications										
This is for the immediate managed print service replacement.										
Device type	Qty	A3	A4	Paper weight	Print speed	Toner yield	Document feed	DPI	Fax	Finishing
Large colour multi-function	3	✓	✓	300 GSM	75	40000	100	1200	Y	Zfold, staple, hole punch
Small colour multi-function	8	X	✓	90 GSM	38	13000	50	600	N	N/A
Large format plotter	2	X	X	328 GSM	21 sec pa1	300 ml	N/A	2400 x 1200	N	N/A
Medium colour multi-function	6	✓	✓	300 GSM	45	28,000	300	1200	Y	Internal Staple

Table 3 – Peripheral devices (future scope)										
The requirements listed in Table 3 are subject to change and only required detail on what could be provided.										
Device type	Qty	A3	A4	Paper weight	Speed	Document feed	DPI	Fax	Finishing	
Mail and envelope wrapping multi-function printer	1	a	a	100 GSM	40 mails/min	100	600	N	Envelope wrapping	
Thermal receipt printer	10	N/A	N/A	90 GSM	200 mm/sec	N/A	20 CPI	N/A	N/A	
A4 scanner	1	X	a	120 GSM	100 ipm	200	600	N	None	

In addition to the above, the potential solution provider must be able to cater for the following.

Table 4 - Library kiosk solution	
A kiosk solution must be included for one of the medium colour multi-function printers which is to be installed at the Library (27 Sussex Street, East Victoria Park 6101) for use by the general public and library members.	
<ul style="list-style-type: none"> • Self service; • Floor standing; • Ability to charge and top up account via coin, note and credit/debit cards; • Ability to login to account via swipe access or PIN; and • Send jobs to be printed and release via local PC or USB. 	

Table 5 - Security		
The following goals were identified for security:		
Requirement ID	Goal	Measure
SG1	Security standard	All devices shall comply with ISO15408-1:2009.
SG2	Encryption	Data should be encrypted at rest and in-transit. Enable HTTPS and install security certificate (also see SG6 below).
SG3	Firmware updates	A proactive maintenance program should be implemented to ensure firmware is updated periodically.
SG4	Authentication	<p>Follow You Print must be deployed to all multifunction printers (MFP) and available for all users.</p> <p>Access to the MFP should be granted via swipe card with pin code as a backup.</p> <p>The chosen Follow You Print solution must allow for multiple functions to be utilised within a single login (e.g. releasing of print Jobs within queue and scan to email without the need to re-login to the MFP).</p> <p>Staff and contractors should access devices with a unique pin or swipe card and should not share their pin/swipe with anyone else.</p>
SG5	Open ports	Open ports should be minimised by the provider with an allowance cater for device status and reporting.
SG6	Configuration	<p>Ensure printers are secured from unauthorised access, print configuration alternations, eavesdropping and device compromise.</p> <ul style="list-style-type: none"> • Printers must only allow access from approved network devices and should not be exposed to the public internet. • Default passwords to the administration control panel webpage must be changed.

		<ul style="list-style-type: none"> • Use an https:// address when accessing the printer interface via a web browser. • Disable unnecessary protocols e.g. Telnet, HTTP, FTP. • Update and patch any trusted firmware (see SG3) through a preventative maintenance program.
SG7	Monitoring and alerts	Devices proposed must be capable of being monitored for security vulnerabilities.
SG9	Sanitisation	All devices should be wiped from data prior to being sent away for decommission.

Table 6 - Procurement

The following goals were identified for procurement of devices.

Goal ID	Goal	Measure
PG1	Replacement strategy	Devices should be procured over a four-year term factoring in the termination of the current leasing arrangement.
PG2	Operational cost	Provider must provide a separate cost per page which includes the delivery of all service related items (e.g. toner, maintenance parts, engineer time) with all details provided on inclusion.
PG3	Product flexibility	Provider must be vendor agnostic with the ability to service and maintain multiple brands and device types.
PG4	Contract terms	Service levels clearly defined and met: <ul style="list-style-type: none"> • Four hour metro area response time. • Contract includes penalties for non-compliance. • Provider must retain local supplies of replacement parts and devices, maintained within a WA-based warehouse. • Warranty must cover the agreed lease term. • A minimum of four account meetings per annum with the chosen provider to review service levels and contract performance. • Monthly and quarterly reporting provided covering details on usage/costs, trends and environmental impact.

Table 7 - Reporting		
The following goals were identified for reporting print across all departments.		
Goal ID	Goal	Measure
RG1	Benchmark printing volumes	Annual reporting by department/site to be provided with year-on-year comparisons.
RG2	Volumetrics and costs per user/department/cost centre	Follow You Print shall support cost centre charge back through monthly reporting.
RG3	Faults/failures	Provider must make available details on service requests and resolutions.
RG4	Green reporting	Provider must make available environmental awareness posters that can be displayed near devices.

The assessment of the submission was undertaken by the ICT service area.

Maia Financial Pty Ltd (on behalf of Forum Group Pty Ltd) were found to be fully compliant with all of the selection criteria.

Legal Compliance:

Regulation 11 (When tenders have to be publicly invited) of the *Local Government (Functions and General) Regulations 1996* states –

1. *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.*
2. *Tenders do not have to be publicly invited according to the requirements of this Division if —*
 - (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
 - (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.*

This quotation, and the process applied, is in accordance with the regulations.

Policy Implications:

Council policy FIN4 – Purchase of Goods and Services applies.

This quotation, and the process applied, is in accordance with this policy.

Risk Management Considerations:

Risk & Consequence	Consequence Rating	Likelihood Rating	Overall Risk Analysis	Mitigation/Actions
The supplier fails to provide a functioning print system that is to our specifications.	Moderate	Unlikely	Low	Detailed assessment of the specifications prior to implementation.
The printers have regular breakdowns.	Moderate	Unlikely	Low	The printers are covered by warranty.

Strategic Plan Implications:

CL4 - Provide appropriate information and communications management and technology that is easily accessible, secure, accurate and reliable, in collaboration with our internal and external community.

Financial Implications:Internal Budget:

Printing costs have already been included in the proposed 2018-/2019 annual budget as an ongoing operating cost. If approved, the outcome from this contract will reduce printing costs.

Total Asset Management:

The following assets will be provided as part of the managed print solution.

Make/Model	Qty
Develop Ineo+ 3851	8
Develop Ineo+ 458	6
HP DesignJet T2530	3
Develop Ineo+ 754e	3
Kodak i3400 Scanner	2

Additional information on the above devices can be found at the following websites:

- Develop Products (a division of the Konica-Minolta group):
<https://www.develop.eu/en/home.html>
- Hewlett Packard:
<http://h20386.www2.hp.com/AustraliaStore/Merch/Default.aspx>
- Kodak:
<https://www.alarisworld.com/en-au/solutions/document-scanners/departmental/i3400-scanner#Home>

Sustainability Assessment:External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

The use of managed print services has been proven to reduce paper waste in an office environment.

COMMENT:

The submission received from Maia Financial Pty Ltd (on behalf of Forum Group Pty Ltd) involves the financing of the operating lease to be managed by Maia Financial (previously Alleasing) and the managed print service will be provided by Forum Group (<http://www.forumgroup.com.au/>).

Given only one submission was received, officers undertook a comparison against the previous contract and the proposed contract. The comparison is shown in the following table:

Item	Previous	Proposed
Leasing provider	Alleasing	Maia Financial
Printer lease cost (over four years)	\$350,721	\$328,575
Number of devices leased	17	22
Managed print provider	Datacom	Forum Group
Print usage billing	Cost per page	Cost per page
Average print usage cost (over four years)	\$190,309	\$143,428

The above analysis highlights that a higher service level offering can be achieved at less of a cost than that which has previously been incurred.

Of note, as the Town progresses towards a more digital environment, the nature of the proposed contract has the flexibility to permit this to occur, which is considered a considerable improvement over the previous contract.

CONCLUSION:

The proposed managed print services contract will have a significant impact on reducing printing costs to the Town, reducing environmental waste and assisting in enabling the Town to transform digitally.

RECOMMENDATION/S FROM THE FINANCE AND AUDIT COMMITTEE:

That the Finance and Audit Committee recommends that Council, pursuant to Section 3.57 of the *Local Government Act 1995*, and with reference to WALGA eQuote VP95255 – Managed Print Services, accept and appoint Maia Financial Pty Ltd and Forum Group Pty Ltd for a period of four years from the date of acceptance in accordance with their submitted quote, Council's contract documentation and budget allocations.

