

agenda

Ordinary Meeting of Council



To: His Worship the Mayor and Councillors

Please be advised that an Ordinary Council Meeting will be held at **6.30pm** on **Tuesday 14 August 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

10 August 2018

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1 OPENING

Almighty God, under whose providence we hold responsibility for this Town, grant us wisdom to understand its present needs, foresight to anticipate its future growth and grace to serve our fellow citizens with integrity and selfless devotion.

And to Thee, be all blessing and glory forever.

AMEN

Acknowledgement of Country (by Mayor)

I acknowledge the traditional custodians of this land the Noongar people and pay my respects to the Elders past, present and future for they hold the memories, the traditions, the culture and hopes of Indigenous Australians.

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 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

Mayor:	Mr T (Trevor) Vaughan
Banksia Ward:	Cr C (Claire) Anderson Cr J (Julian) Jacobs Cr R (Ronhda) Potter Cr K (Karen) Vernon
Jarrah Ward:	Cr J (Jennifer) Ammons Noble Cr B (Bronwyn) Ife Cr B (Brian) Oliver Cr V (Vicki) Potter (Deputy Mayor)
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
Senior Governance Officer:	Ms D (Danielle) Uniza
Secretary:	Mrs A (Alison) Podmore
Public:	

3.1 Apologies

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	Ronhhda Potter - Councillor
Item No/Subject	21.1.1 – Recommendation from the Finance & Audit Committee – Debt Recovery Action – Victoria Park Youth Accommodation Inc.
Nature of Interest	Impartiality
Extent of Interest	I was a member of the Vic Park Youth Accommodation Board before being elected

Name/Position	Trevor Vaughan - Mayor
Item No/Subject	21.1.1 – Recommendation from the Finance & Audit Committee – Debt Recovery Action – Victoria Park Youth Accommodation Inc.
Nature of Interest	Impartiality
Extent of Interest	I was a member of the Vic Park Youth Accommodation Board before being elected

5 PUBLIC QUESTION TIME

6 PUBLIC STATEMENT TIME

7 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on Tuesday, 10 July 2018 be confirmed.

8 PRESENTATIONS

8.1 Petitions

8.2 Presentations (Awards to be given to the Town)

8.3 Deputations (Planning / External Organisations)
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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. 19A (Lot 35, Strata Lot 2) Jupiter Street, Carlisle – Change of Use from Single House to Residential Building (Short Term Accommodation)

File Reference:	PR24646
Appendices:	1. Site photos 2. Submitted plans 3. Neighbour's letter of concerns 4. Short Term Accommodation Management Plan
Attachments:	No
Landowner:	Ben Watt
Applicant:	Ben Watt
Application Date:	8 March 2018
DA/BA or WAPC Ref:	5.2018.168.1
MRS Zoning:	Urban
TPS Zoning:	Residential R30
TPS Precinct:	Precinct P8 'Carlisle'
Use Class:	Residential Building
Use Permissibility:	'AA' (Discretionary) use

Date:	19 July 2018
Reporting Officer:	M. Hancock
Responsible Officer:	R. Cruickshank
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – That Council approve a temporary one (1) year approval, subject to conditions.

- Application for Change of Use from 'Single House' to a 'Residential Building (Short Term Accommodation)' as a result of compliance action.
- Application proposes up to six (6) guests staying not more than six (6) months at a time in the building.
- A Short Term Accommodation Management Plan has been submitted as part of the application.
- The proposed 'Residential Building (Short Term Accommodation)' use is an 'AA' (Discretionary) use in the 'Residential' zone.
- In assessing the application, Council Officers have had regard to the amenity impact of the proposed development in relation to the matters of noise and anti-social behaviour.
- Consultation with surrounding property owners was undertaken in accordance with Council's Local Planning Policy 37 'Community Consultation on Planning Proposals' for 14 days. Over the consultation period, no objections were received.
- Council Officers have concluded that the noise and amenity impacts will not be significant or can be mitigated, and therefore it is recommended that the application be Approved.

TABLED ITEMS:

Nil

BACKGROUND:

The building is currently approved for use as a 'Single House'. Unauthorised use of the building as a 'Residential Building (Short Term Accommodation)' initially came to the Council's attention as a result of concerns expressed by occupiers of the adjoining property in relation to a group of holiday makers staying at the address and the property having been advertised on Airbnb website.

This application was received as a result of the Town initiating compliance action. It is understood that the use of the premises for Short Term Accommodation has ceased pending a determination of this application.

DETAILS:

The application seeks approval to change the use of the subject dwelling from 'Single House' to 'Residential Building (Short Term Accommodation)'. The existing dwelling was approved by the Town on 23 June 2016.

Site Context

The total land area of the subject sites is 310m². The site is bounded by 'Single Houses' and vacant land. The Oats Street train station is approximately 350m to the south of the subject site. The South Metropolitan TAFE Carlisle Campus is located approximately 460m to the southeast of the subject site.

Proposed Development

The development, as submitted by the applicant, can be summarised as follows:

- To change the use of a 'Single House' to a 'Residential Building' to rent as 'Short Term Accommodation'.
- The dwelling has car parking available for four (4) vehicles, being two (2) in the garage and two (2) on the driveway.
- The dwelling contains three (3) bedrooms, two (2) bathrooms and also includes a kitchen, home theatre, laundry, living areas and an alfresco area, all to be used by guests.
- A maximum number of six (6) guests may occupy the 'Short Term Accommodation' at any one time, for periods of either more or less than six (6) months.
- The inclusion of a 'Short Term Accommodation Management Plan' (Management Plan) (Appendix 4) for guests and surrounding occupants.

A Management Plan has been submitted as part of the application. In order to maintain residential amenity, the Management Plan outlines the following guidelines:

Complaints Management;

- *Guest and visitors encouraged to make complaints directly to the owner.*
- *Between the complainant and owner a written timeframe will be agreed for a resolution.*
- *If the complainant is not satisfied, the complaint will be escalated to an appropriate body.*
- *A register of complaints will be maintained by the owner and available for inspection by the Local Authority.*

- *A copy of the Management Plan and owners contact details will be made available to neighbours.*

Amenity

- *Noise restrictions as outlined in the Management Plan are in place especially between 10pm and 7am Monday to Saturday and 10pm to 9am Sunday, public holidays.*
- *Offensive noise is prohibited and may result in the termination of permission to occupy the premises.*
- *Parties are strictly prohibited from occurring at the premises.*
- *Specific request for visitors to respect the privacy of neighbours.*

Legal Compliance:

Legislation

- *Planning and Development Act 2005, s162;*
- *Town Planning Scheme No. 1 (TPS 1) Clause 29;*
- *TPS 1 Precinct Plan P8 – ‘Carlisle’; and*
- *Planning and Development (Local Planning Schemes) Regulations 2015 – Deemed Clause 67 ‘Matters to be considered by local government’. In this instance it is considered that the following items are relevant matters that the Council must have regard to :*
 - (m) the compatibility of the development with its setting;*
 - (n) the amenity of the locality; and*
 - (t) the amount of traffic to be generated by the proposed development, particularly in relation to the capacity of the road system and effect upon traffic flow and safety.*

State Government Policies, Bulletins or Guidelines

- *State Planning Policy 3.1 - Residential Design Codes (R-Codes); and*

Local Planning Policies:

- *Local Planning Policy 31 – Specialised Forms of Accommodation other than Dwellings (LPP31)*
- *Local Planning Policy 37 – Community Consultation on Planning Proposals*

In assessing the application the above matters have been considered, and a summary of compliance with the key development requirements is summarised in the Planning Assessment below and where necessary, further addressed in the Comments section of the report.

Planning Assessment

The application has been assessed against the applicable planning framework identified above. The following is a summary of compliance with key development requirements:

Relevant Provision	Requirement	Proposed	Assessment
LPP31 Clause 2.2.1 Location	A list of preferred locations include a location within 400 metres of a train station or high frequency bus route stop.	The subject site is located approximately 350m from the Oats Street train station.	Complies
LPP31 Clause 2.2.2.1 Design of Existing Building	A maximum of six (6) rooms designed for and/or capable of use as bedrooms; and The existing building is approved by the Council as a Single House or Grouped Dwelling.	The existing 'Single House' contains three (3) bedrooms, two (2) bathrooms and also includes a kitchen, home theatre, laundry, living areas and an alfresco area.	Complies
LPP31 Clause 2.2.4 Car Parking	One (1) car bay for every bedroom or one (1) for every three (3) beds provided whichever is the greater; All resident, guest, staff or visitor car parking to be contained on site. No consideration given to parking of vehicles on-street or on Council verge areas. Total number of bays required: three (3).	A total of four (4) car parking bays have been provided. The car parking bays are configured as follows: • Two (2) in the garage; and • Two (2) on the driveway within the lot boundaries.	Complies
LPP31 Clause 2.2.4.3 Tandem Car Parking	Only permitted for an accommodation for six (6) or less persons.	A maximum of six (6) guest are permitted to stay on the premises at any given time.	Complies
LPP31 Clause 2.2.5 Signage on Residential Zoned Land	A maximum of only one sign on the site not exceeding 0.2m ² in area, and incorporated into a front fence, wall, structure or building identifying the name and address of the accommodation	No signage proposed.	Not applicable.

Based upon the above assessment, the proposed use complies with the requirements identified in LPP31.

Community Consultation:

In accordance with Council's Local Planning Policy 37 'Community Consultation on Planning Proposals' (LPP37), the application being for an 'AA' (discretionary) use was advertised to adjoining properties for a period of 14 days. Advertising included letters to the owners and occupiers of the adjoining properties. No submissions were received during the formal consultation period.

Subsequent to the receipt of the application, but prior to commencement of the community consultation period, the Town received a letter from a nearby resident outlining concerns (Appendix 3). These concerns have been summarised and addressed in the following table:

Neighbour's Comments	Officer's Response
<i>Comment 1</i>	
The resident is concerned about antisocial behavior.	Whilst there is the possibility for antisocial behavior to occur in all manner of land uses, the Town recognises the neighbours comments. To address the neighbours concern an accompanying Management Plan has been presented to the Town for endorsement. The Management Plan provides specific measures to reduce the possibility of antisocial behaviour.
Noise from the outdoor living area affecting the residential amenity.	The submitted Management Plan restricts noise between the hours of 10pm and 7am Monday to Saturday and 10pm to 9am Sunday, public holidays.

Internal Referrals

The application was referred to relevant internal Service Areas for review and comments as per the table below.

Service Area	Comments
Building	No objections. Submitted floor plan shows that dwelling consists of three (3) bedrooms. The Premises Standards state in part "<i>where there are four (4) or more rooms made available to residents or guests</i>" access for persons with a disability is required to one (1) room and associated sanitary facilities. As the dwelling consists of three (3) bedrooms, access compliance is not required. However, should the applicant be considering to convert the home theatre into a bedroom then the disability requirements will come into play. Standard Advice Notes requested.
Environmental Health	No objections. Standard Advice Notes requested.

External Referrals

No external referrals were required as part of the application.

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	Medium	Moderate	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.

Economic

EC2 – A clean, safe and accessible place to visit.

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:

The proposed development will provide additional accommodation options to the Town. Through a diverse range of accommodation options, visitors may choose to visit local businesses.

Social Issues:

There is the potential for an increase in anti-social behaviour. In this regard, the Applicant's Management Plan seeks to provide a mechanism for the quick resolution of any issues.

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

The broader intent of the Carlisle Precinct coupled with discretionary provisions of the Town Planning Scheme No. 1 allow exercise of discretion when considering the appropriateness of the proposed 'Residential Building (Short Term Accommodation)' use on a 'Residential' zoned lot while also taking into consideration the amenity impact on the neighbourhood.

The Management Plan stipulates that lengths of stays will be both less than six (6) months and greater than six (6) months. In accordance with LPP31, the Residential Building use class permits guests to stay at the premises for a period not exceeding six (6) months. The Town sought clarification from the Applicant regarding the stated intent for guest stays to also be for periods exceeding six (6) months. Subsequently an email was received clarifying that any stay exceeding six (6) months would be in accordance with formal leasing arrangements. In this regard, the dwelling would no longer be considered a 'Residential Building (Short Term Accommodation)' and would instead be a 'Single House'

Having regard to this information, the applicant has been assessed by council Officers as an application for Short Term Accommodation with a stay period of less than six (6) months only. A condition of approval is recommended requiring the amending of the Management Plan to remove reference to stays exceeding six (6) months.

The Town's LPP31 provides a framework for assessing alternate forms of accommodation. The application has been assessed against the provisions of the policy and is deemed to generally satisfy the policy requirements. The Applicant has prepared a Management Plan in accordance with LPP31 with specific guidelines for complaint resolution, whilst mitigating the prospect of anti-social behaviour. In accordance with LPP31 Clause 1.5.1 – Term of Approval for Residential Buildings, in the case of applications for 'Residential Building (Short Term Accommodation)' initial approval will only be granted for a period of 12 months. In this regard, a condition reflecting this policy measure will be recommended to Council.

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 application for a Change of Use from 'Single House' to 'Residential Building (Short Term Accommodation)' is considered to be consistent with the intent of the relevant Precinct Plan and with the orderly and proper planning of the area.

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

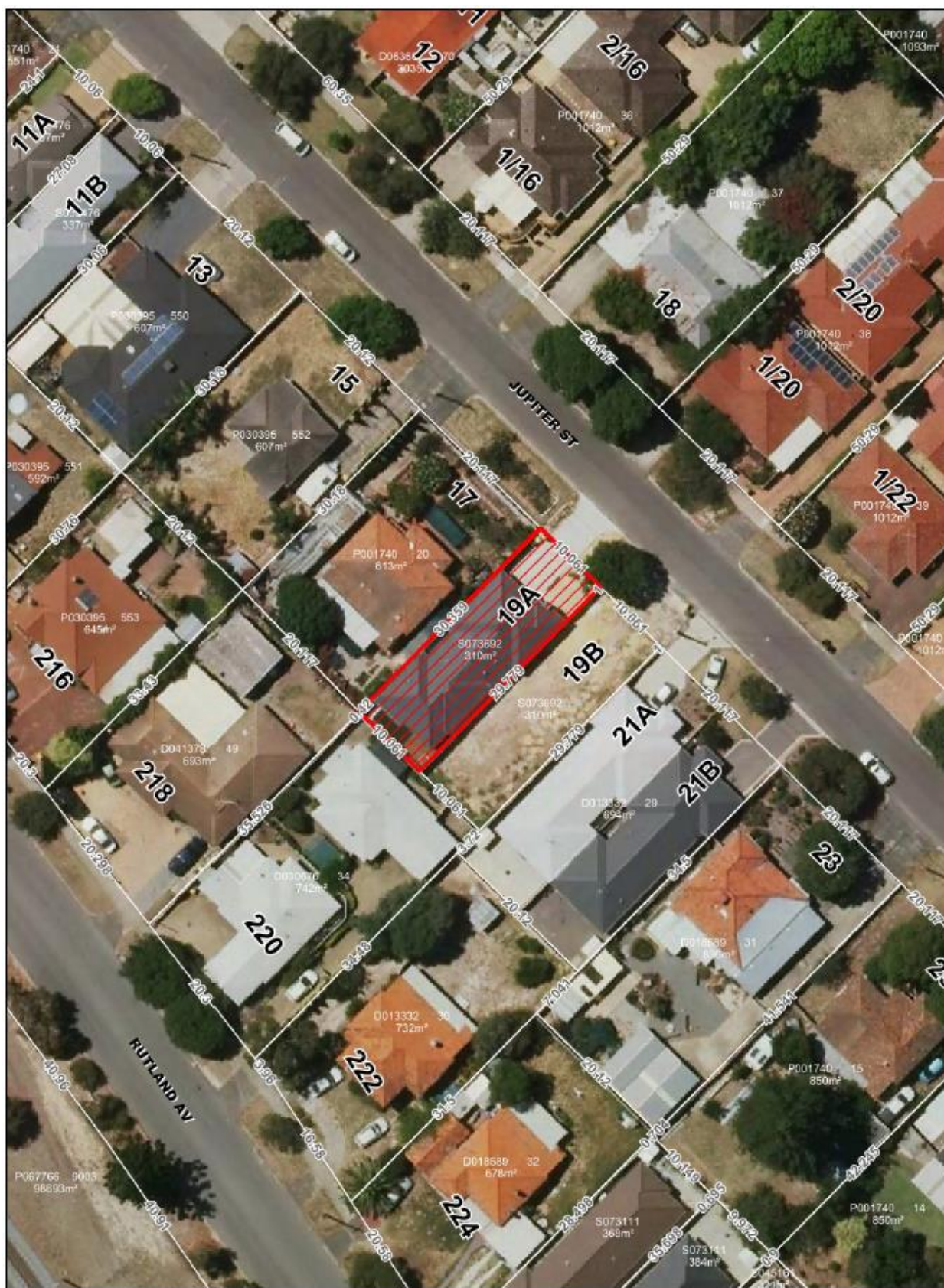
RECOMMENDATION/S:

That Council approves the application submitted by Ben Watt (DA Ref: 5.2018.168.1) for Change of Use from 'Single House' to 'Residential Building (Short Term Accommodation)' at 19A (Lot 35, Strata Lot 2) Jupiter Street, Carlisle, as indicated on the plans dated 8 March 2018, in accordance with the provisions of the Town of Victoria Park Town Planning Scheme No. 1 and the Metropolitan Region Scheme, subject to the following conditions:

1. This development approval is valid for a maximum period of one (1) year from the date of this approval, after which time the use shall cease operation, unless further development approval is granted.
2. The development, once commenced, is to be carried out in accordance with the approved plans, unless otherwise authorised by the Town.
3. A maximum number of six (6) persons are permitted to stay at the property at any given time for a maximum stay of six (6) months.
4. The Short Term Accommodation Management Plan to be amended to remove reference to stays exceeding six (6) months.
5. This approval is specific to the Applicant and current Owner only. If the dwelling is sold or leased to any other person a new application is required.
6. The 'Residential Dwelling (Short Term Accommodation)' is to operate in accordance with the approved Short Term Accommodation Management Plan at all times. A copy of the Short Term Accommodation Management Plan is to be provided to all adjoining dwelling occupiers further to the commencement of the use.
7. A maximum of only one (1) sign on the site not exceeding 0.2m² in area, and incorporated into a front fence, wall, structure or building that identifies the name and address of the Short Term Accommodation is permitted.

Advice to Applicant

8. 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.
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.
10. Any modifications to the approved drawings forming part of this planning approval may require the submission of an application for modification to planning approval and reassessment of the proposal.
11. A Sign Licence is required to be obtained from the Town prior to the installation of any signage.
12. 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.



11.2 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. 8 May 2018 OCM Report 5. Communications and Engagement Report
Landowner:	Western Australian Planning Commission (WAPC)
MRS Zoning:	Urban
TPS Zoning:	Unzoned and Residential R30
TPS Precinct:	Precinct P8 “Carlisle”

Date:	30 July 2018
Reporting Officer:	N. Martin Goode
Responsible Officer:	N. Martin Goode
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation: That Council requests an extension of time from the Western Australian Planning Commission to consider the purchase of Lots 1003 -1005 until the completion of the Public Open Space Strategy.

- In November 2017 Council resolved to 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.
- On 8 May Council resolved to advertise 5 development options.
- In June 2018 Council resolved to endorse the draft Public Open Space (POS) Strategy Project Plan and procure a suitable consultant as per delegation to undertake the Plan’s scope of works.
- Advertising closed on 21 June 2018. Submissions indicated that overwhelmingly Option 2 - Acquire all lots for Public Open Space was the preferred development option.
- WAPC staff have indicated that they are willing to grant an extension of time in which to consider the purchase of Lots 1003 – 1005 until the POS Strategy is completed.

TABLED ITEMS:

Nil

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.

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; and
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.

In May 2018 Council resolved to:

1. *"Undertake a minimum of 21 days of public advertising regarding all five (5) Development Options as detailed in the appendices of this report.*
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 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."

The WAPC granted an extension of time in order to allow Council to consider the matter.

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 lots from the WAPC.
Option 2: Acquire all lots for Public Open Space	All three 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 to two of the lots are acquired from the WAPC rather than all three and retained as public open space.
Option 4: Acquire all lots and develop into 13 housing lots for sale	All three 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 the appendices 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*:

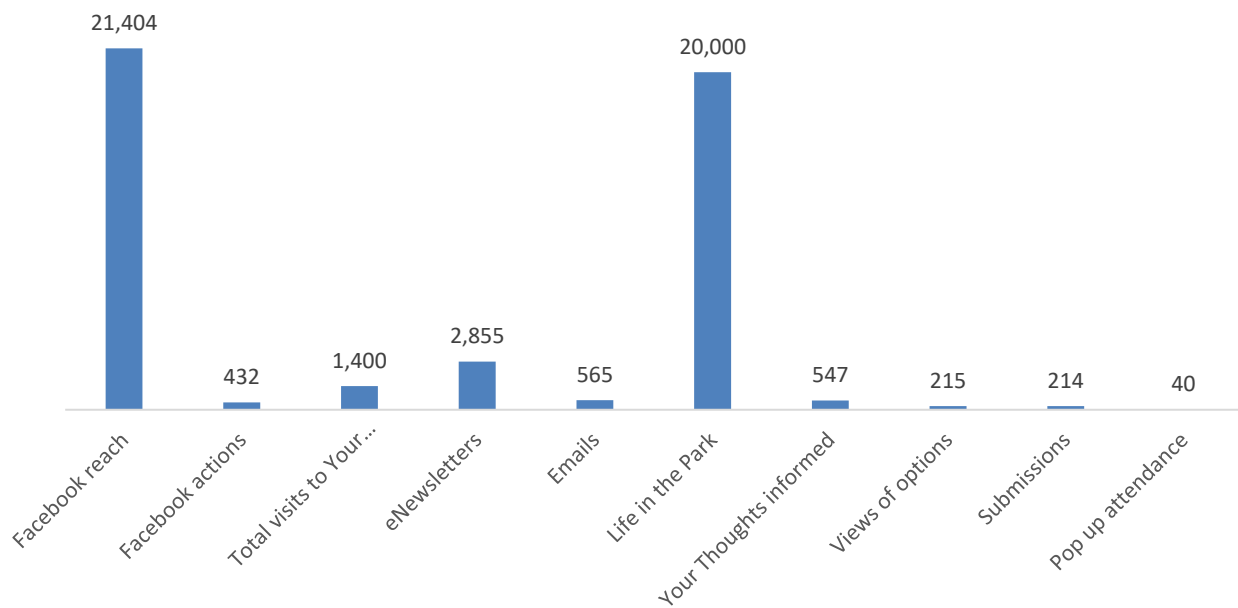
- Section 6.8 – Expenditure from municipal fund not included in the annual budget;
- Section 6.11 – Reserve accounts; and
- Section 6.20 – Power to borrow.

Submissions:**Community Consultation:**

Public consultation occurred from 28 May to 21 June 2018 and included advertising via:

1. Emails to engaged and registered participants
2. On-site signage
3. Sponsored social media posts
4. Media release
5. Posters and flyers at local businesses and Town of Victoria Park buildings
6. Town of Victoria Park website
7. Your Thoughts online consultation hub
8. Your Thoughts online submission form
9. Hard copy submission form at Town of Victoria Park buildings
10. Southern Gazette advertising
11. Life in the Park Winter edition printed newsletter
12. Life in the Park eNewsletter
13. Your Thoughts eNewsletter
14. Adjacent residents flyer drop
15. Pop-up onsite information session

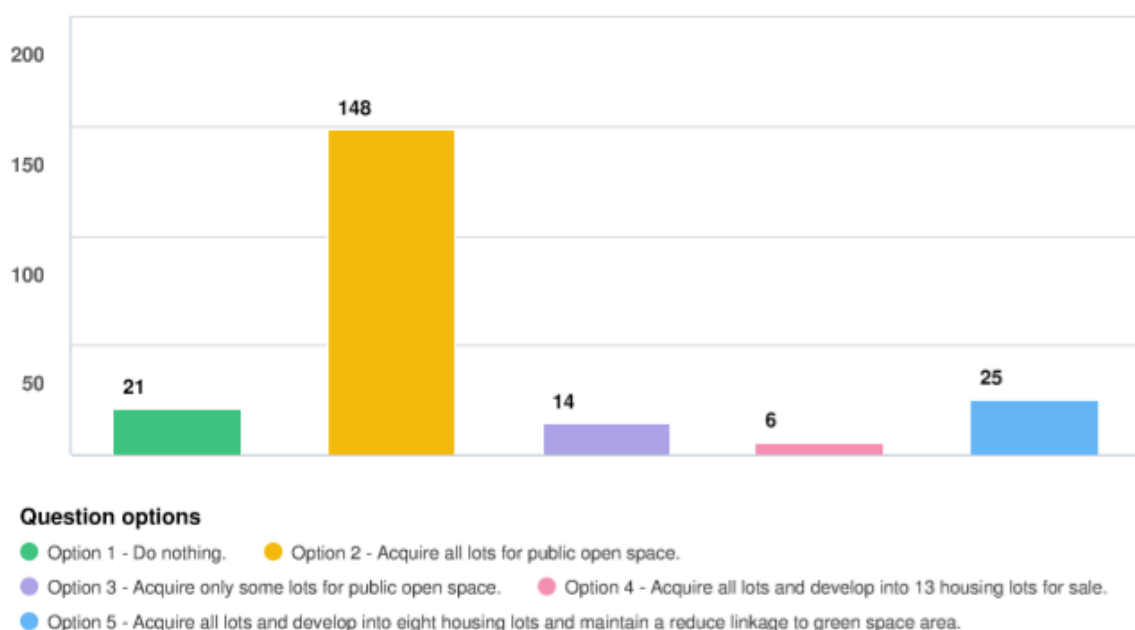
Submissions closed on 21 June 2018 and the Your Thoughts page was visited 1,400 times with a maximum visitors per day of 367. A total of 199 online submissions were received, 15 hard copy submissions and approximate 40 people attended the onsite pop up event. The reach of the engagement is summarised in the chart below:



Of the total 214 submissions received the preferred development option was Option 2 – Acquire all lots for public open space (148 submissions or 69.2%).

The second preferred development option is Option 5 – Acquire all lots and develop into eight housing lots and maintain a reduce linkage to green space area (25 submissions or 11.7%). A summary of the submissions received for each option is illustrated in the graph below.

Which is your preferred development option?

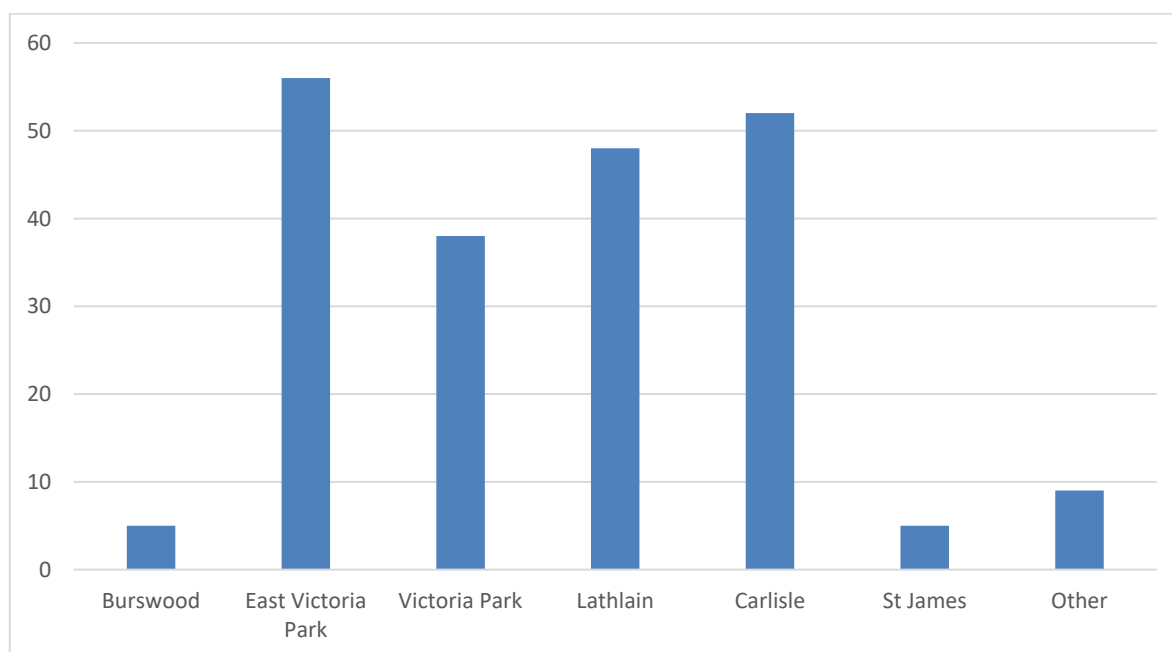


A total of 177 of submissions (82.7%) were from property owner-occupiers within the Town and a low proportion of submissions (5.3%) received did not view the proposed development options prior to completing a submission form.

