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

POLICY:

Scope:

This policy applies to all special and ordinary meetings of Council, Agenda Briefing Forums, meetings of Committees with delegated authority, and meetings of electors.

Policy Objectives:

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

Policy Statement:

~~In line All meetings of the Council (Ordinary and Special), the EMBS, other Committees that have delegated authority from Council and Electors Meetings (Annual and Special) shall be digitally recorded, consistent with the objectives of section 1.3(2) of the Local Government Act 1995 (the Act) section 1.3 (2) (e), this policy seeks to which promotes greater accountability of local governments to their communities through the provision of information that is accessible, transparent and accurate.~~

~~–This policy does not apply does not include where Council has resolved to close the meeting to members of the public, or where or matters discussed are deemed confidential, to members of the public in accordance with section 5.23 of the Act).~~

1. Purpose Audio and Video Recordings:

The primary purpose of recording is to ensure that a true and accurate account of debate, discussions, questions and answers at all relevant meetings are available. The audio and video recordings and will assist in the preparation of the

~~minutes of Council, the EMBS, other Committees that have~~with delegated authority, ~~from Council and eElectors' meetings, and Agenda Briefing Forum notes, to ensure that records held are true and accurate. The minutes will continue to be prepared in accordance with the requirements of the Act and the Local Government (Administration) Regulations 1996.~~

~~Access:~~

~~All audio and video recordings, with the exemption of matters that are deemed confidential in accordance with the Act, are to be made available to the public on the Town's website. It is to be noted that should any unforeseen technical difficulties arise, the audio or video recording may not be available or may be delayed. The Minute Secretary shall have access to the recordings to assist in the preparation of the minutes. The recordings may only be used for verifying the accuracy of the minutes.~~

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

~~Transcription:~~

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

~~Storage:~~

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

~~Signage:~~

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

Public notice:

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

The primary purpose of live-streaming Council meetings is to give the public greater access to Council decisions, debate and discussions, by eliminating geographic and/or personal barriers that may prevent physical attendance at a Council meeting. The intent is to promote accessibility of the Council's decision-making process to the community. All meetings of Council and electors, committees and with delegated authority and Agenda Briefing Forums will be live-streamed, with the exemption of matters that are deemed confidential in accordance with the Act.

The live-streaming will be accessible on the Town's website upon commencement of the relevant meeting. It is to be noted that should any unforeseen technical difficulties arise, the live stream may not be available or may be delayed.

3. Public Notice of Live-Streaming and Audio/Video Recording

To ensure that the public, elected members and staff are aware of the recordings, clear signage must be placed prominently in the council chamber advising that the meeting is being recorded. At the commencement of each recorded meeting, the Presiding Member is also to publicly announce that the meeting will be audio and video recorded, and live-streamed.

4. Privacy

Only the video broadcasting of Councillors and relevant officers of the Town will appear on the live-streaming and video recording of relevant meetings. While the image of members of the public who attend the meeting will not appear in either the live-streaming or video recording, the audio broadcasting and recording of comments made by the public will be captured.

5. Storage of Audio and Video Recordings

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

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PROCEDURE:

None

RELATED POLICES:	None
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DELEGATION:	None
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AUTHORITY	Council Meeting 9 June 2015 Local Government Act 1995 General Disposal Authority for Local Government Records
REVIEW:	August 2015 <u>April 2019</u>

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

Policy Objectives:

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

Policy Statement:

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

Purpose:

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

Access:

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

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

Transcription:

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

Storage:

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

Signage:

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

Public notice:

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

PROCEDURE:

None

RELATED POLICES:	None
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DELEGATION:	None
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AUTHORITY	Council Meeting 9 June 2015
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	<i>Local Government Act 1995</i> <i>General Disposal Authority for Local Government Records</i>
REVIEW:	August 2015

SHIRE OF MURRAY

Poll Date: Saturday 21 October 2017



How to vote

Place a tick ☒ in the **YES** box or the **NO** box. Do not make any other marks on the ballot paper.

Question

Do you, as an elector of the Shire of Murray, support a Pinjarra Town Centre Heavy Haulage Deviation (bypass)?

YES

☐

NO

☐

tear here

REFERENDUM on whether or not the Shire of Murray lobbies the State Government to construct a Pinjarra Town Centre Heavy Haulage Deviation

BACKGROUND ON PINJARRA HEAVY HAULAGE DEVIATION

The Shire of Murray is considering supporting a Business Case for the State Government to consider constructing a Pinjarra Town Centre Heavy Haulage Deviation (bypass).

Heavy traffic continues to impact safety and amenity within the town centre with volumes returning to the high numbers prior to the construction of the Kwinana Freeway/Forrest Highway.

Reducing heavy traffic opens up many possibilities for the Pinjarra Town Centre to flourish, such as increased tourist numbers and business opportunities as well as a safer road for users.

However there will be increased heavy traffic along Pinjarra-Williams Road. There will also be an increased financial responsibility for Council to maintain the road network in George Street and McLarty Road.

As an elector, you are urged to vote in this referendum and give Council your opinion.

BALLOT PAPER

(Please detach before completing)

Question

Do you, as an elector of the Shire of Murray, support the Pinjarra Town Centre Heavy Haulage Deviation (bypass)?

THE YES/NO CASE FOR THE PINJARRA HEAVY HAULAGE DEVIATION

Detailed below is a summary case for each way of answering the above question:

Case for YES:

- Improved vehicle and pedestrian safety in the Pinjarra Town Centre
- Improved business growth and tourist potential
- Reduced congestion in the Pinjarra Town Centre
- Increased opportunities for improved street scaping and attractiveness of the town
- Town Centre traffic likely to be beyond its capacity by 2023

Case for NO:

- State Government cost of approximately \$27.5 million
- An increase of heavy traffic along Pinjarra-Williams Road
- A loss of amenity at Lions Park
- Increased Shire responsibility and costs to maintain George Street & McLarty Road
- Less opportunity for tourists to make unplanned stops



CITY OF BUNBURY

Referendum Date: Saturday 17 October 2015

How to vote

Place a tick ☒ in the **YES** box
or the **NO** box. Do not make any
other marks on the ballot paper.

Question

Should the number of City of
Bunbury Councillors be reduced
from 12 Councillors to 8 Councillors?

YES ☐ **NO** ☐

tear here

REFERENDUM on the recommendation to reduce the number of Councillors in the City of Bunbury.

BACKGROUND INFORMATION

At its ordinary meeting held on 19 August 2014, the Council of the City of Bunbury resolved to undertake a review of Council Representation in accordance with section 2.18 and clause 5(a) of Schedule 2.2 of the *Local Government Act* (the Act).

Public consultation in accordance with the provisions of the Act was conducted during September and October 2014. Only 355 submissions were received in this regard, representing approximately 1.5% of the total electors within the City of Bunbury.

Council has elected to hold a referendum in relation to this issue in an attempt to elicit a more significant response, which will be used to guide Council's decision-making in relation to Councillor representation.

Summarised overleaf are the cases for and against the question of whether the City of Bunbury should seek to reduce its Councillors numbers from 12 to 8. Electors of the City of Bunbury will be asked to vote **YES** or **NO** to the following question:

Question

Should the number of City of Bunbury Councillors be reduced from 12 Councillors to 8 Councillors?

Detailed below is a summary case for each way of answering the above question:

Case for YES:

- Decision-making: smaller decision-making bodies tend to be more cohesive and effective, with more efficient meetings
- Cost: Councillor-related costs would reduce by approximately \$150,000 per annum
- Representation: the ratio of Councillors to electors would remain well within the norm of representation in Western Australia at 1:2660 for a land area of 65.6 km²

Case for NO:

- Representation: it is possible that with a higher average number of residents and ratepayers per Councillors it may take longer to get hold of a Councillor
- Community involvement: it may be difficult to achieve the same level of community interactions (such as attendance at events, representation on committees etc) with fewer Councillors
- Diversity: a smaller number of Councillors may reduce the diversity of perspectives taken into account

BALLOT PAPER
(Please detach before completing)

JOINT STANDING COMMITTEE ON DELEGATED LEGISLATION



Your ref: LAW/8/0005 Liam O'Neill
Our ref: 4044.19 A743754

14 March 2019

Councillor Trevor Vaughan
Mayor
Town of Victoria Park
99 Shepperton Rd
VICTORIA PARK WA 6979

By email: tvaughan@vicpark.wa.gov.au

Dear Mayor Vaughan

Town of Victoria Park Dog Local Law 2018

Thank you for providing a copy of the above Local Law, its Explanatory Memorandum and other materials.

I advise that the Joint Standing Committee on Delegated Legislation considered the Local Law at its meeting on 13 March 2019 and resolved to contact you about the following parts of the Local Law.

Dog Prohibited Areas

Clause 5.1 of the Local Law provides:

5.1 Places where dogs are prohibited absolutely

- (1) *Dogs are prohibited absolutely from entering or being in any of the following places —*
 - (a) *where so indicated by a sign, a public building;*
 - (b) *a theatre or picture gardens;*
 - (c) *all premises or vehicles classified as food business or food transport vehicles under the Food Act 2008; and*
 - (d) *a public swimming pool.*
- (2) *Subclause (1) does not apply if the dog is an assistance dog.*
- (3) *If a dog enters or is in a place specified in subclause (1), every person liable for the control of the dog at that time commits an offence.*

Penalty: \$5,000.

Until 2013, section 51(b) of the *Dog Act 1976* (Dog Act) provided that a local government may make local laws 'specifying places where dogs are prohibited absolutely.' This power was removed in 2013 by the deletion of section 51(b) by the *Dog Amendment Act 2013*.

Instead, subsection (2B) was inserted into section 31 of the Dog Act as follows:

(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 —*

(a) *at all times; or*

(b) *at specified times.*

The effect of the 2013 amendments is that 'dog prohibited areas' must now be specified by a determination of Council by absolute majority, rather than by local law.

Clause 5.1 of the Local Law is, therefore, not within power. Item 4 of Schedule 3 is also not within power as it purports to impose a modified penalty for an offence against clause 5.1.

Minor formatting error in clause 3.1

A penalty of \$5,000 is noted at the foot of clause 3.1(3) (which creates no offence but merely notes that the confinement of dangerous dogs is dealt with in the Dog Act and the *Dog Regulations 2013*). The penalty should instead be noted at the foot of clause 3.1(2), which creates the offence of failing to adequately confine a dog.

Request for Undertakings

The Committee requests that the Council of the Town provide undertakings that the Town will:

1. Within 6 months, amend the Local Law to:
 - (a) Delete clause 5.1.
 - (b) Delete item 4 of Schedule 3.
 - (c) Amend clause 3.1 to move the words 'Penalty: \$5,000' from the foot of subclause 3.1(3) to the foot of subclause 3.1(2).
 - (d) Make all necessary consequential amendments.
2. Until the Local Law is amended in accordance with undertaking 1:
 - (a) Not enforce the Local Law in a manner contrary to undertaking 1.
 - (b) Where the Local Law is made publicly available, whether in hard copy or electronic form (including on the Town's website), ensure that it is accompanied by a copy of these undertakings.

The undertakings should be given in the form of a letter signed by you as Mayor, not the Chief Executive Officer or other officer of the Town. This is because, pursuant to section 2.8(1)(d) of the

Local Government Act 1995, the 'Mayor or President speaks on behalf of the local government' to the Parliament of Western Australia.

I note that your Council is next due to meet on 19 March 2019 and 16 April 2019. The Committee therefore requests that the undertaking be provided to the Committee by Friday 26 April 2019.

To assist you I attach a suggested form of Council resolution to provide the undertakings.

Notice of Motion to Disallow

I advise that the Committee resolved to give a Notice of Motion in the Legislative Council to disallow the Local Law. However, the purpose of this Notice is simply to protect the Committee's ability to disallow the Local Law, and it should not be taken to indicate that the Committee has resolved to recommend disallowance of the Local Law at this stage. The giving of a protective Notice allows both the Town and the Committee additional time to deal with and respond to the issues.

Notwithstanding the confidential status of this letter, the Committee authorises the Town to discuss the contents of this letter with WALGA, the Department of Local Government, Sport and Cultural Industries and the Town's legal advisers.

If you have any questions about this matter, please contact one of the Committee's Advisory Officers, Ms Kimberley Ould, on 9222 7456 or delleg@parliament.wa.gov.au

Yours sincerely



Ms Emily Hamilton MLA
Chair

This document (including any enclosures) is confidential and privileged. You should not use, disclose or copy the material unless you are authorised by the Committee to do so. Please contact Committee staff if you have any queries.

Suggested form of Council resolution to provide the undertakings:

The Council of the Town of Victoria Park undertakes to the Joint Standing Committee on Delegated Legislation that the Town will:

1. Within 6 months, amend the Local Law to:
 - (a) Delete clause 5.1.
 - (b) Delete item 4 of Schedule 3.
 - (c) Amend clause 3.1 to move the words 'Penalty: \$5,000' from the foot of subclause 3.1(3) to the foot of subclause 3.1(2).
 - (d) Make all necessary consequential amendments.
2. Until the Local Law is amended in accordance with undertaking 1:
 - (a) Not enforce the Local Law in a manner contrary to undertaking 1.
 - (b) Where the Local Law is made publicly available, whether in hard copy or electronic form (including on the Town's website), ensure that it is accompanied by a copy of these undertakings.

TOWN OF VICTORIA PARK AMENDMENT (DOGS) LOCAL LAW 2019

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DOG ACT 1976 LOCAL GOVERNMENT ACT 1995

TOWN OF VICTORIA PARK AMENDMENT (DOGS) LOCAL LAW 2019

Under the powers of the *Local Government Act 1995* and all other powers enabling it, the Council of the Town of Victoria Park resolved on [date of month] 2019 to make the following local law.

Part 1 – Preliminary

1 **Citation**

This local law may be cited as the *Amendment (Dogs) Local Law 2019*.

2 **Commencement**

This local law commences on the fourteenth day following its publication in the *Government Gazette*.