14.5 Recommendation from the Finance and Audit Committee: TVP/17/08 IT consultancy and support services

File Reference:	TVP/17/08
Appendices:	No

Date:	24 April 2018
Reporting Officer:	G. Pattrick
Responsible Officer:	N.Cain
Voting Requirement:	Simple majority

Executive Summary:

Recommendation – That the Finance and Audit Committee recommends Council award panel tender TVP17/08 for IT consultancy and support services to Veev Group Pty Ltd and Data#3 Ltd, for a period from date of acceptance to 30 June 2019, with the option to extend by two, one year extension periods.

- A tender was called for suitable providers to deliver:
 - IT service desk functions;
 - IT consultancy functions; and
 - expertise and knowledge in coordination and implementation of projects.
- An evaluation of the three received tender submissions against the prescribed criteria has been completed and it is recommended that Council accepts the tender submissions from Veev Group Pty Ltd and Data#3 Ltd.

TABLED ITEMS:

Nil

BACKGROUND:

The Town is currently looking at implementing / upgrading a number of information and communication technology (ICT) software and hardware systems. Recent software implementations at the Town have demonstrated that the implementation process is greatly enhanced with the assistance of external advisors. Recent evidence of this includes the Town's re-implementation of the recordkeeping system (TRIM) and the preliminary measures required for the upgrade of the Town's library management system and use of radio frequency identification at the library (use of electromagnetic fields to automatically identify and track book stock).

The Town is also working towards achieving a number of the key components of the local government ICT Strategic Framework (which forms part of the legislated Integrated Planning and Reporting Framework). Although the ICT Framework is not a compliance requirement it is a resource that many local governments rely upon to plan for, manage and review their information and technology assets. Although it is proposed that much of this work will be performed "in-house", the use of external agencies to peer review and, potentially, assist in the development of the ICT Framework is likely to provide a better outcome.

And, finally, the Town operates a small service desk team internally to assist with minor ICT issues (including computer relocations and minor fixes). This team is a critical aspect of the continued functioning of the Town's services (such is the requirement of ICT in today's work

environment). The ability to successfully call upon resources to help resolve more technical matters as well as to cover employee leave and busy periods is seen as a proactive step to ensure the Town continues to operate effectively.

With all of the above, no definitive work quantities have been determined. The proposal is that the Town will utilise the services on an “as required” basis only. The benefit of the panel tender is in improved efficiency in the engagement of IT services. The current procurement process takes considerable time each time IT services are engaged. This not only takes valuable staff time (including staff time in other areas aside from IT), the delay in procuring services often results in a drop in service delivery performance standards. It is envisaged that the use of a panel tender arrangement will alleviate this.

DETAILS:

Tender TVP/17/08 was advertised in The West Australian newspaper on Saturday 16 September 2017.

The Tender closed at 2pm on Tuesday 3 October 2017. Three compliant submissions were received from:

- Professional PC Support;
- Veev Group Pty Ltd; and
- Data#3 Ltd.

All three submissions met the tender’s compliance criteria.

The selection criteria for TVP/17/08 are detailed in the table below:

<p>Relevant Experience</p> <p>Describe your experience in completing/supplying similar requirements. Respondents must, as a minimum, address the following information in an attachment and label it “Relevant Experience”:</p> <ul style="list-style-type: none"> i) Provide details of similar work; ii) Provide scope of the respondent’s involvement including details of outcomes; iii) Provide details of issues that arose during IT support and consultancy services provided and how these were managed; iv) Demonstrate competency and proven track record of achieving outcomes; and v) Demonstrate sound judgement and discretion. 	<p>Weighting 40%</p>
<p>Strategy and Delivery</p> <ul style="list-style-type: none"> i) Strategy in understanding information technology service management, business analysis and project management service delivery strategies; and ii) Technical skills and expertise (CVs to be provided). <p>Tenderers must address the enquired information in an attachment and label it: “Strategy and Delivery”.</p>	<p>Weighting 20%</p>

Current Capability i) Organisation's capacity and capability; ii) Organisation's structure; and iii) Any contingency measures or back up of resources including personnel (where applicable). Tenderers must address the enquired information in an attachment and label it: " Current capability ".	Weighting 20%
Demonstrated Understanding Respondents should detail the process they intend to use to successfully deliver the requirements under 2.2 Scope of Works. Areas that you may wish to cover include, but should not be limited to: i) The most applicable service level agreement; ii) An example project schedule/timeline; iii) The process for the delivery of IT consultancy and support services; iv) Training processes; and v) A demonstrated understanding of the Scope of Work. Supply details and provide an outline of your proposed methodology in an attachment labelled " Demonstrated Understanding ".	Weighting 20%

The assessment of the compliant submissions was undertaken by an assessment panel of three staff comprising of:

- Manager Corporate Services;
- Principal ICT Specialist; and
- Senior Business Systems Analyst.

Their individual scores were evaluated against the compliance and selection criteria. Veev Group Pty Ltd and Data#3 Ltd were assessed to be the most suitable for the panel.

The weighted scores (out of 100) for each of the tenderers are as follows:

- | | |
|----------------------------|-------|
| 1. Professional PC Support | 44.00 |
| 2. Veev Group Pty Ltd | 80.00 |
| 3. Data#3 Ltd | 74.67 |

Legal Compliance:

Local Government Act 1995 Section 3.57; and

Local Government (Functions and General) Regulations 1996 Division 2 Part 4.

In accordance with Part 4 of the *Local Government (Functions and General) Regulations 1996* ('the Regulations'), tenders shall be invited before the Town enters into a contract for another person to supply goods or services if the consideration under the contract is or is expected to exceed \$150,000.

It is not intended that the use of the tendered services will necessarily exceed the tender threshold limits in any particular year, however should any extensions of the contract be used then it is likely that the threshold will be reached, hence the need for a tender.

Policy Implications:

Council policy FIN4 – Purchase of Goods and Services applies. This tender, and the process applied, is in accordance with this policy.

Risk Management Considerations:

Risk & Consequence	Consequence Rating	Likelihood Rating	Overall Risk Analysis	Mitigation / Actions
Major IT projects not completed	Moderate	Moderate	Low	Decrease the speed in the roll-out of major IT projects
Inadequate support levels of IT staff for help desk requests	Moderate	Low	Low	See external resources to aid with cover for help desk

Strategic Plan Implications:

CL4 - Provide appropriate information and communications management and technology that is easily accessible, secure, accurate and reliable, in collaboration with our internal and external community.

Financial Implications:Internal Budget:

The ICT Services section of the Town maintains a budget for the use of these services. The Panel Tender arrangement is likely to reduce the overall costs experienced by the Town when utilising these services.

If approved, the usage of the successful tenderers will be governed by the available allocation of funds.

Total Asset Management:

Nil

Sustainability Assessment:External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

The acceptance of these tenders will have a significant impact on the implementation times and quality of IT Service delivery which, ultimately, will have a positive effect on the operations at the Town.

CONCLUSION:

Having assessed the tenders, Veev Group Pty Ltd and Data#3 Ltd most suitably met the tender specifications.

The tenderers demonstrated the successful application of similar skills with other local government clients, with particular relevance to the type of IT consultancy and managed services required by the Town. The tenderers have demonstrated their capacity to undertake this consultancy.

The planned projects the panel is expected to be involved in (which do not include any adhoc requirements) include the:

- ICT Hardware and Software Strategic Plan;
- ICT Open Data Strategy;
- ICT Project Management Strategy;
- ICT Quality Management Strategy;
- ICT Risk Management Strategic Plan;
- ICT Service Catalogue; and
- Information Management Framework.

A detailed description of the elements of the ICT Strategic Framework can be found at the following website address -

<https://www.dlgc.wa.gov.au/CommunityInitiatives/Pages/Information-and-Communications-Technology.aspx>

These major projects are in line with the deliverables of the Town's ICT Strategic Plan 2017 – 2022.

RECOMMENDATION/S FROM THE FINANCE AND AUDIT COMMITTEE:

That the Finance and Audit Committee recommend that Council, pursuant to Section 3.57 of the *Local Government Act 1995*, and with reference to Tender TVP/17/08 - IT Consultancy and Support Services, appoint Veev Group Pty Ltd and Data#3 Ltd for a period from 1 April 2018 to 30 June 2019 with the option to extend by a further two, one year extension periods and accept the tenders from Veev Group Pty Ltd and Data#3 Ltd, in accordance with their submitted tenders, Council's contract documentation and budget allocations.

COMMUNITY DEVELOPMENT COMMITTEE

14.6 Recommendation from the Community Development Committee: Volunteering Policy

File Reference:	CMS/14/37
Appendices:	No
Attachments	No

Date:	23 March 2018
Reporting Officer:	A Hunter
Responsible Officer:	K.Griggs
Voting Requirement:	Simple Majority
Executive Summary: Recommendation – That Council adopts the Volunteering Policy <ul style="list-style-type: none"> The Volunteering Policy has been developed to guide and manage the Town's strategic aspirations to be a leader in volunteering through the formation of a diverse, inclusive and innovative volunteers program. 	