Key themes mentioned in the submissions included:

1. Carlisle/Lathlain short of public open space
2. Perfect location for increasing housing density
3. Utilise the funds on Lathlain and Tom Wright
4. Increase of public open space
5. Green corridor and space
6. Cost to rate payers
7. Bird haven (cockatoos)
8. Maintain open space
9. Lot 1002 remained as parkland
10. Increase of tree canopy

Of the 214 submissions received the majority were received from the suburbs for East Victoria Park (56 submissions 26.2%), Victoria Park (38 submissions 17.8%), Lathlain (48 submissions 22.4%) and Carlisle (52 submissions 24.3%) as illustrated in the table below.



A detailed Community Engagement Report is included in the appendices.

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:

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

EN7 - Increased vegetation and tree canopy.

C11 – Everyone receives appropriate information in the most efficient and effective way for them.

C12 – A community that is authentically engaged and informed in a timely manner.

C15 – Finances are managed appropriately, sustainably and transparently for the benefits of the community.

C19 – Appropriate devolution of decision making and service provision to an empowered community.

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:

OPTION	COMMENT
Reduce current budget allocations on other projects	One option is for service reduction/removal of \$2.9 million dollars which is a significant reduction. Another option is for a reduction in capital works which would have the impact of increasing Council's asset renewal gap.
Change the purpose of Reserve fund holdings	Council does not have a Reserve Fund specifically for this purchase (unless the purchase is for revenue generation i.e. development). Other options include a repurposing of Reserve Funds, which requires a one month advertising period during which time members of the community may be vocal of their level of support, or non-support, regarding the change of use of Reserve Funds.

Reducing transfers to Reserve Funds	Council could choose not to direct funds to Reserve and instead purchase this land.
Undertake loan borrowings	Interest rates are at the lowest they have ever been, and would be fixed for the life of the loan. Council is already borrowing \$10 million this year for Underground Power, although these loans should not influence the Debt Ratio as they are non-municipal funded (i.e. paid for directly by beneficiaries of the Underground Power).
Increase in rates	\$2.9 million is approximately an increase in rates of 6%, and does not factor into account the additional 3% increase already proposed. A Specified Area Rate could be applied if the likely beneficiaries/users of the land are able to be readily determined. This could be used to fund a loan over a number of years.
Crowd funding	One scenario for crowd funding could be that 2,900 people would need to contribute \$1,000 each. It is unclear whether this could be achieved and Town staff do not have significant experience in the effectiveness of these schemes.
Increased Revenue	State, Federal, Lotterywest grants may be available. How quickly they can be sourced may present an issue. Philanthropic individuals may also be an option. Fees and charges – not an option. Service Charges – not an option. Asset Disposal – Council could sell a parcel/s of land to purchase this parcel/s. This may take time to achieve.
Deficit Budget	Council could choose to operate a deficit budget for a period of time. Eventually though the budget should be returned to balance.
Negotiate with WAPC on price	There is the potential for the Town to enter into discussions with the WAPC over price. Having regard to the fact that the WAPC are gifting Lot 1002 to the Town which is over 5000m² in area, the Town is not in a strong negotiating position however the Town will certainly attempt to reduce the price and refer to the Town's maintenance costs of approximately \$300,000 over the last 12 years. The WAPC's approach is likely to be to maximise the amount they can sell the land for so there is no guarantee that the Town's attempts to negotiate a reduced price will be successful. Not unlike local government, it is likely that State Government would be required to undertake some process to allow the land to be sold below market price. This would be something staff would need to discuss with the WAPC once Council have formed a position.

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:

Below is a table summarising some of the pros and cons associated with the five options.

Option	COMMENT
Option 1: Do nothing	The location of the land may not be in the best location for central walkability and parallel to a busy road. Also the Town does not yet have a POS strategy to inform such a purchase. The walkable linkages to green space can still be maintained given where the lot boundaries are in relation to Miller Street. From a financial risk perspective this may be the preferred outcome.
Option 2: Acquire all lots for Public Open Space	This is a significantly expensive option and expenditure of this nature should be informed by a completed and adopted POS strategy. The Town could possibly spend an equivalent amount of money for POS in a more centrally located area for the Carlisle community.
Option 3: Acquire only some lots for Public Open Space	This option will achieve some community outcome and will also maintain a linkage to green space. This option however is still a significant capital expenditure in an area which may not be supported as the best location for POS under the future POS strategy.

Option	COMMENT
Option 4: Acquire all lots and develop into 13 housing lots for sale	This option has significant peak debt and capital costs with a weak financial return.
Option 5: Acquire all lots and develop into 8 housing lots and maintain a reduce linkage to green space area	This option has a significant overall cost and the resulting POS cost is still close to the overall rate per square meter of just acquiring any of the parcels to keep as POS. The resulting POS configuration also only creates a wider linkage to green space but does not provide an optimal passive open space outcome.

Public Open Space Strategy

On 12 June 2018 Council resolved to endorse the draft Public Open Space (POS) Strategy Project Plan and procures a suitable consultant as per delegation to undertake the Plan's scope of works. The outcomes for the POS Strategy will be to ensure that:

1. There is a clear understanding of who uses POS, how they use it and what it means to them.
2. There is a clear understanding of what is and is not POS.
3. The Town understands its role in the provision of a regional POS network within and outside of its boundaries and how the community contributes to its use.
4. Information about POS will be easily accessible to the community.
5. The Town and community will understand the Town's role in providing POS.
6. POS will be more responsive/flexible and appropriate for community needs.
7. POS will be more sustainable (economically, environmentally, socially and culturally).
8. There will be a co-ordinated approach and awareness of POS across the organisation and within the community.
9. An action/implementation plan around the provision of POS in the future will be in operation.
10. The Town will be able to maximise utilisation of all POS that it has.
11. The Town will be able to encourage and embrace new methods/ways to provide POS.
12. There will be a sense of community pride, belonging and involvement in the Town's POS.
13. POS will be provided in the best manner.

The primary output of the POS Strategy, will be the strategy document itself. This can be broken down into the following detailed outputs:

1. An understanding of the current POS situation:
 - a. Definition of POS (including a definition of the different types of POS).
 - b. Inventory of existing POS.
 - c. Classification system for POS.
 - d. Assessment of current POS strategy and policy and alignments and gaps in the existing framework.
 - e. Stakeholder analysis (including gathering data of the possible layers of use being: physical use, perceived amenity and emotional attachment, and the role a space plays in providing a network of POS for the user).

2. An optimised approach for the provision, use and future of POS in the Town:
 - a. Future needs/gap analysis.
 - b. Identification of other benefits of POS.
 - c. Understanding of the balance of the different types of POS and the way in which they should be delivered.
 - d. Understanding of equitable revenue and economic return generated by POS.
 - e. Strategies for utilisation optimisation.
 - f. Strategies for system optimisation.
 - g. Strategies for improving the social dividend of the Town's POS assets.
 - h. Unified vision (community and Town) for the future of POS.
 - i. Options for alternative options in the provision of POS.
 - j. Benchmarks for the provision of POS in the Town.
 - k. Implementation Plan.

There is a strong argument that the purchase of Lots 1003 – 1005 prior to the completion of the POS Strategy is premature and could prejudice the outcome of the strategy findings.

Notwithstanding the outcome of the public consultation that indicates a clear preference for the Town to purchase the land and retain as POS, having regard to the June 2018 Council resolution regarding the commencement of the POS strategy, a more strategic approach would be to speak to the WAPC about their timing of the sale of the land to see if it coincides with the completion of the POS strategy.

If the completion of the POS strategy is not inconsistent the WAPC's timing for selling the land, the Town's decision on whether or not buy Lot 1003 – 1005 would be informed by the strategy.

The POS Strategy is likely to be completed by September 2019.

COMMENT

The Town has conducted preliminary discussions with the WAPC staff and advised that it appreciates the original time extension however requests additional time from the Western Australian Planning Commission to consider the matter in light of:

1. The outcome of community consultation that indicates a preference to purchase the land from the WAPC to retain as public open space;
2. Further consideration needed on how specifically Council might consider funding the payment of the land; and
3. The commencement of the Town's POS Strategy.

The WAPC advised on 29 June 2018 that:

1. They have no problem in providing the Town additional time to consider the above matters.
2. For reporting purposes they will need to put a specific date on a further extension however they are happy to have that informed by the outcomes of a Council discussions and a meeting between the staff of the Town and the WAPC.

A further meeting was held between Town and WAPC staff on Friday 6 July 2018 where the WAPC advised:

1. The sale of the land could be deferred until the POS Strategy was finalised.
2. The Town should write to the Chair of the WAPC formally requesting this.
3. Once the POS is finalised and the Town formalises its position in relation the acquisition of Lots 1003 – 1005 and advised the WAPC accordingly, the land acquisition process would involve the following steps:
 - a. The WAPC to obtain two private land valuations;
 - b. A report is prepared by the WAPC to dispose of the land that includes a land valuation;
 - c. The WAPC makes an offer to Council to purchase the land; and
 - d. Council considers the WAPCs offer and obtains their own independent land valuation.

CONCLUSION

Based on the above it is recommended that the Town writes to the Chair of the WAPC requesting an extension of time to consider the purchase of Lots 1003 – 1005 until the completion of the POS Strategy which is estimated to be in September 2019.

RECOMMENDATION/S:

That Council requests an extension of time from the Western Australian Planning Commission to consider the purchase of Lots 1003 -1005 until the completion of the Public Open Space Strategy, which is estimated to be finalised in September 2019.



11.3 Selection of Consultant to Undertake Review of Residential Character Study Area and Local Planning Policy 25 'Streetscape'

File Reference:	QTVP/18/11
Appendices:	No
Attachments:	No

Date:	27 July 2018
Reporting Officer:	L. Parker
Responsible Officer:	R. Cruickshank
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – That Council engage Element to undertake a review of the Town of Victoria Park Residential Character Study Area and Local Planning Policy 25 'Streetscape', at a total cost of \$55,632.50 (inc gst), as per Request for Quotation QTVP/18/11.

- A Request for Quotation was prepared and invitations sent to a range of private planning consultancies to undertake an independent review of the Town of Victoria Park Residential Character Study Area and Local Planning Policy 25 'Streetscape'.
- The Request for Quotation follows Council's decision of 12 September 2017 to seek written quotations for the subject review following consideration of Amendment No. 73 to Town Planning Scheme No. 1, which has been recently refused by the Minister for Planning, Lands and Heritage.
- Four (4) quotations were received during the submission period.
- Evaluation of the quotations against prescribed criteria has been completed.
- It is recommended to accept the quotation from Element.
- Of the quotations received, the recommended consultant is considered to possess suitable skills and relevant experience to deliver the scope of works within a realistic timeframe and at reasonable cost to the Town.

TABLED ITEMS:

Nil

BACKGROUND:

Since 1998, Council Policies have been in effect which seek the retention of dwellings of good quality, architectural character, as these dwellings strongly contribute to the character of the Town.

This reflects a Community Needs Assessment of the time which concluded that *"People want to retain the character and heritage of the Town and the cultural, socioeconomic and housing diversity"*.

The majority of original dwellings were not found to have individual heritage significance, but to more broadly and collectively establish an identifiable streetscape character.

In lieu of heritage listing individual dwellings, Council commissioned the Residential Character Study in 2003. This study identified that the 'original dwellings' located within the older established areas of the Town (located generally between Berwick Street and the railway line) contribute to a unique, identifiable streetscape 'character' that should be protected and maintained.

The Study recommended that the Town *"give priority to, and actively encourage, the retention and conservation of residential character for the longer term benefit of the community and the owners of properties."*

The Residential Character Study Area also includes a number of sub-precincts containing traditional housing of a predominant architectural style, namely the:

- i) Weatherboard Precinct; and
- ii) Raphael Residential Precinct.

The Council's Local Planning Policy 25 – Streetscape (2005) includes provisions:

- i) not supporting the demolition of 'original dwellings' within the Residential Character Study Area; and
- ii) detailing design standards for new development to ensure that it contributes positively to the streetscape environment and is of a compatible scale and style to traditional housing within the area.

Prior to October 2015, the Town of Victoria Park Town Planning Scheme No. 1 (TPS1) required development approval for all development in the Town, including development approval for demolition. Therefore, the provisions of LPP25 (then named more simply as the Local Planning Policy – Streetscape as the majority of Council's other planning policies were contained within the TPS1 Scheme Policy Manual at the time) applied to all development.

Planning and Development (Local Planning Schemes) Regulations 2015

The introduction of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations) by the State Government in October 2015 has had an impact on the previously existing protections and dwelling retention measures under Council's Town Planning Scheme No. 1, by removing the need to obtain development approval for demolition of a Single House (unless protected by a formal heritage listing or located in a Special Control Area where the exemptions from development approval do not apply).

This legislation also affected the ability of the Town to apply the design requirements of LPP25 'Streetscape' to the construction of new Single Houses or alterations to existing Single Houses, where they comply with the requirements of the Residential Design Codes. As a consequence there is a risk that the traditional character of the Town's streetscapes within the Residential Character Study Area may be eroded over time, through the uncontrolled demolition of original dwellings where they exist as a Single House (i.e. a single dwelling on a single lot), and through the construction of potentially unsympathetic additions or new Single Houses that do not respect the character of the area.

Proposed Amendment 73 to TPS1

In view of the above, and following a number of Councillor Workshops which considered these issues, as well as other issues relating to the retention of original dwellings within the Residential Character Study Area, the Town's administration drafted proposed Amendment 73 to Town Planning Scheme No. 1 to reinstate the protections that previously existed for the Residential Character Study Area. The Amendment was also drafted to address a number of instances where unauthorised modification of original dwellings had occurred destroying their architectural integrity and other instances of very poor maintenance and neglect, in order for the original dwelling to fall into disrepair to a point that it is structurally unsound so as to permit demolition (i.e. "demolition through neglect").

The intent of Amendment 73 was to re-instate the requirement for development approval that existed prior to October 2015, through the designation of the Residential Character Study Area as a Special Control Area. As a Special Control Area, the exemptions under the Regulations for demolition, and additions to or construction of a Single House (where compliant with the R-Codes) would no longer apply, and would therefore be subject to the dwelling retention and design requirements of Council's LPP25 'Streetscape', as continues to be the case for Grouped Dwellings and Multiple Dwellings within the Town's residential areas.

The Council at its Ordinary Meeting held on 14 June 2016 resolved to initiate Amendment No. 73 to Town Planning Scheme No. 1, as follows:

- "1. Council resolve pursuant to Section 75 of the Planning and Development Act 2005 to initiate an Amendment (Amendment No. 73) to the Town of Victoria Park Town Planning Scheme No. 1 by amending the Town Planning Scheme Text as follows:
 - 1.1. Amend Clause 29A (1) of the Scheme Text by including the following additional type of Special Control Area:
 - (c) Residential Character Areas shown on the Precinct Plans as RC with a number and included in Schedule 7.
 - 1.2. Insert in to 'Division 3 – Special Control Areas' of the Scheme Text the following Clause:

29AC. RESIDENTIAL CHARACTER AREAS

Schedule 7 describes the Residential Character Areas in more detail and sets out the purpose and particular requirements that may apply to the Residential Character Areas.
 - 1.3. Amend "SCHEDULE 7: SPECIAL CONTROL AREA" contained in the Scheme Text to include a new Special Control Area – RC 1 and to incorporate the following text:

Area No	Land Description	Purpose and Particular Requirements
RC 1	The whole of the area of land designated as RC1 on the Precinct Plans (known as the Residential Character Special Control Area).	(1) Definitions In this section – • 'Conservation notice' means a notice given under Clause 5, subclause (a); • 'Original dwelling' means a dwelling that has been identified as an original dwelling within a local planning policy adopted for the Residential Character Special Control Area;

		• ‘Properly maintained’, in relation to an ‘original dwelling’, means maintained in a way that ensures that there is no actual or imminent loss or deterioration of – (i) The structural integrity of the original dwelling; or (ii) An element of the ‘original dwelling’ that is integral to the character of the area in which it is located, as set out in a statement in a local planning policy adopted for the Residential Character Special Control Area. (2) Objectives The objectives for development and planning decision making within RC 1 are: (a) To ensure the conservation and retention of ‘original dwellings’ within the Residential Character Special Control Area where they are considered to contribute to the character of the area. (b) To ensure that new development, inclusive of alterations, additions to existing buildings, carports, garages, patios and front fences are in keeping with the character of the area, respect the scale and proportions of surrounding buildings, and are designed to fit into the existing streetscape. (3) Development approval Development approval is required for: (a) Demolition of ‘original dwellings’. (b) All forms of development involving works except those listed as being exempt under an approved local planning policy. (4) Development requirements All development shall conform with the following: (a) The objectives of the Residential Character Special Control Area. (b) All relevant provisions of the Local Planning Policy adopted for the Residential Character Special Control Area.
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		(c) Demolition of 'original dwellings' will not be permitted except where: (i) The dwelling is determined by Council to be structurally unsound; or (ii) The dwelling is wholly clad in fibro or asbestos wall cladding; or (iii) Council considers that the dwelling does not make a positive contribution to the character of the area as a result of it having had significant external alterations. (5) Conservation notice (a) If the Town forms the view that an 'original dwelling' is not being properly maintained the Town may give to a person who is the owner or occupier of the 'original dwelling' a written notice requiring the person to carry out specified repairs to the 'original dwelling' by a specified time, being a time that is not less than 60 days after the day on which the notice is given. (b) If a person fails to comply with a conservation notice, the Town may enter the 'original dwelling' and carry out the repairs specified in the notice. (c) The expenses incurred by the Town in carrying out repairs under subclause (b) may be recovered as a debt due from the person to whom the notice was given in a court of competent jurisdiction. (d) The Town may: (i) Vary a conservation notice to extend the time for carrying out the specified repairs; or (ii) Revoke a conservation notice. (e) A person who is given a conservation notice may apply to the State Administrative Tribunal for a review, in accordance with Part 14 of the Act, of a decision:
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		(i) To give the notice; or (ii) To require repairs specified in the notice to be carried out; or (iii) To require repairs specified in the notice to be carried out by the time specified in the notice.
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1.4 Amend Precinct Plans P5, P6, P10 – Sheet A and P12 – Sheets A & B by including in the legend a heading “Land Use and Development Controls” and then underneath a black border and number RC 1 within the boundaries of the border described as Residential Character Area subject to Division 3 and Schedule 7 of the Town Planning Scheme Text.

1.5 Amend Precinct Plans P5, P6, P10 – Sheet A and P12 – Sheets A & B by delineating the Residential Character Special Control Area using a black border and the number RC1 within the boundaries of the border.”

Outcomes of Community Consultation in Relation to Amendment 73

Community consultation and public advertising of proposed Amendment No. 73 to TPS1 occurred from 6 February 2017 to 21 March 2017, and consisted of the following:

- i) Almost 5,000 letters sent directly to all property owners within the locality who may be affected by the proposed Amendment, specifically those properties located within the proposed Residential Character Special Control Area (equivalent to the area covered by the existing Residential Character Study Area);
- ii) Letters to relevant public authorities and utility service providers;
- iii) Three newspaper notices in the Southern Gazette local newspaper at the beginning of each fortnight of the consultation period;
- iv) Notices on the Town’s website, including online access to the Amendment documents; and
- v) Two Community Information Sessions run by Council Officers during the consultation period.

Some of the key messages arising from the submissions and concerns raised during the community consultation conducted for Amendment 73 included the following:

- i) Property owners and residents do not want to feel dictated to by the Council or have their perceived freedoms/rights reduced or curtailed;
- ii) A majority of those who made submissions feel restrictions on the ability to demolish is an onerous, ‘big brother’ approach that unreasonably impinges upon their property rights;
- iii) The proposed ability of the Council to serve Conservation Notices is a draconian, heavy-handed measure and one that unfairly considers property owners who may be in poor financial circumstances;
- iv) A large number of objectors felt that the mandated retention of original timber weatherboard dwellings is unreasonable as they believe they are of poor structural quality, poor environmental performance and were built as inexpensive worker and post-war accommodation rather than permanent, high quality (e.g. brick and tile) residential homes;

- v) The Local Planning Policy – Streetscape is in need of significant review and further efforts should be made to incentivise and promote environmentally sustainable design and innovative, contemporary architecture;
- vi) The Town's planning department does not encourage design innovation and is overly restrictive and narrowly focused in its application of the Local Planning Policy – Streetscape;
- vii) Any new or revised planning controls via a Scheme Amendment or Local Planning Policies should be crafted and designed with the input and feedback of community members before being progressed by Council; and
- viii) The Council should consider an independent review of its current planning policy framework and design controls, that focuses on best practice solutions and looks beyond a 'business as usual' approach or maintaining the status quo.

The community consultation carried out for Amendment 73, despite exceeding relevant statutory requirements, was not able to identify whether a broad level of support or opposition to Amendment 73 exists within the community given the very low response rate (69 submissions, notwithstanding nearly 5000 letters sent). It did identify that there are some highly concerned affected residents and property owners who are strongly opposed to the Amendment. In particular, the written submissions and verbal statements made by attendees at the community information sessions were strongly opposed to the 'demolition by neglect' provisions, namely the proposed ability of Council to serve conservation notices to property owners to carry out remedial works in the event of extreme negligence or damage to the architectural integrity of an original dwelling due to unauthorised works.

Council Consideration of Amendment 73 following Community Consultation

Having regard to the outcomes of the community consultation, and further to comments received and meetings held with Officers of the State Heritage Office and the Department of Planning, it was recommended by Council Officers that proposed Amendment 73 be modified. It was proposed to progress the modified Amendment with a sunset clause, whilst more detailed heritage assessment and community engagement is undertaken to establish the need for both appropriate longer-term protection measures for original dwellings and to complete the review and implementation of revised development controls for the Residential Character Study Area.

It was estimated that a two (2) year sunset clause would provide an appropriate interim timeframe to complete the necessary and detailed work to undertake a comprehensive review of the current Residential Character Study Area and the Town's planning instruments, in association with a comprehensive community engagement process, and to then implement the proposed town planning scheme and policy measures arising from these stages.

The simplification of the Amendment to deal primarily with demolition, and as an interim measure, was considered to address both the concerns of the State Heritage Office and Department of Planning, as well as a large number of the concerns raised in the submissions received during the consultation period, as it would have been:

- i) restricted to an interim, time-limited measure of two (2) years, whilst further detailed review and community engagement is undertaken;

- ii) ensures at least a level of protection for original dwellings within the Residential Character Study Area by requiring development approval for demolition of Single Houses identified as 'original dwellings' and subjecting them to an assessment process by Council to determine if the demolition is either acceptable (in which case it will be approved) or potentially unacceptable due to adverse outcomes on the character of the Town's established streetscapes;
- iii) is reduced to a relatively straightforward Amendment proposal that is simple to administer and can be easily understood by the community;
- iv) removes the proposal to introduce 'demolition by neglect' provisions which would have enabled Council to issue Conservation Notices to property owners to undertake works to original dwellings (with Council instead continuing to rely on existing statutory powers to deal with unauthorised development/work for the time being); and
- v) maintains the current exemption from development approval for additions to a Single House or construction of a new Single House where it is fully compliant with the Residential Design Codes, that was introduced by the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Notwithstanding the recommendation of Council Officers to modify Amendment 73 as above, the Council at its Ordinary Meeting held on 12 September 2017 resolved to Adopt Amendment 73 to TPS1 for Final Approval Subject to Modifications (significantly different to those recommended by Council Officers), that effectively removed all of the provisions applying to the proposed Special Control Area as follows:

- "1. Council resolve pursuant to Section 75 of the Planning and Development Act 2005 to initiate an Amendment (Amendment No. 73) to the Town of Victoria Park Town Planning Scheme No. 1 by amending the Town Planning Scheme Text as follows:
- 1.1. Amend Clause 29A (1) of the Scheme Text by including the following additional type of Special Control Area:
 - (c) Residential Character Areas shown on the Precinct Plans as RC with a number and included in Schedule 7.
 - 1.2. Insert in to 'Division 3 – Special Control Areas' of the Scheme Text the following Clause:

29AC. RESIDENTIAL CHARACTER AREAS
Schedule 7 describes the Residential Character Areas in more detail and sets out the purpose and particular requirements that may apply to the Residential Character Areas.
 - 1.3. Amend "SCHEDULE 7: SPECIAL CONTROL AREA" contained in the Scheme Text to include a new Special Control Area – RC 1 and to incorporate the following text:

Area No	Land Description	Purpose and Particular Requirements
RC 1	The whole of the area of land designated as RC1 on the Precinct Plans (known as the Residential Character Special Control Area).	(1) Definitions In this section – • 'Original dwelling' means a dwelling that has been identified as an original dwelling within a local planning policy adopted for the Residential Character Special Control Area; (2) Objectives The objectives for development and planning decision making within RC 1 are:

		(a) To ensure the conservation and retention of 'original dwellings' within the Residential Character Special Control Area where they are considered to contribute to the character of the area.
--	--	--

- 1.4 Amend Precinct Plans P5, P6, P10 – Sheet A and P12 – Sheets A & B by including in the legend a heading “Land Use and Development Controls” and then underneath a black border and number RC 1 within the boundaries of the border described as Residential Character Area subject to Division 3 and Schedule 7 of the Town Planning Scheme Text.
- 1.5 Amend Precinct Plans P5, P6, P10 – Sheet A and P12 – Sheets A & B by delineating the Residential Character Special Control Area using a black border and the number RC1 within the boundaries of the border.”

At this meeting Council also resolved the following, which was consistent with the recommendation of Council Officers:

- “4. Council authorise the Town’s administration to seek expressions of interest from a minimum of three (3) independent, suitably qualified consultants to undertake a comprehensive community engagement project and review of the Town’s statutory planning and policy framework to:
 - 4.1 Identify and measure the wishes of the community with respect to the retention of original dwellings within the Residential Character Study Area;
 - 4.2 Identify potential town planning scheme and local planning policy measures to promote, incentivise or require the retention of original dwellings and the protection of character streetscapes within the Residential Character Study Area;
 - 4.3 Undertake a review of the original dwellings within the Residential Character Study Area to identify those dwellings or groups of dwellings worthy of formal heritage protection either individually or collectively; and
 - 4.4 Review and provide a list of recommendations to the Council to amend Town Planning Scheme No. 1 and/or amend Local Planning Policy 25 ‘Streetscape’, having regard to the outcomes of the community engagement process, and arriving at a recommended series of statutory and/or policy framework measures that is:
 - i. aligned with the values of the community and the Council;
 - ii. can be easily understood by the community;
 - iii. is relatively simple to administer; and
 - iv. minimises the need to impose additional levels of regulation contrary to the intent of the Planning and Development (Local Planning Schemes) Regulations 2015; and
5. The Town’s administration to provide a further report to Council, summarising the expressions of interest received during the expression of interest period and providing a recommendation to Council on the independent consultant(s) to engage to undertake Part 4 above.”

Refusal of Amendment 73

Amendment 73 had been awaiting consideration by the Statutory Planning Committee of the WAPC, before a final decision was made by the Minister for Planning, Lands and Heritage since September 2017.

The Town had been advised that the likely Officer Recommendation to the WAPC was to refuse the Amendment given the proposed Special Control Area has now been reduced to a geographic area of the Town with only a stated objective for the retention of original dwellings but without any planning controls or provisions to achieve it.

On 5 June 2018, the Town received correspondence from the WAPC, confirming that the Minister for Planning, Lands and Heritage had determined to refuse the amendment for the following reasons:

- “a. The amendment does not include any planning controls to implement the objectives proposed to be inserted;*
- b. Local planning policies are considered the appropriate planning mechanism to control streetscape design to protect local character; and*
- c. The Planning and Development (Local Planning Schemes) Regulation 2015 provide appropriate heritage controls.”*

Further background information related to Amendment 73 to TPS1 can be obtained from the 12 September 2017 Ordinary Council Minutes.