3 **Purpose and Effect**

- (1) The purpose of this local law is to amend the *Dog Local Law 2018* consistent with the undertakings provided to the Joint Standing Committee on Delegated Legislation.
- (2) The effect of this local law is to amend clauses 1.4 and 3.1, remove part 5 and revise schedule 3 of the *Dog Local Law 2018*.

Part 2 – Dog Local Law 2018 amended

4 Local Law amended

The *Town of Victoria Park Dog Local Law 2018* as published in the *Government Gazette* on 16 January 2019 is amended as set out in this clauses 5, 6, 7 and 8 of this local law.

5 Clause 1.4 amended

Clause 1.4 is amended to delete the definition of “assistance dog”

6 Clause 3.1 amended

Clause 3.1 is amended to delete “Penalty: \$5,000” from the foot of subclause 3.1(3) and insert at the foot of subclause 3.1(2) “Penalty: \$5,000”.

7 Part 5 deleted

Part 5 is deleted and the table of contents at the front of the local law is amended accordingly.

8 Schedule 3 amended

Item 4 of Schedule 3 is deleted.

Dated this day of 2019.

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

TREVOR VAUGHAN, Mayor

ANTHONY VULETA, Chief Executive Officer

**TOWN OF VICTORIA PARK
DOG ACT 1976
DOG LOCAL LAW 2018**

PART 1—PRELIMINARY

- 1.1 Citation
- 1.2 Commencement
- 1.3 Repeal
- 1.4 Terms used
- 1.5 Application

PART 2—IMPOUNDING OF DOGS

- 2.1 Charges and costs
- 2.2 Attendance of pound keeper at pound
- 2.3 Release of impounded dog

PART 3—REQUIREMENTS AND LIMITATIONS ON THE KEEPING OF DOGS

- 3.1 Dogs to be confined
- 3.2 Notice to occupier
- 3.3 Limitation on the number of dogs

PART 4—APPROVED KENNEL ESTABLISHMENTS

- 4.1 Interpretation
- 4.2 Application for licence for approved kennel establishment
- 4.3 Notice of proposed use
- 4.4 Exemption from notice requirements
- 4.5 When application can be determined
- 4.6 Determination of application
- 4.7 Where application cannot be approved
- 4.8 Conditions of approval
- 4.9 Compliance with conditions of approval
- 4.10 Fees
- 4.11 Form of licence
- 4.12 Period of licence
- 4.13 Variation or cancellation of licence
- 4.14 Transfer
- 4.15 Notification
- 4.16 Inspection of kennel

PART 6—MISCELLANEOUS

- 6.1 Offence to excrete

PART 7—ENFORCEMENT

- 7.1 Interpretation
- 7.2 Modified penalties
- 7.3 Issue of infringement notice
- 7.4 Failure to pay modified penalty
- 7.5 Payment of modified penalty
- 7.6 Withdrawal of infringement notice
- 7.7 Service

SCHEDULE 1 – Application for a licence for an approved kennel establishment

SCHEDULE 2 – Conditions of a licence for an approved kennel establishment

SCHEDULE 3 – Modified Penalties

Deleted: PART 5—DOGS IN PUBLIC PLACES
5.1 Places where dogs are prohibited absolutely
¶

**TOWN OF VICTORIA PARK
DOG ACT 1976
DOG LOCAL LAW 2018**

Under the powers conferred by the *Dog Act 1976*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the Town of Victoria Park resolved on 13 November 2018 to make the following local law.

PART 1—PRELIMINARY

1.1 Citation

This local law may be cited as the *Town of Victoria Park Dog Local Law 2018*.

1.2 Commencement

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

1.3 Repeal

The Town of Victoria Park Dogs Local Law published in the *Government Gazette* on 31 May 2000, *as amended*, is repealed.

1.4 Terms used

In this local law unless the context otherwise requires—

“**Act**” means the *Dog Act 1976*;

“**authorised person**” means a person authorised by the local government under section 29(1) of the Act;

“**CEO**” means the Chief Executive Officer of the local government;

“**district**” means the district of the local government;

“**local government**” means the Town of Victoria Park;

“**pound**” means any dog management facility established as a pound under the Act;

“**Regulations**” means the *Dog Regulations 2013*; and

“**thoroughfare**” has the meaning given to it in section 1.4 of the *Local Government Act 1995*.

Deleted: “**assistance dog**” means a dog as defined in section 8(1) of the Act;¶

[Clause 1.4 amended by clause 5 of Amendment (Dogs) Local Law 2019].

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1.5 Application

This local law applies throughout the district.

PART 2—IMPOUNDING OF DOGS

2.1 Charges and costs

The following are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*—

- (a) the charges to be levied under section 29(4) of the Act relating to the seizure and impounding of a dog;
- (b) the additional fee payable under section 29(4) of the Act where a dog is released at a time or on a day other than those determined under clause 2.2; and
- (c) the costs of the destruction and the disposal of a dog referred to in section 29(15) of the Act.

2.2 Attendance of authorised person at pound

An authorised person is to be in attendance at the pound for the release of dogs at the times and on the days of the week as are determined by the CEO.

2.3 Release of impounded dog

- (1) A claim for the release of a dog seized and impounded is to be made to an authorised person or in the absence of an authorised person, to the CEO.

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(2) An authorised person is not to release a dog seized and impounded to any person unless that person has produced, to the satisfaction of the authorised person, satisfactory evidence—

(a) of ownership of the dog or authority to take delivery of it; or

(b) that the person identified is the owner as recorded on a microchip implanted in the dog.

PART 3—REQUIREMENTS AND LIMITATIONS ON THE KEEPING OF DOGS

3.1 Dogs to be confined

(1) An occupier of premises on which a dog is kept must—

(a) cause a portion of the premises on which the dog is kept to be fenced in a manner capable of confining the dog;

(b) ensure the fence used to confine the dog and every gate or door in the fence is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;

(c) ensure that every gate or door in the fence is kept closed at all times when the dog is on the premises (unless the gate is temporarily opened in a manner that ensures that the dog remains confined) and is fitted with a proper latch or other means of fastening it;

(d) maintain the fence and all gates and doors in the fence in good order and condition; and

(e) where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.

(2) Where an occupier fails to comply with subclause (1), he or she commits an offence.

Penalty: \$5,000.

(3) Notwithstanding subclause (1) and (2), the confinement of dangerous dogs is dealt with in the Act and the Regulations.

[Clause 3.1. amended by clause 6 of Amendment (Dogs) Local Law 2019].

3.2 Notice to Occupier

(1) Where the local government considers that a premises on which a dog is kept does not comply with clause 3.1(1), the local government may give a written notice to the occupier of that premises requiring specified measures to be taken to address that non-compliance.

(2) Where an occupier fails to comply with a notice given under subclause (1) within the time specified within that notice, he or she commits an offence.

Penalty: \$5,000.

Moved (insertion) [1]

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Moved up [1]: Penalty: \$5,000.¶

3.3 Limitation on the number of dogs

The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act, two dogs over the age of three months and the young of those dogs under that age.

PART 4—APPROVED KENNEL ESTABLISHMENTS

4.1 Interpretation

In this Part and in Schedule 2—

“**licence**” means a licence to keep an approved kennel establishment on premises;

“**licensee**” means the holder of a licence;

“**premises**”, in addition to the meaning given to it in section 3 of the Act, means the premises described in the application for a licence; and

“**transferee**” means a person who applies for the transfer of a licence to her or him under clause 4.14.

4.2 Application for licence for approved kennel establishment

An application for a licence must be made in the form of that in Schedule 1, and must be lodged with the local government together with—

- (a) plans and specifications of the kennel establishment, including a site plan;
- (b) copies of the notices to be given under clause 4.3;
- (c) written evidence that either the applicant or another person who will have the charge of the dogs, will reside on the premises or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare;
- (d) a written acknowledgment that the applicant has read and agrees to comply with any code of practice relating to the keeping of dogs nominated by the local government; and
- (e) the fee for the application for a licence referred to in clause 4.10(1).

4.3 Notice of proposed use

(1) An applicant for a licence must give notice of the proposed use of the premises as an approved kennel establishment after the application for a licence has been lodged—

- (a) once in a newspaper circulating in the district; and
- (b) to the owners and occupiers of any premises adjoining the premises.

(2) The notices in subclause (1) must specify that—

- (a) any written submissions as to the proposed use are to be lodged with the CEO within 14 days of the date the notice is given; and
- (b) the application and plans and specifications may be inspected at the offices of the local government.

(3) Where—

- (a) the notices given under subclause (1) do not clearly identify the premises; or
- (b) a notice given under subclause (1)(a) is of a size or in a location in the purpose newspaper which, in the opinion of the local government, would fail to serve the purpose of notifying persons of the proposed use of the premises,

then the local government may refuse to determine the application for a licence until the notices or notice, as the case may be, is given in accordance with its directions.

4.4 Exemption from notice requirements

Where an application for a licence is made in respect of premises on which an approved kennel establishment is either a—

- (a) permitted use; or
- (b) use which the local government may approve subject to compliance with specified notice requirements,

under a town planning scheme, then the requirements of clauses 4.2(b), 4.3 and 4.5(a) do not apply in respect of the application for a licence.

4.5 When application can be determined

An application for a licence is not to be determined by the local government until—

- (a) the applicant has complied with clause 4.2;
- (b) the applicant submits proof that the notices referred to in clause 4.3(1) have been given in accordance with that clause; and
- (c) the local government has considered any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises.

4.6 Determination of application

In determining an application for a licence, the local government is to have regard to—

- (a) the matters referred to in clause 4.7;
- (b) any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises;
- (c) any economic or social benefits which may be derived by any person in the district if the application for a licence is approved;
- (d) the effect which the kennel establishment may have on the environment or amenity of the neighbourhood;
- (e) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and
- (f) whether or not the imposition of and compliance with appropriate conditions of a licence will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

4.7 Where application cannot be approved

The local government cannot approve an application for a licence where—

- (a) an approved kennel establishment cannot be permitted by the local government on the premises under a town planning scheme; or
- (b) an applicant for a licence or another person who will have the charge of the dogs will not reside on the premises, or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare.

4.8 Conditions of approval

(1) The local government may approve an application for a licence subject to the conditions contained in Schedule 2 and to such other conditions as the local government considers appropriate.

(2) In respect of a particular application for a licence, the local government may vary any of the conditions contained in Schedule 2.

4.9 Compliance with conditions of approval

A licensee who does not comply with the conditions of a licence commits an offence.

Penalty: Where a dog involved in the contravention is a dangerous dog, \$10,000 and a daily penalty of \$500;

otherwise \$5,000 and a daily penalty of \$100.

4.10 Fees

(1) On lodging an application for a licence, the applicant is to pay a fee to the local government.

(2) On the issue or renewal of a licence, the licensee is to pay a fee to the local government.

(3) On lodging an application for the transfer of a valid licence, the transferee is to pay a fee to the local government.

(4) The fees referred to in subclauses (1) to (3) are to be imposed and determined by the local government under sections 6.16—6.19 of the Local Government Act 1995.

4.11 Form of licence

The licence is to be in the form determined by the local government and is to be issued to the licensee.

4.12 Period of licence

(1) The period of effect of a licence is set out in section 27(5) of the Act.

(2) A licence is to be renewed if the fee referred to in clause 4.10(2) is paid to the local government prior to the expiry of the licence.

(3) On the renewal of a licence the conditions of the licence at the time of its renewal continue to have effect.

4.13 Variation or cancellation of licence

(1) The local government may vary the conditions of a licence.

(2) The local government may cancel a licence—

- (a) on the request of the licensee;
- (b) following a breach of the Act, the Regulations or this local law; or
- (c) if the licensee is not a fit and proper person.

(3) The date a licence is cancelled is to be, in the case of—

- (a) paragraph (a) of subclause (2), the date requested by the licensee; or
- (b) paragraphs (b) and (c) of subclause (2), the date determined under section 27(6) of the Act.

(4) If a licence is cancelled the fee paid for that licence is not refundable for the term of the licence that has not yet expired.

4.14 Transfer

- (1) An application for the transfer of a valid licence from the licensee to another person must be—
- (a) made in the form determined by the local government;
 - (b) made by the transferee;
 - (c) made with the written consent of the licensee; and
 - (d) lodged with the local government together with—
 - (i) written evidence that a person will reside at or within reasonably close proximity to the premises the subject of the licence; and
 - (ii) the fee for the application for the transfer of a licence referred to in clause 4.10(3).
- (2) The local government is not to determine an application for the transfer of a valid licence until the transferee has complied with subclause (1).
- (3) The local government may approve, whether or not subject to such conditions as it considers appropriate, or refuse to approve an application for the transfer of a valid licence.
- (4) Where the local government approves an application for the transfer of a valid licence, then on the date of approval, unless otherwise specified in the notice issued under clause 4.15(b), the transferee becomes the licensee of the licence for the purposes of this local law.

4.15 Notification

The local government is to give written notice to—

- (a) an applicant for a licence of the local government's decision on her or his application;
- (b) a transferee of the local government's decision on her or his application for the transfer of a valid licence;
- (c) a licensee of any variation made under clause 4.13(1);
- (d) a licensee when her or his licence is due for renewal and the manner in which it may be renewed;
- (e) a licensee when her or his licence is renewed;
- (f) a licensee of the cancellation of a licence under clause 4.13(2)(a); and
- (g) a licensee of the cancellation of a licence under paragraphs (b) or (c) of clause 4.13(2), which notice is to be given in accordance with section 27(6) of the Act.

4.16 Inspection of kennel

With the consent of the occupier, an authorised person may inspect an approved kennel establishment at any time.

[Part 5 deleted by clause 7 of Amendment (Dogs) Local Law 2019].