TABLED ITEMS:

Nil

BACKGROUND:

Volunteers contribute to the operational delivery of programs and services at the Digital Hub, Library, Aqualife and Leisurelife, and at Town of Victoria Park (the Town) events. The Town does not have a Volunteering Policy, Management Practice, Position Description, Code of Conduct or Induction program in place for volunteers, resulting in each service area undertaking an ad-hoc approach to volunteering.

To address these gaps, the Town has appointed a Volunteer Officer within the Community Development Team, who is responsible for working in collaboration with Human Resources and service areas to ensure a strategic, centralised and coordinated approach to volunteering for the Town.

A draft Volunteering Policy was presented to the Community Development Committee (CDC) meeting on 12 March 2018 as a workshop item, and was accepted.

DETAILS:

The Town recognises the importance of volunteers and volunteering organisations within our dynamic community. Through the delivery of Town services, initiatives and events, Volunteers make invaluable contributions of time, skills and knowledge, enriching our local community. The Volunteering Policy will guide the Town's strategic direction for achieving a coordinated, best practice and outcome - focused approach to the involvement and management of volunteers.

The following draft; The Volunteering Policy, has been developed in alignment with the Town's strategic aspirations and the National Standards for volunteering to increase opportunities for community involvement and social cohesion.

POLICY OBJECTIVE:

To guide and manage the Town's strategic aspirations to be a leader in volunteering through the formation of a diverse, inclusive and innovative volunteers program that values and celebrates community volunteering.

POLICY STATEMENT:

The Town recognises and appreciates the invaluable contributions of time, skills and knowledge volunteers, and volunteering organisations provide for the success and sustainability of community services, initiatives and events.

The Town is committed to providing clear processes and procedures to ensure a best practise and outcomes focused approach is applied to the recruitment, management and recognition of Volunteers.

The Town's core values, strategic goals and The National Standards for Volunteering will shape the Volunteers program to increase opportunities for community involvement and social cohesion.

Legal Compliance:

As per LGIS- A guide to Managing Volunteers, the following applies;

- **Workers Compensation-** Volunteers are not classified as 'workers' under the *Workers Compensation and Injury Management Act 1994* (WA). As such Town volunteers are covered under the Town's insurance policy/ public liability
- **Occupational Safety and Health-** In accordance with the *Occupational Safety and Health Act 1984*, the Town must ensure through 'reasonable and practical processes that volunteers and non- workers are not harmed as a result of their contribution to the Town
- **Privacy-** Personal information of volunteers must be collected and dealt with in accordance with the *Privacy Act 1988* (Cth). Information must be regarded as confidential and prior consent must be obtained for information disclosure (other reason than primary purpose of information collection).
- **Equal Opportunity-** It is recommended that Local Governments have regard for equal opportunity objectives when developing policies and program procedures in relation to volunteering.

Common Law Obligations

- **Civil Liability-** *Volunteers (Protection from Liability) Act 2002* - Blame assigned to an individual. Whereby a volunteer does not incur civil liability for anything they do in good faith whilst carrying out volunteer work. Liability in this circumstance transfers to the Town. Volunteers are not protected by the Act if they knew, or ought to have known that they were acting outside the scope of the work organised by Town, or if they commit an illegal act or are under influence of drugs/ alcohol.

- **Common Law 'Duty of Care'**- The Town has responsibility to take all reasonable steps to mitigate risk of injury to its volunteers

Policy Implications:

The Town does not currently have a Volunteering Policy.

Risk management considerations:

Risk	Likelihood	Consequence	Rating	Mitigation
Policy not endorsed – no strategic approach to Town Volunteer Involvement and Management	Moderate	Moderate	High	Council to adopt the Volunteering Policy and Administration to draft a Volunteer Management Strategy, Induction Process, Position Description, along with other relevant management practices.

Strategic Plan Implications:

Our vision for the future: The Town of Victoria Park: A dynamic place for everyone.

- We are Perth's most empowered engaged community
- We are inclusive and connected with a thriving community

Strategic Outcomes:

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

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

Financial Implications:

Internal Budget:

There are no budget implications that arise from adopting this policy.

Total Asset Management:

There are no total asset management implications that arise from adopting this policy.

Sustainability Assessment:

External Economic Implications:

According to Australian Bureau of Statistics (ABS), volunteers make a valuable contribution to society in both economic and social terms. In 2006, 21% of the Australian population aged 18 years and over volunteered at least once a fortnight. The Volunteering Australia - key facts and statistics about volunteering in Australia 2015 report, estimated that the value of volunteering in 2006, formal volunteering (excluding travel) was worth \$19.4 billion to the Australian economy; and in 2010, formal volunteering (excluding travel) was worth \$25.4 billion to the Australian economy.

Social Issues:

Volunteering has a positive role in creating social capital through:

- creating a strong and connected community;
- building a sense of place - welcoming and inclusive community for everyone;
- building a proud community through increased participation and involvement;

- providing opportunities and pathways to employment;
- relationship building and social cohesion; and
- sustainability of service delivery and community lead initiatives.

According to the ABS, research has established a strong relationship between volunteering and health. Health issues may limit a person's ability to participate in some voluntary activities and good health leads to continued volunteering. Studies have also suggested that volunteering leads to improved physical and mental health.

In 2006, people who described their own health as excellent or very good were more likely to be regular volunteers (23%) than people who described themselves as having fair or poor health (14%).

Cultural Issues:

The Volunteering Policy strives to enhance the Town's aspirations of being a dynamic community for everyone by creating a welcoming, diverse and inclusive volunteering environment.

Environmental Issues:

Nil

COMMENT:

The Volunteering Policy will provide strategic direction towards volunteering for the Town. Administration will draft a Volunteer Management Strategy, Position Description, Code of Conduct, recruitment and retention strategy, along with relevant operational guidelines, aligned to best practice.

CONCLUSION:

The purpose of this policy is to guide the formation of a diverse, inclusive and innovative Volunteers Program and to recognise and celebrate the invaluable positive benefits volunteers bring to our Community.

RECOMMENDATION/S FROM THE COMMUNITY DEVELOPMENT COMMITTEE:

That Council, Adopts the Volunteering Policy, as shown below.

VOLUNTEERING POLICY

OBJECTIVE:

To guide and manage the Town's strategic aspirations to be a leader in volunteering through the formation of a diverse, inclusive and innovative volunteers program that values and celebrates community volunteering.

POLICY STATEMENT:

The Town recognises and appreciates the invaluable contributions of time, skills and knowledge volunteers, and volunteering organisations provide for the success and sustainability of community services, initiatives and events.

The Town is committed to providing clear processes and procedures to ensure a best practise and outcomes focused approach is applied to the recruitment, management and recognition of Volunteers.

The Town's core values, strategic goals and The National Standards for Volunteering will shape the volunteers program to increase opportunities for community involvement and social cohesion.

FUTURE PLANNING COMMITTEE

14.7 Recommendation from the Future Planning Committee: Adoption of Town of Victoria Park Activity Centres Strategy

File Reference:	PLA/6/26
Appendices:	Yes
Date:	20 March 2018
Reporting Officer:	S. O'Sullivan
Responsible Officer:	N. Martin Goode
Voting Requirement:	Simple Majority
Executive Summary: Recommendation – From the Future Planning Committee that Council adopts the draft Activity Centres Strategy contained in Appendices, noting that stakeholder consultation on its content will be undertaken as part of the future consultation to be associated with the forthcoming draft Local Planning Strategy. <ul style="list-style-type: none"> • A draft Activity Centres Strategy has been prepared as a key input into the preparation of a new Local Planning Strategy for the Town. • The draft Activity Centre Strategy identifies a network of activity centres within the Town. • Development of these centres as thriving hubs for a mix of uses such as commerce, entertainment, education and housing that are well connected by public transport and activated, clean, safe and sustainable will underpin the planned growth and transformation of the Town into dynamic place for everyone. 	

TABLED ITEMS:

Nil

BACKGROUND:

The State Government through *State Planning Policy 4.2 - Activity Centres for Perth and Peel* and regionals plans, *Directions 2031, Perth and Peel @ 3.5 million* and the *Central Sub-Regional Planning Framework*, identify a key role for activity centres to play in the future development of Perth. These documents call for activity centres to form economically and socially vibrant hubs with street-oriented, mixed-use development, attractive public spaces and a robust movement network as part of a liveable, connected, and sustainable city that is able to accommodate future growth.