DETAILS:**Location**

The Town of Victoria Park Residential Character Study Area (RCSA) is located generally between the Perth to Armadale railway line and Berwick Street, extending southeast from the suburbs of Burswood and Victoria Park to East Victoria Park. The extent of the RCSA is depicted in Figure 1 below:

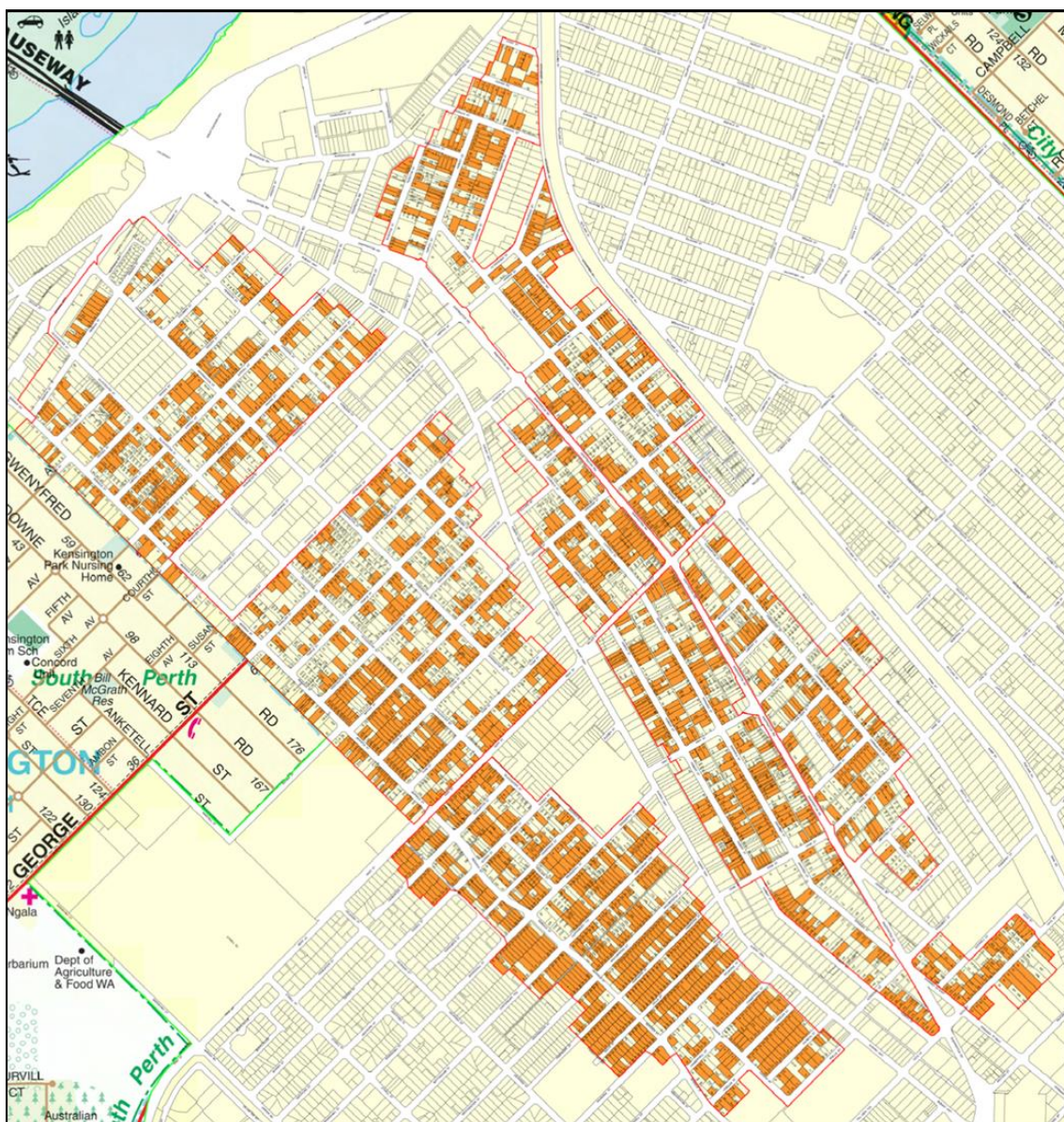


Figure 1: Town of Victoria Park Residential Character Study Area

Project Scope of Works

The purpose of the independent review is to obtain a clear, broad level of understanding of the community's desires with respect to the retention and demolition of original dwellings and of the extent and type of development controls that should continue to be applied to development within the Residential Character Study Area. Once obtained, an appropriate strategy or series of measures can then be devised that responds to the aspirations and values of the community.

This may also build on the outcomes of the community consultation process undertaken in respect to Amendment 73, which identified a range of issues of concern to a number of residents and property owners in the community.

The project is intended to incorporate the following stages and project deliverables:

Stage 1: Community Engagement (Aspirations and Satisfaction Measurement)

- A. Community Engagement
Identification and measurement of community aspirations, values and satisfaction with existing controls/planning framework:
 - i) What value do the Town's original dwellings and traditional residential streetscapes have amongst the community?
 - ii) What do they want to protect/maintain?
 - iii) How satisfied is the community with the current statutory and policy measures in place?
 - iv) What is working, not working, needs changing?
- B. Community Engagement Outcomes Reporting
 - i) Preparation and handover of Stage 1 Community Engagement Outcomes Report, including analysis of submissions, consideration of socio-economic and geographic factors, and key conclusions.
 - ii) Preparation of EMBS/OCM Report to Council summarising the outcomes of the Stage 1 Community Engagement Process and delivery of the Stage 1 Community Engagement Report to Council.
 - iii)

Stage 2: Review of Existing Planning Framework and Development of Recommended Changes

- A. Review of Existing Planning Framework
 - i) Review of existing statutory and policy controls relevant to retention and conservation of original dwellings and the Town's traditional residential streetscapes, i.e. relevant TPS1 provisions and LPP25 'Streetscape' - What is working? What is wrong? What needs to be changed or done differently?
 - ii) Will include consideration of implications/relationship with State Government legislation and policies, e.g. P&D(LPS) Regulations 2015, R-Codes, Design WA etc.
 - iii) Will consider outcomes and implications arising from Phase 1 Community Engagement – how do the issues/concerns of the community align or differ to the outcomes of the independent review?
 - iv) Will consider implications and potential consequences/direction for changes to existing statutory and policy framework.
- B. Development of Recommended Changes
 - i) Development of recommended changes to existing statutory and policy framework, building on outcomes of all prior stages.
 - ii) Will identify potential town planning scheme and local planning policy measures to promote, incentivise or require the retention of original dwellings and the protection of character streetscapes within the Residential Character Study Area.
 - iii) Undertake a review of the original dwellings within the Residential Character Study Area to identify those dwellings or groups of dwellings worthy of formal heritage protection either individually or collectively.

- iv) Completing the review and amendment of Local Planning Policy 25 'Streetscape', including measures to promote environmentally sustainable design.
- v) The evaluation phase could include further review and testing of the outcomes of the 2010 review of the Residential Character Study Area that recommended a number of split density coding proposals aimed at facilitating retention of original dwellings, whilst achieving the same development potential of the lots as per their current R-Coding.

Stage 3: Community Engagement (Testing and Evaluation of Recommended Changes)

- i) Testing and evaluation of the recommended changes to existing statutory and policy framework.
- ii) May include a number of engagement tools and methods, e.g. surveys, focus groups, on-line engagement, etc.
- iii) Will identify those changes/measures that respond most effectively to the desires and aspirations of the community identified during Stage 1.

Stage 4: Final Conclusions and Recommendations Reporting

- i) Preparation and handover of Final Conclusions and Recommendations Report. This may comprise one or more reports, capturing the outcomes of stages 1, 2 and 3).
- ii) Will include handover and delivery of any recommended new or revised provisions to the TPS1 Scheme Text or Precinct Plans, draft or revised Local Planning Policies (e.g. revised LPP25 'Streetscape') or other statutory or policy measures.
- iii) These will be provided to the Town in a complete, drafted format suitable for formal progression by the Council (i.e. to formally initiate, publicly advertise and thereafter adopt, as relevant).
- iv) Preparation of EMBS/OCM Report to Council summarising the outcomes of the Stage 4 Community Engagement, and delivery of the Final Conclusions and Recommendation Report.
- v) Will include final set of recommended changes/measures for the Council to progress, categorised on a priority basis that considers both the time (i.e. staging and urgency) and potential cost implications to Council for implementation.

Project Milestones

It is expected that the successful respondent will be available to commence work on the project from the revised date, unless alternative agreement is reached. The expected timeline for completion of the project is estimated at 6-9 months, although this may be subject to change depending upon detailed assessment and consideration of the proposed delivery of the Scope of Works proposed, in agreement with the Town.

Stakeholder Management

The Town expects a collaborative approach to the process, with a close working relationship and ongoing liaison with the Project Team and other key external agencies. The project will be overseen by a project team consisting of Town of Victoria Park staff including:

- i) Senior Planning Officer.
- ii) Manager Development Services.
- iii) Chief Community Planner.

- iv) Other technical staff and consultants either employed or contracted by the Town, as needed, to address specific aspects of the project.

Day to day liaison, decision making and project management will occur between the consultant and the Project Manager (Senior Planning Officer or Manager Development Services), with regular 'Project Working Group' meetings to occur as necessary, to be agreed upon at inception.

Independent Review

The final outcomes and recommendation of the project are to be delivered and reported on independently, by the Contractor. At all times, the Contractor is to maintain and form its opinions, analysis and recommendations in an unbiased manner as far as is practically possible, without undue influence from Council Officers, Elected Members, or any other organisations or individuals. This shall be maintained and communicated throughout the delivery of the project.

Notwithstanding the above, Council Officers reserve the right to request additional information, testing/evaluation or reporting where of the view that the approved Contractor is not meeting a sufficient amount, quality or standard in its delivery of the Project Deliverables and Scope of Works outlined in this document to ensure appropriate quality control and delivery of project.

Request for Quotation Details

Request for Quotation (RFQ) QTVP/18/11 was emailed directly to six (6) private consultancies with significant experience in delivering a wide diversity of planning and urban design related projects, and possessing expertise in the fields of planning, urban design, architecture, heritage, project management, community engagement and/or related fields. The RFQ was emailed on 11 May 2018 and the closing date for quotations was 23 May 2018.

Onus was placed on submitters to calculate quantities based upon delivery of Stages 1 to 4 of the scope of works detailed in the RFQ.

Four (4) quotations were received, as follows: indicated in the following list of consultancies invited to submit quotations.

- Element (formerly trading as TPG + Place Match);
- Hames Sharley;
- Hocking Heritage Studio;
- Urbis

Description of compliance criteria

Compliance criteria for QTVP/18/11 was as below:

Description of Compliance Criteria	
i) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of this RFQ including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.	Yes / No ☐ ☐
ii) References Provide a minimum of three (3) references. You should give examples of work provided for your referees where possible.	Yes / No ☐ ☐
iii) Compliance with the Specification contained in the Request.	Yes / No ☐ ☐
iv) Compliance with attendance at any mandatory briefing or site inspection.	Yes / No ☐ ☐
v) Compliance with the Quality Assurance requirement for this Request.	Yes / No ☐ ☐
vi) Compliance with the Delivery Date.	Yes / No ☐ ☐
vii) Risk Assessment Respondents must address the following information in an attachment and label it " Risk Assessment ":	Yes / No ☐ ☐
i) An outline of your organisational structure inclusive of any branches and number of personnel.	
ii) Provide the organisations directors/company owners and any other positions held with other organisations.	Yes / No ☐ ☐
iii) Provide a summary of the number of years your organisation has been in business.	Yes / No ☐ ☐
iv) Are you acting as an agent for another party? If Yes, attach details (including name and address) of your principal.	Yes / No ☐ ☐
v) Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including; the name, address and the number of people employed; and the Requirements that will be subcontracted.	Yes / No ☐ ☐
vi) Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.	Yes / No ☐ ☐
vii) Are you presently able to pay all your debts in full as and when they fall due?	Yes / No ☐ ☐
viii) Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more? If Yes please provide details.	Yes / No ☐ ☐

viii) Insurance The insurance requirements for this Request for Quotation are stipulated in Part 3 of the RFQ. Respondents are to supply evidence of their insurance coverage including, insurer, expiry date, value and type of insurance. If a Respondent holds “umbrella Insurance”, please ensure a breakdown of the required insurances are provided. A copy of the Certificate of Currency is to be provided to the Principal within seven (7) days of acceptance.	Yes / No ☐ ☐
ix) Disability Access and Inclusion Plan (DAIP) The successful Contractor will to the extent practicable, implement the Principal’s “Disability Access and Inclusion Plan” prepared under the Disability Services Act 1993 for the duration of the Contract as outlined in clause 3.45.11. NOTE: the full DAIP is available on the Town’s website. Do you agree to abide by the Principal’s DAIP?	Yes / No ☐ ☐

Description of qualitative selection criteria

Evaluation was undertaken in accordance with the evaluation criteria included in the RFQ document by a panel of three staff members: Manager Development Services, and two Senior Planning Officers.

Having assessed the compliance criteria, the Evaluation Panel proceeded to evaluate the submissions in accordance with the Qualitative and Price criteria nominated in the RFQ document for QTVP/18/11. The criteria were point scored according to the weighting system which indicated the relative degree of importance of each criterion.

Quotations were assessed against the following weighted criterion:

Relevant Experience 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”: 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 the project and how these were managed; iv) Demonstrate competency and proven track record of achieving outcomes; and v) Demonstrate sound judgement and discretion.	Weighting 20% Tick Attached ☐
Key Personnel Skills and Experience Respondents should provide as a minimum information of proposed personnel to be allocated to this project, such as: i) Their role in the performance of the Contract. ii) Curriculum vitae. iii) Membership to any professional or business associations. iv) Qualifications, with particular emphasis on experience of personnel in projects of a similar requirement. v) Any additional information. Supply any other relevant details in an attachment and label it “Key Personnel Skills and Experience”.	Weighting 20% Tick Attached ☐

Strategy & Plan to Deliver Project Delivery Plan i.e.: i) Details of project milestones ii) Key tasks iii) Timing iv) How you plan to manage the project v) Deliverables and their resource allocation vi) Stakeholder engagement vii) Contingency plan. As a minimum, Respondents should provide a current commitment schedule and plant/equipment schedule in an attachment and label it "Strategy & Plan to Deliver".	Weighting 30% Tick Attached ☐
Demonstrated Understanding Respondents should detail the process they intend to use to achieve the Requirements of the Specification. Areas you may wish to cover include: i) A project schedule/timeline (where applicable). ii) The process for the delivery of the Goods/Services. Demonstrated understanding of the Scope of Work. Supply details and provide an outline of your proposed methodology in an attachment labelled "Demonstrated Understanding".	Weighting 30% Tick Attached ☐

The evaluation on price was based upon the sum submitted by each consultant.

The individual scores had the weightings applied, and were then averaged. The quotations were then ranked as per the rankings table below:

Company	Ranking
Element	1
Hames Sharley	2
Urbis	3
Hocking Heritage Studio	4

Legal Compliance:

Local Government Act 1995 Section 3.57.

Local Government (Functions and General) Regulations 1996 Division 1 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.

In this instance the goods and services being obtained were not considered likely to exceed a value of \$150,000, and so a Request for Quotation process was carried out to obtain a suitable supplier. Notwithstanding, Regulation 11A requires the Council to select a supplier and enter into a contract in accordance with the Town's adopted purchasing policy.

Furthermore it should be noted that given the estimated values do not exceed \$150,000, Council's Officers do have the delegation to appoint a contractor to undertake the work. However Council's resolution of September 2017 includes the need for a report to be presented to Council to consider the preferred consultant.

It should also be noted that the Officer's recommendation and Council resolution of September 2017 referred to an expressions of interest (EOI) process. The intent of the Officer's recommendation was to obtain a suitably qualified consultant, but not necessarily through an EOI process, which is a formal process under the *Local Government Act*.

Subsequent advice received is that a Request for Quote (RFQ) process rather than an EOI, is preferable from a time and cost perspective and meets the Town's procurement obligations and Policy. Accordingly an RFQ process has been adopted.

Policy Implications:

FIN4 'Procurement Policy'

Council Officers are required to observe the following guidelines when obtaining goods and services from external contractors with a likely value of \$50,000 to \$150,000:

- Officers are to obtain at least three (3) written quotations from suppliers;
- The quotation process is to be via a formal invitation under a *Request for Quotation* (for the open market);
- Officers are to provide detailed specifications for the goods, works or services being procured along with evaluation criteria; and
- The procurement evaluation and decision is to be based on the pre-determined evaluation criteria and is to be undertaken by an evaluation panel of not less than three Officers.

Council Officers have observed the above requirements.

Risk management considerations:

Risk & Consequence	Consequence Rating	Likelihood Rating	Overall Risk Analysis
Reputational Negative public perception towards the Town if review not conducted.	Medium	Likely	Medium
	Mitigation / Actions		
	There is a community expectation following consideration of Amendment 73 to TPS1 that a review incorporating significant community engagement will be conducted by the Town. Appointment of the recommended consultant to undertake the review will address the community's concerns and result in a number of recommended changes to the existing planning framework/Local Planning Policy 25, which is in need of review following legislative changes and in order to address current and future anticipated expectations of the community.		
Financial Insufficient funds to complete project	Consequence Rating	Likelihood Rating	Overall Risk Analysis
	Low to medium	Unlikely	Low
	Mitigation / Actions		
	Recommended quotation is within available budget with scope to fund additional resourcing requirements if necessary.		

Timeframe Project not completed within expected timeframe	Consequence Rating	Likelihood Rating	Overall Analysis	Risk
	Low	Some likelihood	Low	
	Mitigation / Actions Estimated delivery of 6 to 9 months. As outcomes of community engagement are as yet unknown, the type, form and extent of recommended changes to the current planning framework to be developed could result in variable timeframes for the later stages of the project. Time delays (and their impacts) can be mitigated through continued communication with stakeholders and community members as the project develops and regular scheduled progress meetings between the contractor and Council Officers.			

Strategic Plan Implications:

Civic Leadership

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

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

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

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:

Internal Budget:

For the 18/19 financial year, GL URB1029 'General Consultancy' contains \$100,000.

Sustainability Assessment:

External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

The subject review and community engagement project will provide an opportunity to engage with the community on their desired outcomes for the Town's established residential areas. This will enable the Town to obtain a clear, broad understanding of the community's

desires with respect to the retention and demolition of original dwellings and the extent and type of development controls that should be applied to development within the Residential Character Study Area. Appropriate statutory or policy solutions that build upon this community input will then be developed and subjected to further testing with the community, with a final set or recommended changes to Council's planning framework being recommended for implementation by the Town.

Evaluation of Quotations

A number of suitably qualified consultants provided comprehensive quotations to undertake an independent review of the Town of Victoria Park Residential Character Study Area and the Local Planning Policy 25 'Streetscape'. After evaluation of each of the quotations, Element received the highest Total Weighted Score of 71.83. The next closest quotation was that received from Hames Sharley at 67.17. Element's experience in undertaking comparable work for other local governments and their price were the determining factors, with Element's submitted price being \$55,632.50 including GST.

CONCLUSION:

Following an assessment, it is recommended that the quotation submitted by Element be accepted. The recommended consultant is considered to possess suitable skills and relevant experience to deliver the scope of works within a realistic timeframe and at reasonable cost to the Town.

RECOMMENDATION/S:

That Council engage Element to undertake a review of the Town of Victoria Park Residential Character Study Area and Local Planning Policy 25 'Streetscape', at a total cost of \$55,632.50 (inc gst), as per Request for Quotation QTVP/18/11.

11.4 Planning Reform Green Paper Submission

File Reference:	GOR/15/0036
Appendices:	Response Template

Date:	26 July 2018
Reporting Officer:	N. Martin Goode
Responsible Officer:	N. Martin Goode
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – That Council submits the detailed response, as contained within the Appendices, to the Western Australian Planning Commission in relation to the Planning Reform Green Paper, as a collation of responses from its Elected Members.

- In May 2018 *The Green Paper – Modernising WA's Planning System* was released for public comment.
- The Green Paper outlines challenges in the planning system and proposes five key reform areas. It is a discussion paper and does not commit the State Government to adopt the proposals.
- Feedback on the Green Paper will inform a White Paper that will set out the Government's proposed reforms for a contemporary planning system to enable the State's continued prosperity and liveability.
- The response template included in the Appendices is a collation of feedback from elected members.

TABLED ITEMS:

Nil

BACKGROUND:

There is some concern that Western Australia's planning system has become overly complex and focusses too much on individual applications for development. Also, most people only engage with the planning system to react to a development proposal in their neighbourhood, rather than contributing to the future form of their community.

The planning system has many out-of-date and overlapping policies and guidelines. As a result, decision-makers often respond to individual development proposals, rather than setting a vision for an area to which the development industry can respond.

Strategic planning encourages early involvement by the community to shape their future and assists landowners to clearly understand what the vision is for their area is and what is permitted on their lots.

A strategically-led system establishes a line of sight through State and local government strategies to explain how they work together to inform decision-making. Shifting from statutory-led to strategically-led planning is long overdue.

Based on the above the Minister for Planning commissioned an independent review of the planning system to identify ways to make it more effective, streamlined, open and understandable to everyone. In May 2018 *The Green Paper – Modernising WA's Planning System* was released for public comment.

The Green Paper outlines challenges in the planning system and proposes five key reform areas. It is a discussion paper and does not commit the State Government to adopt the proposals.

Feedback on the Green Paper will inform a White Paper that will set out the Government's proposed reforms for a contemporary planning system to enable the State's continued prosperity and liveability.

While comments were due by 20 July 2018, the Town received an extension of time in which to submit comments until after the 14 August 2018 Ordinary Council Meeting.

DETAILS:

The Green Paper is based on the following reform principles:

1. Fairness: The views and interests of all stakeholders are considered and balanced.
2. Transparency: Users are able to understand the planning system.
3. Integrity: The community is meaningfully involved in strategic planning.
4. Efficiency: The planning system is well organised to deliver timely outcomes.

A total of 78 reforms are proposed that are categorised into the following five headings:

1. Strategically led: Make strategic planning the cornerstone of the planning system
2. Legible: Make the planning system easy to access and understand
3. Transparent: Open up the planning system and increase community engagement in planning
4. Efficient: Make the planning system well-organised and more efficient
5. Delivering smart growth: Refocus the planning system to deliver quality urban infill

Details of the specific reforms and discussions papers can be found via <https://www.planning.wa.gov.au/Planning-reform.aspx>.

The response template included in Appendix 1 is a collation of feedback from elected members.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation / Actions
Reputational: The community may not agree with Council's submission.	Minor	Possible	Moderate	The Green Paper was widely advertised by the WAPC and community members are able to make their own individual submissions.

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:

Internal Budget:

N/A

Total Asset Management:

N/A

Sustainability Assessment:

External Economic Implications:

A simplified planning system may have a positive impact on the diversity of business or services, tourism, employment opportunities and potentially create a more positive relationship between business and the community.

Social Issues:

A simplified planning system may increase community participation and engagement.

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

Detailed comments are included in the Appendices regarding the following specific reform proposals:

- 1.2 Need to Explain Sustainability for Land Use Planning
- 1.3 Housing Distribution
- 2.4 Complexity locating and interpreting the local planning framework
- 2.8 Location of Local Development Standards
- 2.9 On-line Local Planning Schemes
- 3.2 Community Engagement
- 3.3 Reasons for Decisions
- 3.6 Transparency and Accountability of Development Assessment Panels
- 4.1 Arrangement of the WA Planning System
- 4.2 Process Efficiency for Planning Proposals
- 5.1 Planning for Targeted Urban Infill
- 5.2 Updating Growth Management Policies
- 5.7 Liveable Neighbourhoods

FURTHER COMMENT:

After further discussion at the Elected Member Briefing Session on Tuesday 7 August 2018 and subsequent feedback from elected members, additional comments have been added to the appendix regarding item 3.6.8 (Transparency and Accountability of Development Assessment Panels) and 4.1.4 (Arrangement of the WA Planning System) as summarised below:

1. There should be community representation on the DAP panel that should have knowledge and experience in relation to planning and housing.
2. The following experience, skills or knowledge being added to the membership of the WAPC:
 - a. sustainable housing
 - b. social impacts and housing
 - c. community advocacy

RECOMMENDATION/S:

That Council submits the detailed response, as contained within the Appendices, to the Western Australian Planning Commission in relation to the Planning Reform Green Paper, as a collation of responses from its Elected Members.

12 CHIEF OPERATIONS OFFICER REPORTS

12.1 Tender TVP/18/05 – Appointment of Contractor for the Changeroom and Toilet Refurbishment Works at Leisurelife Recreation Centre

File Reference:	TVP/18/05
Appendices:	No

Date:	20 June 2018
Reporting Officer:	J. Robbins and R. Podmore
Responsible Officer:	B. Killigrew
Voting Requirement:	Absolute Majority

Executive Summary:

Recommendation – That Council by an Absolute Majority:

1. **Accepts the tender submitted by LKS Construction for Tender TVP 18/05 “Changeroom and Toilet Refurbishment at Leisurelife Recreation Centre” as the most advantageous tender, subject to successful negotiation of scope reduction to meet within the project Budget allocation, with such negotiations limited to ensure compliance with the Town’s Disability Access and Inclusion Plan.**
2. **Delegates authority to the Chief Executive Officer, by ABSOLUTE MAJORITY, in accordance with section 5.42 of the *Local Government Act 1995*, powers under Reg.20 of the *Local Government (Functions and General) Regulations 1996*, to negotiate to vary the requirements before entry into a contract for Tender TVP 18/05 “Changeroom and Toilet Refurbishment at Leisurelife Recreation Centre” with LKS Construction as the most advantageous tenderer.**
3. **Authorises the Chief Executive Officer, in accordance with section 9.49A of the *Local Government Act 1995*, to execute a contract relevant to TVP 18/05 “Changeroom and Toilet Refurbishment at Leisurelife Recreation Centre”, subject to successful negotiation of the proposed contract with LKS Construction as the most advantageous tenderer.**
 - A tender was called for the refurbishment to the change room and toilet facilities at the Town’s Leisurelife Recreation Centre.
 - The required works include the refurbishment of two (2) change room areas (including a universal access toilet to comply with the current Australian standards) and the renewal of three (3) toilet areas.
 - The original budget estimate in 2017/2018 was based on the current floor plan and refurbishment to the two (2) change room areas.
 - Following internal consultation and the Town’s commitment and implementation of the Disability Access and Inclusion Plan 2017-2022, the project scope increased to include a universal access toilet and also refurbishment to additional 3 toilet areas within the facility.
 - Work Order 1794 was increased by \$100,000 in the 2018/2019 budget approval process due to the increase in scope to accommodate disability access and the request for three (3) additional toilet areas to be refurbished.
 - Of the 10 Tender submissions received, nine (9) offered a price above the allocated budget of \$261,000.

- Based on the tender evaluation performed, it is recommended that Council accepts the tender submission from LKS Construction subject to negotiations of reduction to scope that does not affect the Town's compliance with disability access and inclusion requirements.
- Should LKS Construction not wish to negotiate and form a contract with reduced scope or agreement is unable to be reached with either party, the project be re-scoped and re-tendered.

TABLED ITEMS:

Nil

BACKGROUND:

The Town's Leisurelife Recreation Centre has two female and male changeroom facilities and three additional toilet facilities that require refurbishment. Despite regular cleaning and maintenance, these facilities are in poor condition due to their age and extensive use.

Changes to disability access requirements, introduction of universal access legislation and the need to provide an appropriate standard of buildings in line with the Town's Disability Access and Inclusion plan, required the upgrade of these facilities to accommodate the following works:

- Area 1 & 2: Refurbishment of the two female and two male changerooms located on both court sides, with an addition of a separate unisex universal access toilet and shower room;
- Area 3: Refurbishment of male and female toilets centrally located in the foyer which is highly used;
- Area 4: Refurbishment of toilet currently utilised by the leased offices including the WA Disability Sports Association and the school holiday program; and
- Area 5: Refurbishment of the crèche toilet which currently does not have a junior toilet and basins to adequately accommodate the children's needs.

DETAILS:

The Town seeks to appoint, through this tender (TVP/18/05), the services of a suitably experienced, competent and licenced builder to refurbish the change rooms and toilets within the Leisurelife Recreation Centre.

TVP/18/05 was advertised in the West Australian on Saturday 17 March 2018. As part of the tender process, a mandatory site inspection and briefing session was held on Tuesday 27 March 2018 for any interested parties. The tender closed at 2 pm on Monday 4th April 2018 with 10 submissions being received from:

- AE Hoskins & Sons;
- AWB Building Co;
- Buildon Construction;
- Candor Contractors;
- Geared Constructions;
- Interstyle Building;

- LKS Construction;
- M Construction;
- Metrocon; and
- Pear Contracting.

The tender document specified that the tenders submitted would be assessed against a general compliance criteria and evaluation criteria.

Description of compliance criteria

Compliance criteria for TVP/18/05 included submissions being able to demonstrate the following requirements:

- Attend the mandatory onsite tender briefing at Leisurelife Recreation Centre;
- Completion of the Offer Form and provision of pricing submitted in the format required;
- Agreement to comply with the Contractual Conditions of the Request for Tender as provided in Part 4 – General Conditions of Contract;
- Provide a minimum of three (3) references;
- Compliance with the Specification contained in the Request;
- Compliance with the Quality Assurance requirement for the Request;
- Compliance with all Australian and Western Australian license requirements;
- Compliance with OHS requirement;
- Complete Respondents Offer and pricing schedule;
- Submit organisation profile;
- Provide details of subcontractors if any;
- Provide details of financial position;
- Advise of any potential conflict of interest;
- Provide quality assurance position; and
- Provide insurance details.