PART 6—MISCELLANEOUS

6.1 Offence to Excrete

- (1) A dog must not excrete on—

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5.1 Places where dogs are prohibited absolutely¶

Dogs are prohibited absolutely from entering or being in any of the following places—¶

¶ where so indicated by a sign, a public building;¶

¶ a theatre or picture gardens;¶

¶ all premises or vehicles classified as food business or food transport vehicles under the *Food Act 2008*; and¶

¶ (d) a public swimming pool.¶

¶ (2) Subclause (1) does not apply if the dog is an assistance dog. ¶

¶ (3) If a dog enters or is in a place specified in subclause (1), every person liable for the control of the dog at that time commits an offence.¶

¶ Penalty: \$5,000.¶

¶

- (a) any thoroughfare or other public place; or
 - (b) any land which is not a public place without the consent of the occupier.
- (2) Subject to subclause (3), if a dog excretes contrary to subclause (1), every person liable for the control of the dog at that time commits an offence.
- Penalty: \$1,000.
- (3) The person liable for the control of the dog does not commit an offence against subclause (2) if any excreta is removed immediately by that person.

PART 7—ENFORCEMENT

7.1 Interpretation

In this Part—

“Infringement notice” means the notice referred to in clause 7.3; and

“notice of withdrawal” means the notice referred to in clause 7.6(1).

7.2 Modified penalties

- (1) The offences contained in Schedule 3 are offences in relation to which a modified penalty may be imposed.
- (2) The amount appearing in the fourth column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if—
 - (a) the dog is not a dangerous dog; or
 - (b) the dog is a dangerous dog, but an amount does not appear in the fifth column directly opposite that offence.
- (3) The amount appearing in the fifth column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if the dog is a dangerous dog.

7.3 Issue of infringement notice

Where an authorised person has reason to believe that a person has committed an offence in respect of which a modified penalty may be imposed, he or she may issue to that person a notice in the form of Form 8 of Schedule 1 of the Regulations.

7.4 Failure to pay modified penalty

Where a person who has received an infringement notice fails to pay the modified penalty within the time specified in the notice, or within such further time as may in any particular case be allowed by the CEO, he or she is deemed to have declined to have the offence dealt with by way of a modified penalty.

7.5 Payment of modified penalty

A person who has received an infringement notice may, within the time specified in that notice or within such further time as may in any particular case be allowed by the CEO, send or deliver to the local government the amount of the penalty, with or without a reply as to the circumstances giving rise to the offence, and the local government may appropriate that amount in satisfaction of the penalty and issue an acknowledgment.

7.6 Withdrawal of Infringement notice

- (1) Whether or not the modified penalty has been paid, an authorised person may withdraw an infringement notice by sending a notice in the form of Form 9 of Schedule 1 of the Regulations.
- (2) A person authorised to issue an infringement notice under clause 7.3 cannot sign or send a notice of withdrawal.

7.7 Service

An infringement notice or a notice of withdrawal may be served on a person personally, or by leaving it at or posting it to her or his address as ascertained from her or him, or as recorded by the local government under the Act, or as ascertained from inquiries made by the local government.

Schedule 1

APPLICATION FOR A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT

(clause 4.2)

I/we (fullname).....
of (postaladdress).....
(telephone number).....
(facsimile number).....
(E-mail address)
Apply for a licence for an approved kennel establishment at (address of premises)
.....
.....

For (number and breed of dogs)
*(insert name of person)..... will be residing at the
premises on and from (insert date)
*(Insert name of person).....will be residing
(sufficiently close to the premises so as to control the dogs and so as to ensure their
health and welfare) at (Insert address of
residence) on and from (insert date).

Attached are—

- (a) a site plan of the premises showing the location of the kennels and yards and all other buildings and structures and fences;
- (b) plans and specifications of the kennel establishment;
- (c) copy of notice of proposed use to appear in newspaper;
- (d) copy of notice of proposed use to be given to adjoining premises;
- (e) written evidence that a person will reside—
 - (i) at the premises; or
 - (ii) sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare; and
- (f) if the person in item (e) is not the applicant, written evidence that the person is a person in charge of the dogs.

I confirm that I have read and agree to comply with the Code of Practice known as....., in the keeping of dogs at the proposed kennel establishment.

Signature of applicant.....

Date.....

*delete where inapplicable.

Note: a licence if issued will have effect for a period of 12 months—section 27.5 of the Dog Act.

Schedule 2

CONDITIONS OF A LICENCE FOR AN APPROVED KENNEL ESTABLISHMENT

(clause 4.8(1))

An application for a licence for an approved kennel establishment may be approved subject to the following conditions—

- (a) each kennel, unless it is fully enclosed, must have a yard attached to it;
- (b) each kennel and each yard must be at a distance of not less than—
 - (i) 25m from the front boundary of the premises and 5m from any other boundary of the premises;
 - (ii) 10m from any dwelling; and
 - (iii) 25m from any church, school room, hall, factory, dairy or premises where food is manufactured, prepared, packed or stored for human consumption;
- (c) each yard for a kennel must be kept securely fenced with a fence constructed of link mesh or netting or other materials approved by the local government;
- (d) the minimum floor area for each kennel must be calculated at 2.5 times the length of the breed of dog (when it is fully grown), squared, times the number of dogs to be housed in the kennel and the length of the dog is to be determined by measuring from the base of the tail to the front of its shoulder;
- (e) the floor area of the yard attached to any kennel or group of kennels must be at least twice the floor area of the kennel or group of kennels to which it is attached;
- (f) the upper surface of the kennel floor must be—
 - (i) at least 100mm above the surface of the surrounding ground;
 - (ii) smooth so as to facilitate cleaning;
 - (iii) rigid;
 - (iv) durable;
 - (v) slip resistant;
 - (vi) resistant to corrosion;
 - (vii) non-toxic;
 - (viii) impervious;
 - (ix) free from cracks, crevices and other defects; and
 - (x) finished to a surface having a fall of not less than 1 in 100 to a spoon drain which in turn must lead to a suitably sized diameter sewerage pipe which must be properly laid, ventilated and trapped in accordance with the health requirements of the local government;
- (g) all kennel floor washings must pass through the drain in item (f)(x) and must be piped to approved apparatus for the treatment of

sewage in accordance with the health requirements of the local government;

- (h) the kennel floor must have a durable upstand rising 75mm above the floor level from the junction of the floor and external and internal walls, or internal walls must be so constructed as to have a minimum clearance of 50mm from the underside of the bottom plate to the floor;
- (i) where a yard is to be floored, the floor must be constructed in the same manner as the floor of any kennel;
- (j) from the floor, the lowest internal height of a kennel must be, whichever is the lesser of—
 - (i) 2m; or
 - (ii) 4 times the height of the breed of dog in the kennel, when it is fully in a grown, measured from the floor to the uppermost tip of its shoulders while stationary upright position;
- (k) the walls of each kennel must be constructed of concrete, brick, stone or framing sheathed internally and externally with good quality new zincalume or new pre-finished colour coated steel sheeting or new fibrous cement sheeting or other durable material approved by the local government;
- (l) all external surfaces of each kennel must be kept in good condition;
- (m) the roof of each kennel must be constructed of impervious material;
- (n) all kennels and yards and drinking vessels must be maintained in a clean condition and must be cleaned and disinfected when so ordered by an authorised person;
- (o) all refuse, faeces and food waste must be disposed of daily into the approved apparatus for the treatment of sewage;
- (p) noise, odours, fleas, flies and other vectors of disease must be effectively controlled;
- (q) suitable water must be available at the kennel via a properly supported standpipe and tap; and
- (r) the licensee or the person nominated in the application for a licence, must, in accordance with the application for the licence, continue to reside—
 - (i) at the premises; or
 - (ii) in the opinion of the local government, sufficiently close to the premises so as to control the dogs, and to ensure their health and welfare.

Schedule 3

OFFENCES IN RESPECT OF WHICH MODIFIED PENALTIES APPLY (s. 7.2)

Item No.	Clause	Nature of Offence	Modified Penalty	Dangerous Dog Modified Penalty
1	3.1(2)	Failing to provide means for effectively confining a dog	\$200	\$400
2	3.2(2)	Failing to comply with a notice under clause 3.2(1)	\$200	
3	4.9	Failing to comply with the conditions of a licence	\$100	\$500
5	6.1(2)	Dog excreting in a public place	\$100	

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[Schedule 3 amended by clause 8 of Amendment (Dogs) Local Law 2019]

Dated this / / .

The Common Seal of the Town of Victoria Park was affixed by authority of a resolution of the Council in the presence of—

Trevor VAUGHAN Mayor.

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Anthony VULETA Chief Executive Officer.

LOCAL GOVERNMENT ACT 1995

TOWN OF VICTORIA PARK REPEAL LOCAL LAW 2019

Under the powers of the *Local Government Act 1995* and all other powers enabling it, the Council of the Town of Victoria Park resolved on 16 April 2019 to make the following local law.

1 Citation

This local law may be cited as the *Repeal Local Law 2019*.

2 Commencement

This local law commences on the fourteenth day following its publication in the *Government Gazette*.

3 Purpose and Effect

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

4 Repeal

The *Signs Local Law 2006*: as published in the *Government Gazette* on 22 January 2007 and amended as published in the *Government Gazette* on 28 April 2009 is repealed on the day this local law comes into operation.

Dated this day of 2019.

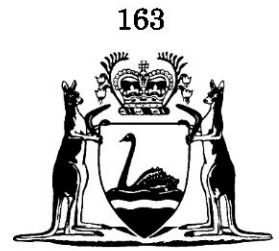
The Common Seal of the)
Town of Victoria Park was)
affixed in the presence of)

TREVOR VAUGHAN, Mayor

ANTHONY VULETA, Chief Executive Officer



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LOCAL GOVERNMENT ACT 1995

TOWN OF VICTORIA PARK

SIGNS LOCAL LAW 2006

LOCAL GOVERNMENT ACT 1995**TOWN OF VICTORIA PARK****SIGNS LOCAL LAW 2006****ARRANGEMENT****PART 1—PRELIMINARY**

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FIRST SCHEDULE

LOCAL GOVERNMENT ACT 1995**TOWN OF VICTORIA PARK****SIGNS LOCAL LAW 2006**

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

PART 1—PRELIMINARY**Title**

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

Commencement

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

Purpose

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

Repeal

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

Transitional

5. A sign which—

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

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

Application

6. This local law applies throughout the district.

Terms used in this Local Law

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

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

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

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

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

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

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

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

“bill” means—

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

which is not an exempted advertisement;

“Council” means the Council of the Town;

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

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

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

“district” means the district of the Town;

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

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

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

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

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

“local government property” means any thing—

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

and includes a thoroughfare;

“person” does not include the Town;

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

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

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

“sign” has the same meaning as advertisement;

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

“Town” means Town of Victoria Park;

“vehicle” includes—

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

PART 2—SIGNS TO BE LICENSED AND EXCLUSIONS

Signs to be licensed

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

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

Exclusions

9. (1) Clause 8 does not apply to—

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

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

PART 3—APPLICATION FOR LICENCE AND ISSUE OF LICENCE

Application for licence

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

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

Determination of application

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

Licence issue

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

Variation of sign licence

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

Deemed sign licence

14. (1) Where a sign is the subject of a development approval granted under the Scheme, then—

- (a) a licence to display the sign is deemed to have been issued under this local law to each of the grantee of the development approval and the current owner of the land where the sign is displayed—
 - (i) on the same conditions as those attaching to the development approval;
 - (ii) subject to a condition that the licence will be valid while the development approval remains valid; and
 - (iii) on the date of the notice of the grant of development approval; and
- (b) the grantee of the development approval and the current owner of the land where the sign is displayed are each deemed to be a licensee.

(2) A reference in this local law to—

- (a) a licence shall include a reference to a deemed licence under subclause (1); and
- (b) a licensee shall include a reference to a deemed licence under subclause (1).

Term and validity of licence

15. A licence remains valid until—

- (a) a public liability insurance policy, where required as a condition of the licence, lapses, is cancelled or is no longer in operation; or
- (b) the licence is cancelled by the Town,

and the licensee, the owner or occupier of the land where the sign is displayed or any person displaying the sign, must immediately cease to display the sign and remove the sign from display.

Responsibilities of licensee

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

Cancellation of licence

17. (1) The Town may cancel a licence if—

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

Rights of objection and appeal

18. When the Town makes a decision as to whether it will—

- (a) grant a person a licence under this local law; or
- (b) vary or cancel a licence that a person has under this local law,

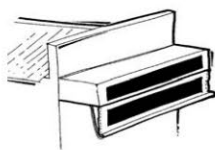
the provisions of Division 1 of Part 9 of the Act and regulations 33 and 34 of the *Local Government (Functions and General) Regulations 1996* apply to that decision.

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

19. Advertising signs that—

- (a) meet the standards set out in this part;
- (b) comprise no more than five individual advertising signs per tenancy; and
- (c) where illuminated, are illuminated in a manner that does not flash or pulsate,

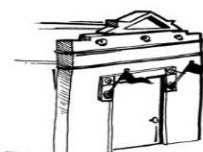
are exempt from the requirement to obtain planning approval, but will require a sign licence.

Awning sign

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

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

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

Flag Sign

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

(2) Flag signs are exempt advertisements where—

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

Public Authority Sign

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

Sign Required by Law

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

Under Verandah Sign

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

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

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

Wall Sign

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

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

Window Sign



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

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

- (a) they cover no more than 50% of the window to which they are associated; and
- (b) they have an aggregate area of 0.4m^2 per 1m of street frontage of the subject tenancy (up to a maximum aggregate area of 10m^2).

Pylon Sign



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

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

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

PART 5—TEMPORARY SIGNS

Standards for temporary advertising signs

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

Property Sale or Lease Sign

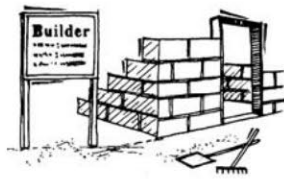


29. (1) A property sale or lease sign is an advertising sign that is placed on or in front of a commercial or residential building or site, with the intention of advertising the sale or lease of that building or site.