SPP 4.2 articulates broad planning requirements for the planning and development of new activity centres and the redevelopment and renewal of existing centres. It is primarily concerned with the distribution, function, land use and urban design criteria of activity centres and the coordination of land use, transport and infrastructure planning. Importantly, it recommends that local government planning strategies reflect the policy's objectives.

The Town's *Strategic Community Plan 2017-2032* aligns with the State's guidance for activity centres with its objectives to build on a strong local economy, support job creation and provide desirable places to live, work and visit. This intent and detailed considerations and recommended direction for activity centres planning that have been informed by the preparation of a draft Activity Centres Strategy (ACS) for the Town are currently being embedded into a draft Local Planning Strategy.

Preparation of the draft Local Planning Strategy is in its final stages and will be presented to the Future Planning Committee and Council for consideration next month. Meanwhile, the draft ACS, as is contained in Appendix X.X for consideration.

DETAILS:

The Town engaged planning consultants, Planwest (WA) Pty Ltd, to prepare an ACS. Preparation of the draft ACS has involved the following approach:

- Review of the existing policy and planning context relating to activity centres – including regional and local plans and policies and activity centre planning in adjacent districts.
- Analysis of the Town's existing activity centres and future potential – including review of the function, size, distribution, composition and nature of centres, demographics, vacancy rates and retailing trends and modelling of future retail floorspace demands.
- Development of the strategy vision and recommended actions – including recommended content for the draft LPS.

Existing Planning Context

Review of the existing planning context found that:

- *Perth and Peel @ 3.5 million* bases its future planning direction on a 'connected city' approach, requiring a network of connected activity centres offering employment, high density lifestyle choices and high quality public transport linkages.
- The draft *Central Sub-Regional Planning Framework* aims to manage growth through higher density residential development in and around activity centres and around train stations and other high frequency public transport services. It identifies a secondary centre at Victoria Park, district centres at Burswood, East Victoria Park and Oats Street and a specialised centre at Curtin/Bentley. Station precincts and activity corridors, where increased development potential is identified, are also shown. A target of 19,400 new dwellings in the Town by 2050 is set.
- *SPP 4.2* sets out a range of planning requirements for activity centres including a hierarchy of centres and provisions for land use, residential density, transport and movement, urban design and resource conservation.
- A combination of *Town Planning Scheme No.1* and local planning policy provisions are in place that align well to the concept of activity centres and represent good practice in respect to street activation, mixed use development, parking management and transit oriented development, however refinement to this planning framework will be required to define activity centre boundaries and provide suitable development controls.
- A significant increase in retail floorspace in adjacent or nearby local government areas has been approved in recent times, including major expansions that are underway or soon to commence at Carousel, Innaloo, Galleria and Garden City. These expansions appear to not involve any substantial residential or mainstreet development components. While these expanded centres will likely affect the level of competition experienced by local retailers, the difference between the stand-alone suburban centres and the unique strip-shopping on offer in the Town will be emphasised and should be capitalised upon.

- Burswood Peninsula will be home to most of the Town's future population growth, raising questions on community service provision, retail floorspace provision and planning and development coordination. With the extent of anticipated growth and regional significance of the mix of unique entertainment, recreational and commercial uses, reclassification of Burswood from a district centre to a specialised centre under the *SPP 4.2/Central Sub-Regional Planning Framework* is recommended.
- Potential exists to continue revitalisation of Albany Highway as a major urban, retail and commercial axis, potentially broken up into six policy sub-areas. Reclassification of the Albany Highway 'strip' as two distinct centres (secondary and district centres) to a single secondary centre under the *SPP 4.2/Central Sub-Regional Planning Framework* is recommended.

Retail Analysis and Modelling

Commercial floorspace surveys and approvals data, demographics and household spending analysis and the planning context has fed into modelling of future retail floorspace in the Town. In summary, this part of the draft ACS found that:

- In 2015, the Town had over 556,000m² of commercial floorspace. Approximately 207,000m² of this is located along Albany Highway, where vacancy rates are relatively low. Vacancy rates are significantly higher on the Causeway, Burswood Station East Berwick precincts where transition to other uses is occurring or planned to occur.
- Uses within the Albany Highway centre are generally small-scale shop/retail and other commercial categories. The increasing number of varied restaurants on offer are highly regarded and underpin much of the centre's attraction, though the streetscape lacks the ambience of similar mainstreet centres in Perth and could benefit from public domain landscaping improvements. While automotive traders still occupy substantial tracts of land, they effectively are operating as future land banks until economic conditions may support their conversion to higher order uses.
- Future prosperity of the Town's centres, particularly Albany Highway, will be dependent on the rate and extent of development of the Burswood Peninsula and to a lesser extent on the impact of on-line retailing.
- The Causeway precinct remains a centre of much potential for intensified residential/office development but this is not occurring. Designation under the *SPP 4.2/Central Sub-Regional Planning Framework* as a district centre is warranted.
- The Berwick precinct lacks character and has experienced high vacancy rates.
- The Archer Street centre has a relatively wide range of uses for its size and functions well as a neighbourhood centre, but also has had high vacancy rates.
- The Oats Street precinct, despite its district centre status has no current identifiable centre and shows little indication that the predominant uses of storage, manufacturing and service industry are converting to uses needed to create a thriving activity centre.

- The only area with potential for new shopping development in the next 20 years is on the Burswood Peninsula, however its potential has been overstated in previous planning proposals and should be limited to serving local convenience shopping needs.
- Proposals for up to 10,000m² new retail floorspace at Curtin/Bentley appear to be excessive and may not be viable until the residential and employment components of the structure plan are realised.
- The Town's small local centres are fairly static, with the exception of Lathlain which appears to be performing well.

Strategic Direction

The draft ACS provides the following recommended direction:

- Activation – the concept of activation of areas that cater for a broad range of land use activities in locations that will benefit from their proximity to existing centres and public transport is central to the direction of the draft ACS. Planning for activity centres will need to involve changes to local planning scheme zoning and the preparation of master plans and form-based codes.
- Albany Highway Secondary Centre – key guiding principles include:
 - Treating the centre as a number of distinct parts within the overall centre with their own identity.
 - Developing a comprehensive landscaping strategy to provide entry statements, summer shading, winter solar access, public art and parklets.
 - Permitting and promote activities that enliven the street environment.
 - Maximising opportunities for density development within the centre's walkable catchment.
 - Promote built form that helps activate public spaces, such as glass shopfronts.
 - Relax parking standards from present standards and ensure parking is provided behind the mainstreet frontage.
- Burswood Specialised Centre – continued transformation of the peninsula as a specialised centre for a mix of entertainment, recreation, high density residential, office, retail and other commercial uses is supported. For the Belmont Park and Burswood Station West and East precincts, development of a neighbourhood centre within each precinct is supported, however it is recommended that any retail proposal for more than 5,000m² floorspace should be accompanied by an independently-prepared retail sustainability assessment to enable consideration of potential impacts on the trading functions of the Albany Highway Secondary Centre.

- Curtin/Bentley Specialised Centre – strategies include:
 - Advocating that development of land reserved for university purposes only be supported where proposed uses are consistent with the reserve purpose and intent of SPP 4.2, related to university purposes and create activity outside semesters.
 - Requiring any retail proposal for more than 5,000m² floorspace should be accompanied by an independently-prepared retail sustainability assessment to enable consideration of potential impacts on the trading functions of other centres.
 - Review in conjunction with the City of South Perth planning provisions for Technology Park.
- Causeway Centre – Redevelopment in accordance with the range of uses and standards set out in the current planning framework commensurate with its intended status as a district centre is supported. In particular, high density development between Burswood Road and GO Edwards Park should be targeted.
- Oats Street Station Centre – Master planning and form-based codes and/or rezoning/recoding of land near the train station to activate the area should be progressed.
- Berwick Centre – recommended actions for this centre include promoting highway commercial use, with retail uses phased out in favour of offices and showrooms. Redevelopment should incorporate residential or office uses on the second floor. Local access and parking arrangements need coordination, having regard to limited access to Canning Highway.
- Archer Street Centre (including Carlisle Station Precinct) – recommended actions for this centre include retention of existing shops, review of the restriction on multiple dwellings within the proposed activation area south/west of the railway line and review of residential density codings, particularly along Mint and Archer Streets and to the north/east of the railway line.
- Victoria Park Station Centre (including Lathlain) - recommended actions for this centre include considering an extension of the existing R40/60 coding to the north of the station and fronting Lathlain Park on Goddard Street and McCartney Crescent, review of the multiple dwelling restriction on either side of Duncan Street between the station and Albany Highway

Legal Compliance:

Nil – there is no statutory requirement for an ACS to be prepared, nor is there any regulatory process to execute in considering the adoption of an ACS.