Description of evaluation criteria

Selection criteria for TVP/18/04 included each submission being assessed against four criteria, listed below.

SELECTION CRITERIA	WEIGHTING (%)
Relevant Experience Describe your experience in completing /supplying similar Requirements: i) Relevant industry experience (including public sector), including details of similar work undertaken; ii) The Tenderer's involvement in these projects, including details of outcomes produced; iii) Past record of performance and achievement; iv) References from past and present clients; and v) Occupational safety and health track record.	30

Capability i) Qualifications, skills and experience of key personnel. ii) Plant, equipment and staff resources available. iii) Percentage of operational capacity represented by this work. iv) Quality systems.	30
Demonstrated Understanding Respondents should detail the process they intend to use to achieve the Requirements of the Specification.	30
Tendered Fees and Price/s The price to supply the goods or services in accordance with the Request Rates or prices for variations	10

The assessment of the submissions was formally undertaken by a panel of two Town officers and an external experienced structural engineer and universal access specialist (Elite Compliance):

1. Building Officer;
2. Coordinator Strategic Assets; and
3. Elite Compliance Managing Director.

Procurement Consultation

Consultation in relation to the procurement process was undertaken with:

- Procurement Officer;
- Manager Technical Services;
- Chief Operations Officer;
- Senior Governance Officer;
- Financial Controller;
- WALGA Procurement Services; and
- WALGA Governance Services.

After assessing the tenders against the compliance and evaluation criteria, the panel scored each tender and the total scores resulted in the top four (4) rankings as shown below:

Company	Qualitative Ranking
LKS Construction	1
M Construction	2
AE Hoskins & Sons	3
Candor Contractors	4

The tender assessment was made in line with the relative weightings given to relevant experience, capability, demonstrated understanding of the works and pricing as detailed in the tender. LKS Construction provided a quality submission detailing its experience, capability and demonstrated understanding. The proposed methodology, programming and level of understanding of the works provided sufficient evidence to clearly demonstrate that the qualitative components of the tender have been met by LKS Construction.

The top three (3) tenders were weighted very closely in the qualitative scores, however, LKS Construction provided the best overall score and provided the lowest price of the top three (3), therefore ranking the highest.

Legal Compliance:

Local Government Act 1995 Section 3.57

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.

Complies with Regulation 18(4), Regulation 20(1) and Regulation 20(2) of the *Local Government (Functions and General) Regulations*.

Policy Implications:

Council Policy FIN4 Procurement Policy requires Council to invite tenders before the Town enters into a contract if the consideration under the contract is or expected to exceed \$150,000 and has been complied with.

Risk management considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Financial - Inadequate budget allocation to project	Moderate	Likely	High	Negotiate minor variations to fit within allocated budget.
Revenue loss & Financial & Service Interruption	Moderate	Likely	High	Communication Plan, Reduce membership/Facility costs. Staging project to have less impact on users.
Compliance & Reputational - Ageing facilities that are non compliant with current building codes and disability access requirements	Major	Almost certain	Extreme	Renew facilities, reduce maintenance costs, and increase revenue. Implementation of the Disability Access Inclusion Plan 2017-2022

Strategic Plan Implications:

Town of Victoria Park Strategic Community Plan 2013 – 2028 (SCP).

One of the key projects of the SCP includes the provision of *planning, management and maintenance services for the Town's facilities*.

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

Financial Implications:Internal Budget:

The 2018/2019 Assets Capital works budget has an allocation of \$261,000 within Work Order 1794.

Of the 10 tender submissions received for these works nine (9) tendered price above the available budget. This was due to upgrades to include and address universal access requirements as part of Disability Access and Inclusion Plan and also the late addition of 3 toilet areas within the facility to be refurbished in the same project.

The preferred submission tendered by LKS Construction amounted to \$289,000. While this is not within the current available budget, it is recommended that delegation be given to the Chief Executive Officer to negotiate minor reductions to the Tender scope to endeavour to meet within the approved budget of \$261,000.

Proposed reduction to the scope includes:

- Removal of areas 4 and 5 from scope to be budgeted for and completed at a later stage. These areas do not have implications for universal access compliance and are less utilised. The future use of this area of the facility also requires further investigation.

The above reduction in scope is estimated to reduce the value of the tender by approximately 10-15%.

Should the preferred Tenderer not be able to respond favourably to these negotiations, it is recommended that the project's scope is reviewed and re-tendered.

Total Asset Management:

The Town's Strategic Community Plan 2013-2028 includes the following objectives that relate to the management of Assets -

- EN5 – Appropriate and sustainable facilities that are well built, well maintained and well managed.

Refurbishing these facilities within the building will reduce the reactive maintenance costs on the fitout, fittings and fixtures of these areas in their current state.

The Town has an obligation to ensure its facilities are fit for purpose and provide a level of service to the community at desired levels. Further to this, a good Strategic Asset Management approach would involve assessing the future needs of a building/facility to ensure alignment of any proposed renewal spending is not controverted by any future strategic plans for the building. Should an upgrade, change of use or demolition be planned for a building in the next 5-10 years the planned renewals expenditure in this timeframe would need to be cost vs benefit analysed.

Sustainability Assessment:External Economic Implications:

Nil

Social Issues:

The facilities provided by Leisurelife benefit the community in many ways including the provision of a social gathering point and the facilitation in the attainment of healthier lifestyles. The new change room layout also provides for appropriate disability access in accordance with the Town's Disability Access and Inclusion Plan 2017-2022.

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

The Leisurelife Centre is a well-used community facility with many of its fitouts being outdated. The Town has in recent years delivered some major renewal projects to the facility in stages such as resurfacing of the sports courts, sports court lighting, renewal of carpet in the gym area and energy efficient lighting. The feedback regarding these improvements from the community has been positive. To renew the change room and toilets would provide the community with more acceptable amenities that comply with Australian Standards, improve access inclusion for people living with disabilities and make it a more attractive centre for the Town's active community members. Refurbishing these amenities would also reduce the reactive maintenance costs.

An original amount of \$170,000 was allocated in 2017-2018 budget for the renewal of the two change room areas (like for like in modern day standards). Following internal stakeholder consultation and the Town's commitment to the Disability Access and Inclusion Plan, the design scope was increased to install a universal access toilet, as well as scope additions of refurbishing area's 3, 4 & 5 which had been deleted pending budget consideration in future years. The town engaged Elite Compliance, who specialise in universal access consulting and design, to draft the design and detail the scope of the works required. The universal access toilet addition required modification to a storage room adjoining change room no. 1 and required propping of the upper slab as a risk minimisation. This alteration equated to about 10% of the value of the project. The additional areas of 3, 4 and 5 equates to approximately 30% addition to the value of the project.

However now due to both budget limitations and also the uncertainty of the strategic plan for this facility it is recommended to reduce the scope by removing the refurbishment of area's 4 & 5 at this point in time. This will allow the project to meet within the allocations of the 2018-2019 and also does not have any implications on the Town's commitment to the Disability Access and Inclusion Plan requirements.

As nine (9) out of the 10 tender submissions priced over the project budget allocation, it is recommended that the Chief Executive Officer be given delegated authority, in accordance with section 5.42 of the *Local Government Act 1995*, powers under Reg.20 of the *Local Government (Functions and General) Regulations 1996* to negotiate a reduction to the scope of works required.

CONCLUSION:

It is recommended that the Town accepts the submission from LKS Construction as being the most advantageous to the Town subject to successful negotiation of reductions to scope prior to entry of contract. If LKS Construction is not willing to negotiate within the timeframe specified or not be reached with either then request the Chief Executive Officer to re-scope and re-tender this project.

FURTHER COMMENT:

The initial recommendation presented at the Elected Members Briefing Session has been amended resulting from further internal discussion, and in line with best practice principles. Appointing a second tenderer has been deemed impractical as it warrants more than just a simple negotiation; Council would have to be re-consulted to seek an increase to the project budget. In the interest of equity and 'value for money', it is, instead, proposed that one tenderer be accepted for negotiation; should the negotiation be unsuccessful, it is in the best interest of the Town to re-scope and re-tender the project.

RECOMMENDATION/S:**That Council:**

1. **Accepts the tender submitted by LKS Construction for Tender TVP 18/05 "Changeroom and Toilet Refurbishment at Leisurelife Recreation Centre" as the most advantageous tender, subject to successful negotiation of scope reduction to meet within the project Budget allocation, with such negotiations limited to ensure compliance with the Town's Disability Access and Inclusion Plan.**
2. **Delegates authority to the Chief Executive Officer, by ABSOLUTE MAJORITY, in accordance with section 5.42 of the *Local Government Act 1995*, powers under Reg.20 of the *Local Government (Functions and General) Regulations 1996*, to negotiate to vary the requirements before entry into a contract for Tender TVP 18/05 "Changeroom and Toilet Refurbishment at Leisurelife Recreation Centre" with LKS Construction as the most advantageous tenderer.**
3. **Authorises the Chief Executive Officer, in accordance with section 9.49A of the *Local Government Act 1995*, to execute a contract relevant to TVP 18/05 "Changeroom and Toilet Refurbishment at Leisurelife Recreation Centre", subject to successful negotiation of the proposed contract with LKS Construction as the most advantageous tenderer.**

(Absolute Majority required)

12.2 Proposed Lease of Aqualife Café to Onca Pty Ltd

File Reference:	PR25050 CMS/14/0005~09
Appendices:	No.
Attachments:	No

Date:	25 July 2018
Reporting Officer:	T. McCarthy
Responsible Officer:	B. Killigrew
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – That Council approves leasing of the café at Aqualife to Onca Pty Ltd for a term of 12 months with two further optional terms of 12 months each, subject to provisions of Section 3.58(3) of the *Local Government Act 1995*.

- Proponent has made an offer to lease the Café at Aqualife.
- A licensed valuer has provided a valuation report assessing the fair market rental of the Café.
- The Café has not been occupied by an independent trader for some time and Aqualife staff have provided service to patrons from the Café as required.

TABLED ITEMS:

Nil

BACKGROUND:

The café at Aqualife has not been occupied by an independent trader since approximately April 2009. The previous Lessee of the café decided not to apply for a new lease on expiry of the previous lease. Since the expiry of the previous lease, Aqualife staff employed by the Town have provided service from the café to Aqualife patrons on an as required basis. It is not viable to continue this practice as the café has operated on an unprofitable basis when staffed by Town employees. As a consequence, the café ceased operations in April 2017.

DETAILS:

Legal Compliance:

Any disposition of Council owned land or property, either by lease or sale, must be carried out in accordance with Section 3.58 of the *Local Government Act 1995*.

The proposal to lease the café at Aqualife to the proposed Lessee for a term of twelve (12) months with two further optional terms of twelve (12) months each will be advertised in accordance with Section 3.58 of the *Local Government Act 1995*, which requires that a proposal to dispose of property by sale or lease must be advertised by the giving of local public notice for no less than two weeks. If, on giving local public notice of the proposed lease, any submissions are received by the specified closing date, the matter will be referred back to Council and the submissions received will be put before Council for consideration.

The proposed lease area is 60m² within the Aqualife building. Additionally, access is provided to indoor and outdoor seating areas which are not within the lease area. There is no direct access to the lease area from the exterior of the building. Included in the lease area are a cool room, dry storage room, hot water system, fixed benches, commercial exhaust, wall fans and tables and chairs.

Policy Implications:

Policy ADM8 - Leasing Policy. The proposed lease will be in compliance with the aims and objectives of Policy - ADM8.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Failure of Lessee to meet rent payment obligation.	Moderate.	Low	Low	Action to recover outstanding rents.

Strategic Plan Implications:

The disposition by lease of the subject property will be in accordance with the asset management plans referred to in the *Strategic Community Plan 2017-2032*.

Financial Implications:

Internal Budget:

Revenue of \$6,250.00 (exclusive of GST) for the first year of the lease and \$12,500 (exclusive of GST) per annum for the second and third years of the lease, if those further term options are exercised, is anticipated to be generated by the proposed lease.

Total Asset Management:

Nil

Sustainability Assessment:

External Economic Implications:

Nil

Social Issues:

The presence of an experienced café operator at the Aqualife Centre improves the amenity of the facility by providing an extra service for both users of the Aqualife facilities and the general public.

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

The recommended amount of rent payable, \$12,500.00 (plus GST) per annum, has been determined by a licensed valuer. The proposed Lessee has indicated agreement to pay the assessed rent with an annual rent review increase of three per centum (3%). The proposed Lessee has requested that the Town provide an initial rent free period of six (6) months starting at the commencement of the lease in order that initial capital setup costs can be partially covered. The Manager Aqualife supports the initial rent free period of six (6) months on the basis that there has been very little interest shown by other persons in operating the Aqualife café on a lease basis. The café has not had a Lessee in occupation for some time and if the current proponent is not able to agree terms of a lease with the Town the café may remain without a Lessee for some time.

CONCLUSION:

The proposed Lessee has extensive experience within the restaurant and hotel industry over more than ten years. For the past two years he has also operated mobile coffee vans and food vans. It is recommended that the proposed Lessee be offered a lease of the Aqualife café for a term of 12 months with two further optional terms of 12 months each at a rental rate of \$12,500.00 (plus GST) per annum with annual fixed rent review increase of 3% and an initial rent free period of six (6) months beginning at the commencement of the lease.

RECOMMENDATION/S:

That Council:

- 1. Advertises the proposed leasing of the café at Aqualife Centre, Somerset Street East Victoria Park, of area approximately 60m², to Onca Pty Ltd for a term of 12 months from 1 September 2018 with an option of two further terms of 12 months each at a rental rate of \$12,500.00 (plus GST) per annum, with annual fixed rent review increase of 3% and an initial rent free period of six (6) months beginning at the commencement of the lease, in compliance with Section 3.58(3) of the *Local Government Act 1995*.**
- 2. Approves the proposed lease, subject to provisions of Section 3.58(3) of the *Local Government Act 1995*, where in the event that any submissions are received in response to the local public notice of the proposed disposition of the subject site, the matter be referred back to Council for consideration.**
- 3. Includes a redevelopment clause be included in the lease, such that the lease can be terminated by the Lessor by the giving of six (6) months' notice in the event that the property is to undergo substantial redevelopment.**
- 4. Authorises the Mayor and the Chief Executive Officer to execute, on behalf of the Town, the lease document for the lease of the café at Aqualife Centre, Somerset Street East Victoria Park, in the event that no submissions are received in accordance with subject to provisions of Section 3.58(3) of the *Local Government Act 1995*.**

12.3 Proposed Lease of Leisurelife Café and Leisurelife Commercial Kitchen to Onca Pty Ltd

File Reference:	PR3329 CMS/14/0005~09
Appendices:	No.

Date:	25 July 2018
Reporting Officer:	T. McCarthy
Responsible Officer:	B. Killigrew
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – That the café and commercial kitchen at Leisurelife be leased to Onca Pty Ltd for a term of 12 months with two further optional terms of 12 months each.

- Proponent has made an offer to lease the café and commercial kitchen at Leisurelife.
- A licensed valuer has provided a valuation report assessing the fair market rental of the café and commercial kitchen.
- The café has not been occupied by an independent trader for some time and Leisurelife staff have provided service to patrons from the café as required. Over recent years the commercial kitchen has been hired to various groups on an irregular basis.

TABLED ITEMS:

Nil

BACKGROUND:

The café at Leisurelife has not been occupied by an independent trader since approximately 2009. The previous Lessee of the café decided not to apply for a new lease on expiry of the previous lease. Since the expiry of the previous lease, Leisurelife staff employed by the Town have provided service from the café to Leisurelife patrons on an as required basis. It is not viable to continue this practice as the café is operating on an unprofitable basis when staffed by the Town employees.

DETAILS:

Legal Compliance:

Any disposition of Council owned land or property, either by lease or sale, must be carried out in accordance with Section 3.58 of the *Local Government Act 1995*.

The proposal to lease the café and the commercial kitchen at Leisurelife to the proposed Lessee for a term of twelve (12) months with two further optional terms of twelve (12) months each will be advertised in accordance with Section 3.58 of the *Local Government Act 1995*, which requires that a proposal to dispose of property by sale or lease must be advertised by the giving of local public notice for no less than two weeks. If, on giving local public notice of the proposed lease, any submissions are received by the specified closing date, the matter will be referred back to Council and the submissions received will be put before Council for consideration.

The proposed lease areas are 24m² for the café and 33m² for the commercial kitchen within the Leisurelife building. Additionally, access is provided to indoor and outdoor seating areas which are not within the lease area. There is no direct access to the Café lease area from the exterior of the building, however there is direct access to the commercial kitchen lease area. The café is a fully equipped café facility with all kitchen facilities including benches and sink. There is a servery onto the public seating area adjacent to the basketball arena. The lease area for the commercial kitchen includes stainless steel benches, stainless steel sink, commercial hotplates and oven and a sectioned off cool room area.

Policy Implications:

Policy ADM8 - Leasing Policy. The proposed lease will be in compliance with the aims and objectives of Policy - ADM8.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Failure of Lessee to meet rent payment obligation.	Moderate	Low	Low	Action to recover outstanding rents.

Strategic Plan Implications:

The disposition by lease of the subject property will be in accordance with the asset management plans referred to in the *Strategic Community Plan 2017-2032*.

Financial Implications:

Internal Budget:

Revenue of \$8,750.00 (exclusive of GST) for the first year of the lease and \$17,500 (exclusive of GST) per annum for the second and third years of the lease, if those further term options are exercised, is anticipated to be generated by the proposed lease.

Total Asset Management:

Nil

Sustainability Assessment:

External Economic Implications:

Nil

Social Issues:

The presence of an experienced café operator at the Leisurelife Centre improves the amenity of the facility by providing an extra service for both users of the Leisurelife facilities and the general public.

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

The recommended amount of rent payable, \$17,500.00 (plus GST) per annum, has been determined by a licensed valuer. The proposed Lessee has indicated agreement to pay the assessed rent with an annual rent review increase of three per centum (3%). The proposed Lessee has requested that the Town provide an initial rent free period of six (6) months starting at the commencement of the lease in order that initial capital setup costs can be partially covered. The Leisure Facility Operations Manager supports the initial rent free period of six (6) months on the basis that there has been very little interest shown by other persons in operating the Leisurelife café on a lease basis. The café has not had a Lessee in occupation for some time and if the current proponent is not able to agree terms of a lease with the Town the café may remain without a Lessee for some time.

CONCLUSION:

The proposed Lessee has extensive experience within the restaurant and hotel industry over more than ten years. For the past two years he has also operated mobile coffee vans and food vans. It is recommended that the proposed Lessee be offered a lease of the Leisurelife café for a term of twelve (12) months with two further optional terms of twelve (12) months each at a rental rate of \$17,500.00 (plus GST) per annum with annual fixed rent review increase of 3% and an initial rent free period of six (6) months beginning at the commencement of the lease.

RECOMMENDATION/S:**That Council:**

1. **Advertises the proposed the leasing of the café and commercial kitchen at Leisurelife Centre, Kent Street East Victoria Park, of area approximately 24m² (café) and 33m² (commercial kitchen), to Onca Pty Ltd for a term of twelve (12) months from 1 September 2018 with an option of two further terms of twelve (12) months each at a rental rate of \$17,500.00 (plus GST) per annum with annual fixed rent review increase of 3% and an initial rent free period of six (6) months beginning at the commencement of the lease, in compliance with Section 3.58(3) of the *Local Government Act 1995*.**
2. **Approves the proposed lease, subject to provisions of Section 3.58(3) of the *Local Government Act 1995*, where in the event that any submissions are received in response to the local public notice of the proposed disposition of the subject site, the matter be referred back to Council for consideration.**
3. **Includes a redevelopment clause be included in the lease, such that the lease can be terminated by the Lessor by the giving of six months' notice in the event that the property is to undergo substantial redevelopment.**
4. **Authorises the Mayor and the Chief Executive Officer to execute, on behalf of the Town, the lease document for the lease of the café and commercial kitchen at Leisurelife Centre, Kent Street, East Victoria Park, in the event that no submissions are received in accordance with subject to provisions of Section 3.58(3) of the *Local Government Act 1995*.**

13 CHIEF FINANCIAL OFFICER REPORTS

13.1 Dog exercise areas

File Reference:	ENV/1/0001
Appendices:	No
Attachments:	No

Date:	1 August 2018
Reporting Officer:	N. Ferridge
Responsible Officer:	N. Cain
Voting Requirement:	Absolute majority

Executive Summary:

Recommendation – The Council, by an Absolute Majority, approve the listed parks within the Town of Victoria Park as dog exercise areas and give local public notice, as defined in Section 1.7 of the *Local Government Act 1995*, of its intention to so specify.

- A local government may by absolute majority declare exercise areas and prohibited areas as subject to the process required in Section 31 of the *Dog Act 1976* and defined in Section 1.4 of the *Local Government Act 1995* specify a public place, or a class of public place, that is under the care, control or management of the local government, to be a dog exercise area.
- Approve the listed parks within the Town of Victoria Park.
- Give local public notice as defined in the *Local Government Act 1995*.
- This report gives the background to this amendment and lists the Town's parks and reserves that are currently or will be deemed as dog exercise areas.

TABLED ITEMS:

Nil

BACKGROUND:

The Council, at its meeting held on the 14 November 2017, resolved in accordance with Section 3.16 of the *Local Government Act 1995*, that state wide and local public notice be given of its intention to review the *Town of Victoria Park Dog Local Law*.

Section 3.16 of the *Local Government Act 1995* requires that all of the local laws of a local government must be reviewed within an eight-year period of their gazettal, to determine if they should remain unchanged, be repealed or amended.

After Council officers reviewed the current *Dog Local Law*, it was recommended by McLeod's solicitors, that the current *Dog Local Law* be repealed and replaced with a new *Dog Local Law 2018*.

In 2013, the *Dog Act 1976* was reviewed by the State Government and a number of amendments were made. As a result of those amendments, local laws can no longer be used to prescribe dog exercise areas and dog prohibited areas.

*Dog Act 1976***31. Control of dogs in certain public places**

- (1) *A dog shall not be in a public place unless it is —*
- (a) *held by a person who is capable of controlling the dog; or*
 - (b) *securely tethered for a temporary purpose,*

by means of a chain, cord, leash or harness of sufficient strength and not exceeding the prescribed length.

- (2A) *Despite subsection (1), a dog shall not be in a public place —*
- (a) *at all if the place is specified under subsection (2B) as a place where dogs are prohibited at all times; or*
 - (b) *at a time when the place is specified under subsection (2B) as a place where dogs are prohibited at that time.*

- (2B) *A local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, specify a public place, or a class of public place, that is under the care, control or management of the local government to be a place where dogs are prohibited.*

- (3A) *A local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, specify a public place, or a class of public place, that is under the care, control or management of the local government to be a dog exercise area.*

- (3C) *At least 28 days before specifying a place to be —*
- (a) *a place where dogs are prohibited at all times or at a time specified under subsection (2B); or*
 - (b) *a dog exercise area under subsection (3A); or*
 - (c) *a rural leashing area under subsection (3B),*
- a local government must give local public notice as defined in the Local Government Act 1995 section 1.7 of its intention to so specify.*

- (5) *A local government must specify under subsection (3A) such dog exercise areas as are, in the opinion of the local government, sufficient in number, and suitable, for the exercising of dogs in the district.*

DETAILS:

This report lists the parks and reserves that are designated as dog exercise areas. Dog exercise areas are parks and reserves that can be used to exercise dogs both on and off-lead. Under Section 31 (3A) of the Act a local government may, by absolute majority as defined in the *Local Government Act 1995* Section 1.4, specify a public place, or a class of public place, that is under the care, control or management of the local government, to be a dog exercise area.

It is recommended that the list of parks and reserves, contained within this report, be designated as dog exercise areas.

The Act states that the person in control of a dog in an exercise area should be a competent person as defined in section 33 (2) below:

Section 33. Control of dogs in exercise areas and rural areas

- (2) *A person is a competent person for the purposes of subsection (1) only if —*
- (a) *he is a person who is liable for the control of the dog; and*
 - (b) *he is capable of controlling it; and*
 - (c) *he is carrying and capable of attaching to the dog for the purpose of controlling it, a chain, cord, leash or harness of sufficient strength and not exceeding the prescribed length.*

Places which are dog exercise areas

- (1) Subject to subclause (2), the areas listed are Dog Exercise Areas for the purposes of sections 31 and 32 of the *Dog Act 1976*.
- (2) Subclause (1) does not apply to—
- (a) land which has been set apart as a children's playground;
 - (b) an area being used for sporting or other activities, as permitted by the local government, during the times of such use; or
 - (c) a car park.

Dog exercise areas

Victoria Park

- 1. Taylor Street Reserve - Taylor Street, Victoria Park
- 2. Raphael Park - Bounded by Gloucester Street, Geddes Street, Washington Street and Armagh Street, Victoria Park
- 3. Charles Paterson Park - Cnr Great Eastern Hwy and Craig Street, Victoria Park
- 4. Read Park - Albany Highway, Victoria Park

East Victoria Park

- 5. Harold Rossiter Park - Kent Street, East Victoria Park
- 6. Fraser Park - Cnr Fraser Park Road and Balmoral Street, East Victoria Park
- 7. Kent Street Reserve (John MacMillan Park) - Between Kent Street and Sussex Street, East Victoria Park
- 8. Higgins Park - Bounded by Hill View Terrace, Creaton Street, Playfield Street and Devenish Street, East Victoria Park
- 9. Forward Street Reserve - Cnr Swansea St East and Forward St, East Victoria Park
- 10. John Bissett Park - Beatty Avenue, East Victoria Park
- 11. Kate Street Reserve - Kate Street, East Victoria Park
- 12. Edward Millen Park – Bounded by Baillie Avenue, Albany Highway and Hillview Terrace

St James

- 13. Houghton Reserve - Bounded by Hitchcock Street, Leyland Street and Boundary Road, Saint James

Burswood

- 14. Stiles Avenue Griffith Street Park—Cnr Stiles Avenue and Griffith's Street Burswood

Lathlain

- 15. J A Lee Reserve—Bounded by Streatley Street, Goddard Street, Midgley Street and Gallipoli Street, Lathlain

Carlisle

- 16. Tom Wright Park – Cnr Roberts Road and Planet Street, Lathlain
- 17. Fletcher Park—Cnr Weston Street and Holden Street, Carlisle
- 18. Parnham Park—Cnr Star Street and Oats Street, Carlisle
- 19. Carlisle Reserve—Cnr Orrong Road and Cohn Street, Carlisle

Legal Compliance:

Under section 31 (5) of the Act, *a local government must specify under subsection (3A) such dog exercise areas as are, in the opinion of the local government, sufficient in number, and suitable, for the exercising of dogs in the district.*

Policy Implications:

Nil

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Reputational. Negative public perception towards the Town may result if it is considered there are not enough designated dog friendly areas available.	Minor	Possible	Moderate	Ensure that identified parks and reserves are designated as dog exercise areas. Public notice to be given 28 days prior to specifying a dog exercise area (legislation).
Reputational. Negative public perception towards the Town may result if it is considered there are too many dog exercise areas.	Minor	Likely	Moderate	Ranger presence in parks and reserves. Advertise on the Town's Website that all dogs need to be kept under control by those who are responsible for them – even in dog exercise areas.
Injury to other animals. There is potential for harm when animals interact with each other.	Moderate	Possible	Moderate	Ranger park patrols. Information to be disseminated via Website, social media – responsible dog ownership and control.

Personal injury. There is potential for harm when animals and humans interact with each other.	Moderate	Possible	Moderate	Ranger park patrols. Information to be disseminated via Website, social media – responsible dog ownership and control.
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Strategic Plan Implications:

One of the outcomes of our Strategic Community Plan is a healthy community. Dogs require exercise and the opportunity to socialise with other dogs for their health and well-being. The principle behind this outcome is that good health is the cornerstone of a happy and connected community. Ultimately we want to create a local environment including affordable and accessible opportunities for all residents and visitors to achieve and maintain good health and wellbeing.

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 current dog exercise areas within the Town of Victoria Park are utilised by dog owners, residents and visitors to the Town. These areas are regularly patrolled by the Town's Rangers to ensure that all users are respecting the rights of others. The Rangers also ensure that park users are complying with the Act and the Town's *Dogs Local Law*.

CONCLUSION:

The Town currently has 2,396 dogs registered in the animal database. Of these, 2,092 are sterilised and 1,159 have lifetime registrations. This shows that a large majority of owners of dogs registered are being responsible by sterilising and paying for a lifetime registration for their dog. Dogs require exercise and socialisation for their health and well-being. It is the Town's obligation to provide suitable areas for dogs to be exercised.

The majority of parks and reserves listed on the tabled item are already designated as dog exercise areas as described under the Act. The exception to this is Edward Millen Reserve, which has been added to this list due to the recommendations of some members of the public who utilise this park.