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

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

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

Construction Site Sign

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

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

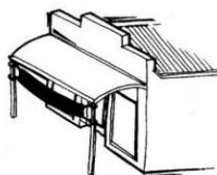
- (a) there is only one such sign per street frontage of the subject property;
- (b) it has a maximum area of 1m² where the subject site is less than 5,000m² in area;
- (c) it has a maximum area of 2m² on a site greater than 5,000m² in area; and
- (d) it is in place only during the course of construction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

Entertainment Sign

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

(2) Entertainment signs are exempt advertisements where—

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

Banner Sign

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

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

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

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

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

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

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

Signs on Places of Cultural Heritage Significance

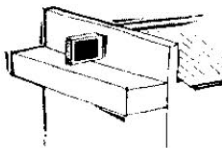
34. Any signs on land, buildings, objects, structures and places included on the Register of Places of Cultural Heritage Significance contained in Schedule 6 of the *Town of Victoria Park Town Planning Scheme No. 1* require planning approval.

Roof signs

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

Balloon/Blimp Sign

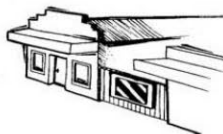
36. A balloon or blimp sign is an advertising sign printed on a balloon or similar device and flown above the advertised premises.

Signs Above Verandahs

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

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

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

Panel Sign

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

Home occupation, home business or home office sign

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

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

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

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

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

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

PART 9—NOTICES

Notice to repair, modify or remove sign

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

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

requiring that person to, as the Town considers appropriate—

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

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

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

Notice to rectify breach

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

PART 10—MISCELLANEOUS

Fees

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

Public liability insurance

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

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

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

PART 11—OFFENCES AND PENALTIES

Offences

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

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

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

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

PROPERTY DETAILS:

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

OWNER DETAILS:

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

OCCUPIER DETAILS:

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

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

APPLICANT DETAILS:

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

The decision letter will be sent to the applicant.

SIGN:

Type of Sign

Location

Position at location Materials Illumination—

Internal/External

Wording/Illustration

(Plan Design attached)

OFFICE USE ONLYAcceptance
Initials

Officer's

Date
Received

Council Reference No

Application Fee

paid / unpaid *

Checking
Inspector

Permit/Licence No

Approval
Date** delete as appropriate*

Dated this 20th day of December 2006.

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

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



10.1 Repeal (Signs) Local Law 2019 – Public submission summary

No.	Submission received	Officer's response	Amended – Y/N
1	Great idea.	Noted.	N
2	Items which are truly obsolete need to be taken out for the sake of clarity and the environment (storage space required).	Noted.	N

SCHEDULE OF SUBMISSIONS

Modified Scheme Amendment No. 78 – 384 Berwick Street, East Victoria Park

Submitter's Comments	Officer's Response
<i>Submission 1</i>	
No rationale has been provided for the current modified Scheme Amendment, just a request from the owner.	Justification has been provided for the recoding of the site in previous Council reports and the report appearing within the current agenda. Additionally justification has been provided by Rowe Group in their correspondence to the Town
The modified Scheme Amendment proposes a significant change from the in the zoning and land use classification particularly in regard to built mass and residential amenity and should be considered an entirely new Amendment.	In accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 Part 5, Division 3, Section 51 (1) <i>"the local government may decide to advertise a modification to a standard amendment to a local planning scheme if –</i> <i>(b) the local government is of the opinion that the proposed modification to the amendment is significant."</i> It is acknowledged that the modified Amendment is different to the original Amendment that was advertised for public comments. Council Officers are following direction from the Department of Planning, Lands and Heritage that the amended proposal should be dealt with as a modified Scheme Amendment rather than a new Scheme Amendment.
The proposed Amendment allows for significantly more than double the built form compared to what was originally proposed.	The concept plan submitted as part of the initiated Scheme Amendment proposed 120 dwellings over four buildings which ranged in height from two storeys to three storeys, with landscaping and open space around the buildings. It should be noted that the concept plan was indicative only, and the ultimate development of the site may have been in a different form albeit needing to satisfy the criteria for separation of individual buildings clustered around a central courtyard. The modified amendment would allow for a maximum of 52 grouped dwellings ranging in height from two storeys to three storeys. It is accepted that there may be less open space and landscaping around buildings in the modified proposal compared to the original proposal, and consequently less separation between buildings, however the modified proposal is not considered to detrimentally impact upon the amenity of the area or adjoining properties, noting that issues of

This location is not suitable for high density development without some significant controls such as average unit floor areas up to 105m² maximum with increased open space requirements such as a minimum open space of 60% (excluding shared vehicle access), and a zoning split similar to the previous proposal. The amendment as proposed will not intrinsically increase housing diversity as was argued for the previous Amendment proposal. A rationale is not provided for the restriction of grouped dwellings only. The Town should not exclude single or multiple dwellings. The previous Amendment proposal included mixed R40 and R60, without any reference to Table 3 of the Residential Design Codes, which would have a lower height development interfacing with the surrounding. No vehicle access onto Carson Street/Bailie Avenue is strongly supported. Vehicle Access to/from Berwick Street is to be the subject of a Traffic Impact and Road Safety. This condition is supported however should be supplemented with additional requirements such as: - Include 'development application' if the developer decides to proceed with an application not in accordance with the LDP.	building form, open space, setbacks etc will be further refined through the Local Development Plan stage. The new landowner proposes the development of the site with 52 Grouped Dwellings, equating to a density of R47, which represents a medium density development, not high density. This delivers a housing type not commonly available elsewhere in the Town. The need for any such controls on unit sizes and minimum open space will be considered as part of the Local Development Plan. The new owner of the land has proposed the development of the site with grouped dwellings. It is acknowledged that single houses are also an acceptable form of development that could be delivered at the same density as grouped dwellings, in which case the proposed provisions will be modified to also allow for single houses in addition to grouped dwellings. . Multiple Dwellings could result in a significantly larger yield across the site than currently being proposed, with a significantly greater amenity impact by way of traffic generation, vehicle movements, noise etc. The original Amendment included provision that building heights step across the site from 3 storeys on Berwick to 2 storeys at the rear. The modified Amendment allows for buildings up to three storeys high. The appropriate building height limits for each site will be determined through the Local Development Plan stage, which does not preclude the Town from restricting the three storey building height limit to specific parts of the site. Noted. A condition of the Scheme Amendment requires that a Local Development Plan be approved and that development be consistent with the Local Development Plan. The additional words 'development application' have now been included in the proposed provisions to address this unlikely scenario. In terms of alternative access arrangements, the Town will consider
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- Demonstrating that at least three alternative alignment options are considered, to ensure that the Town can have input to selecting the optimum outcome. It is disappointing that the Town is not able to advance previously raised issues including: the built interface with the bushland, the interface with the school, the transition and interface with existing residential development and the mass of the proposed built form. The plan shows a three storey parapet wall on the bushland interface. A section of the alignment of the roadway and footpath is on a grade not suitable for wheel chair access. With such grades over part of the site, any Subdivision, LDP or Development Application should demonstrate compliance with accessibility requirements. This site requires significant internal vehicular access; shared vehicular access and visitor parking should be excluded from the open space requirements calculations for any group or multiple residential development. Strata, group or multiple dwelling developments do not require the provision of 10% open space that a subdivision would require, so additional open space percentage should be included in the development conditions. The interface with the bushland involves fire issues; any subdivision, LDP or development application should demonstrate a viable fire mitigation and resistance strategy and compliance with FESA requirements. The site has some very large trees. The removal of these trees and introducing three storey development over the whole site will be a significant reduction in visual amenity.	any presented options on their merits. If one option is presented and this is considered to be acceptable then this will be supported. There is no need for the applicant to present multiple options for the Town's consideration. The current application is for the rezoning of the subject site only. A Local Development Plan will address such matters. The proposal is for the rezoning of the subject site. The concept plan is conceptual only, however the concern is noted and will be further addressed through the Local Development Plan. Noted. The proposal is for the rezoning of the subject site only. However the concern is noted and will be further addressed through the Local Development Plan and/or detailed designstage. As noted above. The R-Codes stipulate specific open space requirements for individual lots. Internal vehicular access, shared vehicular access and visitor parking is excluded from the required open space. The required extent of open space per lot will be considered as part of the Local Development Plan. Council Officers area aware that the adjoining bushland is classified by DFES Mapping as a "Bushfire Prone Area" and the need for this to be addressed through the Local Development Plan and/or approvals stages. The Town currently does not have a planning framework which requires the retention of trees on private property, although this is being addressed in the near future. Rowe Group on behalf of the owner, have advised of the intent to retain some of the existing trees on the site. This will also be addressed at the Local Development Plan stage.
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Additional conditions should be imposed on any subdivision, local development plan or development application relating to vehicle access, site accessibility compliance report, fire strategy, shared vehicle access, visitor parking, shared footpaths and bin set out areas, height limits across the site, minimum 60% open space requirements, maximum unit sizes and minimum setback to bushlands.	Addressed above.
<i>Submission 2</i>	
The Town should stop thinking about higher density development and focus on restoring Edward Millen House and the Park.	The Town continues investigations into restoration works of Edward Millen House.
<i>Submission 3</i>	
The new plans show a blanket R60 development, with minimal green space and development to boundary limits. There is no precedent for R60.	The application is for the rezoning of the subject site only. A Local Development Plan will address development standards and landscaping.
What will happen to the large trees currently on the block?	Refer to previous Officer's comments above.
No soft or green space in this proposal. The proposal is not in keeping with the urban forest strategy for the Town.	The Town currently does not have a planning framework which requires the retention of trees on private property, although this is being addressed in the near future.
The access to Bailie/Carson Street remains in this proposal which is not what was agreed at the 2018 Council meeting.	The application is for the rezoning of the land only. The concept plan submitted is conceptual only. The Town does not support any vehicle access onto Carson Street/Baillie Avenue. A condition has been imposed to this effect.
Visitor bays should comply with the number of bays required.	Noted.
<i>Submission 4</i>	
Revising the amendment and replacing it with what appears to be less stringent development conditions with a higher density R60 zoning is not in the best interest for anyone.	The initial amendment included more stringent development conditions as a Local Development Plan was not required to be prepared for the site. The proposed modified Amendment requires a Local Development Plan to be submitted for the site. A Local Development Plan will address: lot details; building envelopes; vehicle access and parking; fencing and retaining walls; private open space; landscaping; noise attenuation; encroachments and any additional details required by the Town.

No rationale behind the requirement change for individual buildings with adequate separation to grouped dwellings only. In principle the 3 storey height limit is supported, however recommend that the development should follow the natural topography of the land and gradually step down in height from 3 stories facing Berwick Street to 2 stories on the remainder of the site. Strongly support no vehicle access to Carson Street/Bailie Avenue. Strongly support a Traffic Impact and Safety Assessment Report being submitted however suggest that multiple options for the alignment in case the proposed is not in accordance with the LDP. The Town should consider restricting the zoning to R40 adjacent to the park and street boundary locations and considered R30 adjacent Berwick Street and Carson Street School. The Town should consider retaining the previous conditions regarding open space, boundary setbacks, separation between buildings and building height requirements.	Refer above. The proposal is for the rezoning of the land only. The building height will be addressed as part of a Local Development Plan. As noted in the 13 November 2018 Ordinary Council Meeting Minutes, it was determined that as the site was adjoined by non-residential uses, there is potential to accommodate additional height on the site with limited impact on surrounding properties. Noted. Refer above. As noted in the 13 November 2018 Ordinary Council Meeting minutes, the Town determined there was merit for the R60 density to be considered subject to only grouped dwellings being provided on site. A Local Development Plan will address development requirements. Refer above.
<i>Submission 5</i>	
Concern that the current residents have purchased land in the Town due to larger block sizes, mandatory requirement to provide valuable green space and established trees which is not consistent with the modified Scheme Amendment.	Noted. The rezoning of the land is contained to an existing lot only.
<i>Submission 6</i>	
No entry should be allowed to Carson Street/Baillie Avenue. The number of speeding cars using Carson Street currently should be monitored. The plot sizes should be increased to coincide with other plot sizes in the Town of Victoria Park.	Refer above. Housing diversity requires a range of different housing types and lot sizes.

<i>Submission 7</i>	
It is difficult to understand how the Town less than 12 months ago initiated a proposal for an R40/60 coding, subject to the R60 density only being applied where the use is for aged persons dwellings in a multiple dwelling form or an R40 density with no occupancy restriction, and now support modifications to rezone the property to R60 subject to grouped dwellings being constructed only. The current use of Carson Street/Baillie Avenue is a hazard to children, staff and local residents with buses parked or travelling along these roads during the day and particularly at school commencement and finishing hours.	Refer above. The land ownership has changed, with the new landowner having different development intentions for the site than the previous landowner, in which case the Amendment has been modified. While the Amendment seeks an increase in the R-Coding to R60, the intention is to develop the site with 52 units which equates to an equivalent density of R47. Noted. Refer above.
<i>Submission 8 and 9</i>	
Concern regarding the proposed tree loss.	The Town currently does not have a planning framework which requires the retention of trees on private property, although this is being addressed in the near future. Rowe Group on behalf of the owner, have advised of the intent to retain some of the existing trees on the site. This will also be addressed at the Local Development Plan stage.
<i>Submission 10</i>	
Department of Education: <i>"The Department has no objection to the Amendment subject to the following:</i> <i>• vehicle entry/exit point to Baillie Avenue/Carson Street to be designed such that it would delineate the entry statement to the subject site and not conflict with vehicle access to Carson Street School; and</i> <i>• proposed dwellings maintaining sufficient setback distance from the common property boundary with Carson Street School as indicated on the concept site plan".</i>	Noted. The Town does not support any vehicle access onto Carson Street/Baillie Avenue. A condition has been imposed to this effect. The current proposal is for the rezoning of the subject site only, however a Local Development Plan will be required to be prepared for the site which will outline specific built form requirements including setback distances to Carson Street School.
<i>Submission 11</i>	
Department of Communities: <i>"The Department wishes to advise that the land subject of the amendment, 384 (Lot 3) Berwick Street, East Victoria Park is within an identified "Bush Fire Prone Area 2018". As such additional planning and building requirements will apply to development on the site. An assessment of the bushfire risk will be required".</i>	Noted.