Policy Implications:

State Planning Policy 4.2 – Activity Centres for Perth and Peel.

Risk Management Considerations

Risk & Consequence	Consequence Rating	Likelihood Rating	Overall Risk Analysis	Mitigation / Actions
Reputational. Negative public perception towards the Town may result from the significant land use transformation that is proposed in the draft Activity Centres Strategy.	Moderate	Likely	High	c) Community consultation on the upcoming Local Planning Strategy. d) Ongoing community education on planning matters through initiatives such as the Growth Series articles.

Strategic Plan Implications:**Social:**

S1 – A healthy community.

S2 – An informed and knowledgeable community.

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

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

Economic:

Ec1 – A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.

Ec2 – A clean, safe and accessible place to visit.

Environment:

En1 – Land use planning that puts people first in Urban Design, allows for different housing options for people with different housing needs and enhances the Town's character.

En2 – A safe, interconnected and well maintained transport network that makes it easy and safe for everyone to get around.

En3 – A place with sustainable, safe and convenient transport options for everyone.

En4 – A clean place where everyone knows the value of waste, water and energy.

Financial Implications:**Internal Budget:**

Costs incurred in the preparation of the draft ACS have been met from the Strategic Planning service unit's operating budget.

Sustainability Assessment:**External Economic Implications:**

The draft Activity Centres Strategy aims to increase the diversity of businesses and services, tourism and employment opportunities.

Social Issues:

The draft Activity Centres Strategy aims to increase access to services, entertainment, employment and create places that are safe and attractive.

Cultural Issues:

The draft Activity Centres Strategy recognises the need to preserve built heritage in the context of any redevelopment.

Environmental Issues:

The draft Activity Centres Strategy aims to achieve a more environmentally sustainable form of development and movement.

COMMENT:

The draft ACS identifies a network of activity centres within the Town, including centres at:

- Albany Highway (comprised of six sub-precincts along the 3.4km stretch through the Town with a range of retail, office, entertainment and residential uses).
- Burswood (as a specialised centre that will act as major entertainment, recreational and employment destination, with high intensity residential development).
- Curtin University/Bentley (as a specialised centre for educational, institutional, technology, and employment uses, with increased residential, community and small-scale retail uses).
- Causeway Precinct (employment, commercial, residential uses).
- Land to be investigated around the train stations to assess the long-term potential of station precincts to accommodate activation.
- Berwick Street (highway commercial, office, showroom and residential uses).

Development of these centres as thriving hubs for a mix of uses such as commerce, entertainment, education and housing that are well connected by public transport and are activate, clean, safe and sustainable, will underpin the planned growth and transformation of the Town into dynamic place for everyone, consistent with the *Strategic Community Plan 2017-2032*.

Detailed studies, investigations and plans will be required embed planning provisions for activity centres into the local planning framework. This commences with the draft ACS, as an important informing document for the draft Local Planning Strategy. While the draft ACS in itself has not been advertised for public comment, its findings and recommendations will effectively be open to community review through the forthcoming engagement process to be associated with the draft Local Planning Strategy.

CONCLUSION:

It is recommended that Council adopts the draft Activity Centres Strategy.

RECOMMENDATION/S FROM THE FUTURE PLANNING COMMITTEE:

That Council adopts the draft Activity Centres Strategy contained within the Appendices, noting that stakeholder consultation on its content will be undertaken as part of the future consultation to be associated with the Town's forthcoming draft Local Planning Strategy.

14.8 Recommendation from the Future Planning Committee: Proposed Local Planning Policy 'Signs'

File Reference:	PLA/6/41
Appendices:	No
Attachments	Yes

Date:	15 March 2018
Reporting Officer:	R. Cruickshank
Responsible Officer:	R. Cruickshank
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation from the Future Planning Committee that the draft Local Planning Policy 'Signs' as contained as an Attachment to this report, be advertised for public comment for a minimum period of 21 days in accordance with deemed clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

- The Town's *Signs Local Law 2006* provides for the regulation, control and management of signs within the Town. The Town's Signs Local Law outlines the need to obtain a sign licence, the need for development approval to be obtained in some circumstances, and the allowable sizes, heights etc. for each sign type.
- The Town's Town Planning Scheme No. 1 (TPS 1) contains provisions which outlines the need for development approval for signs in accordance with the Town's Signs Local Law, and the matters to be considered when determining an application for signs.
- Additionally there are provisions contained within Local Planning Policies that relate to specific sign types and/or signs within particular areas of the Town.
- It is more appropriate that planning provisions relating to signage be contained within a planning instrument such as a Local Planning Policy, rather than being within a Local Law.
- There are a number of sign types that are not addressed in the current Signs Local Law that require attention.
- In preparing the draft Policy a specific focus has been to exempt a greater range of sign types from development approval, and to review the current provisions applying to above awning signs.
- It is recommended that the draft Policy be advertised for public comments.
- There are a number of actions that will need to occur in association with the preparation of a Signs Local Planning Policy include amendments to TPS 1, the amendment or revocation of existing Local Planning Policies and the amending or revoking of the Signs Local Law.

TABLED ITEMS:

Nil

DETAILS:

Schedule A of TPS 1 supplements deemed clause 61 of the *Planning and Development (Local Planning Schemes) Regulations 2015* by exempting all signs from development approval unless in a heritage area or on a heritage place, or a sign listed in Schedule D. In turn Schedule D of TPS 1 states that those signs that require development approval are those identified in Part 6 of the Town's *Signs Local Law 2006*.

The Town's *Signs Local Law 2006* was gazetted on 22 January 2007. The Town's *Signs Local Law 2006* provides for the regulation, control and management of signs within the Town. The Town's Signs Local Law outlines the need to obtain a sign licence, the need for development approval to be obtained in some circumstances, the allowable sizes, heights etc. for a range of different sign types, and those signs that are not permitted. In practice, where a sign is of a type listed in Part 4 or 5 of the Signs Local Law and is compliant with the relevant standards for that sign type, then development approval is not required. Conversely development approval is required where a sign is either not compliant with the relevant standards for that sign; is a sign type not covered by the Local Law; is on a heritage building or place; or is either a roof sign, balloon/blimp sign, or an above verandah sign. Additionally the Local Law states that hoarding signs and panel signs are not permitted signs in the Town.

In addition there are a number of Local Planning Policies which contain either guidelines relating to built form matters and signage within particular areas of the Town, most notably Albany Highway, or provisions applicable to signage for particular land use or sign types i.e. Local Planning Policy 2 'Home Occupations'; Local Planning Policy 13 'Roof Signs'.

In 2016, following a review of the *Signs Local Law 2006*, Council resolved to retain the *Signs Local Law 2006*. However in the Officer's report to the Ordinary Council Meeting of 14 June 2016, the following comments were made:

"Council Officers have identified a number of sign provisions that require consideration for amendment or inclusion, such as:

- Provisions for monolith signs;*
- Provisions for community event signs;*
- Provisions for development signs marketing future developments;*
- Provisions for A-frame signs on private properties;*
- Provisions dealing with trailer signs for commercial purposes;*
- Clarity on painted window signage; and*
- Signage for home occupations.*

It is not proposed by the Administration to make any amendments to the Local Law as it is intended to prepare a Signs Local Planning Policy that will take the place of the Signs Local Law at a future time.

The advantages of having signage provisions contained within a Local Planning Policy rather than within a Local Law is largely one of efficiency and responsibility. It is a much more efficient process to amend a Local Planning Policy rather than a Local Law, and the responsibility for approving a Local Planning Policy rests with the Council rather than a Parliamentary Committee.

It is noted that most other Council's appear to have signage provisions now contained within a Local Planning Policy rather than within a Local Law."

Council Officers also note 'Report 28 – Local Laws Regulations Signs and Advertising Devices' prepared by the Joint Standing Committee on Delegated Legislation which amongst other things, notes that matters of general amenity and safety are inherent considerations in the regulation of signs and advertising devices from a planning and development perspective.

Having regard to the above, a review of the Town's signage provisions and controls has been undertaken focussing on the following:

- that planning provisions relating to signage be contained within a planning instrument such as a Local Planning Policy, rather than being within a Local Law;
- there are a number of sign types that are not addressed in the current Signs Local Law that require attention;
- exempting a greater range of sign types from development approval; and
- reviewing the current provisions applying to above awning signs, noting that a number of above awning signs have been approved by Council against the recommendation of Council Officers.

A draft Policy has now been prepared by Council Officers and is attached to this report. The Policy review process has involved meetings with Urban Planning staff, and reviewing similar policies that exist for other local governments.