RECOMMENDATION/S:

That Council:

- 1. Gives notice of its intention to specify the public places contained within this the report, that are under its care, control or management, to be a dog exercise area pursuant to section 1.7 of the *Local Government Act 1995*, and in accordance with section 31 (3C) of the *Dog Act 1976*.**
- 2. Requests the Chief Executive Officer to submit a report following the conclusion of the notice period in clause 1 above, dealing with any submissions received and specifying, pursuant to section 31 (3A) of the *Dog Act 1976* a public place, or a class of public place, that is under the care, control or management of the local government to be a dog exercise area.**

14 COMMITTEE REPORTS

14.1 Recommendation from the Finance and Audit Committee - Schedule of accounts for 30 June 2018

File Reference:	FIN/11/0001~09
Appendices:	Schedule of Accounts for June 2018
Attachments:	No

Date:	16 July 2018
Reporting Officer:	A. Thampoe
Responsible Officer:	N. Cain
Voting Requirement:	Simple majority
Executive Summary: Recommendation - That Council, acknowledges the Schedule of Accounts paid for the month ended 30 June 2018. - The accounts paid for 30 June 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:

- The payee's name;
- The amount of the payment;
- The date of the payment; and
- 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	608371 - 608389	43,869
Creditors – EFT Payments		3,610,072
Payroll		1,042,158
Bank Fees		4,227
Corporate MasterCard		14,117
		4,714,443
Trust Account		
Automatic Cheques Drawn	3581 - 3589	14,000
		14,000

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 sought further information on a number of payments made in June 2018. The following list represents the questions and answers associated with the request for further information.

- Could additional commentary be provided for the following accounts?
 - Aha Consulting \$18,689
The total payment was made up of two invoices, being for:
 - \$6,017.00 – *Delivery of International Association for Public Participation (IAP2) Community Engagement Essentials training on 27 April 2018.*
 - \$12,672.00 – *Delivery of International Association for Public Participation (IAP2) Engagement Methods training on 28 and 29 May 2018.*
 - Hoskins Investment \$48,960
Progress payment one (50% of total) for upgrade to depot warehouse as per approved capital works program for tender TVP/18/01.
 - ID Consulting \$42,680
ID Consulting provide the Town with subscription to a suite of services which provide specific demographic and statistical information relating to the Town. These include Community Profile, Social Atlas, Population Forecasts and Economic Profile. These can be viewed on the Town's website under Demographics and Statistics.
 - Pinnacle \$84,040
Payment for the newly installed gazebo at The Promenade, Burswood as per the approved capital works program.

RECOMMENDATION/S FROM THE FINANCE AND AUDIT COMMITTEE:

That Council, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, confirm:

1. The accounts paid for 30 June 2018 as included in the appendices; and
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 30 June 2018

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

Date:	16 July 2019
Reporting Officer:	A. Thampoe
Responsible Officer:	N. Cain
Voting Requirement:	Simple majority

Executive Summary:

Recommendation - That Council, accepts the Financial Activity Statement Report – 30 June 2018, as attached to and forming part of this report.

- The Financial Activity Statement Report is presented for the month ending 30 June 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 – 30 June 2018.

Please note -

The financial information as shown in this report does not include a number of end-of-financial year adjustments that are still yet to occur, as well as the final approval by the Auditor. The figures stated should therefore not be taken as the Town's final financial position for the period ended 30 June 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 – 30 June 2018 be accepted.

CONCLUSION:

The Financial Activity Statement Report – 30 June, 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 – 30 June be accepted.

FURTHER COMMENT:

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

- There is an increase in rates interest. Is this indicative of a trend shift such as a greater percentage of ratepayers unable to finalise their rates or pay upfront?
Yes, the variance predominantly relates to interest on late payments due to ratepayers not paying their rates on time. Interest earned is 13% greater than last year.
- What percentage of our properties are sitting vacant and for how long?
Currently five out of the 43 properties are vacant, which represents 11%. Properties at 6 and 8 Kent Street will be under construction shortly and will become the Rangers and Parking offices. Following is a list of current vacant Town owned properties:
 - 6 Kent Street – to undergo refurbishment for Rangers/Parking use. Local Chambers vacated in July 2015.
 - 8 Kent Street – to undergo refurbishment for Rangers/Parking use. Victoria Park Youth Accommodation vacated in June 2017.
 - 874 Albany Highway – currently being advertised for rental. Enkel vacated in November 2017.
 - 21 Lichfield Street – vacant since Toy Library relocated to Lathlain Place in January 2017.
 - 71 Oats Street – vacant since Infant Health Clinic relocated to Lathlain Place in January 2017.
- What was the reason for lower than budgeted Community Development grants to our community being delivered?
The grants to communities was lower than estimated due to the following reasons:
 - Lower than anticipated number of grant applications received.
 - Of the grant applications received, \$12,687 worth of grant applications were declined as they did not meet the eligibility criteria and a \$5,000 application was withdrawn by the applicant due to unforeseen circumstances.
 - Grant funding that was allocated for Healthy Community was under spent as the new grant process was not rolled out due to other projects taking priority.

RECOMMENDATION/S FROM THE FINANCE AND AUDIT COMMITTEE:

That Council, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, accepts the Financial Activity Statement Report – 30 June 2018 as attached to, and forming part of, this report.



Contents

Statement of Financial Activity Variances

Proposed Budget Amendments

Accounting Notes

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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 Service Unit) (as contained in this document), the following indicators, as resolved, have been applied –

Revenues (Operating and Non-Operating)

Service 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)

Service 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 Service 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

Chief Executive Officer

No material variance to report

Community Planning

- **Community Development**

- The period variation is unfavourable to period budget by \$29,434.
- The variation predominantly relates to lower than budgeted sponsorship revenue received.
- The impact on the year end position is a reduction in revenue of \$29,434.

- **Urban Planning**

- The period variation is favourable to period budget by \$53,448.
- The variation predominantly relates to higher than anticipated income received from development application fees and Subdivision fees.
- The impact on the year end position is an increase in revenue of \$53,448.

Finance

- **Aqualife**

- The period variation is unfavourable to period budget by \$68,769.
- The variance predominantly relates to lower than anticipated swim school enrolments and a reduction in recreational swimming revenue due to the temporary closure of the outdoor pool for maintenance.
- The impact on the year end position is a reduction in revenue of \$68,769.

- **Corporate Funds**

- The period variation is favourable to period budget by \$735,977.
- The variation relates to the advance payment of the 2018-2019 financial assistance grant. The 50% advance payment is recognised as revenue due to the transfer of control upon receipt of funds.
- The impact on the year end position is an increase in revenue of \$735,977.

- **Financial Services**

- The period variation is favourable to period budget by \$34,716.
- The variation predominantly relates greater than anticipated revenue received from rates instalment interest fees.
- The impact on the year end position is an increase in revenue of \$34,716.

- **Leisurelife**

- The period variation is favourable to period budget by \$32,200.
- The variation predominantly relates to greater than anticipated revenue received from court hire, school holiday programs and gym membership fees.
- The impact on the year end position is an increase in revenue of \$32,200.

- **Parking**

- The period variation is favourable to period budget by \$39,647.
- An increased Information and Parking Officer activity through patrols around Optus stadium and recruitment of a pool of casual officers has resulted in higher than anticipated infringement revenue.
The impact on the year end position is an increase in revenue of \$39,647

Operations

- **Asset Planning**

- The period variation is unfavourable to period budget by \$51,221.
- The variation predominantly relates to lower than budgeted lease income due to some properties being vacant.
- The impact on the year end position is a reduction in revenue of \$51,221.

- **Operations Office**

- The period variation is unfavourable to period budget by \$27,525.
- The variation predominantly relates to the \$3,500,000 grant received from the Department of Local Government, Sport and Cultural Industries for the West Coast Eagles project. The amount of grant drawn down by the West Coast Eagles is lower than budgeted for. The amount unclaimed, has been moved to grants in advance which is anticipated to be drawn down in November 2018.
- The impact on the year end position is a reduction in revenue of \$27,525.

- **Parks and Reserves**

- The period variation is unfavourable to period budget by \$185,044.
- The variation predominantly relates to an unsuccessful capital grant application.
- The impact on the year end position is a reduction in revenue of \$185,044.

- **Project Management**

- The period variation is favourable to period budget by \$38,698.
- The variation predominantly relates to revenue received from the Water Corporation as consideration for registration of an easement.
The impact on the year end position is an increase in revenue of \$38,698.

- **Street Operations**

- The period variation is unfavourable to period budget by \$402,539.
- The variation predominantly relates to capital grant funding that are yet to be finalised and claimed. The claims were delayed due to delays in capital projects. Unclaimed capital funding has been carried forward to the next financial year.
- The impact on the year end position is a reduction in revenue of \$402,539.

Operating Expense

Chief Executive Office

- **Chief Executive Office**

- The period variation is favourable to period budget by \$51,537.
- The variation predominantly relates to underspend on “Think, Act, Plan, Participate (TAPP)” projects where there has been a change in project ownership due to staff resources. These projects have been reallocated to staff who have carried forward the projects to be completed next financial year.
- The impact on the year end position is a reduction in expenditure of \$51,537.

- **Communication and Engagement**

- The period variation is favourable to period budget by \$74,586
- The variation predominantly relates to vacancies within the area.
- The impact on the year end position is a reduction in expenditure of \$74,586.

- **Human Resources**

- The period variation is favourable to period budget by \$218,223.
- The variation predominantly relates to vacancies within the area and lower than budgeted expenditure within the corporate development program.
- The impact on the year end position is a reduction in expenditure of \$218,223.

Community Planning

- **Building Services**

- The period variation is favourable to period budget by \$26,610.
- The variation predominantly relates to lower than anticipated consultancy costs relating to pool inspection fees.
- The impact on the year end position is a reduction in expenditure of \$26,610.

- **Community Development**

- The period variation is favourable to period budget by \$248,296.
- The variation predominantly relates to vacancies within the area and lower than budgeted grants to communities. Cost of street furniture maintenance was also lower than budgeted for.
- The impact on the year end position is a reduction in expenditure of \$248,296

- **Community Planning Office**

- The period variation is favourable to period budget by \$231,530.
- The variation predominantly relates to positions being vacant for part of the year and employee leave liability adjustments within the area.
- The impact on the year end position is a reduction in expenditure of \$231,530.

- **Digital Hub**

- The period variation is favourable to period budget by \$38,610.
- The variation predominantly relates to vacancies within the area.
- The impact on the year end position is a reduction in expenditure of \$38,610.

- **Economic Development**

- The period variation is favourable to period budget by \$76,992.
- The variation predominantly relates to vacancies within the area and lower than expected consultancy costs.
- The impact on the year end position is a reduction in expenditure of 76,992.

- **Library Services**

- The period variation is unfavourable to period budget by \$43,215.
- The variation predominantly relates to higher than budgeted employment expenditure within the area. The variance is expected to reduce once the end of financial year leave allocation adjustments are finalised.
- The impact on the year end position is estimated to be an increase in expenditure of \$43,215.

- **Place Management**

- The period variation is favourable to period budget by \$120,135.
- The variation predominantly relates to vacancies within the area.
- The impact on the year end position is a reduction in expenditure of \$120,135.

- **Strategic Town Planning**

- The period variation is favourable to period budget by \$291,588.
- The variation predominantly relates to vacancies within the area and lower than budgeted project consultancy costs. Unspent project consultancy costs have been carried forward to the next financial year.
- The impact on the year end position is a reduction in expenditure of \$291,588.

- **Urban Planning**

- The period variation is favourable to period budget by \$48,844.
- The variation predominantly relates to lower than budgeted consultancy cost.
- The impact on the year end position is a reduction in expenditure of \$48,844.

Finance

- **Aqualife**

- The period variation is favourable to period budget by \$95,303.
- The variation predominantly relates to savings of salaries within Crèche and Aqualife customer service areas through rostering efficiency.
- The impact on the year end position is a reduction in expenditure of \$95,303.

- **Budgeting**

- The period variation is unfavourable to period budget by \$1,995,086.
- The variation predominantly relates to higher than budgeted depreciation on assets and a loss on sale of land.
- These are non-cash transactions and therefore the impact on the year end position is nil.

- **Corporate Funds**

- The period variation is unfavourable to period budget by \$30,657.
- The variation predominantly relates to an insurance scheme cost which was higher than budgeted for.
- The impact on the year end position is an increase in expenditure of \$30,657.

- **Finance Office**

- The period variation is unfavourable to period budget by \$29,907.
- The variation predominantly relates to higher than anticipated employment costs.
- The impact on the year end position is an increase in expenditure of \$29,907.

- **Financial Services**

- The period variation is favourable to period budget by \$139,338.
- The variation predominantly relates to lower than anticipated consultancy and debt collection costs.
- The impact on the year end position is a reduction in expenditure of \$139,338.

- **Information Systems**

- The period variation is favourable to period budget by \$773,101.
- The variation is due to delays in project initiatives that could not be resourced within the budgeted timeframe.
- The impact on the year end position is a reduction in expenditure of \$773,101.

- **Leisurelife**

- The period variation is favourable to period budget by \$185,844.
- The variation predominantly relates to vacancies and rostering changes within the area.
- The impact on the year end position is a reduction in expenditure of \$185,844.

- **Parking**

- The period variation is favourable to period budget by \$32,414.
- The variation predominantly relates to lower than anticipated consultancy costs relating to parking reviews.
- The impact on the year end position is a reduction in expenditure of \$32,414.

- **Ranger Services**

- The period variation is favourable to period budget by \$57,267.
- The variation predominantly relates to a delay in supplier invoices. Costs will be accrued as part of the end of financial year process once confirmation of cost is received.
- The impact on the year end position is a reduction in expenditure of \$57,267.

Operations

- **Asset Planning**

- The period variation is favourable to period budget by \$543,090.
- The variation predominantly relates to lower than budgeted building and equipment maintenance costs. The variance also includes a \$190,000 budget timing variance relating to the Lathlain Precinct Redevelopment Project. This project is currently underway and all unspent funds relating to this project have been carried forward to the next financial year.
- The impact on the year end position is a reduction in expenditure of \$543,090.

- **Environment**

- The period variation is unfavourable to period budget by \$42,418
- The variation predominantly relates to higher than anticipated employment and environmental programs costs.
- The impact on the year end position is an increase in expenditure of \$42,418.

- **Operations Office**

- The period variation is favourable to period budget by \$47,893.
- The variation predominantly relates to lower than anticipated consultancy costs.
- The impact on the year end position is a reduction in expenditure of \$47,893.

- **Parks and Reserves**

- The period variation is unfavourable to period budget by \$135,467
- The variation predominantly relates to higher than anticipated tree maintenance costs. Additional expenditure incurred to rectify and stop damages to footpaths and property from Ficus trees and high level of pest infestations in Celtus and Melia trees requiring pest control spraying. Increase tree planting has also resulted in an increase in watering costs.
- The impact on the year end position is a reduction in expenditure of \$135,467.

- **Project Management**

- The period variation is favourable to period budget by \$148,740.
- The variation predominantly relates to lower than anticipated consultancy costs relating to Lathlain precinct redevelopment project.
- The impact on the year end position is a reduction in expenditure of \$148,740.

- **Street Improvement**

- The period variation is favourable to period budget by \$248,222.
- The variation is predominantly due to lower than anticipated expenditure relating consultancy costs, as necessary planned works were completed utilising existing internal staff rather than consultants. Vacancies within the area has also created a favourable variance to budget.
- The impact on the year end position is a reduction in expenditure of \$248,222.

- **Street Operations**

- The period variation is favourable to period budget by \$348,600.
- The variation predominantly relates to lower than anticipated costs relating to footpath and drainage maintenance and street lighting.
- The impact on the year end position is a reduction in expenditure of \$348,600.

Capital Expense

Chief Executive Office

No material variance to report.

Community Planning

No material variance to report.

Finance

- **Information Systems**

- The period variation is favourable to period budget by \$649,519.
- The variation predominantly relates to delays in capital projects due to resources limitations. Projects scheduled for next financial year, have been carried forward
- The impact on the year end position is a reduction in expenditure of \$649,519.

- **Parking**

- The period variation is favourable to period budget by \$238,300.
- The variation predominantly relates to delays in capital projects due to resources limitations. Projects scheduled for next financial year, have been carried forward.
- The impact on the year end position is a reduction in expenditure of \$238,300.

Operations

- **Asset Planning**

- The period variation is favourable to period budget by \$1,466,886.
- The variation predominantly relates to delays in some capital projects. Library entrance upgrade and John Macmillan park toilet upgrades were not progressed during the year, awaiting concept design phase for the John Macmillan activation project. Depot rear shed roof cladding replacement project was completed \$73,000 under budget. Funds relating to projects that are to be completed next financial year, have been carried forward.
- The impact on the year end position is a reduction in expenditure of \$1,466,886.

- **Fleet Services**

- The period variation is favourable to period budget by \$127,941.
- The variation predominantly relates to savings made due to change in business needs and operations. The purchase of two vehicles are yet to be finalised. Funds relating to these purchases have been carried forward to the next financial year.
- The impact on the year end position is a reduction in expenditure of \$1,466,886.

- **Parks**

- The period variation is favourable to period budget by \$2,032,612.
- The variation relates to delays and budget timing of major capital projects. The most significant project being the new Lathlain Park with a total budget of \$1,500,000. This project has been carried forward to the next financial year. McCallum Park foreshore river wall project funds has been carried forward to secure an opportunity for additional external funding towards the park upgrade. Peninsula to Park survey, landscape and footpath works are complete with some funds carried over for final invoices. Jirdarup Bushland signage project has been carried forward awaiting consultation with indigenous and other community groups.
- The impact on the year end position is a reduction in expenditure of \$2,032,612.

- **Street Operations**

- The period variation is favourable to period budget by \$1,873,809.
- The variation predominantly relates to delays in capital projects. Two projects are awaiting design approval from Main Roads and the Safer Communities Lighting projects are awaiting approval from Western Power. Funds relating to projects that are to be completed next financial year, have been carried forward.
- The impact on the year end position is a reduction in expenditure 1,873,809.

Non-Operating Revenue

Finance

- **Corporate Funds**

- The period variation is unfavourable to period budget by \$950,000.
- The variation is due to an end of financial year process relating to transfers from reserves that is yet to occur.
- The impact on the year end position is nil.

- **Fleet Services**

- The period variation is unfavourable to period budget by \$62,813.
- The variation is due to delays in the sale / replacement of vehicles. These sales have been carried forward to the next financial year.
- The impact on the year end position is a reduction in revenue of \$62,813.

Non-Operating Expenses

- **Corporate Funds**

- The period variation is favourable to period budget by \$1,289,072.
- The variation is predominantly due to transfers to reserve which are yet to occur.
- The impact on the year end position is nil.

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 Service Units –

Chief Executive OfficeChief 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 PlanningBuilding 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.

FinanceAqualife

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.

OperationsAsset 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 30 June 2018

Particulars	Material Variance		Revised Budget	30 June 2018	
				Year-to-Date Budget	Year-to-Date Actual
	\$	%	\$	\$	\$
Revenue					
Chief Executive Office			5,500	5,500	12,209
Chief Executive Office			500	500	1,959
Communications and Engage			1,000	1,000	5,820
Customer Relations			0	0	0
Human Resources			3,000	3,000	2,744
Leadership and Governance			1,000	1,000	1,686
Community Planning			1,460,500	1,460,500	1,493,033
Building Services			333,000	333,000	327,777
Community Development	29,434	▼	405,000	405,000	375,566
Community Planning Office			1,000	1,000	2,076
Digital Hub			1,500	1,500	509
Economic Development			0	0	0
Environmental Health			286,000	286,000	295,297
General Compliance			0	0	8,581
Healthy Community			30,500	30,500	27,412
Library Services			33,500	33,500	32,721
Place Management			0	0	0
Strategic Town Planning			500	500	146
Urban Planning	53,448	▲	369,500	369,500	422,948
Finance			54,177,326	54,177,326	54,971,655
Aqualife	68,769	▼	2,300,000	2,300,000	2,231,231
Budgeting			4,000	4,000	22,941
Corporate Funds	735,977	▲	46,045,826	46,045,826	46,781,803
Finance Office			1,000	1,000	1,479
Financial Services	34,716	▲	747,500	747,500	782,216
Information Systems			13,000	13,000	1,682
Leisurelife	32,200	▲	2,209,500	2,209,500	2,241,700
Parking	39,647	▲	2,735,500	2,735,500	2,775,147
Ranger services			121,000	121,000	133,456
Operations			7,010,000	7,010,000	6,410,196
Asset Planning	51,221	▼	258,500	258,500	207,279
Environment			0	0	9,930
Fleet Services			10,000	10,000	22,495
Operations Office	27,525	▼	2,802,500	2,802,500	2,774,975
Parks and Reserves	185,044	▼	257,000	257,000	71,956
Project Management	38,698	▲	850,000	850,000	888,698
Street Improvement			47,500	47,500	46,855
Street Operations	402,539	▼	1,978,000	1,978,000	1,575,461
Waste Services			806,500	806,500	812,547
Total Revenue			62,653,326	62,653,326	62,887,093



Statement of Financial Activity
For the period 1 July 2017 to 30 June 2018

Particulars	Material Variance		30 June 2018		
			Revised Budget	Year-to-Date Budget	Year-to-Date Actual
	\$	%	\$	\$	\$
Operating Expense					
Chief Executive Office			(4,405,000)	(4,405,000)	(4,009,392)
Chief Executive Office	51,537	▼ 5%	(1,063,500)	(1,063,500)	(1,011,963)
Communications and Engage	74,586	▼ 10%	(769,500)	(769,500)	(694,915)
Customer Relations	65,131	▼ 8%	(821,000)	(821,000)	(755,869)
Human Resources	218,223	▼ 20%	(1,107,000)	(1,107,000)	(888,777)
Leadership and Governance			(644,000)	(644,000)	(657,869)
Community Planning			(8,504,000)	(8,504,000)	(7,495,350)
Building Services	26,610	▼ 5%	(531,500)	(531,500)	(504,890)
Community Development	248,296	▼ 12%	(2,065,000)	(2,065,000)	(1,816,704)
Community Planning Office	231,530	▼ 17%	(1,368,000)	(1,368,000)	(1,136,470)
Digital Hub	38,610	▼ 23%	(170,500)	(170,500)	(131,890)
Economic Development	76,992	▼ 40%	(193,000)	(193,000)	(116,008)
Environmental Health			(648,500)	(648,500)	(658,950)
General Compliance			(158,500)	(158,500)	(158,523)
Healthy Community			(238,500)	(238,500)	(258,768)
Library Services	43,215	▲ 4%	(1,179,000)	(1,179,000)	(1,222,215)
Place Management	120,135	▼ 78%	(154,000)	(154,000)	(33,865)
Strategic Town Planning	291,588	▼ 38%	(761,500)	(761,500)	(469,912)
Urban Planning	48,844	▼ 5%	(1,036,000)	(1,036,000)	(987,156)
Finance			(21,134,000)	(21,134,000)	(21,906,384)
Aqualife	95,303	▼ 3%	(2,824,500)	(2,824,500)	(2,729,197)
Budgeting	1,995,086	▲ 27%	(7,461,000)	(7,461,000)	(9,456,086)
Corporate Funds	30,657	▲ 6%	(530,500)	(530,500)	(561,157)
Finance Office	29,907	▲ 4%	(719,500)	(719,500)	(749,407)
Financial Services	139,338	▼ 12%	(1,128,000)	(1,128,000)	(988,662)
Information Systems	773,101	▼ 27%	(2,819,000)	(2,819,000)	(2,045,899)
Leisurelife	185,844	▼ 7%	(2,758,500)	(2,758,500)	(2,572,656)
Parking	32,414	▼ 2%	(2,050,000)	(2,050,000)	(2,017,586)
Ranger services	57,267	▼ 7%	(843,000)	(843,000)	(785,733)
Operations			(22,880,000)	(22,880,000)	(21,956,898)
Asset Planning	543,090	▼ 14%	(3,766,000)	(3,766,000)	(3,222,910)
Environment	42,418	▲ 39%	(108,500)	(108,500)	(150,918)
Fleet Services			0	0	(7,797)
Operations Office	47,893	▼ 1%	(3,583,000)	(3,583,000)	(3,535,107)
Parks and Reserves	135,467	▲ 3%	(4,427,000)	(4,427,000)	(4,562,467)
Project Management	148,740	▼ 15%	(1,014,500)	(1,014,500)	(865,760)
Street Improvement	248,222	▼ 19%	(1,298,500)	(1,298,500)	(1,050,278)
Street Operations	136,278	▼ 5%	(2,629,500)	(2,629,500)	(2,493,222)
Waste Services			(6,053,000)	(6,053,000)	(6,068,438)
Total Operating Expense			(56,923,000)	(56,923,000)	(55,368,024)



Statement of Financial Activity
For the period 1 July 2017 to 30 June 2018

Particulars	Material Variance		Revised Budget	30 June 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)	(20,000)	(19,920)
Building Services			0	0	0
Community Development			(20,000)	(20,000)	(19,920)
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)	(1,335,000)	(447,272)
Aqualife			(23,000)	(23,000)	(23,091)
Budgeting			0	0	0
Corporate Funds			0	0	0
Finance Office			0	0	0
Financial Services			0	0	0
Information Systems	649,519	▼	(945,000)	(945,000)	(295,481)
Leisurelife			0	0	0
Parking	238,300	▼	(367,000)	(367,000)	(128,700)
Ranger services			0	0	0
Operations			(14,526,700)	(14,526,700)	(8,484,992)
Asset Planning	1,466,886	▼	(3,687,500)	(3,687,500)	(2,220,614)
Environment			0	0	0
Fleet Services	127,941	▼	(1,019,200)	(1,019,200)	(891,259)
Operations Office			0	0	0
Parks and Reserves	2,495,552	▼	(3,786,000)	(3,786,000)	(1,290,448)
Project Management	71,018	▼	(74,000)	(74,000)	(2,982)
Street Improvement			0	0	0
Street Operations	1,873,809	▼	(5,949,000)	(5,949,000)	(4,075,191)
Waste Services			(11,000)	(11,000)	(4,498)
Total Capital Expense			(15,881,700)	(15,881,700)	(8,952,183)



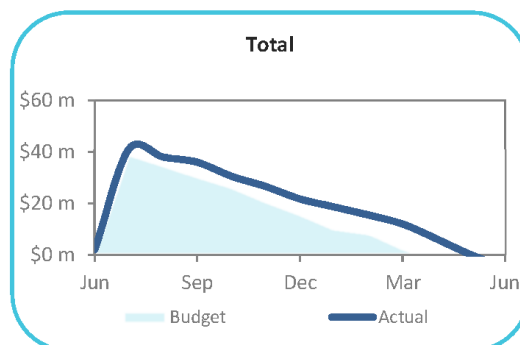
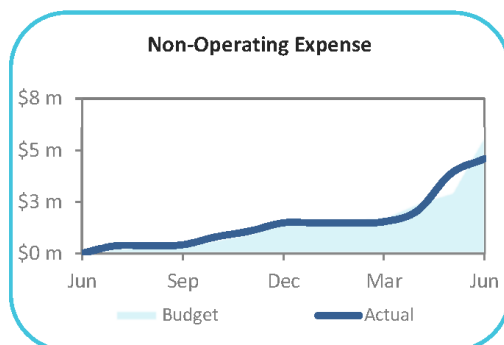
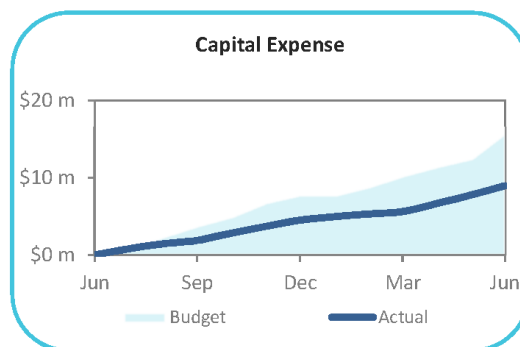
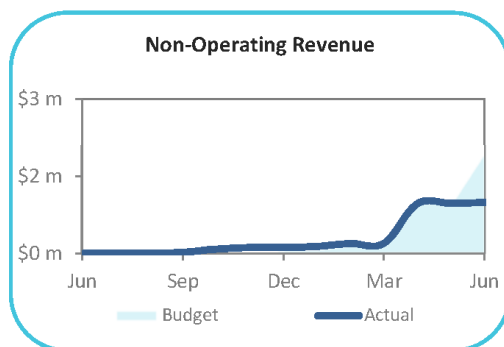
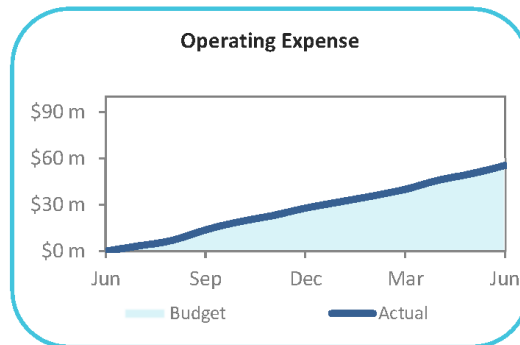
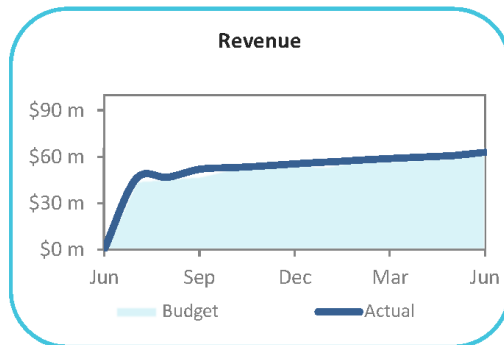
Statement of Financial Activity
For the period 1 July 2017 to 30 June 2018