<i>Submission 12</i>	
Do not object to a maximum building height limit of three storeys provided that a roof terrace is excluded from the height restriction Maintain a position that that vehicular access onto Carson Street/Baillie Avenue is justified including that : (a) low traffic volumes are expected – 8 vehicles in the AM peak and 10 vehicles in the PM peak; engineering solutions exist to prevent “rat-running” through the site; (c) access will be secondary, as Berwick Street will be the primary access point; (d) connects and integrates the site in the neighbourhood to the north-east; € site will become isolated if vehicle access not permitted; Retention of the full movement access to/from Berwick Street is supported from a technical traffic engineering perspective.	The definition of a storey under the Town Planning Scheme excludes a terrace. Advice from Technical Services is that vehicle access should not be supported to/from Carson Street/Baillie Avenue. Advice from Technical Services is that full movement access can be supported to/from Berwick Street.

Job Ref: 8862
11 October 2018

Town of Victoria Park
Locked Bag 437
VICTORIA PARK WA 6979

Sent Via Email: admin@vicpark.wa.gov.au

Dear Sir/Madam

**Submission - Town of Victoria Park Scheme Amendment No. 78
Lot 3 (No. 384) Berwick Street, East Victoria Park**

Rowe Group acts on behalf of Hamlen (Client), the landowner of Lot 3 (No. 384) Berwick Street, East Victoria Park (subject site). We have been requested to prepare a submission on Amendment No. 78 to the Town of Victoria Park Town Planning Scheme No. 1 (Amendment 78), which is currently being advertised for public comment.

Our Client recently purchased the subject site with settlement occurring in mid-2018. The existing long-term lease to the National Archives is due to expire in early 2019. The existing building at the subject site was purpose built for the National Archives in the 1970s.

Our Client intends to develop the subject site for residential purposes as will be explained in greater detail below. As such, we make the following submission which proposes a number of modifications to Amendment 78 (as initiated by Council at its 13 February 2018 Ordinary Council Meeting) to facilitate a residential development outcome that aligns with our Client's development aspirations for the subject site. The proposed modifications seek to remove a number of the prescriptive development standards contained within Amendment 78 and alter the coding of the subject site from a split-coding of R40/R60 to R60.

We note that our office and our Client have had discussions with the Town of Victoria Park (Town) administration which have resulted in an agreement/understanding that, should the Town's administration and Council support our proposed modifications to Amendment 78, the amendment will be readvertised in accordance with Clause 51 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations).

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Amendment No. 78

Amendment 78, as initiated, proposes that the subject site be recoded from R30 to R40/R60 with development subject to the following development standards:

- (a) Development shall consist of a series of individual buildings, clustered around a central, common courtyard;*
- (b) Separation between buildings shall be sufficient to reduce the overall perception of building bulk and to achieve acceptable levels of solar access and natural ventilation to each building;*
- (c) Dwelling design should achieve high design standards, as prescribed within Council's Local Planning Policy 33 – 'Guide to Concessions on Planning requirements for Mixed-Use, Multi Dwelling and Non-Residential Developments' or an adopted State Planning Policy relating to dwelling design;*
- (d) Development should follow the natural topography of the land and gradually step down in height from 3 storeys facing Berwick Street to 2 storeys on the remainder of the site;*
- (e) Car parking shall generally be below ground, largely concealed from view;*
- (f) Open space/landscaping should be provided in useable parcels;*
- (g) Boundary setbacks are to be generally in accordance with the R-codes, however greater setbacks are to be provided where relevant, emergency vehicle access around the site and bushfire management measures; and*
- (h) Vehicle access to the site is to be the subject of Traffic Impact and Road Safety Assessment. Vehicle access being to/from Berwick Street via a left-in/left-out arrangement, with the exception that Council may consider access to Baillie Avenue/Carson Street for emergency vehicles only.*

Importantly, Amendment 78 also contains the following restriction with respect to the higher (R60) density coding:

The site may be developed at the higher density coding of R60, where the proposed use is Aged or Dependant Persons' Dwellings, otherwise an R40 density coding prevails.

We note that Amendment 78 was prepared based on concept plans provided by the previous landowner. The concept plans proposed approximately 120 multiple dwellings being developed at the subject site. We also understand the previous landowner (in the preparation of the amendment request) was of the view that there is a shortfall in aged persons' accommodation in this part of East Victoria Park. This matter will be addressed further in our submission.

The Town's agenda report (as presented to the 13 February 2018 Ordinary Council Meeting) acknowledged that additional density is warranted at the subject site and will have no detrimental impact on amenity of the surrounding area, provided it is appropriately controlled. This is in part due to the size and location of the subject site, including the site being directly adjoined on all boundaries by non-residential land uses. The Scheme Report (accompanying Amendment 78) also reinforces that this amendment will ensure the subject site is developed to its full potential in terms of built form and site planning whilst achieving an acceptable form of development that respects the character of the existing streetscape.

Proposed Development Concept

Our Client has assembled a multidisciplinary project team to assist with the concept planning phase for the subject site.

Our Client and the project team have prepared an indicative concept design and indicative built form sketches for the subject site comprising 52 grouped dwellings, based on a density coding of R60. Refer to Attachment 1 - Concept Design Site Plan and Illustrations.

The grouped dwellings are envisaged to be a mix of two (2) and three (3) storey townhouses and terrace dwellings, with a combination of front and rear loaded products in a strata configuration. The proposed grouped dwelling configuration allows the subject site to be redeveloped in a sympathetic manner with the proposed development terraced in a way that complements the existing topography and allows engagement with Berwick Street and other boundaries.

We acknowledge that public open space (POS) is not provided at the subject site (referring to the concept design). Given the total area of the subject site is approximately 11,029m², providing 10% would not result in the provision of useable and valuable POS. A "pocket" of POS in this locality would be a maintenance issue and a far better outcome would be for cash-in-lieu contribution to be made to the Town for the enhancement of existing local parks such as the adjacent Edward Millen Reserve (for example). Furthermore, the subject site is adjacent to, or within proximity of, areas of existing POS. A cash-in-lieu contribution can assist in the Town enhancing these existing POS assets.

With respect to vehicle access/egress, the concept design proposes vehicular access and egress from Berwick Street and Baillie Avenue/Carson Street. It is not proposed that any restrictions be placed on the existing Baillie Avenue/Carson Street access as is currently proposed in Amendment 78. This is justified in the following sections of this submission and within the Transport Impact Statement (TIS) prepared by GTA Consultants in support of the concept design. In addition, we note that the internal roads are designed to accommodate safe and effective access, egress, and manoeuvring of all vehicles (including refuse vehicles).

The concept design has been prepared with the intent that development of the subject site is in accordance with an approved Local Development Plan (LDP), which would provide guidance on setbacks, garage locations, street frontage, landscaping and other elements which impact built form.

We are of the view that the concept design is an appropriate planning outcome for the subject site, however, it would not be possible to achieve the proposed outcome under the development provisions included within Amendment 78 as it currently stands. For this reason, it is proposed that Amendment 78 be modified as outlined below.

Proposed Modification to Amendment 78

We request that the Town of Victoria Park and Council consider modifying Amendment 78 as follows:

1. *Modifying Town Planning Scheme No.1 Precinct Plan P12 'East Victoria Park Precinct' by recoding the property know as No. 384 (Lot 3) Berwick Street, East Victoria Park from R30 to R60.*
2. *Modifying Town Planning Scheme No. 1 Precinct Plan P12 'East Victoria Park Precinct' by inserting the following development standards for development of the property at No. 384 (Lot 3) Berwick Street:*
In relation to the land at No. 384 (Lot 3) Berwick Street, East Victoria Park, the following criteria are applicable to any development of the site:
 - a. *Development shall be consistent with an approved Local Development Plan.*

As above, we propose that no occupancy restrictions are placed on development at the higher density coding with the subject site simply being rezoned to R60. This occupancy restriction places an unnecessary development provision on the redevelopment of the subject site for residential purposes.

The modifications to Amendment 78 suggested within this submission are consistent with the Town's objective being that the full development potential of the subject site can be realised. It is the intention of our Client that, subject to Amendment 78 being modified and adopted, the built form of the subject site would be controlled through the preparation of an LDP.

Density Coding

The subject site is ideally located for urban infill development given its proximity to the Albany Highway activity corridor some 350m north east of the site and its location on the high frequency bus route along Berwick Street. It is also in proximity to the Oats Street train station (approximately 1.2kms north east of the subject site). These site and location characteristics are consistent with state and local strategic planning documents, as is discussed in further detail in following sections of this submission.

The subject site is physically separated from surrounding R30 residential development by 'Public Purposes' and 'Parks and Recreation' reservations (and uses). As such, allowing development to the (higher) R60 coding will not have a detrimental impact on the amenity of surrounding residential areas. This is acknowledged in the Town's agenda reporting and its accompanying Scheme Report.

The proposed concept design is aligned with the Statement of Intent of Precinct Plan P12, which forms part of TPS 1, to *provide a range of housing types, predominantly of a low scale*. It is our view that the concept design and requested modifications to Amendment 78 presents an opportunity for the subject site to be developed in a grouped dwelling form (townhouses/terraces) that are commonly described in the property industry as the “missing middle”. The proposed grouped housing concept for the subject site provides housing of a type, style and density not widely available across the Town of Victoria Park and the wider Perth area. The “missing middle” product is particularly sought after in a location such as East Victoria Park and by the demographic of this locality (i.e. singles, “DINKs” and down-sizers).

Traffic Impacts

A TIS has been prepared by GTA Consultants for the subject site, in consideration of the concept design. Please refer to Attachment 2 - Traffic Impact Statement for a full copy of the report.

The TIS identifies that the concept design would generate approximately 310 vehicle trips per day, with 23 being in the morning peak and 31 in the evening peak. In particular, it was estimated that during peak periods only 10-11 trips in the morning peak and 15 in the afternoon peak period would be generated along the Baillie Avenue/Carson Street access. The additional trips are well within the capacity of the surrounding roads and are therefore not expected to have any significant adverse impacts on traffic flows in the area.

The TIS also identifies that the proposed parking provision is suitable and that the subject site is well located to take advantage of existing high frequency public transport networks. It is also noted that the narrow road connection to Baillie Avenue/Carson Street will be able to function even if all traffic generated by the development were to utilise it. Please note, vehicular access to/from Berwick Street will form part of any future development application and LDP.

We note that in accordance with the TIS, the traffic volumes generated by the concept design are considerably less than the 583 – 610 vpd which were estimated to be generated by the development originally proposed as part of Amendment 78. That is, and we refer to the February 2018 agenda reporting in relation to Amendment 78, a grouped dwelling (R60) development at the subject site would produce a significantly lower traffic volume compared to the development of the subject site for multiple dwelling residential purposes only (being 610 vpd) and for a nursing home and independent living units (being 583 vpd).

As further explained in the TIS, existing traffic generation (with respect to the current use of the subject site by the National Archives of Australia) is estimated to be between 230 – 380 vpd. Importantly, the grouped dwelling development as proposed in the concept design (at R60) has a very similar traffic generation rate as compared to the current National Archives of Australia use at the subject site. Further to this, the TIS has modelled traffic generation based on the current R30 density assigned to the subject site. This modelling has shown that traffic generation would be in the order of 240 vpd for an R30 development compared to 310 vpd for an R60 development as proposed in the concept design. GTA Consultants concludes that this 70 vpd difference is not considered to be an issue.

Planning Considerations

Perth and Peel @ 3.5 Million

Perth and Peel @ 3.5 Million (Perth and Peel Framework) outlines the lack of diversity which exists within the WA housing market with 78% of all Perth homes being detached dwellings and only 9% units. It is also noted that this lack of housing diversity places pressure on both infrastructure and the natural environment. The Perth and Peel Framework also makes reference to the issue of housing affordability, particularly for young families and first-home buyers. It highlights that having a diverse range of housing options is an effective response to this issue.

The Perth and Peel Framework aims to optimise the use of land in proximity to existing transport infrastructure and key centres of activity and community amenity. It acknowledges that infill development, where it is well designed, can have significant social, historical, visual and financial value for a community. It also provides greater opportunities for people to live close to where they work.

Modifying Amendment 78, as outlined above, would enable the concept design to be considered for approval and the subject site developed for a more diverse range of housing (i.e. grouped dwellings in a townhouse/terrace configuration as opposed to single detached dwellings or multiple dwellings). As mentioned previously, the proposed dwelling product represents the “missing middle” in terms of density and dwelling type. The development proposed by the concept design will contribute to reducing the dominance of single dwellings in lower density areas and multiple dwellings in medium and higher density areas. Further, the proposed products will provide a more affordable choice for people who may not otherwise be able to afford to live within the Town of Victoria Park. In particular, this type of housing is likely to appeal to a range of potential purchasers including young families, first-home buyers, singles, “DINKs” and down-sizers (some of whom are identified as a demographic group suffering as a result of lack of housing affordability in Perth).

The Perth and Peel Framework identifies that infill development should occur within proximity to transit corridors and stations, activity centres and urban corridors and areas with high-quality open space. The subject site is ideally located in this regard, given its location adjacent to areas designated as an ‘Urban Corridor’, the ‘high frequency transit route’ along Berwick Street, the Oats Street Train Station and the subject site is also in proximity to the Albany Highway activity centre and corridor.

The subject site is ideal for infill development in that it optimises the use of land within walking distance to existing transport infrastructure, the Albany Highway activity centre and corridor and other existing employment nodes including the Perth Central Area and Curtin University. In addition, through the preparation of an LDP, it will be ensured that the development is of a high quality and will be of social and visual benefit to the area.

The Perth and Peel Framework highlights the importance of intensifying development where it does not adversely impact upon the efficient operation of local and regional transport network. As outlined in the TIS, the development of the subject site (in accordance with the concept design) would not impact upon traffic flows in

the locality. All roads surrounding the subject site have sufficient capacity to accommodate a grouped dwelling development at R60 with the traffic volumes generated by the concept design being considerably less than the 583 – 610 vpd that were estimated to be generated by the development originally proposed as part of Amendment 78.