Notable content within the draft Policy includes:

- clear objectives and background explanation clarifying the importance of having controls on signage while acknowledging the need for businesses to advertise;
- clarifying that a sign licence may still be required for a sign where a development approval is obtained;
- a greater range of signs that will be exempt from development approval;
- a more extensive range of sign types defined and addressed, including monolith signs, development site signs, community event signs and variable message signs;
- allowing for signs associated with Home Occupations (currently prohibited);
- providing scope for above awning signs, and specifying criteria to ensure that any sign of this type is of a high quality and does not detract from the streetscape; and
- transferring the relevant considerations for signs contained in the Scheme (Clause 30A) into the Policy.

Legal Compliance:

Town of Victoria Park Town Planning Scheme No. 1

Schedule D of TPS 1 refers to those signs that require development approval being as identified in Part 6 of the Town's *Signs Local Law 2006*.

Clause 30A of TPS 1 prescribes the matters to be considered by Council when determining an application for development approval for advertisements.

Local Planning Policies

The preparation of a Local Planning Policy is to be undertaken in accordance with deemed clauses 3 and 4 of the *Planning and Development (Local Planning Scheme) Regulations 2015*, including:

- Community consultation for a period of not less than 21 days; and
- Consideration of public submissions and a Council resolution to proceed with the policy with or without modifications, or not proceed.

Policy Implications:

The proposed Policy will align with current State Government planning legislation and extend the scope of signs that do not require development approval to be obtained from the Council.

The Policy will provide greater clarity and certainty to members of the community regarding the requirement for development approval, and address sign types not currently dealt with in the Town's Signs Local Law.

Risk Management Considerations:

Risk & Consequence	Consequence Rating	Likelihood Rating	Overall Risk Analysis	Mitigation / Actions
Should the Policy not be prepared then there will be signs types which will continue to require development approval, notwithstanding that they may have minimal amenity impact.	Moderate	Likely	Low	Support the proposed draft Policy for the purposes of community consultation.
Having sign provisions contained in a Local Planning Policy rather than a Local Law is seen as reducing a level of red-tape and increasing efficiency.	Moderate	Likely	Low	Support the proposed draft Policy for the purposes of community consultation.
Continued inconsistent application of current provisions which generally do not support above awning signs.	Moderate	Likely	Low	Support the proposed draft Policy for the purposes of community consultation.

Strategic Plan Implications:

Economic

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

Financial Implications:

There will be a cost for advertising of the proposal in the Southern Gazette newspaper, with their being funds available to cover this cost.

Sustainability Assessment:External Economic Implications:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

The Town's current provisions dealing with signs are contained within a combination of the Scheme, Local Planning Policies and the *Signs Local Law 2006*. This is considered to be inefficient, particularly given the timeframes and processes that apply when amending a Scheme or Local Law.

There are significant benefits to be gained from having planning related provisions dealing with signs being contained in a Local Planning Policy, both from a Council perspective in administering the provisions as well as reduced red-tape from a customer perspective.

A draft Local Planning Policy dealing with Signs has been prepared and is attached to this report. The key features of the draft Policy are described in the 'Details' section above.

In terms of the sign types identified in Part One, Table 1 of the Policy, in most instances the applicable standards that apply to the sign and which determine whether or not the sign is exempt from development approval, are the same as that contained in the current Signs Local Law, or where amended or a new sign type not currently addressed, are based upon the provisions of other local governments.

It is recommended that the Future Planning Committee recommend to Council that the draft Local Planning Policy 'Signs' as attached to this report, be advertised for public comment. A further report will be presented to Council in the future following the conclusion of the advertising period, reporting on any submissions received, and seeking a final decision from Council as to whether or not to adopt the draft Policy (in its current form or in a modified form).

It should be noted that there are a number of actions that will need to occur in association with the preparation of a Signs Local Planning Policy include amendments to the Town Planning Scheme, the amendment or revocation of existing Local Planning Policies and the amending or revoking of the Signs Local Law. This will occur in the near future.

RECOMMENDATION FROM THE FUTURE PLANNING COMMITTEE:

That the draft Local Planning Policy 'Signs' as contained as an Attachment to this report, be advertised for public comment for a minimum period of 21 days in accordance with deemed clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Draft Local Planning Policy ‘Signs’



Date of Adoption: ## Month Year

Local Planning Policy No. ## Signs

INTRODUCTION

Signage is a significant element of the Town's built environment, particularly in commercial areas.

Well designed signs can add interest to the buildings on which they are placed and contribute to the vibrancy and colour of the area while being complementary to built form and character. Too many signs, or signs that are too large or inappropriate, compete with each other and can degrade the character of the streetscape and public spaces.

Experience shows that where advertising signage is by free choice, there is a clear tendency towards cluttered, discordant and excessive use of signage with detrimental effects on the streetscape. The reduction in quality of the streetscape has a counterproductive effect on general business activity.

Advertising sign designs and controls are important in planning for three main reasons:

1. Advertising signs notify the passer-by of activities conducted, and services offered within an area or building;
2. Advertising signs form part of the setting for buildings; and
3. Appropriately designed advertising signs can complement the streetscape that it is part of and contribute to its character.

OBJECTIVES

The objectives of this policy are:

- a) To ensure that the display of signage does not adversely impact upon the amenity of the streetscape or surrounding area;
- b) To strike a balance between the reasonable identification of businesses and the need to ensure that advertising signs are complementary to built form and streetscapes;
- c) To avoid a proliferation of signs on individual sites and buildings;
- d) Encourage the incorporation of signage into the design consideration of buildings; and
- e) To outline the standards that apply to signage throughout the Town and the matters that the Town will have regard to in determining applications.

SCOPE

- (1) This Policy provides guidance for advertising signs on or attached to private property. Signs on thoroughfares are covered by the Town's *Activities on Thoroughfares and Trading in Public Places Local Law 2000*;

- (2) In accordance with Clause 61(1)(h) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the 'Regulations') development approval is not required for signs that are identified as exempt signs under this Policy;
- (3) Where there is any inconsistency between this Policy and the Town's Local Laws, then the provisions of this Policy shall prevail;
- (4) Where a sign does not require development approval under this Policy, it should be noted that under the Town's Signs Local Law a sign license is still required and is to be obtained separately from the Town's Building Department. A sign license is to document the methods of construction and how the sign is to be affixed to a building or the ground; and
- (5) Where development approval has been granted for a sign, a sign license, as required by the Town's Signs Local Law, is still required to be obtained from Council's Building Department.

STATUTORY BACKGROUND

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

REQUIREMENT FOR DEVELOPMENT APPROVAL

Development approval is required for a sign(s) which:

- (a) is erected or installed on a heritage listed place or land located in a heritage area; or
- (b) is of a type identified in Table 1, but does not comply with the applicable standards to be considered an 'Exempt Sign'; or
- (c) is of a type not specified in this Policy; or
- (d) is of a type listed in Part Three below as a 'non-preferred sign type'; or
- (e) is an above awning sign (see Part Two below); or
- (f) is on land used for residential purposes, except for the following signs that comply with the 'exempt standards' detailed in Table 1 : Home Occupation signs; Property Sale, Lease or Display Home Sign; Construction Site Sign; Development Sign; or Election Signs located on private property; and or
- (g) Comprise more than five (5) individual advertising signs per tenancy.

Development approval is not required for a sign(s) which:

- a. Is of a type listed in Table 1 below, and which complies with the associated 'applicable standards'; and
- b. Comprise no more than five (5) individual advertising signs per tenancy; and
- c. Where illuminated, are illuminated in a manner that does not flash or pulsate; and
- d. Comply with the below General Requirements for Signs.

A sign which does not require development approval is referred to as an 'exempt sign.'

GENERAL REQUIREMENTS FOR ALL SIGNS

- (1) Advertisements shall be located such that traffic and pedestrian safety is not compromised;
- (2) Advertisements shall not contain any obscene or offensive information or illustration;

- (3) Advertisements shall not impede pedestrian or vehicle movements;
- (4) Advertisements associated with new commercial, industrial or mixed use developments with multiple tenancies are to be accompanied with a wider signage strategy for the site;
- (5) Where illuminated:
 - (a) not cause a nuisance, by way of light spillage to abutting sites;
 - (b) not comprise flashing, intermittent or running lights, or change more than once in every 5 minute period;
 - (c) not interfere with or be likely to be confused with, traffic control signals; and
 - (d) not have a light of such intensity as to cause annoyance to the public.
- (6) Where the policy refers to a maximum area and the advertisement involved has more than one visible face the measurement identified is applicable to each face;
- (7) Advertisements are not to extend beyond the boundary of the lot unless located on an existing awning or canopy; and
- (8) Not obscure any architectural features of the building.