				30 June 2018		
	Material Variance			Revised Budget	Year-to-Date Budget	Year-to-Date Actual
Particulars	\$		%	\$	\$	\$
Non-Operating Revenue						
Finance				1,700,000	1,700,000	750,000
Corporate Funds	950,000	▼	56%	1,700,000	1,700,000	750,000
Operations				301,500	301,500	238,687
Fleet Services	62,813	▼	21%	301,500	301,500	238,687
Total Non-Operating Revenue				2,001,500	2,001,500	988,687
Non-Operating Expense						
Finance				(5,868,000)	(5,868,000)	(4,578,928)
Corporate Funds	1,289,072	▼	22%	(5,868,000)	(5,868,000)	(4,578,928)
Total Non-Operating Expense				(5,868,000)	(5,868,000)	(4,578,928)
Non-Cash Items Adjustments						
Profit and Loss				26,500	26,500	683,993
Depreciation				7,780,500	7,780,500	9,219,839
Total Non-Cash Items Adjustments				7,807,000	7,807,000	9,903,832
Suspense Items Yet To Be Applied					0	319,672
Opening Surplus / (Deficit)				6,210,874	6,210,874	6,210,874
Closing Surplus / (Deficit)				0	0	11,411,023



Statement of Financial Activity
For the period 1 July 2017 to 30 June 2018

Graphical Representation





Net Current Funding Position
For the period 1 July 2017 to 30 June 2018

Particulars	Brought Forward 1 July \$	2017-2018 Revised Budget \$	Year To Date Actual \$
Current Assets			
Cash - Unrestricted	10,533,455	4,080,896	15,225,796
Cash - Reserves / Restricted	24,441,643	25,249,343	26,405,974
Receivables and Accruals	4,532,901	2,000,000	4,460,065
Inventories	6,978	10,000	6,978
Land Held for Sale	0	509,104	0
	39,514,977	31,849,343	46,098,812
Less Current Liabilities			
Payables and Provisions	(8,862,461)	(6,600,000)	(8,281,815)
	(8,862,461)	(6,600,000)	(8,281,815)
Net Current Asset Position	30,652,516	25,249,343	37,816,998
Less			
Cash - Reserves / Restricted	(24,441,643)	(25,249,343)	(26,405,974)
Estimated Surplus / (Deficiency) Carried Forward	6,210,873	-	11,411,024



Cash and Cash Investments
For the month ended 30 June 2018

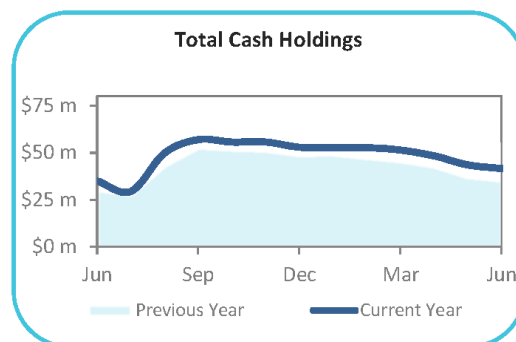
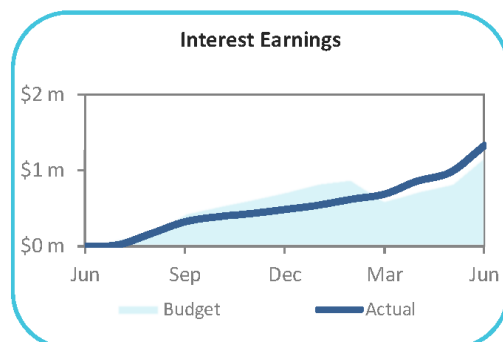
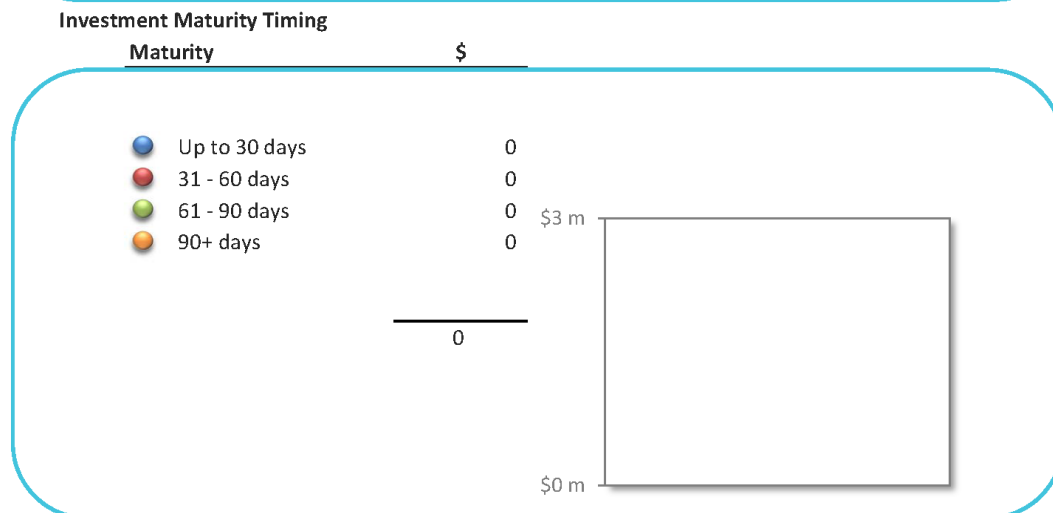
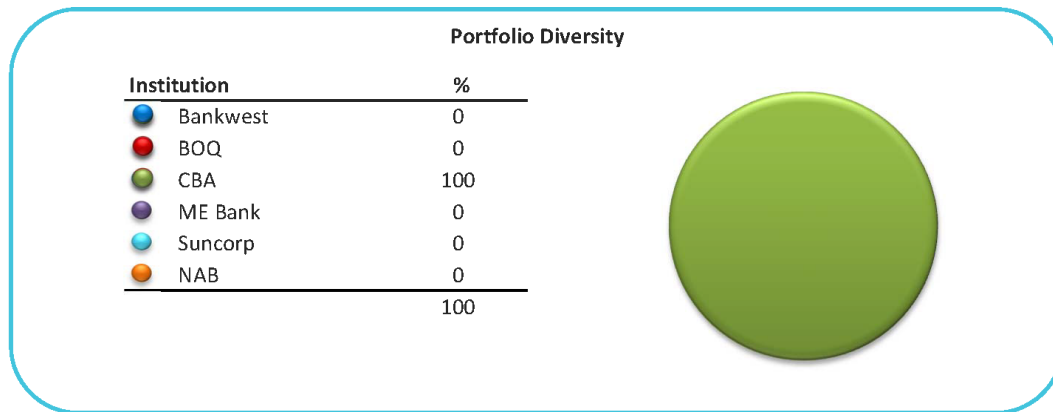
Cash and Investments Analysis

	Amount Invested \$	Interest Rate %	Term (Days)	Maturity Date	Projected Earnings \$	Percentage of Portfolio
Cash - Unrestricted						
CBA	15,216,791				13,499	37%
At Call	15,216,791	Variable	11am	Daily	13,499	
Total Cash - Unrestricted	15,216,791				13,499	37%
Cash - Restricted						
CBA	26,405,974				235	63%
At Call	26,405,974	Variable	11am	Daily	235	
Total Cash - Restricted	26,405,974				235	63%
Total Cash - Invested	41,622,765				13,734	100%
Cash on Hand	9,005					
Total Cash	41,631,770					



Cash and Cash Investments
For the month ended 30 June 2018

Cash and Investments Analysis

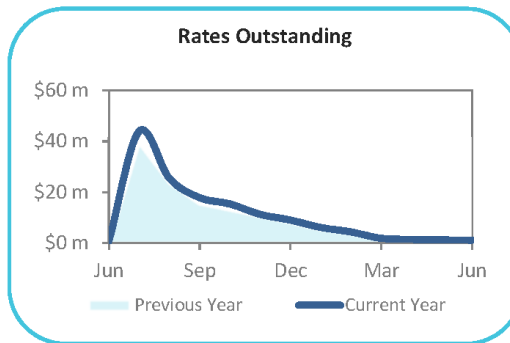




Receivables (Rates and Sundry Debtors)
For the month ended 30 June 2018

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

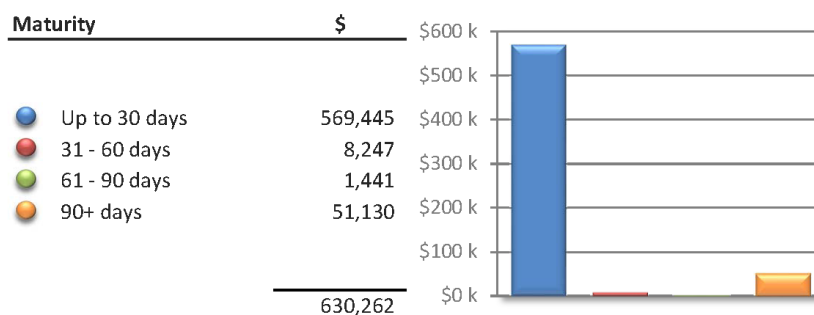
	Total
Balance from Previous Year	821,508
Rates Levied - Initial	0
Rates Levied - Interims	44,290,591
Total Rates Collectable	45,112,098
Current Rates Collected To Date	44,019,720
Current Rates Outstanding	1,092,378
% Rates Outstanding	2.4%



Sundry Debtors

Type	Total	30 Days	60 Days	90 Days	90+ Days
Grants and Subsidies	334,400	334,400	-	-	-
Property Rent	59,962	3,447	8,013	-	48,503
Aqualife Fees	24,956	24,826	80	50	-
Leisurelife Fees	14,569	13,178	50	1,041	300
Community Life Fees	36,630	36,526	104	-	-
Health Fees	1,646	698	-	230	718
Other Fees and Charges	125,038	123,796	-	120	1,122
Long Service Leave From Councils	-	-	-	-	-
Building and Planning Application Fees	33,062	32,575	-	-	487
Total Sundry Debtors	630,262	569,445	8,247	1,441	51,130

Sundry Debtor Aged Analysis





Grants and Contributions
For the month ended 30 June 2018

Grants and Contributions

Details	Original Budget \$	Revised Budget \$	Receipt Status	
			Invoiced	Remaining
Corporate Funds				
Federal Assistance	750,000	350,000	742,138	-
Federal Local Road	330,000	175,000	375,192	-
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	715	1,285
Neighbourhood Enrichment				
Federal Gov Grants Access Inclusion & Seniors	4,500	-	-	-
Sponsorship Creative Arts	4,500	2,500	5,000	-
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	-	14,860	-
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	30,022	978
MRRG Road Rehabilitation Grants	180,000	233,500	153,280	80,220
MRWA Black Spot Grants	675,000	598,000	387,319	210,681
MRWA Other Grants	280,000	270,000	220,507	49,493
Transport Authority Grants	90,000	125,000	118,292	6,708
Transport Grants	285,700	330,500	326,162	4,338
State Government Grant	70,000	145,000	-	145,000
Total Cash Deposits	3,075,700	2,567,500	2,438,489	739,253



Reserve Funds
For the month ended 30 June 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 30 June 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 30 June 2018

Reserve Funds Transactions

	Annual Opening Balance \$	Transfer to Reserve \$	Transfer from Reserve \$	30 June 2018 Balance Actual \$	Balance Budget \$	Annual Revised Budget \$
Building Renewal	400,466	6,848	-	407,314	488,466	418,266
Community Art	641,043	10,962	-	652,005	690,043	690,043
Drainage Renewal	172,720	2,953	-	175,673	226,220	225,920
Edward Millen Site	1,356,878	23,202	-	1,380,080	1,458,878	1,458,678
Furniture and Equip Renewal	558,907	9,558	-	568,465	599,907	599,907
Future Fund	12,332,193	960,886	-	13,293,079	13,658,693	13,658,793
Future Projects	1,798,878	30,762	-	1,829,640	650,378	450,178
Harold Hawthorn - Carlisle	126,430	2,163	-	128,593	148,930	148,630
Information Technology Ren	358,400	6,128	-	364,528	665,400	665,400
Insurance Risk Reserve	367,830	6,291	-	374,121	397,330	397,230
Land Asset Optimisation	-	796,370	-	796,370	797,000	397,230
Other Infrastructure Renewal	574,443	9,822	-	584,265	615,443	615,443
Parks Renewal	261,025	4,464	-	265,489	96,525	46,225
Pathways Renewal	367,397	6,283	-	373,680	420,397	420,397
Plant and Machinery	235,342	4,025	-	239,367	269,342	269,342
Renewable Energy	220,980	3,778	-	224,758	75,480	75,380
Roads Renewal	788,737	13,487	-	802,224	882,737	882,337
Underground Power	2,962,799	50,665	-	3,013,464	3,242,299	3,241,999
Waste Management	917,175	15,684	-	932,859	985,175	985,175
	24,441,643	1,964,331	-	26,405,974	26,368,643	25,646,573



Capital Items
For the month ended 30 June 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 30 June 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Buildings			3,457,500	2,045,694
New - Buildings				
Aqualife - Energy Efficiency Initiatives	☐	■■■■■	100,000	87,495
Leisurelife - Energy Efficiency Initiatives	☐	■■■■■	100,000	42,675
Community Facility - Zone 6 - Lathlain Precinct	☐	■■■■■	30,000	8,707
Upgrade - Buildings				
Administration Centre - Security Card Entry Control	☒	■■■■■	60,000	73,926
Lifelong Learning - Library Entrance Upgrade	☐	■■■■■	95,000	0
Leisurelife - Emergency Management Switchboard	☐	■■■■■	5,000	0
Administration Centre - Accessibility	☐	■■■■■	70,000	18,978
Leisurelife - Reception and Cafe Area	☐	■■■■■	20,000	10,745
Police and Citizens Youth Centre - Switchboard	☐	■■■■■	15,000	11,691
Upgrade Lot 61 Lathlain Place - Zone 8 - Lathlain Precinct	☐	■■■■■	3,000	1,000
Renewal - Buildings				
Aqualife Centre - Pool Deck Floor (Stage 1)	☐	■■■■■	140,000	131,670
Air Conditioning System - Council Administration	☐	■■■■■	810,000	798,521
Shepperton Road Underpass - Retiling	☒	■■■■■	18,000	18,040
Aqualife Centre - Renew Leisure Pool - Water feature	☐	■■■■■	36,000	35,950
Aqualife Centre - Replacement of Boilers	☒	■■■■■	97,500	99,246
Aqualife Centre - Renew Spa Plant Room, Filter and Pipev	☐	■■■■■	17,000	0
Aqualife Centre - Tiling of 50m Swimming Pool	☐	■■■■■	16,000	2,738
Aqualife Centre - Renewal Circulation and Chemical Pump	☒	■■■■■	5,000	7,897
6 Kent Street - Accessibility and Internal Renewal	☐	■■■■■	230,000	7,153
8 Kent Street - Accessibility and Internal Renewal	☐	■■■■■	200,000	6,370
Administration Centre - Fire Panel Replacement	☒	■■■■■	65,000	65,654
Aqualife Centre - Chemical Shed	☒	■■■■■	20,000	20,404
Aqualife Centre - Window Tinting	☐	■■■■■	8,000	7,825
Archer Street Toilets - LED Lighting	☐	■■■■■	2,000	1,144
Balbuk Reserve Toilets - LED Lighting	☐	■■■■■	2,000	0
Carlisle Reserve Clubrooms - Flooring Replacement	☐	■■■■■	19,000	18,010
Depot Rear Shed - Roof and Cladding Replacement	☐	■■■■■	180,000	106,250
GO Edwards Park Toilets (1) - LED Lighting	☐	■■■■■	2,000	1,685
GO Edwards Park Toilets (2) - LED Lighting	☐	■■■■■	2,000	1,796
Higgins Park Tennis Club - Kitchen	☐	■■■■■	40,000	32,036
Hubert Street Carpark Toilets - LED Lighting	☐	■■■■■	2,000	1,444
John Macmillan Park Toilets - Lighting and accessibility	☐	■■■■■	125,000	4,755
Leisurelife - Commercial Kitchen Flooring	☐	■■■■■	8,000	7,862



Capital Items Progress
For the month ended 30 June 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Renewal - Buildings (continued)				
Leisurelife - Court Flooring	☐	■■■■■	95,000	63,049
Leisurelife - Courts Lighting	☐	■■■■■	28,000	25,097
Leisurelife - Emergency Exit Doors	☐	■■■■■	24,000	18,700
Leisurelife - Entrance and Signage Renewal	☒	■■■■■	25,000	25,798
Leisurelife - Gym Flooring	☐	■■■■■	65,000	53,915
Leisurelife - Roofing	☐	■■■■■	9,000	8,225
Leisurelife - Squash Courts (3 and 4)	☐	■■■■■	65,000	58,180
Leisurelife - Toilets and Change Rooms	☐	■■■□□	170,000	8,072
Library - Facility Lighting	☐	■■■■■	50,000	44,665
Library - Fire Panel Replacement	☐	■■■■■	35,000	32,857
Library - Public Area Carpets	☐	■□□□□	100,000	13,820
McCallum Park Toilets - LED Lighting	☐	□□□□□	2,000	0
Read Park Toilets - LED Lighting	☐	■■■■■	2,000	1,519
Taylor Street Reserve Toilets	☐	■■■□□	190,000	4,393
Victoria Park Carlisle Bowling Club - Toilets	☒	■■■■■	55,000	55,738

Plant and Machinery	1,019,200	891,259
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New

Plant - Electric Bikes	☐	■■■□□	17,200	13,486
Plant - Street Operations - High Pressure Cleaner and Trai	☐	■■■■■	12,000	11,694

Renewal - Plant and Machinery

Purchase Major Plant - Light Truck Parks (160VPK - Plant	☐	■■■■■	103,500	103,216
Purchase Major Plant - Mower Slasher Parks (147VPK Pla	☐	■■■■■	28,000	27,974
Purchase Major Plant - Mowing Trailer Parks (158VPK - Pl	☐	■■■■■	24,000	23,940
Minor Plant Renewal - Low Value Pool - Parks	☐	■■■■■	11,000	9,028
Minor Plant Renewal - Street Improvement	☐	■■■■■	10,500	9,353
Minor Plant Renewal - Workshop Pressor (Replacing CVR:	☐	■■■■■	10,000	9,744
Fleet - Aqualife - 1EMT367 (Plant 365)	☐	■■■■■	22,500	22,241
Fleet - Asset Management - 179VPK (Plant 385)	☐	■■■■■	25,000	24,986
Fleet - Building Services - 113VPK (Plant 368)	☐	■■■■■	22,500	22,448
Fleet - Business Life Administration - 106VPK (Plant 369)	☐	■■■■■	33,000	32,736
Fleet - Community Life Administration - 110VPK (Plant 371)	☐	■■■■■	32,000	31,188
Fleet - Community Life Administration - 166VPK (Plant 379)	☐	■■■■■	35,000	31,118
Fleet - Environmental Health - 116VPK (Plant 372)	☐	■■■■■	21,000	20,838
Fleet - Leisurelife - 112VPK (Plant 364)	☐	■■■■■	22,000	21,947
Fleet - Lifelong Learning - 164VPK (Plant 386)	☒	■■■■■	25,000	25,352
Fleet - Ranger Services - 183VPK (Plant 366)	☐	■■■■■	40,000	25,151
Fleet - Renew Life Administration - 111VPK (Plant 360)	☐	■■■■■	35,000	0
Fleet - Street Improvement - 128VPK (Plant 384)	☐	■■■■■	25,000	25,000
Fleet - Urban Planning - 108VPK (Plant 377)	☐	■■■■■	25,000	24,911



Capital Items Progress
For the month ended 30 June 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)	☐	■■■■■	5,000	4,413
Plant - Street Operations - High Pressure Cleaner (332)	☐	■■■■■	5,000	4,371
Truck - Street Operations - 131VPK (44)	☐	■■■■■	105,000	92,842
Truck - Street Operations - 145VPK (43)	☐	■■■■■	150,000	140,692
Utility (Fleet) - Parks - 130VPK (283)	☐	■■■■■	40,000	36,988
Utility (Fleet) - Parks - 148VPK (329)	☒	■■■■■	30,000	32,904
Utility (Fleet) - Street Operations - 135VPK (287)	☐	■■■■■	30,000	29,168
Utility (Fleet) - Street Operations - 141VPK (296)	☐	■■■■■	45,000	0
Utility (Fleet) - Street Operations - 144VPK (297)	☒	■■■■■	30,000	33,530
Furniture and Equipment			296,000	202,509
New - Furniture and Equipment				
Licence Plate recognition devices and equipment - Parking	☐	■■■■■	9,000	0
Hardware, software and cabling - Parking Initiative	☐	■■■■■	23,000	0
Edward Millen - Low Value Pool	☐	■■■■■	6,500	6,486
VICPARK LED - Illuminated Lights	☐	■■■■■	4,500	4,300
Renewal - Furniture and Equipment				
Renew Furniture & Equipment - Depot - Low Value Pool	☐	■■■■■	6,000	4,660
Renew Minor Plant - Bins	☐	■■■■■	11,000	4,498
Renew Furniture - Administration Centre - Low Value Pool	☒	■■■■■	22,000	26,249
Parking Management Office - Office Furniture	☐	■■■■■	5,000	0
Renew Furniture & Equipment - Aqualife - Low Value Pool	☐	■■■■■	10,000	8,920
Renewal - Furniture & Equipment - Aqualife Cafe	☐	■■■■■	5,000	0
Renewal - Equipment - Aqualife - Pool Scrubber	☒	■■■■■	8,000	8,091
Aqualife - Crèche Furniture	☐	■■■■■	4,000	2,133
Aqualife - Gymnasium Equipment (Assorted)	☐	■■■■■	20,000	13,890
Aqualife - Pool Equipment	☐	■■■■■	40,000	25,925
Renewal - Equipment - Leisurelife- Gym Equipment	☐	■■■■■	20,000	10,378
Leisurelife - Court Floor Cleaner	☐	■■■■■	20,000	17,146
Leisurelife - Bingo Furniture	☐	■■■■■	7,000	6,889
Leisurelife - Sports Equipment	☐	■■■■■	23,000	19,355
Renewal - Furniture & Equipment - Leisurelife Cafe	☐	■■■■■	5,000	2,944
Renew Furniture & Equipment - Leisurelife - Low Value Po	☐	■■■■■	15,000	4,433
Renew Furniture & Equipment - Lifelong Learning - Low Va	☒	■■■■■	15,000	17,995
Renew Furniture & Equipment - Digital Hub - Low Value Pc	☒	■■■■■	2,000	3,218
TAPP - Aqualife - Access and Inclusion Pool Hoist	☐	■■■■■	12,000	12,000
TAPP - Aqualife - Disability Floatation devices	☐	■■■■■	3,000	3,000



Capital Items Progress
For the month ended 30 June 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Information Technology			945,000	295,481
New - Information Technology				
TAPP - Lighten Up - Mobile App Software	☐	■ ■ ■ ■ □	5,000	3,346
Library - RFID Self-Service System	☐	■ □ □ □ □	90,000	0
New - Software - Mobile Health	☐	■ □ □ □ □	100,000	0
New - Software - Client engagement	☒	■ ■ ■ ■ ■	8,000	13,235
New - Noise Monitoring Device - Environmental Health	☒	■ ■ ■ ■ □	25,000	27,874
Handheld Enforcement devices and associated equipment	☐	■ ■ □ □ □	12,000	0
Renewal - Information Technology				
Hardware - Mobile Computing Devices	☐	■ ■ ■ ■ ■	65,000	64,176
Network - Wi-Fi Network	☐	■ ■ ■ ■ ■	47,000	46,991
Systems - Website, Intranet and Client Portal	☐	■ □ □ □ □	85,000	0
Renewal - Information Technology				
Depot Communications System (Hardware)	☐	■ ■ ■ ■ ■	5,000	4,997
Network Storage (Hardware)	☐	■ ■ ■ ■ ■	38,000	37,033
Bookings Management System (Software)	☐	■ □ □ □ □	50,000	0
Development Application System (Software)	☐	■ ■ □ □ □	110,000	43,660
Email Archival System (Software)	☐	■ ■ ■ ■ ■	30,000	29,728
Leisure Facilities Management System (Software)	☐	■ ■ □ □ □	95,000	0
Library Management System (Software)	☐	■ ■ □ □ □	95,000	0
Records Management System (Software)	☐	■ □ □ □ □	60,000	0
System Security (Software)	☐	■ ■ ■ ■ ■	25,000	24,440
Roads			3,744,500	2,545,630
New - Roads				
New - Albany Highway - Pedestrian Crossing Safety Measure	☒	■ ■ ■ ■ ■	43,500	48,914
New - Alday Street - Lane Channelisation	☐	■ ■ ■ ■ ■	68,000	67,609
New - Enfield Street - Traffic Calming	☐	■ ■ ■ ■ ■	89,000	85,186
Gallipoli Street - Egham Road to Enfield Street - Traffic Calming	☐	■ ■ □ □ □	25,000	1,820
Gallipoli Street - Egham Road to Howick Street - Traffic Calming	☐	■ ■ □ □ □	25,000	1,820
Goddard Street - Egham Road to Howick Street - Traffic Calming	☐	■ ■ □ □ □	25,000	1,000
Goddard Street - Midgley Street to Cookham Road - Traffic Calming	☐	■ ■ □ □ □	25,000	1,000
Hill View Terrace - Cycle Lane Extension and Ramps	☐	■ ■ ■ ■ ■	15,000	0
McCartney Crescent - Goddard Street to Roberts Road - Traffic Calming	☐	■ ■ ■ ■ □	60,000	8,104
Saleham Street - Goddard Street to Gallipoli Street - Traffic Calming	☐	■ ■ ■ ■ □	55,000	2,116
Star Street - Intersection Safety Works at Briggs Street	☐	■ ■ ■ ■ ■	15,000	6,268



Capital Items Progress
For the month ended 30 June 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Renewal - Roads				
Albany Highway - Duncan Street to Teddington Road	☒	■ ■ ■ □	330,000	340,635
Asteroid Way - Star Street to Mercury Street	☒	■ ■ ■ ■	120,000	120,272
Bank Street - Oats Street to Milford Street	☒	■ ■ ■ ■	86,000	91,436
Berwick Street - Sussex Street to Basinghall Street	☒	■ ■ ■ ■	150,000	162,048
Bishopsgate Street - Oats Street to Mercury Street	□	■ ■ ■ ■	49,000	48,880
Bolton Avenue - Glenn Place to Path (Northbound)	□	■ ■ ■ ■	151,500	76,720
Bolton Avenue - Glenn Place to Path (Southbound)	□	■ ■ ■ ■	104,000	65,579
Cookham Street - Gallipoli Street to Goddard Street	□	■ ■ ■ ■	112,000	111,815
Goddard Street - Saleham Street to Bishopsgate Street	□	■ ■ ■ ■	103,000	102,425
Raleigh Street - Mercury Street to Lion Street	□	■ ■ ■ ■	130,000	113,069
Somerset Street - Shepperton Road to Bank Street	☒	■ ■ ■ ■	200,000	257,202
Swansea Street (West) - Dane Street to Cul-de-sac	☒	■ ■ ■ ■	178,000	178,876
Upgrade - Roads				
Upgrade Hillview & Berwick Intersection Stage 2	□	■ ■ ■ □	18,000	1,177
Upgrade - McCartney Crescent	□	■ ■ □ □	22,500	0
Traffic Management Initiative - Shepperton Rd and Gresha	□	■ ■ ■ ■	243,000	210,043
Traffic Management Initiative - Teddington St and Burswood	□	■ ■ ■ □	204,000	190,887
Upgrade - Bishopsgate and Roberts Road - Pre Deflection:	□	■ ■ ■ ■	9,000	6,006
Upgrade - Oats Street and Star Street - Pre Deflections	☒	■ ■ ■ ■	3,500	3,634
Upgrade - Temple Street and Hordern Street - Traffic Island	□	■ ■ ■ ■	500	360
Hill View Terrace and Oats Street - Intersection	□	■ □ □ □	180,000	24,584
Roberts Road and Orrong Road - Intersection	□	■ □ □ □	220,000	0
Rutland Avenue - Oats Street to Welshpool Road	□	■ ■ □ □	450,000	464
Temple Street and Hordern Street - Intersection	□	■ ■ ■ ■	135,000	133,613
Upgrade - Great Eastern Highway and Craig Street - Inters	□	■ ■ ■ ■	100,000	82,066
Drainage			552,000	326,739
New - Drainage				
Drainage - Carnarvon Street	□	■ ■ ■ ■	63,000	62,294
Drainage - Harris Street and Appleton Street - Stage 1	□	■ ■ ■ ■	64,500	17,786
Drainage - Northampton Street	□	■ ■ ■ ■	50,000	36,548
Lake View Terrace Drainage - To be constructed as part of	□	■ ■ □ □	20,000	0
Renewal - Drainage				
Intersection Improvements - Hillview Terrace	□	■ ■ ■ □	87,500	12,887
Right Of Ways - Various Locations	☒	■ ■ ■ ■	45,000	46,009
Pipe Renewal- Various Locations	□	■ ■ ■ ■	45,000	30,840
Pit Renewal- Various Locations	□	■ ■ ■ ■	80,000	57,227
Sump Renewal- Various Locations	□	■ ■ ■ ■	37,000	36,596
Upgrade				
Albany Highway - Hotspot 1 Drainage Master Plan	□	■ ■ ■ ■	60,000	26,552