We note that the Perth and Peel Framework sets an infill target of 19,320 dwellings by 2050 for the Town of Victoria Park. Whilst it is acknowledged that the Town is able to attain its infill targets in other areas, we are of the view that a grouped dwelling development at R60 would allow the Town to capitalise on an opportunity for the subject site to produce a high quality “missing middle” development.

Given the above, by enabling a residential development at R60 (without any occupancy restriction) at the subject site, the urban consolidation objectives of the Perth and Peel Framework can be achieved.

Local Planning Strategy

The Town's (draft) Local Planning Strategy (LPS), which we understand is still awaiting consent to advertise by the Western Australian Planning Commission (WAPC), identifies the subject site as 'Urban' and in proximity to the Albany Highway 'Activity Centre' and Hill View Terrace 'Urban Corridor'. The subject site is also in proximity to the 'Curtin University Specialist Centre'.

The location of the subject site, and its site characteristics, makes it an ideal site for a higher density grouped dwelling development.

The LPS sets out a number of strategies aimed at addressing a range of population and housing opportunities as the Town's population grows.

Strategy 1 of the LPS is to: *provide housing development opportunities in identified areas where the capacity of infrastructure and services can support a more intensive form of development and the character and amenity of the neighbourhood would not be prejudiced*. It is acknowledged in the Scheme Report, prepared by the Town, that the subject site is suited to more intense development and is ideally located within the existing infrastructure and services networks. The concept design proposes low-scale grouped dwellings at a density of R60 (i.e. consistent with a “more intense development” scenario) which are consistent with the surrounding landscape and do not prejudice the character and amenity of the East Victoria Park neighbourhood.

Strategy 2 of the LPS aims to: *facilitate well designed and connected urban environments providing a diversity of housing choice serving the needs of the Town's population now and into the future*. The subject site is well connected within the existing transport and activity networks and the concept design provides additional diversity of housing stock within the area. More importantly, the modifications proposed as part of this submission to Amendment 78 will facilitate the development of housing stock that is not commonplace in the Town (or metropolitan Perth), being townhouses and terraces (i.e. the “missing middle”).

Strategy 3 seeks to: *facilitate the continued transition of the Town into a dynamic 'inner city' destination for residents, workers and visitors.* The concept design includes grouped dwellings in the form of townhouses and terraces. These are reminiscent of the type and style of dwellings that can be found within Perth's inner suburbs. This product type is, however, lacking with higher density developments within the inner suburbs generally taking the form of multiple dwellings (apartments).

Strategy 7 intends to: *promote excellence in built form outcomes for the Town that capture the identity and character of its neighbourhoods and centres and promote a sense of place and high standards of amenity and liveability.* It is proposed that the built form elements of the subject site be controlled through the preparation of an LDP. This will facilitate a high standard of design and ensure that development is consistent with the amenity of the locality.

Strategy 13 of the LPS relates to the promotion of healthy, green spaces. As discussed above, whilst no POS is included within the concept design for the subject site, it is proposed that a cash-in-lieu contributions be made to the Town to facilitate the upgrading of existing POS in proximity to the subject site. Such upgrades will benefit residents and visitors to the Town.

Interface with Adjoining Land Uses

We note that the interface of any future residential development at the subject site with the adjoining land uses was of concern to the Town. In this regard, we provide the following in consideration of the proposed concept design.

The proposed R60 grouped dwelling development maximises passive surveillance over the POS to the north east of the subject site with rear loaded dwellings designed with habitable rooms and outdoor living areas looking over the adjoining open space. Furthermore, principles of Crime Prevention Through Environmental Design (CPTED) will be implemented through the LDP process.

It is proposed that the mature trees along the north western boundary of the subject site are retained to provide a softened interface between the subject site and adjoining school. The dwellings that face this boundary are also proposed to be rear loaded and will therefore provide passive surveillance to this interface.

Supply of Aged and Dependant Persons' Dwellings

Amendment 78 was initiated based on a proposal for aged and dependant persons' dwellings at the subject site, which we understand was presented by the previous landowner of the subject site. It is understood that the proponent (at that time) suggested that there was a shortfall in aged persons' accommodation in this part of East Victoria Park. We do not agree with this suggestion.

In order to address the suggested shortfall in aged persons' accommodation, we have undertaken an assessment of the existing facilities available within the East Victoria Park, Carlisle, Bentley and St James

localities. Below is a summary of our findings which demonstrates there are a number of facilities within 350m and 2.2kms of the subject site.

- Aegis St James - 38 Alday Street, St James (approximately 350m from the subject site);
- Cura In-Home Care - 8 Welshpool Road, East Victoria Park (approximately 650m from the subject site);
- Tandara Car Facility - 73 Jarrah Road, Bentley (approximately 1.0km from the subject site);
- Waminda Care Facility - 1 Adie Court, Bentley (approximately 1.0kms from the subject site);
- Kingia Care Facility - 5 Allen Court, Bentley (approximately 1.2kms from the subject site);
- Juniper Home Care - 1 Centenary Drive, Bentley (approximately 1.3kms from the subject site); and
- Mercy Place Lathlain - 63 Archer Street, Carlisle (approximately 2.2kms from the subject site).

It is our Client's desire to undertake a residential development at the subject site in a grouped dwelling configuration at R60, meaning that there would not be a focus on delivering an aged or dependant persons' development at the subject site. The above assessment demonstrates that removing the occupancy restriction imposed on the (higher) R60 coding, as currently proposed in Amendment 78, for aged and dependent persons is appropriate given there are a number of such facilities within the immediate locality.

Conclusion

In consideration of the above, it is requested that Amendment 78 be modified such that the subject site is rezoned to a density coding of R60, the development standards are removed and that the built form controls be addressed by way of a Local Development Plan.

The above is considered appropriate and justified for the following reasons:

- The Client's development aspirations have been identified in the concept design. The concept design proposes 52 grouped dwellings as opposed to approximately 120 multiple dwellings contemplated under the current Amendment 78 provisions.
- The 52 grouped dwelling scenario will result in a significantly lower traffic generation when compared to a development consisting of 120 multiple dwellings or an aged care facility at the subject site.
- There is an opportunity to develop a high-quality townhouse/terrace development which addresses the lack of housing diversity in the Town of Victoria Park and the wider Perth area (i.e. addressing the "missing middle").
- Cash in lieu of public open space can be utilised to upgrade and enhance existing open space reserves in proximity to the subject site.
- The requirement of a Local Development Plan will ensure that built form controls are in place for a grouped dwelling development of the subject site.
- Removal of the occupancy restriction for aged and dependent persons at R60 is appropriate given there are a number of such facilities within the immediate locality.



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

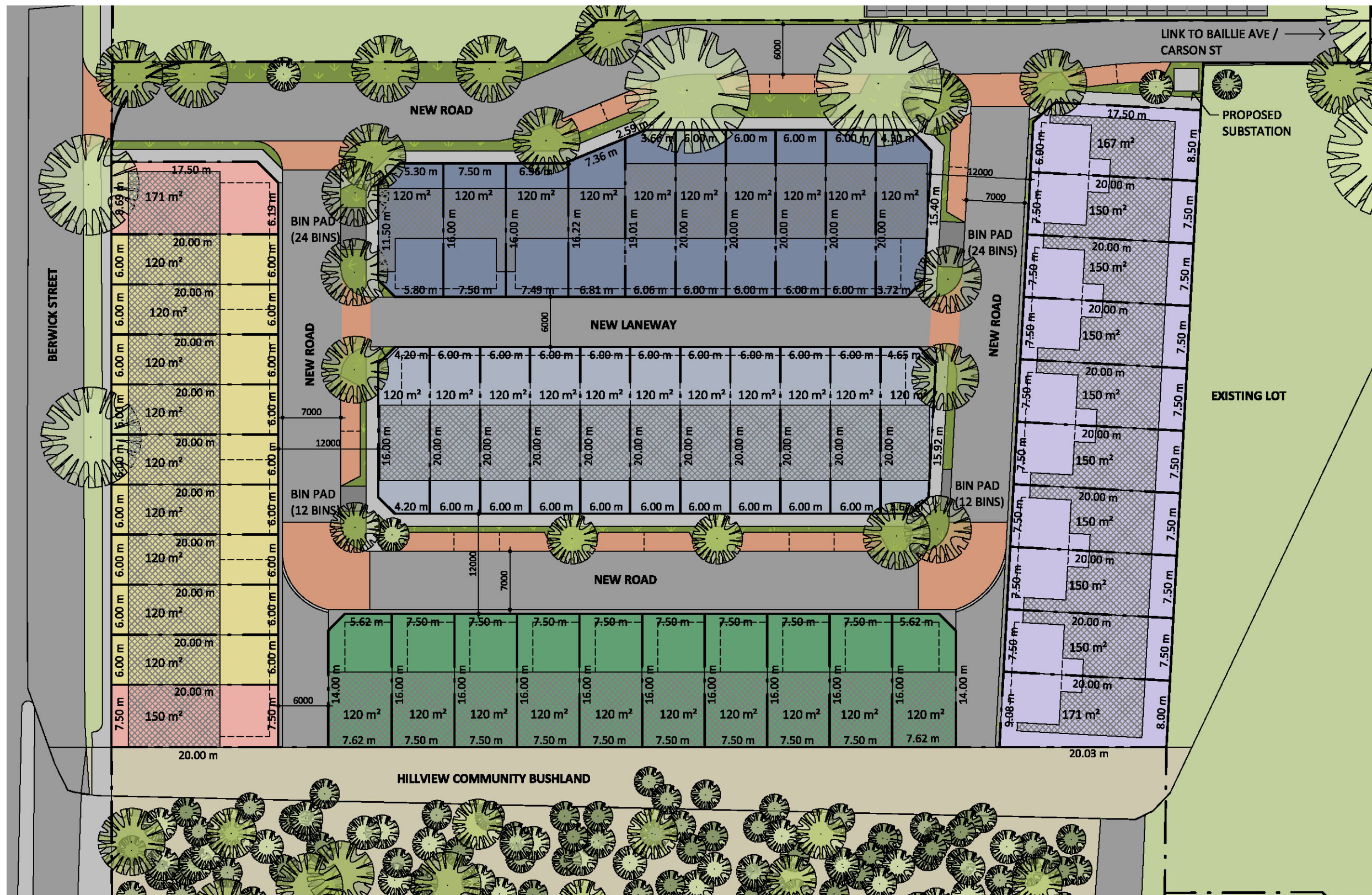
Yours faithfully,

Paul Cunningham
Rowe Group



Attachment One

Concept Design Plan and Illustrations



384 Berwick St, East Victoria Park
Lot No.: D046173 3
Area: 11029.178 m²

Legend

- Building
- Double Garage
- Single Garage (with car port adjacent)

	Total
Laneway Dwellings, North Facing 2 Storey	10
Laneway Dwellings South Facing 2 Storey	11
Park Facing Rear Loaded Dwellings - 7.5m Lots	10
Berwick St Rear Loaded Dwellings - 6m Lots	9
Berwick St Rear Loaded Dwellings - 7.5m Lots	2
Front Loaded City View Tri-Level Terraces - 7.5m Lots	10
Total Lots	52

19 Visitor Car Bays

1 Site - SK1A
1 : 500

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architecture | interior design | drafting

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REV	DESCRIPTION	DATE
A	For Approval	09/10/18

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CLIENT Hamlen

PROJECT ADDRESS 384 Berwick Street, East Victoria Park

DRAWING TITLE
Site Plan

PROJECT TITLE
Hamlen EVP

DRAWN: JM

APPROVED: CW

PROJECT No.
18098

SCALE @ A3: As indicated

DRAWING No.

A001

REV

A







Attachment Two

Transport Impact Statement



R60 Grouped Dwelling Development 384 Berwick Street, East Victoria Park Transport Impact Statement

Client // Hamlen Pty Ltd
Office // WA
Reference // W153330
Date // 04/10/18

R60 Grouped Dwelling Development

384 Berwick Street, East Victoria Park

Transport Impact Statement

Issue: C 04/10/18

Client: Hamlen Pty Ltd
Reference: W153330
GTA Consultants Office: WA

Quality Record

Issue	Date	Description	Prepared By	Checked By	Approved By	Signed
C	04/10/18	Final	Rodney Ding	TM	TM	

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1. Introduction

1.1 Background & Proposal

GTA Consultants (GTA) has been engaged by *Hamlen Pty Ltd* to prepare a Transport Impact Statement (TIS) for the redevelopment of the site at 384 Berwick Street in East Victoria Park. This report is to support a submission on behalf of the client on Amendment 78 in support of R60 development in the form of grouped dwellings.

This report follows the guided methodology of a TIS, prepared in line with the Western Australian Planning Commission publication '*Transport Assessment Guidelines for Development, August 2016*' (WAPC Guidelines). It also considers the Town of Victoria Park's (ToVP) planning policies and the key elements of the site's integration with the existing transport networks and the potential traffic impact of the proposed redevelopment.

1.2 Context

The redevelopment site is at the south eastern extremity of East Victoria Park, situated within the ToVP and approximately 8.1km south-east of the Perth CBD by road (6.4km in a direct line). The proposed redevelopment is within the well-established suburb of East Victoria Park and so benefits from already being well connected to nearby vehicular, walking, cycling and public transport networks.

WAPC Guidelines provide direction on the level of assessment which is necessary to be carried out with respect to the likely traffic impact of a development proposal. Typically, any development which is expected to have a 'moderate' traffic impact, that is, generating less than 100 trips in the peak hour is satisfied by a TIS. Any development which is expected to generate in excess of 100 trips in the peak hour requires a Transport Impact Assessment (TIA) to be undertaken. Both types of assessment consider the operation and layout of the site, but they differ in their assessment of external traffic impact.

In the context of this redevelopment and its land use proposal, it is expected that less than 100 trips generated in a given peak hour if applying 'typical' traffic generation rates (which represent locations outside of non-major activity corridors). In this case a TIS is appropriate.