DEFINITIONS / SIGN TYPES

Above Awning Sign means an advertising sign fixed or painted on the wall or perpendicular to the wall of a building and usually located above an awning or verandah (or in excess of 3.4 metres above footpath level on a building without a verandah or awning).

Advertisement or Advertising Sign means means any word, letter, model, sign, placard, board, notice, device or representation, whether illuminated or not, that is used wholly or partly for the purposes of advertising, announcing or directing, and includes —

- (a) any hoarding or similar structure used, or adapted for use, for the display of advertisements; and
- (b) any airborne device anchored to any land or building used for the display of advertising; and
- (c) any vehicle or trailer or other similar object placed or located so as to serve the purpose of displaying advertising;

Awning Sign means an advertising sign fixed to the out or return fascia of an awning or verandah associated with a commercial building, and includes signs on blinds, sunshades and similar structures.

Balloon/Blimp Sign means an advertising sign printed on a balloon or similar device and flown above the advertised premises.

Banner Sign means an advertising sign that is printed onto plastic sheeting, or similar material, and hung by ropes between posts, or hung from a verandah or fence.

Community Service Sign means an advertising sign which is a temporary, non-illuminated sign that advertises non-profit, short term events such as fetes, fairs, or festivals for charitable, religious, education, child care, sporting organisations or the like.

Construction Site Sign means an advertising sign that is erected at a building site and informs the public about the development and the various companies involved in the development, but does not include a development sign.

Development Sign means an advertising sign that is erected on a development site with an approved subdivision or development, displaying information about the project such as name, the plan or subdivision or development, its features, sale and real estate agency contact details.

Entertainment Sign means an advertising sign that is displayed at an entertainment venue to publicise a particular movie or performance.

Exempt Sign means an advertising sign that is exempt from the requirement to obtain development approval. Any sign on a heritage listed place or land in a heritage area is not an Exempt Sign.

Flag Sign means an advertising sign that is printed onto a flag (typically flown from a pole) and associated with a property.

Hoarding Sign means a large freestanding advertising sign and is not permitted in the Town of Victoria Park.

Home Occupation Sign means an advertising sign associated with an approved home occupation or home business.

Monolith sign means a stand-alone advertising sign but does not include a pylon sign.

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

Portable / Ground Based Sign means an advertising sign not permanently attached to the ground or to a structure, wall, fence or building.

Property Sale, Lease or Display Home Sign means an advertising sign that is placed on or in front of an existing building or site, with the intention of advertising the sale or lease of that building or site, or the use of the building as a display home.

Public Authority Sign means an advertising sign provided by a public authority for the purpose of public safety, directions or information.

Pylon Sign means a stand-alone advertising sign supported by one or more piers and not attached to a building but does not include a monolith sign.

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

Sign means an 'Advertisement' or 'Advertising Sign'.

Sign Required By Law means an advertising sign required under any Act or Statute.

Third party signage means an advertisement on private land which includes:

- (a) the name, logo, or symbol of a company or other organisation that does not own or substantially occupy the site or building on which the advertisement is located; or
- (b) a product or service not provided on the site on which the advertisement is located; or
- (c) a product or service that does not form part of the signage displaying the name, logo or symbol of a company or other organisation that owns or substantially occupy the site or building on which the advertisement is located; and
- (d) signs for an activity or event not occurring on the site on which the advertisement is located.

VMS means Variable Message Sign which is an electronic message sign that displays text information to road users and/or the general public.

Wall Sign means an advertising sign attached or painted directly onto an external wall of a commercial building.

Window Sign means an advertising sign attached to a window of a commercial building, or which is located in the interior of a commercial building and up to 0.6m behind a window.

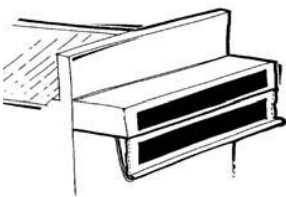
Under Verandah Sign means an advertising sign placed perpendicular to the façade of a commercial building and located under a verandah or awning.

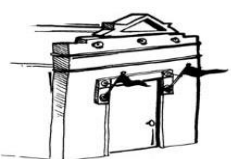


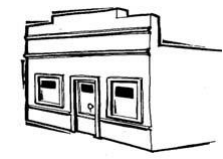
POLICY REQUIREMENTS



Part One

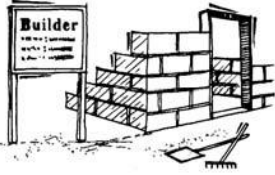

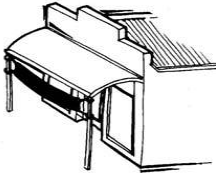
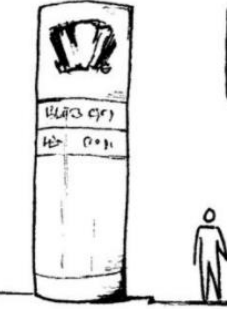
Table 1 below outlines a number of sign types and the applicable standards that apply. Signs that comply with the applicable standards are considered to be an 'Exempt Sign'.



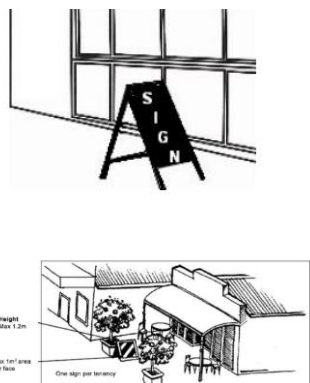
Table 1


Sign Type	Applicable Standards
<p>Awning Sign</p> 	<ul style="list-style-type: none"> a) There is only one such sign per street frontage of the subject tenancy; b) It has an area of 0.4m² per 1m of street frontage of the subject tenancy (up to a maximum area of 10m²); c) It is contained within the width of the building; and d) has a minimum ground clearance of 2.7m.

<p>Flag Sign</p> 	<p>To a property used for non-residential purposes :</p> <ol style="list-style-type: none"> The aggregate area of surfaces that provide advertising is 0.2m² per 1m of street frontage of the subject tenancy (up to a maximum aggregate area of 2m²); They have a minimum ground clearance of 2.4m; Their maximum height is less than 3m above ground level; and They project less than 0.6m from the façade of the building. <p>In relation to a flagpole to a residential property, where not exceeding a maximum height of 6m and not containing commercial advertising.</p>
Public Authority Sign	Nil - Exempt
Sign Required by Law	Ni - Exempt
<p>Under Verandah Sign</p> 	<ol style="list-style-type: none"> There is only one such sign per street frontage of the subject tenancy; The aggregate area of all surfaces that provide advertising is 0.2m² per 1m of street frontage of the subject tenancy (up to a maximum area of 2m²) and in cases where only one surface is provided with advertising the area is 0.1m² per 1m of street frontage of the subject tenancy (up to a maximum area of 1m²); and It has a minimum ground clearance of 2.7m.
<p>Wall Sign</p> 	<ol style="list-style-type: none"> It is an aggregate area of 0.4m² per 1m of street frontage of the subject tenancy (up to a maximum aggregate area of 10m²).
<p>Window Sign</p> 	<p>One or more window signs are exempt where:</p> <ol style="list-style-type: none"> They cover no more than 50% of the window to which they are associated; and They have an aggregate area of 0.4m² per 1m of street frontage of the subject tenancy (up to a maximum aggregate area of 10m²).

<p>Pylon Sign</p> 	<ul style="list-style-type: none"> a) It is constructed so that no part of the sign is less than 2.7m or more than 6.0m above the level of the ground immediately under the sign; b) It does not exceed 2.55m measured in any direction across the face of the sign or have a greater superficial area than 4m²; c) It does not project more than 0.9m over any street, way, footpath or other public place; d) It is supported on one or more piers or columns of brick, stone, concrete or steel of sufficient size and strength to support the sign under all conditions; e) It will not be within 1.8m of the side boundaries of the lot on which it is erected; and f) No part will be less than 6m from any part of another sign erected on the same lot of land; and g) Limited to one free standing sign on a lot (not permitted where a pylon or monolith sign is located on the same lot).
<p>Property Sale, Lease or Display Home Sign</p> 	<ul style="list-style-type: none"> a) There is only one such sign per street frontage for each unit, tenancy or dwelling that is for sale or lease. b) It has an area of 0.1m² per 1m of street frontage of the subject property (up to a maximum aggregate area of 2m²); c) It is mounted flush against the façade of the building or erected parallel to the street frontage; d) Its maximum height is less than 3.0m above ground level; and e) It is removed upon completion of the sale or lease of the property to which it relates, or when the use ceases. OR <p>In the case of a sign located within the window(s) of a building or on balcony balustrading, criteria d) does not apply.</p>