Capital Items Progress
For the month ended 30 June 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Pathways			432,500	290,005
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	448
Rutland Avenue Safe Active Street	□	■■■□	25,000	3,887
Victoria Park Drive - Footpath Extension	□	■■■■	50,000	29,922
Renewal - Pathways				
Berwick Street - Bush Street to Boundary Road (East)	☒	■■■■	40,000	40,825
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	1,290,448
New - Parks				
George Street Reserve Revegetation	□	■■■□	80,000	78,901
Park Furniture and Equipment - Burswood Peninsula	☒	■■■■	75,000	77,088
Kensington Bushland - Jirdarup Signage	□	■■■□	30,000	5,717
Manners Reserve - Shade Sails	□	■■■■	25,000	16,159
New - Tree Plan- Tree Planting	□	■■■■	35,000	34,500
Renew - Park Lighting - Poles and Floodlighting	□	■■■■	20,000	7,500
Lathlain Park - New	□	□□□□	1,500,000	31,473
Peninsula to Park - Landscaping	□	■■■□	200,000	75,811
Emergency Works - Water Tank installation	□	■■■■	50,000	43,950
Renewal - Parks				
Fletcher Park - Playground	□	■■■■	60,000	60,000
Fraser Park - Playground	□	■■■□	50,000	21,630
GO Edwards Park - Redevelopment	□	■■■■	590,000	463,419
Harold Rossiter Park - Irrigation	☒	■■■■	160,000	173,198
Manners Reserve - Furniture	□	■■■■	5,000	3,200
Park Signage - Various Locations	□	■■■□	50,000	27,342
Renew - McCallum Park (Foreshore River Wall)	□	■□□□	341,000	37,015
Renewal - Tree Plan - Tree Planting	□	■■■■	75,000	72,316
Victoria Park Community Centre - Playground	□	■■■■	20,000	16,035



Capital Items Progress
For the month ended 30 June 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Upgrade - Parks				
Upgrade - Entry Statements - Landscaping	☐	■ ■ ■ ■	80,000	6,882
Upgrade - Higgins Park Tennis Club - Court Modifications	☐	□ □ □ □	300,000	0
Upgrade - Rayment Park	☐	■ ■ ■ ■	40,000	38,312
Other Assets			1,575,000	1,061,436
New - Other Assets				
New - Lathlain Primary School / Rayment Park Carpark	☐	■ ■ ■ ■	27,500	27,433
Car Parks - Harvey Street ACROD bays	☐	■ ■ ■ ■	7,500	7,253
New Street Lighting - Purchase and Installation	☐	■ ■ ■ □	66,000	10,432
Purchase and Installation of parking meters	☐	■ □ □ □	75,000	0
Signage - Parking Plan Works	☐	■ □ □ □	130,000	0
New - Street Furniture - Various Locations	☐	■ ■ ■ ■	35,000	34,502
Street Lighting - Safety Improvement at Various Locations	☐	■ ■ ■ □	25,000	14,719
Visual Art	☐	■ ■ ■ ■	20,000	19,920
Burswood Peninsula Way Finding - Signs and Line marking	☐	□ □ □ □	50,000	0
Renewal - Other Assets				
Right of Way 51	☐	■ ■ ■ □	500,000	476,475
Street Furniture - Bus Shelters at Various Locations	☐	■ ■ ■ ■	47,000	46,462
Street Lighting - Albany Highway and Laneways	☐	■ ■ ■ ■	40,000	2,018
Car Parks - Carlisle Reserve	☐	■ ■ ■ ■	100,000	72,448
Lighting - St James East Victoria Park - Safer Communities	☐	■ ■ ■ □	75,000	0
Upgrade - Other Assets				
Upgrade - Right of Way 31a & 31b	☐	■ ■ ■ ■	23,000	22,701
Upgrade - Right of Way 45	☐	■ ■ ■ ■	14,000	13,758
Right of Way 14 - Access Upgrade	☐	■ ■ ■ ■	170,000	147,276
Tap and Go - Parking Meter Upgrade	☐	■ ■ ■ ■	130,000	128,700
Street Lighting - Community Safety Projects	☐	■ ■ ■ ■	40,000	37,339
Land			74,000	2,982
Upgrade				
Land - Upgrade: 25 Boundary Road Subdivision	☐	■ □ □ □	74,000	2,982

14.3 Recommendation from Finance and Audit Committee - Acceptance of Grant Funding – Western Australia Bicycle Network Grants Funding 2018 / 2019

File Reference:	TAT/47/0002
Appendices:	1. Notification of grant success from Department of Transport 2. Full proposal for WA Bicycle Network grant
Attachments:	No

Date:	13 July 2018
Reporting Officer:	F. Squadrito
Responsible Officer:	B. Killigrew
Voting Requirement:	Simple majority
Executive Summary: Recommendation – That Council accepts the Western Australia Bicycle Network grant funding for the 2018/2019 financial year totalling \$200,000 as approved and offered by the Department of Transport. - The Town submitted a funding application to the Department of Transport in October 2017. - A grant of \$200,000 has subsequently been offered towards the construction of a shared path along Goodwood Parade, Burswood, in the 2018/19 financial year. - The 2018-2019 Annual Budget includes acceptance of this grant and associated works.	

TABLED ITEMS:

Nil

BACKGROUND:

The Western Australia Bicycle Network (WABN) grants program is a State Government program administered through the Department of Transport (DOT) that provides funding assistance, typically on a dollar-for-dollar basis (50% contribution), to assist Local Government Authorities (LGA) in both metropolitan and regional WA with the planning and implementation of local bicycle networks.

Each Local Government Authority is asked to consider its capital works program for the subsequent two-year period and determine whether there are cycling projects that could be eligible for grant assistance through the WABN grant scheme.

Projects that deliver the greatest benefit to the community; reduce barriers to more people cycling to strategic destinations; and improve connectivity to schools, train stations and other activity centres will be considered most favourable.

DETAILS:

In response to the Town's formal application for WABN funding submitted in October 2017, DOT has offered the Town of Victoria Park a total of \$200,000 of funding towards the construction of a 3m wide off-street shared path on Goodwood Parade, Burswood, subject to the Town matching the funding contribution of \$200,000 to the project.

This project was selected for submission as it is located on one of Perth's main arterial routes that make up the Principle Shared Path (PSP) network and is a strategic Town (Integrated Movement Network Strategy) and State Government objective.

The proposed path is to infill part of a missing link of the Perth to Armadale Railway Line PSP for cyclists and pedestrians between Great Eastern Highway and Riversdale Road with connection onto the existing PSP network along Graham Farmer Freeway. Rutland Avenue is the other missing section of the PSP and its construction is being concurrently progressed (in stages) by the Town's staff.

A major benefit of the project is to remove cyclists from the on-road environment within an industrial area so that conflict between road users is minimised. Currently, the existing on-street parking pushes cyclists towards the centre of the road closer to through traffic lanes.

The Town is committed to delivering the project which is listed as one of the strategic actions in the Town's Integrated Movement Network Strategy (IMNS) developed in June 2013. Strategy element, CW4 states the following; "supports the general increase of off-road shared paths throughout the Town and supports the extension of the Principal Shared Path network along the urban rail corridor". Specifically relating to the Goodwood Parade Project, the strategy aims at collaborating with State Agencies to deliver a PSP along the rail reserve from Riversdale Road in Burswood through to Welshpool Road.

Legal Compliance:

All works undertaken will comply with Austroads Guidelines and relevant Australian Standards relating to bicycle infrastructure.

Policy Implications:

Delegation 30.4 'Make And Accept Submissions For Grants' of the Town's Delegations Register states that the administration can make and accept submissions for grants from Lotteries Commission, State and Commonwealth Governments, with a condition that acceptance of successful submissions over \$22,000 (incl. GST) to be subjected to Council approval.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Community opposition towards the project proceeding	Major	Unlikely	Moderate	Community consultation for the project has commenced. Potential concerns have been considered and the design tailored e.g: reduce impact to on-street parking.
Project cannot be completed within current financial year	Major	Possible	High	Design work has already progressed substantially. DoT design approvals already in place.
PTA do not provide approval to locate path in their land	Major	Unlikely	Moderate	Negotiations have been ongoing with PTA to get approval in principle. Alternate path alignment in the event PTA land cannot be used as has been investigated but would lead to increased project costs.

Strategic Plan Implications:

The Town's Integrated Movement Network Strategy (IMNS) promotes improved cycling infrastructure in order to encourage greater uptake of cycling to complement community wellbeing and safe, attractive streetscapes which are key result areas of the Strategic Community Plan. The proposed works are also aligned with the Joint Town of Victoria Park and City of South Perth Bike Plan 2018.

The Strategic Community Plan 2017 – 2032 outlines the key outcome areas being;

Environment

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

Social

S1 – A healthy community

Financial Implications:Internal Budget:

The Town will need to fund at least 50% of the nominated project costs to secure the grant funding from approved projects under the program. The funding arrangement would be:

Project	Funding source		Total
	ToVP	DOT	
Goodwood Parade Shared Path	\$200,000	\$200,000	\$400,000
	\$200,000	\$200,000	\$400,000

This project is included in the Town's 2018/2019 adopted Budget, which was endorsed by Council at its Ordinary Council Meeting on 10 July 2018.

Total Asset Management:

As the path will be maintained by the Town over its lifespan, ongoing maintenance requirements have been considered during the design stage. In order to reduce future maintenance liabilities the path has been located away from the existing trees to minimise impact from root growth. The path has also been installed slightly above existing ground level, again to minimise root growth into the path base that could lead to surface cracking and undulations over time.

Sustainability Assessment:External Economic Implications:

Improved bicycle infrastructure is likely to yield results in terms of positive outcomes for cyclists and a corresponding increased use of bicycles for transport. It is hoped this will have a positive effect on the businesses and services within the Town as more people view the Town of Victoria Park as a Local Government Authority committed to infrastructure supporting alternative modes of transport.

Social Issues:

An increase in cycling activities within the Town will improve the health and wellbeing of community members and assist in developing more people-friendly neighbourhoods and improved passive surveillance. With fewer cars and more people on the streets, a greater sense of community is developed. People on bicycles tend to engage with other cyclists and pedestrians in a different way to those in cars. Cycling also provides a cost efficient and sustainable form of transport.

Cultural Issues:

The close proximity of the Town to the Perth City and good connectivity to public transport mean that a mode shift is possible from single car occupants to cyclists for many trips. Improved cycling infrastructure is critical to this mode shift. Travel behaviour change to increase cycling within the Town relies on good cycling infrastructure.

Environmental Issues:

Continuing to provide safe and efficient cycling facilities will encourage and facilitate more use of bicycles, rather than vehicles, for commuting, transport or recreational journeys. Reducing vehicle dependency will help reduce vehicle emissions and vehicle noise.

COMMENT:

Detailed design of the project has already commenced and is approaching 100% completion so that works may commence as early as possible, subject to scheduling and procurement of appropriate contractors to undertake the civil works. A large part of the route is located within the Public Transport Authority's (PTA) land in order to eliminate the need to remove existing trees along Goodwood Parade. Agreement in principle has been provided by PTA, with the finalisation of the formal approval being in progress (progress of these agreements can be slow and can take many months).

Property and business owners along the proposed route have previously been contacted with project details provided through the Town's 'Your Thoughts' and the project specific section of the Town's website to ensure that feedback received will be considered and wherever applicable, incorporated into the design. It is anticipated that on-street parking may be restricted in some sections of the proposed project which is evidently in high demand. Further consultation will be undertaken to manage and accommodate any resulting concerns where practical and feasible to minimise the impact to in-street parking.

A condition of the funding is that all works associated with the grants are to be completed by June 2019. In the event that the project completion date exceeds the deadline, DOT shall be notified 30 days prior.

External funding opportunities such as this are critical in facilitating in the delivery of works aligned with the recommendations of the Town's Integrated Movement and Network Strategy (IMNS).

CONCLUSION:

It is strongly recommended that Council endorses the receipt of this funding. Implementation of the proposed works as identified in the Town's IMNS will progress with ongoing financial support provided by external agencies.

RECOMMENDATION/S FROM FINANCE AND AUDIT COMMITTEE:

That Council, pursuant to Council Delegation 30.4, accepts the Western Australia Bicycle Network grant funding for the 2018/2019 financial year totalling \$200,000 as approved and offered by the Department of Transport.

14.4 Telstra Perth Fashion Festival 2017 Sponsorship Evaluation Update

File Reference:	CRM/25/17
Appendices:	No
Attachments:	No

Date:	20 February 2018
Reporting Officer:	K. Griggs
Responsible Officer:	N. Martin Goode
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation/s – That Council approves the Supporting Partner proposal as detailed in the report with Fashion Council WA for the Town, at nil cost, to be an acceptable outcome based on the original agreed deliverables within the 2017 sponsorship agreement, and requests that the Administration prepare documentation to legally formalise the Supporting Partner proposal as outlined in the Economic Development Committee recommendation.

- The Town of Victoria Park (the Town) provided cash sponsorship of \$57,000 to the Telstra Perth Fashion Festival (TPFF) in 2017/18 financial year to Fashion Council WA.
- Council deemed the outcomes of the sponsorship unsatisfactory.

TABLED ITEMS:

- Ordinary Council Minutes 10 April 2018 Item 14.3.

BACKGROUND:

In July 2017, Fashion Council WA (FCWA) invited the Town to sponsor the 2017 Telstra Perth Fashion Festival's 'Town of Victoria Park' program.

FCWA is a not-for-profit organisation which was established in 2008 as a peak industry body to represent the fashion and creative industries in WA. Over the past decade, FCWA has delivered on its vision to promote, champion and represent the WA fashion and creative industries through an integrated program of events and services. The organisation's current program includes the event platforms:

- Telstra Perth Fashion Festival;
- Swim + Resort Series; and
- WA Fashion Awards.

Historically TPFF has comprised two major events – Fashion Central and Fashion Paramount, which have both been located within the City of Perth. In 2017 the format of the event changed so that Fashion Central ran in the City of Perth, and Fashion Paramount moved to a new location the Crown Pyramid within the Town of Victoria Park. FCWA approached the Town with a proposal to sponsor elements of the Fashion Paramount event including the 'Future Runway' and 'International Runway' events with a cash contribution of \$57,000 as well as in-kind support via promotion of the TPFF.

At the Ordinary Council Meeting (OCM) held on 10 April 2018 Council concluded that the investment in TPFF did not deliver the proposed outcomes within the sponsorship agreement and resolved that the Chief Executive Officer:

1. Advise TPFF (Fashion Council WA) that the Town is not satisfied with the outcome of the sponsorship;
2. Negotiate an acceptable outcome pertaining to the original agreed deliverables within the sponsorship agreement; and
3. That a report be provided to the Economic Development Committee once an outcome has been determined.

DETAILS:

Resulting from the outcome of the OCM on 10 April 2018, FCWA has presented the following 'Supporting Partner' proposal for consideration by the Town.

The Town of Victoria Park to be recognised as a Supporting Partner of the TPFF 2018 Future Runway and International Runway events at Fashion Paramount, which will take place in September 2018 at the Burswood Peninsula Precinct, at nil cost to the Town.

Future Runway

An assembly of the states most gifted design students from WA's top fashion institutions will showcase their designs across six categories, including Ready-to-wear Menswear and Womenswear, Evening, Costume and Eco Design and Wearable Technology.

International Runway

Premium runway showcasing the Australian debut of acclaimed international designer.

1. Rights of Association
 - 1.1 FCWA grants Town of Victoria Park the right to utilise the following terms:
 - a) Supporting Partner of the Telstra Perth Fashion Festival 2018 Future Runway;
 - b) Supporting Partner of the Telstra Perth Fashion Festival 2018 International Runway (working title); and
 - c) Or other terms as agreed by TPFF and QT Perth.
 - 1.2 Access to royalty free content:
 - a) Town of Victoria Park will receive access to the FCWA and Event trademarks including TPFF to use to promote association with the Events (e.g. social media, newsletters);
 - b) Access to non-exclusive use of TPFF campaign, runway and back of house images; and
 - c) Town of Victoria Park understands that FCWA approval must be sought prior to publication of any marketing collateral featuring the FCWA logos, trademark, trade names and other intellectual property registered or unregistered, owned by, or licensed to FCWA and PFF including Telstra Perth Fashion Festival Logo and campaign images.

2. Tickets

- 2.1 FCWA will provide Town of Victoria Park with a package of 60 x tickets (30 x general access double passes) to TPFF 2018 International Runway at Fashion Paramount. Town of Victoria Park may choose to use tickets for constituent competition; and
- 2.2 10% partner discounted code for Town of Victoria Park business and residential constituents to purchase TPFF tickets.

3. Advertising and Promotion

3.1 Town of Victoria Park will receive:

- a) Brand logo recognition on the TPFF and FCWA website with a hyperlink to Town of Victoria Park preferred website;
- b) Brand logo recognition on all marketing collateral related to the Future Runway and International Runway event including:
 - Future Runway and International Runway media wall;
 - Digital logo reels at both Future Runway and International Runway; and
 - Invitations, signage etc relating to Future Runway and International Runway.

3.2 Digital Media

- a) Minimum of 1 Town of Victoria Park fashion related feature in Front Row EDM (4,500+ data base);
- b) Minimum of 1 dedicated Town of Victoria Park post/story on TPFF and FCWA social media channels. Post to include Town of Victoria Park businesses / assets venue or merchandise etc;
- c) Minimum 3 social media posts on TPFF channels including Town of Victoria Park handles, hashtag (combined 56,000 followers); and
- d) Town of Victoria Park acknowledges that FCWA has final content approval for marketing content featured on FCWA and TPFF online channels including e-Newsletter and social media.

3.3 Product Placement

- a) Town of Victoria Park will have the opportunity to promote Town of Victoria Park businesses by inviting them to provide relevant product / merchandise for VIP gift bags at events (minimum multiples of 250 per show);
- b) Participating businesses contribution will be recognised with an image of the gift bag from each night's show featuring the product will be posted to TPFF social media with the business tagged in the image; and
- c) All gift bag merchandise to be delivered to address below by 3 September:
Gift Bags Coordinator
Telstra Perth Fashion Festival
Level 9, Carillon Office Tower
207 Murray Street Perth
WA 6000

4. Dedicated Account Manager

- 4.1 A dedicated and experienced account manager will be responsible for the delivery of Town of Victoria Park sponsorship assets.

Legal Compliance:

Nil as no Town funds will be expended.

Policy Implications:

REC5 SPONSORSHIP – not applicable as nil funds will be expended.

Risk Management Considerations:

The risks identified prior to acceptance of the sponsorship related to the missed opportunity in sponsoring the event, notwithstanding evaluating the return to the Town on its investment.

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Fashion Council WA do not deliver on the proposal submitted to the Town.	Unlikely	Unlikely	Moderate	FCWA is seeking to strengthen the relationship with the Town. Town staff to monitor the deliverables and maintain contact with FCWA.

Strategic Plan Implications:

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

We are Perth's premier place for entertainment and entrepreneurship – The Town is the leading place in Perth where people look to be entertained or to design, launch and run their own small business. As a part of this, the Town's education establishments are contributing to fostering a feeling of entrepreneurship.

Strategic Outcomes:

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

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

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

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

Financial Implications:

Internal Budget:

Nil

Sustainability Assessment:

Nil

Economic Outcomes:

The economic benefits to Town branding and local businesses is estimated by FCWA to be between \$20,000- \$30,000.

Cultural Outcomes:

Nil

CONCLUSION:

FCWA has been proactive in addressing the concerns as raised by Council in regards to the 2017/18 Sponsorship agreement; and has proposed the Supporting Partner of the TPF 2018 Future Runway and International Runway proposal as outlined above, at nil cost to the Town.

RECOMMENDATION/S FROM THE ECONOMIC DEVELOPMENT COMMITTEE:**That Council:**

1. Approves the Supporting Partner proposal as detailed in the report with Fashion Council WA for the Town, at nil cost, to be an acceptable outcome based on the original agreed deliverables within the 2017 sponsorship agreement;
2. Requests the Administration to prepare documentation to legally formalise the following terms of the Supporting Partner proposal:
 2. Rights of Association
 - 2.1 FCWA grants Town of Victoria Park the right to utilise the following terms:
 - a) Supporting Partner of the Telstra Perth Fashion Festival 2018 Future Runway;
 - b) Supporting Partner of the Telstra Perth Fashion Festival 2018 International Runway (working title); and
 - c) Or other terms as agreed by TPF and QT Perth.
 - 2.2 Access to royalty free content:
 - a) Town of Victoria Park will receive access to the FCWA and Event trademarks including TPF to use to promote association with the Events (e.g. social media, newsletters);
 - b) Access to non-exclusive use of TPF campaign, runway and back of house images; and
 - c) Town of Victoria Park understands that FCWA approval must be sought prior to publication of any marketing collateral featuring the FCWA logos, trademark, trade names and other intellectual property registered or unregistered, owned by, or licensed to FCWA and PFF including Telstra Perth Fashion Festival Logo and campaign images.
 3. Tickets
 - 3.1 FCWA will provide Town of Victoria Park with a package of 60 x tickets (30 x general access double passes) to TPF 2018 International Runway at Fashion Paramount. Town of Victoria Park may choose to use tickets for constituent competition; and
 - 3.2 10% partner discounted code for Town of Victoria Park business and residential constituents to purchase TPF tickets.

4. Advertising and Promotion**4.1 Town of Victoria Park will receive:**

- a) Brand logo recognition on the TPFF and FCWA website with a hyperlink to Town of Victoria Park preferred website;
- b) Brand logo recognition on all marketing collateral related to the Future Runway and International Runway event including:
 - Future Runway and International Runway media wall;
 - Digital logo reels at both Future Runway and International Runway; and
 - Invitations, signage etc relating to Future Runway and International Runway.

4.2 Digital Media

- a) Minimum of 1 Town of Victoria Park fashion related feature in Front Row EDM (4,500+ data base);
- b) Minimum of 1 dedicated Town of Victoria Park post/story on TPFF and FCWA social media channels. Post to include Town of Victoria Park businesses / assets venue or merchandise etc;
- c) Minimum 3 social media posts on TPFF channels including Town of Victoria Park handles, hashtag (combined 56,000 followers); and
- d) Town of Victoria Park acknowledges that FCWA has final content approval for marketing content featured on FCWA and TPFF online channels including e-Newsletter and social media.

4.3 Product Placement

- a) Town of Victoria Park will have the opportunity to promote Town of Victoria Park businesses by inviting them to provide relevant product / merchandise for VIP gift bags at events (minimum multiples of 250 per show);
- b) Participating businesses contribution will be recognised with an image of the gift bag from each night's show featuring the product will be posted to TPFF social media with the business tagged in the image; and
- c) All gift bag merchandise to be delivered to address below by 3 September:
Gift Bags Coordinator
Telstra Perth Fashion Festival
Level 9, Carillon Office Tower
207 Murray Street Perth
WA 6000

5. Dedicated Account Manager

- 5.1 A dedicated and experienced account manager will be responsible for the delivery of Town of Victoria Park sponsorship assets.

14.5 Recommendation from the Community Development Committee - Changes to Policy FIN7 Donations and Policy RECN6 Community Grants

File Reference:	CMR/25/0015~02
Appendices:	Changes to Policies FIN7 Donations and RECN6 Community Grants
Attachments:	No

Date:	18 June 2018
Reporting Officer:	L. Cornelius
Responsible Officer:	N. Martin Goode
Voting Requirement:	Simple
Executive Summary: Recommendation – That Council approves changes to Policy FIN7 Donations and Policy RECN6 Community Grants as contained within the Appendices. • A review of Policies FIN7 and RECN6 was undertaken by Administration • Changes have been suggested to these Council policies in order to be more transparent and build more rigour into the guidelines.	

TABLED ITEMS:

Nil

BACKGROUND:

The Town endorsed RECN6 Community Grants Policy at a Council meeting on 11 October 2016. It has become apparent that amendments to the RECN6 Policy are required for transparency and accountability when grants are being assessed, administered and acquitted.

Policy FIN7 Donations was last reviewed in August 2015 and needs to be in alignment with the Policy RECN6 Community Grants.

DETAILS:

Town employees and Elected Members under the current guidelines can apply for a donation or grant. There is no ruling in the Policies RECN6 and FIN7 that Elected members and Staff are not eligible for funding.

Research was conducted with other Councils on whether Staff and Elected Members should be eligible to apply for funding:

Council	Eligibility
City of Canning	Not Eligible
City of South Perth	There is nothing in the City's management practices that says City employees are ineligible, but we have not had a City employee apply for funding.

Council	Eligibility
City of Perth	No: all employees are ineligible to apply for grants and sponsorship and this is included in our Policy.
City of Subiaco	They state in their grant and community partnership guidelines that Staff and Elected Members are ineligible to apply for grants.
City of Melville	Staff Members can not apply for grants. Staff members can apply for Youth Development Funding for their child.

The majority of Councils researched do not allow Staff or Elected Members to apply for funding due to;

- perception of conflict of interest;
- it may be poorly perceived by the community if an employee or Elected Member receives a grant; and
- reputational risk to the local government.

Recipients of grants and donations are now required to acquit against the funding they receive. The acquittal will be used to evaluate the achievements of funded activities and monitor effectiveness of the funding programs against the outcomes of the Strategic Community Plan.

It is proposed that eligible parties be entitled to receive more than one funding round from any of the funding programs, per year, based on:

- applications assessed on merit against the funding criteria of the relevant program;
- demonstrated capacity to delivery multiple initiatives; and
- have satisfactorily acquitted against previous funding.

For example if an eligible party secured a Street Meet and Greet grant, and then identified an opportunity to apply for Sponsorship funding to deliver an Arts event, they should be eligible to do so if they meet the criteria of the funding program. This would align to;

- achieving the best possible outcomes for the community;
- the Town's Vision of being Perth's most empowered and engaged community; and
- the Town's Mission of promoting sustainable, diverse, resilient and prosperous place for everyone.

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:

REC6 Community Grants Policy and FIN7 Donations Policy be amended.

Risk Management Considerations:

Risk & Consequence	Consequence Rating	Likelihood Rating	Overall Risk Analysis	Mitigation/Action
Failing to implement the changes to Policies FIN7 and REC6 would leave the policies open to ambiguity and less transparent.	Moderate	Moderate	High	Council to adopt changes to policies REC6 and FIN7
A recipient seeking or misusing a grant outside the terms of the agreement and conditions for their personal benefit.	Insignificant	Rare	Low	Grant can only be used solely for the specified purpose approved by the Town during the funding period. The letter of agreement will be terminated.
Grant funds not used for specified purpose.	Insignificant	Rare	Low	Any part of the grants funds that are not used in accordance with the agreement must be repaid to the Town unless the recipient obtains the Town's written approval.

Recipient having an outstanding debt with the Town	Insignificant	Rare	Low	Procedures are in place to check any outstanding debts. Grants will not be approved until the debt is paid in full.
Outstanding acquittals from previous grants with the Town.	Insignificant	Rare	Low	Procedures are in place to check any outstanding acquittals from previous grants.

Strategic Plan Implications:

The Town of Victoria Park's Strategic Community Plan 2017 – 2032 vision: A dynamic place for everyone.

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

Policies FIN7 and RECN6 allow the community to apply for funding, as part of the application process they are required to evidence how the funding will be used to achieve the Town's Strategic Community Plan outcomes.

Financial Implications:Internal Budget

Nil impact.