1.3 Purpose of this Report

This TIS briefly outlines the transport aspects surrounding the proposed redevelopment. The intent of a TIS, as per the WAPC Guidelines, is to provide the approving authority with sufficient transport information to confirm that the Applicant has adequately considered the transport aspects of the development and that it would not have an adverse transport impact on the surrounding area. Of particular relevance is the accessibility of the development by non-car modes, in accordance with Government's sustainable development objectives, and its integration with the surrounding area.

In accordance with the WAPC Guidelines, this TIS outlines:

- redevelopment proposals
- current vehicle access arrangements and existing traffic conditions proximate to the site

- the traffic generating characteristics of the proposed redevelopment and to any low volume residential roads
- particular intersections or sections of road that may be adversely affected
- the potential for rat-running, especially through existing residential areas
- developments operating outside normal business hours in/near residential areas
- information on the pedestrian, bicycle and public transport access arrangements to the site
- suitability of the proposed parking provision within the site
- any issues associated with the heavy vehicles generated by the development
- the anticipated impact of the proposed redevelopment on the surrounding road network.

1.4 Reference Material

In preparing this report, reference has been made to the following:

- Sketch plans prepared by Greg Rowe & Associates showing the proposed development, provided at Attachment A
- Liveable Neighbourhoods Guidelines
- WAPC Transport Assessment Guidelines for Development
- traffic surveys undertaken by GTA Consultants as referenced in the context of this report
- other documents as nominated.

2. Development Proposal

2.1 Indicative Site Layout & Land Uses

A copy of the proposed redevelopment plans is provided at Appendix A as prepared by the project planner, *Greg Rowe and Associates*. The proposed site access and car parking layouts are discussed in the following sections.

The proposal includes the provision of 52 residential lots to allow a mix of one/two car garages, as summarised in Table 2.1. There is no commercial component for this proposed development. There is proposed to be 121 on-site parking bays to be provided as part of the development.

The current site has the National Archives of Australia on the 11,029sq.m block located near the centre of the site.

Table 2.1: Development Schedule

Use	Size
R60 Lots	52
Parking Bays	102 on-site resident & 19 on-site visitors

2.2 Site Location

The subject site is located at 384 (Lot 3) Berwick Street in the suburb of East Victoria Park in the Town of Victoria Park. The site is located on the south-east corner of the Baillie Avenue/Carson Street road and approximately 100m west of the intersection of Berwick Street and Hill View Terrace. The site has two street frontages, Berwick Street to the south/west and to Baillie Avenue/Carson Street to the north via a 5m wide, 20m long portion of the lot.

There is a special needs primary school to the north/west of the site, open space to the north/east and bushland to the south/east of the site. Beyond these the development is typically residential.

The site is located approximately 800m to the East Victoria Park retain hub bordered by Hill View Terrace, Albany Highway and Shepperton Road.

The subject site and its environs are shown in Figure 2.1. on the following page.

2.3 Car Parking

It is proposed to provide each lot with single or double garages, depending on the size of the lot frontage, plus there is proposed to be on-site parking provided within the internal roadway in the form of embayed parking for 19 cars for visitors. Residential parking is to be provided by individual garages on each lot.

The present site has parking provision for 34 cars to park on-site.

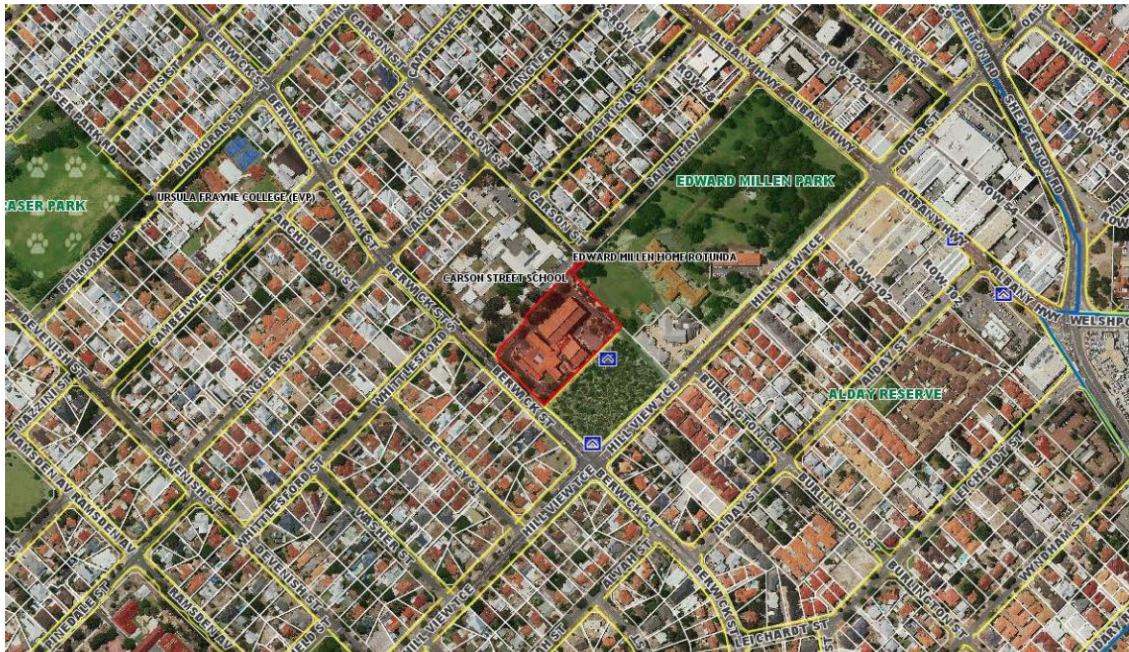
Being a purely residential development no parking for persons with a disability (PWD) is proposed.

There is presently parking permitted on Baillie Avenue/Carson Street but not feasible on Berwick Street.

Under the Residential Design Code and being within 250m of a high frequency bus route on Berwick Street, the site should provide a minimum of 63 parking bays for residents plus 13 for visitors, a total of 76 bays.

With the provision for a total of 121 car parking proposed, the site is in surplus by 45 parking bays on-site and thus there is a low possibility of local street being used to park on by residents or visitors.

Figure 2.1: Site Location Plan



(Map / Image Reproduced Courtesy of Inframaps)

2.4 Vehicle Access

The current vehicular access to the site is via:

- Direct from Berwick Street via a 7.2m crossover located at the western corner of the site (to be retained as part of the development)
- Baillie Avenue/Carson Street via a 5m wide 20m long section of the lot with a 4.8m wide roadway (to be retained as part of the development)
- Hill View Terrace via a 5.8m wide roadway across the adjacent bushland site (to be removed as part of the development).

The proposed development includes the retention of the 7.2m wide crossover on Berwick Street in its present location and format (concrete) as a full movement crossover with the Baillie Avenue/Carson Street crossover also to be retained as a two-way access to the site.

Access to and from the site via the street network is expected direct via Berwick Street and then via Baillie Avenue/Carson Street with access to/from Albany Highway. This then continues to Lockhart Street, Manning Road and then the Kwinana Freeway.

Baillie Avenue and Carson Street are Access Roads under the Main Roads WA functional road hierarchy, whilst Berwick Street is a Distributor A road under the functional road hierarchy.

Sight distance for the proposed crossover on Berwick Street meets the requirements of AS/NZS 2890.1:2004 *Parking facilities Part 1: Off-street car parking*. For a development of this nature, a

sight distance of 65m absolute minimum and 85m desirable minimum should be provided in a 60km/h zone. This minimum can be achieved with a sight distance of approximately 90-95m available to/from the southern approach along Berwick Street on approach from the Hill View Terrace traffic signals. This sight distance is considered appropriate.

The low traffic volumes expected during peak period use of the Baillie Avenue/Carson Street crossover (estimated at approximately 10-11 in the AM peak and 15 in the PM peak) will allow the crossover to operate at this 4.9m width under Clause 3.2.2 of AS/NZS 2890.1:2004 as a low volume Category 1 access driveway.

2.5 Road Reserve Widths

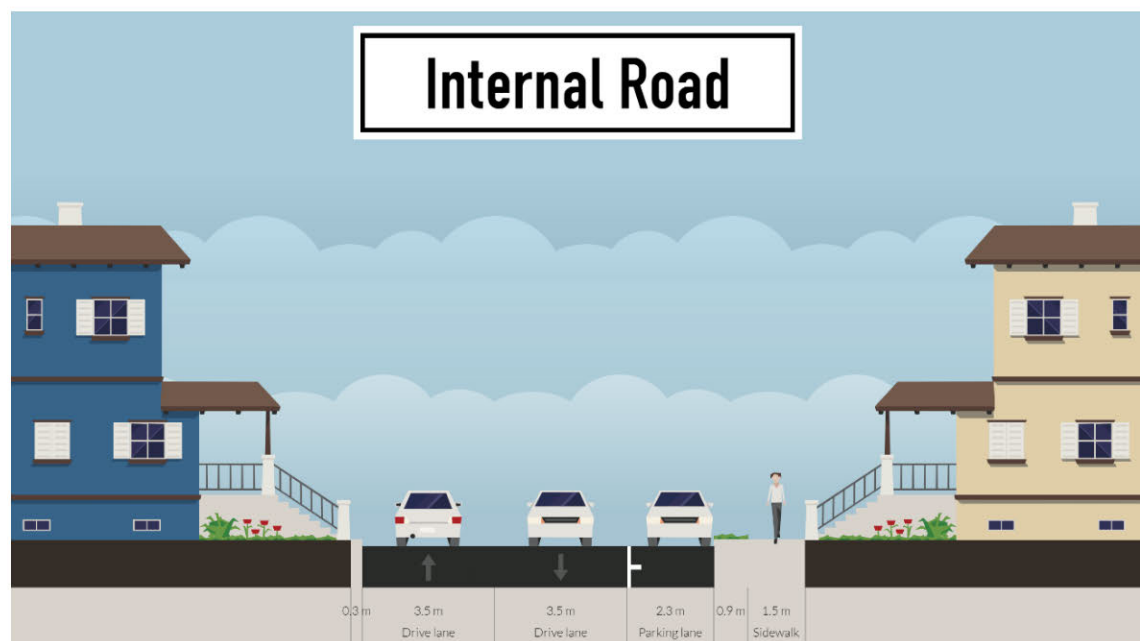
Road reserve widths within the structure plan area are proposed to be typically 12m, with one 6m laneway and a short section of road reserve approximately 10m wide. Apart from the 10m wide reserve all other reserves meet the "deemed to comply" conditions of the Residential Design Codes. The 10m wide reserve will still allow the retention of a 7.0m wide road pavement and will thus not impact of vehicular movement.

2.6 Road Cross Sections & Speed Limits

The speed limit through the site is proposed to be the general built up area limit of 50km/h, but given the short length of straight road sections, the actual speeds are expected to be significantly less than this at approximately 20-30km/h. This is a great design outcome which appeals to the vulnerable road user. The general road cross section proposed for the 12m wide roads are:

- Single 7m wide driving carriageway, an on-street parking lane of 2.3m adjacent with a 1.5m footpath as shown in Figure 2.2.

Figure 2.2: Internal Road Cross Section



2.7 Pedestrian Access & Facilities

Access to the site is presently via an existing footpath network along all roads adjoining the site as summarised below:

- Berwick Street - Both sides of the road connecting to the wider footpath network
- Baillie Avenue/Carson Street - north side of Baillie Avenue and south side of Carson Street connecting to the wider footpath network.

The existing network generally has pram ramps and gaps in the islands at median crossings for refuge and therefore considered friendly for all road user types.

The proposed development does not propose any new pedestrian facilities externally but does propose an internal footpath network on the internal roadways.

There is proposed to be direct pedestrian access to the development from Berwick Street and Baillie Avenue/Carson Street. The Baillie Avenue/Carson Street access will be via the 5m wide section of the site. Due to this new pedestrian connection, a 1.5m footpath should be provided on this link to Baillie Avenue/Carson Street.

2.8 Bicycle Access & Facilities

No specific provision is to be made for cycling parking for the development, except the provision of store rooms for each site which will allow the storage of bicycles. The roads surrounding the site are typically low volume (in the case of Baillie Avenue/Carson Street) and relatively wide, as such, friendly for on-road cycling. There is a dedicated on-road cycle lane in the case of Berwick Street north of the site and Hill View Terrace to the south of the site. The site is within 100m of the SE26 Perth Bike Network route connecting the Causeway to Canning Vale.

2.9 Loading Areas

Loading for the proposed development is proposed to occur to and from the proposed internal roadways with vehicles parked within the embayed parking areas (or the use of driveways for private loading).

Rubbish bins are proposed to be collected by the council rubbish collection from the road verges of the internal road network either outside respective lots or at bin pads for laneway lots.

3. Accessibility Review

3.1 Introduction

This chapter outlines the outcome of a baseline accessibility assessment that was undertaken to establish the transport provision serving the site and its surrounds. It also recognises that walking and cycling are encouraged modes of transport and are also secondary modes of travel for public transport users.

3.2 Access by Road

The development site abuts two 'Access Roads', as classified in the Main Roads WA (MRWA) Functional Road Hierarchy and one 'District Distributor A' road. Due to the site's good connection to the external road network, rat-running through low volume residential roads is avoided.

3.2.1 Local Roads

Access Roads bordering the development site are all of a single carriageway standard, providing one lane for travel in each direction. These Access Roads provide direct driveway access to residential properties with a general urban speed limit of 50km/h (except before and after school where a 40km/h limit applies) and a capacity of up to 3,000 vehicles a day (indicative) although a lower traffic volume would be more realistic. These roads include:

- Baillie Avenue (north of site)
- Carson Street (north of site).

The following traffic volumes on these roads were obtained from the ToVP Intramaps site:

- Baillie Avenue ~320 vehicles per day (vpd)
- Carson Street ~350 vpd.

In general, the road environment with proposed overhanging trees with embayed on-street parking and short street lengths will provide a traffic calmed road environment not conducive to speeds greater than the current 50km/h urban speed limit and most likely significantly less than this.