<p>Construction Site Sign</p> 	<ul style="list-style-type: none"> a) There is only one sign per street frontage of the subject property; b) It has a maximum area of 1m² where the subject site is less than 5000m² in area; c) It has a maximum area of 2m² on a site greater than 5000m² in area; and d) It is in place only during the course of construction at the subject site, and removed upon completion.
<p>Entertainment Sign</p> 	<ul style="list-style-type: none"> a) They have an aggregate area of 0.2m² per 1m of street frontage of the subject tenancy (up to a maximum aggregate area of 10m²); and b) They are removed upon completion of the event to which they relate.
<p>Banner Sign</p> 	<ul style="list-style-type: none"> a) There is only one such sign per street frontage of the subject tenancy; b) It has a maximum size of 4m²; c) It has a minimum ground clearance of 2.1m; and d) It is erected for a maximum period of 7 days unless otherwise granted approval in writing.
<p>Home Occupation Sign</p>	<ul style="list-style-type: none"> a) One sign per property; b) Must be associated with an approved home occupation; c) Shall not exceed 0.2m² in area and 1.6m in height; and d) Not illuminated.
<p>Monolith Sign</p> 	<ul style="list-style-type: none"> a) Limited to one free standing sign on a lot (not permitted where a pylon or monolith sign is located on the same lot); b) It is not located within 1.0 metre of a crossover; and c) It does not exceed 6.0 metres in height, 2.0 metres in width and 0.5 metres in depth.

<p>Development Sign</p> 	<ul style="list-style-type: none"> a) Limited to one sign per lot; and b) It is only in place for the duration of the construction works / development / transaction period.
<p>Community Event Sign</p> 	<ul style="list-style-type: none"> a) Is to be located on the site of a community event or the property of the organisation holding the community event; b) Have an aggregate area of not more than 10m²; c) Be limited to a maximum of one sign per frontage on a lot; d) Not be illuminated; and e) Not be exhibited more than 2 weeks prior to the event advertised and must be removed by the end of the day following the event.
<p>Portable / Ground Based Sign</p> 	<ul style="list-style-type: none"> a) Limited to one sign per tenancy on a lot; b) Is no higher than 1.2 metres above ground level; c) Does not exceed 2m² in total area with a maximum of 1m² on any one side; d) Is only to be displayed during normal business hours of the business to which the sign related; e) Is to be wholly located within the boundaries of the subject lot; and f) Is to be secured and stabilised.
<p>Election signs located on private property</p>	<ul style="list-style-type: none"> a) the advertisement is erected or installed in connection with an election, referendum or other poll conducted under the Commonwealth Electoral Act 1918 (Commonwealth), the Electoral Act 1907 or the Local Government Act 1995; and (b) the primary purpose of the advertisement is for political communication in relation to the election, referendum or poll; and c) the advertisement is not erected or installed until the election, referendum or other poll is called and is removed no later than 48 hours after the election, referendum or other poll is conducted;

Signs located within a building (excluding window signage);	Nil - Exempt
Building identification or street number signage with letters not exceeding 300mm in height;	Nil - Exempt
Plaques	Nil – Exempt
Balloon/Blimp Sign 	<ul style="list-style-type: none"> a) for the purpose of identifying the use on the site or for activities associated with that use; b) the sign being on-site for no more than 30 days; and c) the property is not used for residential purposes.

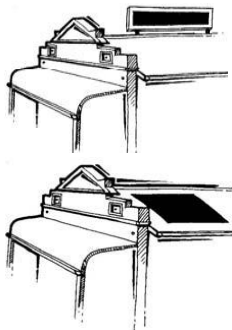
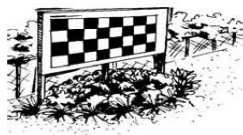
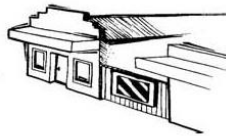
Part Two – Above Awning Signs

In assessing an application for development approval for an above awning sign, the Town will have regard to the matters listed in Part Four of this Policy, and will generally only support above awning signs which address the following criteria:

- Attached to wall only (not on roof of verandah, canopy or awning);
- Parallel to parapet only so as to not interrupt view of sky and obscure signage on adjacent premises;
- Only contain the name of the building and/or tenant (ie. not include phone numbers, advertise products etc);
- Is limited to one above awning sign only;
- The sign can be illuminated but not flash;
- The aggregate area of the sign comprises no more than 25% of the wall to which it is attached;
- The sign is of a high quality finish and has a low visual impact, preferably comprising of 3-dimensional lettering only (to comprise the name of the business/premises) and/or the business logo fixed to the wall, but shall not include signage on a metal signboard fixed to the wall or signage painted onto the face of the wall; and
- The lettering is framed by a blank wall with the spacing above, below and to the sides of the lettering being at least the height of the lettering.

Part Three - Non-preferred sign types

The Town will generally not support applications for development approval for the following signs as they do not provide a positive contribution to the amenity and built form of the locality:

<p>Roof sign</p> 	
<p>Hoarding sign</p> 	
<p>Panel sign</p> 	
<p>Third party signage for any sign type. However consideration will be given where the sign advertises a sponsor of a sporting or community organisation, is located on the same property, and the sign is of an acceptable visual standard.</p> <p>VMS signs (whether trailer mounted or fixed), other than where temporarily used for traffic management or advertising a community event (see Table 1 for Community Event Signs)</p>	

Part Four - Matters to be considered when determining an application for development approval for signage

In determining an application for development approval the Council will have regard to:

1. any other Policies or specific Design Guidelines that may apply to the area within which the sign is to be located; and
2. the matters listed in deemed clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and clause 30A of Town Planning Scheme No. 1 being:
 - i. the impact of the sign on the quality of the streetscape where it is to be displayed and more generally of the district;

- ii. whether the size of the sign appropriately relates to the architectural style, design and size of a building on which the sign is to be displayed, and in measuring the size of a sign a polygon shall be taken immediately around the text, graphics or image of the sign and not the entire background, except where the finish or colour of the background differs substantially from the background against which the sign is to be displayed;
 - iii. whether the colour scheme and materials of the sign are compatible with the architectural style and design of a building on which the sign is to be displayed;
 - iv. whether the colour scheme and materials of the sign are compatible with the overall architectural style and design of the area or precinct in which the sign is to be displayed; and
 - v. how many signs are on the land where the sign will be displayed.
3. Council may refuse to approve an application, where:
- i. The sign may obstruct the sight lines of a person driving or riding a vehicle or pedestrian;
 - ii. The sign may unreasonably distract persons driving or riding vehicles;
 - iii. The sign may detract from the quality of the streetscape or area where it is to be displayed;
 - iv. The size of the sign does not appropriately relate to the architectural style, design and size of a building on which the sign is to be displayed;
 - v. The colour scheme and materials of the sign are not compatible with the architectural style and design of a building on which the sign is to be displayed;
 - vi. The colour scheme and materials of the sign are not compatible with the overall architectural style and design of the area or precinct in which the sign is to be displayed;
 - vii. The sign will be additional to other signs on the land where it will be displayed;
 - viii. The sign contains offensive material; and
 - ix. The sign contains third party advertising.

Part Five – Community Consultation

In accordance with Council's Local Planning Policy 37 – Community Consultation on Planning Proposals, where a sign is proposed in the Residential Zone and does not comply with this policy it will be the subject of community consultation with the owners and occupiers of the adjoining properties for a period of 14 days.

Notwithstanding the above, the Council may require consultation to be undertaken, additional consultation or alternative consultation where it is considered appropriate based upon the individual proposal.

15 APPLICATIONS FOR LEAVE OF ABSENCE

16 MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

17 QUESTIONS FROM MEMBERS WITHOUT NOTICE

18 NEW BUSINESS OF AN URGENT NATURE

19 PUBLIC QUESTION TIME

20 PUBLIC STATEMENT TIME

21 MEETING CLOSED TO PUBLIC

21.1 Matters for Which the Meeting May be Closed

21.2 Public Reading of Resolutions That May be Made Public

22 CLOSURE



**DECLARATION OF
FINANCIAL INTEREST / PROXIMITY INTEREST / INTEREST THAT MAY AFFECT
IMPARTIALITY**

**TO: CHIEF EXECUTIVE OFFICER
TOWN OF VICTORIA PARK**

Name & Position	
Meeting Date	
Item No/Subject	
Nature of Interest	Financial Interest* Proximity Interest* Interest that may affect impartiality* <i>(*Delete where not applicable)</i>
Extent of Interest	
Signature	
Date	

Section 5.65(1) of the Local Government Act 1995 states that:

“A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by that member must disclose the nature of the interest:

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed”.