Sustainability Assessment:External Economic Implications:

Nil

Social Issues

Donations and Grants have been provided to organisations to assist them to deliver services, initiatives or events which improve the quality of life of the community and achieve outcomes of the Town's Strategic Community Plan.

Cultural Issues

Nil

Environmental Issues

Nil

COMMENT:

A review of the Policies FIN7 and RECN6 was undertaken after it became apparent that there were loop holes in the current funding policies. For example, a town employee or an Elected Member was eligible to access funding. Applicants could also access funding if they had an outstanding debt with the Town. There were no acquittals in place and now if an applicant fails to submit a satisfactory acquittal, they will not be eligible for another grant.

The proposed changes to Policies FIN7 and RECN6 will give clear guidelines to work with when assessing grants and donations. It will make the policy more transparent and accountable.

FURTHER COMMENT:

Resulting from questions at the Elected Members Briefing Session and further discussions between Administration Staff and Elected Members changes have been made to Policies RECN6 and FIN7.

Aligned to the Town's vision of being Perth's most empowered and engaged community, and CI9 Appropriate devolution of decision making and service provision to an empowered community, the eligibility for the Community Grants program has been broadened to include residents of the Town seeking 'Street Meet and Greet' or 'Safer Neighbourhood Grants'.

Additionally, the opportunity for eligible parties to apply for a secure more than one grant per financial year has been made possible by the removal of a clause which precluded applicants from applying for and receiving more than one grant per financial year

CONCLUSION:

The proposed changes to Policies FIN7 and RECN6 will remove any ambiguity and improve transparency around the grants process and accessibility of grants.

RECOMMENDATION/S FROM THE COMMUNITY DEVELOPMENT COMMITTEE:

That Council approves changes to Policy FIN7 Donations and Policy RECN6 Community Grants as contained within the Appendices.

14.6 Recommendation from the Community Development Committee - Public Art Strategy 2018 - 2023

File Reference:	REC/11/26; REC/11/24
Appendices:	Public Art Strategy
Attachments:	No

Date:	15 June 2018
Reporting Officer:	A. Maciver
Responsible Officer:	N. Martin-Goode
Voting Requirement:	Simple Majority
Executive Summary: Recommendation – That Council endorse the Public Art Strategy as contained within the Appendices. The Public Art Strategy 2018-2023 has been developed to guide the Town's strategic direction in relation to Public Art and operational expenditure of Community Art Reserve.	

TABLED ITEMS:

Nil

BACKGROUND:

At the Economic Development Committee meeting on 3 November 2016 the Creative Arts Officer provided a detailed update on the conclusion of the 2013-2015 Public Art Master Plan and recent community requests for consideration in future public art commissions.

The completed artworks from the 2013-2015 Public Art Masterplan include:

- *'Sporting Walk of Fame'* by Anna Crane at Aqualife;
- *'Lunar Movement'* by Damian Butler at Lathlain Place;
- PUBLIC2015 by FORM at various locations through the Town;
- Public Outdoor Ping Pong at various passive reserves in the Town;
- *'Everything is True'* by Abdul Rahman Abdullah at Kate Street Reserve;
- *'Wednesday's Child'* by Abdul Rahman Abdullah at Burswood;
- *'Hyatti'* by Ayad Alqaraghooli at Duncan Reserve, Victoria Park;
- *'Shared Stories'* by Olga Cironis Hayman Road, Bentley;
- *'Organicia'* by Nic Compton at Archer Street, Carlisle;
- *'Cockatoos'* by Sharon White at Rotary park, St James; and
- *'The Swan River Bunyip'* by Jahne Rees at G.O.Edwards Park.

The following projects were not progressed into commission of selected artist and are considered to have informed the Public Art Strategy 2018 - 2023:

- Digital Artwork for Town of Victoria Park location; and
- Causeway Public Artwork for close proximity to the Causeway Bridge, Victoria Park.

At the Ordinary Council Meeting on 9 May 2017, the RECN7 Public Art Policy was endorsed. The purpose of this policy is to guide the Town's aspirations to be a leader of contemporary public arts and to further develop the cultural identity of Town of Victoria Park. The Public Art Policy is operationalised through the Public Art Management Plan.

At the Community Development Committee Meeting on 11 June 2018, the Town's Public Art Strategy 2018-2023 was presented to the Committee. The Committee agreed to a change within the 'Public Art Strategy 2018-2023', whereby the \$50,000 allocated to John MacMillan Park in the Community Art Reserve be amended to \$150,000.

DETAILS:

The Town recognises the important role played by public arts in expressing the cultural identity of the Town; as well as that the Town's economic and social wellbeing. This is closely associated with innovation, creativity and diversity of its cultural life.

The purpose of the Public Art Strategy 2018-2023 as contained within the Appendices aims to continue to promote the character and identity of the Victoria Park region through creating local or regional landmarks. This is achieved by physically enhancing public places, through creating points of interest, animating spaces and providing beauty, character or colour to places/environments.

The Public Art Strategy 2018-2023 will guide the Town's practice relating to Public Art over the next five years. The Public Art Strategy 2018-2023 will be reviewed annually to ensure that it aligns to capital works and precinct master plans, along with the objectives of the Strategic Community Plan 2017 – 2032.

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:

Related policies include:

- Local Planning Policy 29 Public Art Private Developer Contribution;
- REC3 Visual Arts; and
- REC7 Public Art Policy.

Related Management Plans include:

- Art Collection Management Plan;
- Percent for Art Developers Handbook;
- Mural Arts Plan Commissioning and Maintenance; and
- Public Art Management Plan.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Allocated internal resources to facilitate the Public Art Strategy 2018-2023	Major (reputational)	Likely	High	Tender external organisations to project manage Public Art initiatives to clearly defined brief set by the Town.
Public Artwork receives negative media or community attention regarding budget allocation	Major (reputational)	Moderate	High	Introduce a clear communication to educate/ inform the community of the concept of the artwork.

Strategic Plan Implications:

The Town of Victoria Park's Strategic Community Plan 2017 – 2032 vision: A dynamic place for everyone.

Strategic Outcomes:

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

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

Financial Implications:Internal Budget:

The Town currently funds the purchasing/commissioning and installation of public art by placing an amount of its annual rates into a Community Art Reserve fund. Community Art Reserve balance at 23/04/2018 is \$641,088.52 which is earmarked for expenditure over the next five years as detailed in the Public Art Strategy 2018-2023.

Total Asset Management:

The ongoing maintenance of the public artwork is the responsibility of the Town. A maintenance report is prepared by the artist at the end of each project and outlines:

- A description of the artwork (including digital images and the date of completion);
- Artist/ artist team contact details;
- A maintenance schedule and an agreement on who is responsible for the ongoing maintenance;
- The expected lifespan of the artwork;
- The method of construction, the types of materials used and details of the fabrication company (if relevant);
- Details of any electrical and/or mechanical systems installed;
- Any specific instructions or products to be used when cleaning and maintaining the artwork; and
- Any instructions to respond to urgent maintenance issues such as vandalism.

The Town's public artworks are maintained in accordance with artist's maintenance plans that have been prepared for each public art piece and the Town's Public Art Management Plan.

Current annual budget allocation for maintenance is \$27,800 per annum aligned to Public Art Maintenance.

Sustainability Assessment:**External Economic Implications:**

The Town is committed to diversify its revenue streams to be less reliant on rates. External funding for Public Artwork has been difficult to source and secure to date. However, Officers will continue to explore options thoroughly and apply for funding should grants become available.

As determined in the Town's Economic Strategy & Tourism Plan 2013-2020:

'There is growth in interstate and overseas tourism with arts and culture experiences a large draw card'.

Social Issues:

Aligned to the Town's vision of being the most empowered and engaged community, the Community Sounding Board, Aboriginal Engagement Strategy Group, Community Development Committee and Economic Development or Future Planning Committee will be consulted on Public Art concepts and allocated budgets where appropriate.

It is a requirement of the Town's Public Art Policy that the artwork must enhance public engagement, enjoyment and understanding of the continuous integration of public art throughout the Town.

Cultural Issues:

The Town's approach to public arts commissioning is driven by a focus on contemporary, quality and professionally significant artwork that elevates the status of the Town as an investor in a culturally-enriched environment that activates public spaces to increase people traffic.

The Public Art Strategy 2018 -2023 reflects the Town's commitment to enhance the built and natural environment of Victoria Park as 'a dynamic place for everyone' by commissioning artists for the placement of relevant and meaningful Public Artworks.

Environmental Issues:

Nil

COMMENT:

Following the conclusion of the 2013-2015 Public Art Masterplan, the Town endorsed the RECN7 Public Art Policy and Public Art Management Plan as strategic guidance to stimulate greater use of art in the community. The Town recognises the important role played by public arts in expressing the cultural identity, as well as the broader benefits of associating a place with art, rather than art about a specific place.

The Public Art Strategy 2018-2023 will provide an operational allocation for the Community Art Reserve, and will guide the Town's practice relating to Public Art over the next five years. The Public Art Strategy 2018 – 2023 will be reviewed annually to ensure that it aligns to capital works and precinct master plans, along with the objectives of the Strategic Community Plan 2017 - 2032.

CONCLUSION:

The purpose of this Public Art Strategy 2018-2023 is to provide an operational commitment for the commissioning, facilitating and administering of Public Art over the next five years. This detailed operational document supports the strategic documents, RECN7 Public Art Policy and Public Art Management Plan, to operationalise the Town's aspirations to be a leader in the provision of public arts that are a source of inspiration and pride for its community.

RECOMMENDATION/S FROM THE COMMUNITY DEVELOPMENT COMMITTEE:

That Council endorse the Public Art Strategy as contained within the Appendices.

14.7 Recommendation from the Community Development Committee - Pride in Vic Park

File Reference:	COR/10/39
Appendices:	No
Date:	19 June 2018
Reporting Officer:	K. Griggs
Responsible Officer:	N. Martin Goode
Voting Requirement:	Simple Majority
Executive Summary: Recommendation – The Council approves the Administration to undertake operational tasks and initiatives which celebrate, recognise and support an inclusive and connected community. Specifically in relation to the equal rights of the lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) community, during Perth Pride month commencing 2018, and throughout the ongoing years. - Community health and wellbeing is influenced by various factor, including social connectedness and a sense of belonging; - Aligned to the Strategic Community Plan, the Town is fostering an empowered community with a sense of pride, safety and belonging based on the principles of social justice.	

TABLED ITEMS:

Nil

BACKGROUND:

At the Ordinary Council Meeting on the 12 September 2017 Council approved the flying of the Rainbow Flag from the Flagpole that currently flies the Town of Victoria Park Flag, at the Town's Administration Building for the duration of the Australian Marriage Law Postal Survey from 13 September 2017 until one week following the date of the survey results being published. The outcome of the national postal vote survey resulted in a change to the law to allow couples of the same sex to marry.

DETAILS:

Perth Pride Parade takes place during October – November annually, and provides an opportunity to celebrate equality, inclusivity and a connected community. In the 2018/19 financial year and aligned to Perth Pride Parade, the following operational initiatives are proposed to demonstrate the Town's commitment to fostering a dynamic community for everyone which is inclusive, creates a sense of pride, safety and belonging:

- Support the Know Your Community initiative- LGBTIQ Family Friendly BBQ;
- Undertake community consultation and engagement relating to the Town hosting or supporting a larger community event in 2019/20;
- Sponsor Pride Western Australia (WA) for benefits including;
 - A float in Perth Pride Parade of up to 50 people;
 - Social media benefits;
 - Town and community stall at Fair Day.

Note: A collaborative approach between the Town and the community to design, coordinate and man a float would be required.

- Social media posts/ stories celebrating our diverse community;
- Support a collaborative approach between community groups and not-for-profit organisations to design and deliver Pride Activities;

Legal Compliance:

Nil

Policy Implications:

GEN2 BANNER MASTS AND FLAG POLES- USE OF

Aligned to Policy GEN2, organisations, groups or individuals may make application to erect banners or flags on masts owned by the Town for a continuous period of up to four weeks in any period of twelve (12) months. This policy would apply for flying of the Rainbow Flag.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Reputational. Failing to celebrate, recognise and support our diverse community. Risk: Community perception that the Town is not genuine nor committed to fostering a empowered community with a sense of pride, safety and belonging for everyone. Consequence: Moderate impact on community trust. Community trust broken in regards to the Town's	Moderate	Almost certain	High	Council to support the recommendation for Administration to undertake operational initiatives to celebrate, recognise and support the LGBTIQ community throughout Perth Pride month and on an ongoing basis.

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
commitment to the Strategic Community Plan and vision of a dynamic community for everyone. The ability of the Town to meet its Strategic Community Plan outcomes would be reduced.				
Reputational Celebrating, recognising and supporting our diverse community. Risk: Possibility that some community members may not feel that it is the Town's position or function to celebrate, recognise or support the LGBTIQ community. Consequence: Localised impact on community trust- Minor community upset at the Town.	Minor	Likely	Moderate	The Town to promote the Strategic Community Plan vision and social outcomes.

Strategic Plan Implications:

A dynamic place for everyone.

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

Financial Implications:Internal Budget:

- 2018/19 Sponsorship budget approximately \$5,000-\$10,000 (dependent upon Pride WA sponsorship package);
- Staff resourcing to undertake community consultation and engagement.

Total Asset Management:

Nil

Sustainability Assessment:

Nil

Social Issues:

The Town recognises that community health and wellbeing is influenced by various factor, including social connectedness and a sense of belonging. As the tier of government closest to the community, local government plays an important role in shaping and supporting the overall health and wellbeing of our community.

An inclusive and connected community is underpinned by the principles of social justice. That every person, regardless of their cultural beliefs, gender or sexual orientation, disability, age, race, creed etc, has equal access to support and services; and to meaningfully participate within the life of the community. Social justice also incorporates the principle of equality relating to fair allocation of resources, recognition, entitlement without discrimination, and the notion of fair and just relations between individuals and society.

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

The Town is building its reputation on being a dynamic community for everyone. This alone entitles fostering an empowered community with a sense of pride, safety and belonging based on the principles of social justice.

CONCLUSION:

Pride Perth will take place during October- November 2018. Aligned to the Town's Strategic Community Plan, the Town should celebrate our diverse and dynamic community through a range of operational initiatives, and within available resources.

FURTHER COMMENT:

It is recommended that words "operational tasks and" be deleted from the Committee Recommendation. This is because it is not within the remit of Committee or Council to direct staff regarding operational matters.

ALTERNATE OFFICER RECOMMENDATION/S:

That Council approves the Administration to undertake initiatives which celebrate, recognise and support an inclusive and connected community. Specifically in relation to the equal rights of the lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) community, during Perth Pride month commencing 2018, and throughout the ongoing years.

RECOMMENDATION/S FROM THE COMMUNITY DEVELOPMENT COMMITTEE:

That Council approves the Administration to undertake operational tasks and initiatives which celebrate, recognise and support an inclusive and connected community. Specifically in relation to the equal rights of the lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) community, during Perth Pride month commencing 2018, and throughout the ongoing years.

14.8 Recommendation from the Future Planning Committee - Review of Local Planning 6 'Child Care Facilities in Residential Areas'

File Reference:	PLA/9/0001
Appendices:	1. Current version of Local Planning Policy 6 'Child Care Facilities in Residential Areas' 2. Draft revised Local Planning Policy 6 'Family Day Care and Child Care Premises'
Attachments	No

Date:	12 July 2018
Reporting Officer:	L. Parker
Responsible Officer:	R. Cruickshank
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation - That Council advertise the draft revised Local Planning Policies 6 'Family Day Care and Child Care Premises' as contained within the Appendices, for public comment for a minimum period of 21 days in accordance with *Schedule 2 clause 4 of the Planning and Development (Local Planning Schemes) Regulations 2015*.

- Council's Urban Planning Business Unit have undertaken a review of all 37 Local Planning Policies (LPPs). It is intended to progressively amend and advertise a number of LPPs.
- This report deals with a review of LPP6 'Child Care Facilities in Residential Areas'.
- In reviewing the Policy, consideration has been given to a number of matters including: the effectiveness of the current Policy including any issues of interpretation, application and gaps or deficiencies; like Policies of other Local Governments; alignment with relevant State legislation, policy and/or guidelines (where applicable); greater clarity in the objectives of the Policy; improving the presentation of the Policy.
- It is recommended that LPP6 be amended as detailed within the Officer's Report and the Apendice.
- It is recommended that the draft revised LPP6 be advertised for public comments.

TABLED ITEMS:

Nil

BACKGROUND:

The subject Policies were previously Policies forming part of the Town Planning Scheme No. 1 (TPS 1) Policy Manual.

Amendment 69 to TPS 1, which was gazetted on 2 December 2016, removed the Policies as forming part of the Town Planning Scheme.

At the Ordinary Council Meeting on 9 February 2016, Council resolved to adopt a number of planning policies as Local Planning Policies, including the Policies the subject of this review.

DETAILS:

A review of LPP6 'Child Care Facilities in Residential Areas' has been undertaken by Council Officers including considering:

- the effectiveness of the current Policy including any issues of interpretation, application and gaps or deficiencies;
- like Policies of other Local Governments;
- alignment with relevant State legislation, policy and/or guidelines (where applicable);
- greater clarity in the objectives of the Policy; and
- improving the presentation of the Policy.

The existing Policy provides limited guidance on the location of child care premises within residential areas, and emphasises consideration of external amenity impact on surrounding residential properties when considering development applications for such proposals.

Review of this Policy has identified the following issues and shortcomings:

- Has very few provisions and deals only with child care centres within residential areas, to the exclusion of child care premises elsewhere within the Town;
- The Scheme Text definitions for "child care premises", "day care centre" and "family day care" refer to out-dated, superseded Acts or Regulations that are no longer in force;
- The use class of "Day Care Centre" which refers to out-dated State Government childcare services legislation is no longer a term used in current childcare legislation in the State or Nationally;
- There is a need to align the policy with proposed Amendment 80 to TPS1, which seeks to update the definitions in line with the Model Scheme Text and current childcare legislation, namely the Education and Care Services National Law (WA) Act 2012 and the Education and Care Services National Regulations 2012;
- The Policy does not currently cover the range of matters outline in WAPC Planning Bulletin 72/2009 'Child Care Centres', which seeks to guide local governments in the preparation of scheme provisions and local planning policies dealing with such uses;
- Provides very little guidance with respect to the location or design of child care premises;
- Does not outline the requirements in relation to previous potentially contaminating land uses, which must be considered when considering proposals for a sensitive land use such as a child care premises; and
- Does not capture or provide any requirements for family day care services, where they are not exempt from the requirement for development approval from the Town.

The changes proposed to LPP6 following its review include the following:

1. Incorporate standardised formatting changes, and correction of minor grammar and formatting errors, consistent with all other reviewed policies;
2. Incorporate revised scheme definitions for 'child care premises' and 'family day care' to reflect Amendment 80 to TPS1 and make reference to the relevant childcare legislation currently in force;
3. Expand the policy scope to capture all education and care services (family day care and child care premises) throughout the Town (not just within residential areas);
4. Retitle policy to 'Family Day Care and Child Care Premises' accordingly;
5. Expand the policy Introduction and Objectives to more comprehensively explain and justify the basis of the Policy;

6. Incorporate the majority of content contained in WAPC's Planning Bulletin 72/2009 'Child Care Premises', including provisions related to:
 - a. suitable and unsuitable locations;
 - b. site characteristics (lot size/shape, topography, site contamination);
 - c. design (building appearance, street walls and fencing, boundary fencing, landscaping and signage);
 - d. car parking, vehicular access and traffic; and
 - e. noise impacts
7. Align the policy provisions with revised LPP3 'Non-residential Uses In or Adjacent to Residential Areas' and minimise excessive overlap or duplication of provisions for childcare premises proposed in residential areas;
8. Insert provisions applying to Family Day Care acknowledging that these are typically of a small scale and provided from dwellings within residential areas/settings, to:
 - a. Clarify the circumstances in which development approval is required; and
 - b. Outline requirements for the location, design and operation of family day care, where development approval is required;
9. State that Family Day Care from a Multiple Dwelling will not be permitted (where development approval is required), due to significant risk of adverse amenity impacts on adjoining residents; and
10. Insert provisions related to application submission requirements, community consultation, conditions of approval and disabled access requirements when proposing the conversion of an existing building to a child care premises.

A copy of the draft revised Policy is contained in the Appendices to this report. For comparison, the currently operative version of the Policy is also contained in the Appendices.

Legal Compliance:

Local Planning Policies

The amendment of a Local Planning Policy is to be undertaken in accordance with deemed clauses 4 and 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*, including:

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

Policy Implications:

The proposed draft revised Policy provides greater clarity in the objectives, application and applicable requirements, and forms part of a review of all of the Town's LPPs.

It also aligns LPP6 with current State Government planning legislation and Federal legislation related to education and care services.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/ Actions
LPP6 contains outdated and obsolete provisions that do not align with the currently applicable State and Federal legislative framework. It is also limited in scope, applying only to child care centres in residential areas. Delaying its amendment will exacerbate its already restricted scope and applicability, and leave the Town with deficient policy guidance to consider proposals for family day care and child care premises.	High	Likely	Moderate – Applications for child care premises are infrequent/ rarely received by the Town however it is considered essential to have a relevant and effective policy to adequately consider these proposals.	Support the proposed draft revised Policy for the purposes of community consultation.

Strategic Plan Implications:Environment

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

Economic

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

Financial Implications:

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

Sustainability Assessment:External Economic Implications:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

The review of LPP6 has identified that it is in need of significant revision to reflect proposed changes to TPS1, current legislative requirements, State (WAPC) level guidance on relevant policy considerations and the need to include provisions related to family day care services, where development approval is required from the Town.

It is recommended that the Future Planning Committee recommend to Council that draft revised Local Planning Policy 6 as contained in the Appendices to this report, be advertised for public comment. A further report will be presented to Council in the future following the conclusion of the advertising period, reporting on any submissions received, and seeking a final decision from Council as to whether or not to adopt the draft Policy (in its current revised form or in a further modified form).

RECOMMENDATION/S FROM THE FUTURE PLANNING COMMITTEE:

That Council advertise the draft revised Local Planning Policy 6 ‘Family Day Care and Child Care Premises’ as contained within the Appendices, for public comment for a minimum period of 21 days in accordance with Schedule 2 Clauses 4 and 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

15 APPLICATIONS FOR LEAVE OF ABSENCE

16 MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

16.1 Notice of Motion from Cr B Ife – Recognising the State of Climate Emergency

In accordance with clause 4.3 of the *Town of Victoria Park Standing Orders Local Law 2011*, Cr B Ife has submitted the following Notice of Motion.

“That Council:

1. Recognises that there is a state of climate emergency that needs to be handled by all levels of government
2. Endorses WALGA’s Policy Statement on Climate Change, as included in Appendix 18.1
3. Requests that the Administration create an action plan, in line with WALGA’s Policy Statement on Climate Change, and report back to the Future Planning Committee by December 2018.”

Cr B Ife’s Rationale:

Climate change is real and it is a matter that needs to be addressed by all levels of government. A policy statement recognising this is a good platform for future policy decisions in the areas of planning, investment, movement networks, and waste management.

Report from Administration on Notice of Motion from Cr B Ife – Recognising the State of Climate Emergency

File Reference:	ENV/13/8
Appendices:	WALGA Policy Statement on Climate Change
Attachments:	Nil

Date:	3 May 2018
Reporting Officer:	D Uniza, B Nock
Responsible Officer:	A Vuleta
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – That Council gives consideration to the Notice of Motion Submitted by Cr B Ife.

- Cr B Ife has submitted a Notice of Motion requesting that the Council recognise the current state of climate emergency, endorses WALGA’s Policy Statement on Climate Change and requests the Administration to create an ensuing action plan, to be reported back to the Future Planning Committee (FDC) by December 2018.

TABLED ITEMS:

Nil

BACKGROUND:

Cr B Ife has submitted a Notice of Motion to be considered at the Ordinary Council Meeting to be held on 14 August 2018 which reads as follows:

“That Council:

- 1. Recognises that there is a state of climate emergency that needs to be handled by all levels of government*
- 2. Endorses WALGA’s Policy Statement on Climate Change, as included in Appendix 18.1*
- 3. Requests that the Administration create an action plan, in line with WALGA’s Policy Statement on Climate Change, and report back to the Future Planning Committee by December 2018.”*

DETAILS:

As its meeting held on 4 July 2018, the WALGA State Council endorsed a policy statement on climate change, which established the following policy positions:

Local Government acknowledges:

- I. The science is clear: climate change is occurring and greenhouse gas emissions from human activities are the dominant cause.*
- II. Climate change threatens human societies and the Earth’s ecosystems.*
- III. Urgent action is required to reduce emissions, and to adapt to the impacts from climate change that are now unavoidable.*
- IV. A failure to adequately address this climate change emergency places an unacceptable burden on future generations.*

Local Government is committed to addressing climate change.

Local Government is calling for:

- I. Strong climate change action, leadership and coordination at all levels of government.*
- II. Effective and adequately funded Commonwealth and State Government climate change policies and programs.*

Preceding this endorsement, the Town was signatory to the WALGA Climate Change Declaration, and has provided submissions to the WALGA Draft Climate Change Policy Statement. The Town is, thus, fully in support of its position and call to action in addressing climate change issues. The formal endorsement of the WALGA Climate Change Policy Statement provides a consistent approach to addressing climate change, which the Town believes is a valuable tool in guiding its own actions.

That said, in its own commitment to combating climate change, the Town has previously developed a Climate Change Adaptation Plan, which although completed, has yet to be formally actioned. This Notice of Motion comes at an opportune time for the Town to advance its efforts. As such, the Town's existing Climate Change Adaptation Plan can easily be revisited to align with the WALGA Policy Statement on Climate Change, and be reported back to the Future Planning Committee for its consideration by December 2018.

Legal Compliance:

The *Local Government Act 1995* and the *Town of Victoria Park Standing Orders Local Law 2011*.

Policy Implications:

Nil

Risk Management Considerations:

The risks have been identified as outlined below:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Reputational The Notice of Motion is supported and the Town does not action its commitment appropriately.	Major	Unlikely	Moderate	Ensure that the administration has appropriate resources to action its commitments.

Strategic Plan Implications:

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

Financial Implications:

Internal Budget:

It is likely that making a commitment to a climate change action plan will impact on subsequent budgets.

WALGA has indicated that the commitments of individual councils in the development of a climate change adaptation strategy, and plan, are at the discretion of Council, depending on available resources.

Total Asset Management:

Nil

Sustainability Assessment:

External Economic Implications:

Nil

Social Issues:

Climate change action is the responsibility of everyone. Working with the community will be critical if the Town of Victoria Park wishes to adapt to climate change.

Implementation of a climate change action plan will demonstrate to the community the Town's commitment and leadership on climate change action.

Cultural Issues:

Nil

Environmental Issues:

The current evidence suggests that the world's climate is changing. It is now widely accepted that human activities are contributing to global warming and climate change, which can produce significant physical effects.

Some of the effects from climate change are already happening; some are inevitable and will become more severe if humans do not modify their behaviour.

The initial signing of the WALGA Declaration on Climate Change and the subsequent support for the WALGA Policy Statement on Climate Change will be a good formal commitment from the Town in acknowledging the significance of human-induced climate change, and the importance of its subsequent mitigation.

COMMENT:

A report can be presented to Future Planning Committee by December 2018 regarding the Town's action plan in addressing the state of climate emergency.

CONCLUSION:

The Council gives consideration to the Notice of Motion submitted by Cr B Ife.

RECOMMENDATION/S:

The Council gives consideration to the Notice of Motion submitted by Cr B Ife as shown hereunder:

"That Council:

- 1. Recognises that there is a state of climate emergency that needs to be handled by all levels of government**
- 2. Endorses WALGA's Policy Statement on Climate Change, as included in Appendix 18.1**
- 3. Requests that the Administration create an action plan, in line with WALGA's Policy Statement on Climate Change, and report back to the Future Planning Committee by December 2018."**

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

- 21.1.1 Recommendation from the Finance and Audit Committee -
Debt Recovery Action – Victoria Park Youth Accommodation
Inc.

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”.

ALTERNATE MOTION / AMENDMENT SUBMISSION



To: HIS WORSHIP THE MAYOR:

Please be advised that I wish to move an ALTERNATE MOTION / AMENDMENT

Name of Elected Member:

Signature:

Date of Submission:

Council Meeting Date:

Item Number:

Item Title:

Alternate Motion / Amendment: *(strike out which is not applicable)*

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Note: Motions to Stand Alone

All decisions of the council must be in the form of motions that are clear in their intent and enable a person to understand what has been decided without reference to another motion or information contained in the body of a report.

Reason:

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Note: Explanation for changes to Recommendations

Administration Regulation 11 requires the minutes to include written reasons for each decision that is significantly different from the written recommendation. Members must therefore provide a written reason in the space provided above.