3.2.2 Arterial Roads

Berwick Street

Berwick Street runs in an east-west direction connecting Hill View Terrace in the south to Canning Highway in the north and has a posted speed limit of 60km/hr. It is classified as a District Distributor A road according to the MRWA Functional Road, and it is configured as a two-lane dual-carriageway with on-road cycle lane carrying around 15,000 vehicles per day near the subject site. Traffic on Berwick Street has shown a negative growth rate of approximately 1.3% compounding per annum in recent years. Berwick Street provides direct access to the Canning Highway to the north/west of site.

Vehicles traveling to/from the site will likely use a combination of Berwick Street and Baillie Avenue/Carson Street. Traffic generated can also utilise Paterson Street to access Manning Road at the signalised intersection at via Ley Street, approximately 850m away if the desired direction of travel is to/from the north/east of the site.

3.2.3 Key Intersections

There are three nearby intersections which may be affected by the proposed development. These are discussed below.

Berwick Street/Langler Street

These two streets intersect as a four-way Stop Sign controlled intersection. The sight distances on all approaches and at all stop lines were considered appropriate and acceptable for the road environment and abutting land-uses/property boundaries. Berwick Street is the priority road with right turn pockets of approximately 45-50m in length in a paint/concrete median. Langler Street is Stop Sign controlled on both legs. The median in Berwick Street is wide enough to allow passenger cars to pause in the median to wait in when turning right from Langler Street (ie a two stage turn).

Baillie Avenue/Albany Highway

These two streets intersect as a T-junction. Albany Highway is the priority road with a raised concrete/painted median along its length. The Baillie Avenue approach is not signed but does have a holding line with a barrier approach line. The sight distances on all approaches and at the holding line were considered appropriate and acceptable for the road environment and abutting land-uses/property boundaries.

Berwick Street/Hill View Terrace

This intersection is a four-way traffic signal-controlled intersection. The Hill View Terrace approaches each have turn pockets of approximately 50m in length. The western approach of Hill View Terrace has a left turn lane of approximately 50m length. The Berwick Street north approach has a right and left turn pocket each of approximately 65m length. Right turns are prohibited on the Berwick Street southern approach. The signal phasing provides leading right turns from the Berwick Street north and Hill View Terrace east approaches. Both Hill View Terrace approaches have a painted bike lane provided through the intersection.

3.3 Public Transport

It is considered that access to the site via public transport is applicable to all users including residents and visitors. The nearest bus stops are conveniently located within a short walking distance for both directions of travel to and from Perth. As such the site is very conducive to public transport usage.

The site is located approximately 100m (approximately a 1-minute walk) from bus stops (11770 for to Perth and 11755 for ex Perth) located on Berwick Street either side of Whittlesford Street.

In peak periods the bus services running to and from Perth (170, 176, 177 and 179) run every 10 minutes approximately, making these stops on these routes, high-frequency.

3.4 Walking and Cycling

As with public transport, the site is located in an area where the walking and cycling infrastructure is well established. It is considered that both walking and cycling will be attractive modes of transport for all users – residents and visitors to/from the site.

On-site bicycle parking will not be explicitly provided for, but there are storerooms provided for each lot, which will allow the storage of bicycles to encourage the use of this mode of travel.

Under the Residential Design Codes 17 bays/racks should be provided for residents to park their bikes for the entire site, whilst 5 bays/racks should be provided for visitors. It is assumed that the

resident component will be provided within the storerooms as stated above and thus allow for at least 52 bikes to be provided for the entire site.

The site is well connected to the existing cycling network in the nearby vicinity. Baillie Avenue and Carson Street are classified as "good road riding environments" whilst Berwick Street has on-road bike lanes west of the site, which connect to the SE16 Perth Bike Network route at Kent Street. Hill View Terrace has on-road bike lanes and the SE26 Perth Bike Network between Causeway and Canning Vale. A map of existing cycle routes is provided at Appendix B. Considering the proposed development type, the location of the site is well placed to take advantage of local amenities and transport services through well-connected walking and cycling routes.

The proposed development is approximately 500m from nearby primary schools and 800m from cafes and other shops.

Notwithstanding the above, any further application for development will review and revise the design to ensure it complies with the provision of the necessary walking and bicycle parking.

3.5 Crash Statistics

MRWA Crash Analysis Reporting System (CARS) provides detailed crash data and covers all intersections and midblock sections which have had one or more reported road crashes over a 5-year period from 2013 to 2017. It provides detailed crash data for Paterson Street, Canning Parade, Lockhart Street and nearby intersections over that period.

Crash data has been reviewed for Paterson Street between Lockhart Street and Canning Parade and Lockhart Street between Paterson Street and Manning Road (the most likely route to and from the proposed development) plus the intersections along this route. Only one crash was recorded along the mid-block sections, this being on Lockhart Street; 11 crashes were recorded at intersections, all at the intersection of Manning Road and Lockhart Street. These crashes are reviewed in more detail in Table 3.1 below.

Table 3.1: Crash Record for Roads and Intersections/Road Sections in the vicinity of the Subject Site

Location	State Ranking		Crash Severity				Total Crashes
	Cost	Frequency	PDO	Medical	Hospital	Fatal	
Baillie Ave / Albany Hwy	-	-	0	0	0	0	0
Carson St / Patricia St	9954	7289	1	0	0	0	1
Carson St / Langer St	8234	7289	1	0	0	0	1
Berwick St / Langer St	9954	7289	0	1	1	0	2
Berwick St / Hill View Tce	274	376	41	8	0	0	49
Baillie Ave	N/A [1]		0	0	0	0	0
Carson St	N/A [1]		0	0	0	0	0
Langer St	N/A [2]		1	0	0	0	1
Berwick St	N/A [2]		0	0	0	0	0

PDO – property damage only, Medical – roadside medical assistance, Hospital – hospitalisation required

[1] State ranking not considered appropriate for a local access road due to relatively low traffic volumes.

[2] State ranking not considered appropriate for a local access road due to relatively low traffic volumes.

The above summary crashes are discussed below in more detail.

- Carson Street/Patricia Street:

The single crash which was recorded at this intersection was a property damage only right-angle crash.

- Carson Street/Langler Street:

The single crash which was recorded at this intersection was a property damage only right-angle crash.

- Berwick Street/Langler Street:

The two crashes which was recorded at this intersection were a casualty right-angle crashes which both occurred at night. This may indicate an issue with the current street lighting not illuminating the intersection or approaches sufficiently, to provide good night time visibility.

- Berwick Street/Hill View Terrace:

Of the 49 recorded crashes 13 were rear end, 10 right-angle and 24 right-turn-through. Of these crashes 9 occurred in the wet, 17 at night and 8 resulted in a casualty. These crashes also included 2 bicycle crashes. All of these crashes were found to be at a rate higher than expected for an intersection of this type.

The rate of casualty crashes at this intersection is approximately 1.86 casualty crashes per 10 million vehicles entering (10M VE) the intersection. This is less than a network average of approximately 2 casualty crashes per 10M VE for signalised four-way intersections.

- Langler Street:

The single crash which was recorded was a property damage only crash involving a vehicle entering/leaving a driveway near the crest of the slight hill in Langler Street.

This crash rate recorded at the intersection of Berwick Street/Hill View Terrace is the equivalent to approximately 2.3 crashes per million vehicles entering (MVE) the intersection. This rate is significantly higher than the network average compared to other similar intersections of about 0.5 crashes per MVE. This number is considered high and worth noting. The crash types are typical of a signal-controlled intersection treatment and due to the crests near the intersection leads to a high number of right angle and right-turn through crashes.

The traffic volumes generated by the development during peak hours and over the course of a day are considered to be low at approximately 22-30 vehicles in any one hour. This traffic is expected to be split between in/out vehicle movements from the Baillie Avenue access and the Berwick Street access and is further dispersed over a number of turning movements.

A development of this type, with the number of access points as noted, and in this location could not be expected to materially alter the existing frequency and severity of road crashes in the area. Further, the low increase in traffic volumes could not be expected to adversely affect pedestrians crossing roads, or any cyclists that travel on-road.

Accordingly, the road safety characteristics of the proposed development are considered acceptable.

4. Trip Generation and Traffic Impact

4.1 Current Traffic Flows

Traffic volumes on the adjacent road network of Carson Street, Baillie Avenue, Langer Street and Berwick Street were assessed based on the current traffic counts sourced from the Town of Victoria Park Intranet website and MRWA website.

Berwick Street:	14,700 vpd with 4.8% heavy vehicles AM Peak: 815 northbound, 520 southbound PM Peak: 600 northbound, 730 southbound
Langer Street:	estimated at 500 vpd AM Peak: 50 PM Peak: 50
Baillie Avenue:	estimated at 320 vpd AM Peak: 32 PM Peak: 32
Carson Street:	estimated at 350 vpd AM Peak: 35 PM Peak: 35

4.2 Expected Traffic Flows

With the surrounding residential development having reached maturity, the current traffic volumes are expected to remain relatively unchanged into the near future on the local street network of Langer Street, Carson Street and Baillie Avenue. According to the most recent data, traffic flows on Berwick Street have been decreasing at a rate of approximately 1.3% per annum, but for the purposes of this assessment has been assumed not to change over the next 10 years.

4.3 Vehicle Types

The types of vehicles accessing the site will be entirely private motor vehicles. No traffic to and from the site is expected to be truck type traffic, except for furniture delivery vans/smaller trucks parking on the embayed street parking (or on driveways) and the council rubbish collections.

4.4 Traffic Generation and Traffic Impact

In order to estimate the trip generation associated with the proposed development, reference has been made to trip rates within the *WAPC Guidelines* (which often refer to the *RTA Guidelines, NSW*) and the *Trip Generation 9th edition, 2012 - Institute of Transportation Engineers (ITE)*, Washington, USA. These trip rates are considered to accommodate the general vehicle activity at the site incorporating:

- Residents
- Visitors to residents
- Servicing / deliveries.

Table 4.1: Estimated Traffic Generation

Land Use	Peak Hour Rates (vph)	Peak Hour Trip Generation Estimates (vph) (using AM/PM peak)
Residential Dwelling	0.45 / dwelling (AM) & 0.6 / dwelling (PM)	23/31

Residential unit rate is based on both the RTA Guidelines recorded peak hour rate and GTA's Database for grouped dwellings near good public transport provision. However, to allow for a robust assessment a rate of 0.6/dwelling for the PM peak and 6 per dwelling for the daily flows was adopted.

Table 4.2: Estimated Traffic Generation - Total

Trip type	Trips IN	Trips OUT
AM Vehicle	6	17
PM Vehicle	21	10

Assumed Residential in/out split is 25%/75% in the AM peak & 67%/33% in the PM peak as per WAPC Guidelines. 7.5% of the daily flows in the AM peak and 10% in the PM peak.

Based on the above, the total traffic generation of the development site is expected to be approximately 310 vehicular trips in a day with 23 occurring in the AM peak and 31 vehicle movements in a typical PM peak hour.

It should be noted that the above 310 vehicular trips per day will not be all additional traffic as the site is currently used by the National Archives of Australian.

Traffic counts were not undertaken for the current use. However, based on the approximate floor areas of the buildings on the site, the current use (or a similar use) on the site would give rise to the existing following traffic generation as shown in Table 4.3. The current use is a combination of office space and warehousing for the archives on the site.

- Office Use 1,500m² GFA
- Warehousing Use 2,000m² GFA.

Table 4.3: Estimated Traffic Generation for Current Use

Land Use	Daily Rates (vpd)	Daily Trip Generation Estimates (vpd)
Office Use	10-20 trips per 100m ² GFA	150 to 300
Warehousing Use	4 trips per 100m ² GFA	80
Total		230 to 380

Thus, the current use of the site would have very similar traffic generation rates as compared to the proposed R60 Development yield. There would be little to discern between the traffic generated by the site over a typical day.

A final comparison was undertaken if the site was developed in line with the current R30 zoning of the site as summarised in Table 4.4. This assessment is tabled below in similar fashion to the current use of the site. With the R30 zoning the site could have up to approximately 30 lots.

Table 4.4: Estimated Traffic Generation for R30 Zoning

Land Use	Daily Rates (vpd)	Daily Trip Generation Estimates (vpd)
Residential Dwelling	8 trips per dwelling	240

The trip rate adopted is slightly higher than the R60 proposal as larger lots will typically tend to lead to higher car ownership and thus traffic generation for each lot.

Based on the current zoning a development would have traffic volumes slightly less than the site would presently exhibit and also slightly lower than the proposed R60 development is expected to generate. However, the absolute difference of approximately 70 vehicle trips per day between the proposed R60 development and the current R30 zoning is not considered significantly large to be a concerning issue.

The proposed R60 development would have peak flows of approximately 31 vehicles in the PM peak compared to the R30 zoning equivalent of approximately 24. With the distribution of traffic from the development onto the local street network, the differences between the proposed R60 and the R30 zoning would be approximately 1 to 2 vehicles in the PM peak on individual streets. It is clear that this difference would not be noticeable to residents and drivers on the local streets and thus there would be little or no difference in impact between the proposed R60 development and a development in line with the current R30 zoning.

4.5 Road Cross-Sections

All the above traffic flows are appropriate for the proposed road cross sections as discussed previously. The general 6.0m wide pavement streets throughout the estate can cater for daily flows up to 1,000 vpd. With embayed parking bays these roads can cater for traffic flows up to 3,000 vpd. The 7.0m wide main entry road will be able to cater for traffic flows up to 3,000 vpd.

Traffic flows on the laneway lots for the higher density lots are expected to have traffic flows of approximately 100 to 150 vpd. Laneways of 6.0m width can cater for traffic flows of up to 300 vpd.

Based on the calculated traffic volumes expected for the estate, the proposed road cross sections discussed previously are considered appropriate.

4.6 Traffic Impact of Development on Local Area

All roads near the proposed site are expected to have traffic volumes typically less than the maximum traffic flows for similar roads of their type. The mid-block comparisons to maximum flows that these roads should carry are shown in Table 4.5 below.

Table 4.5: Current & Expected Mid-Block Daily Traffic Flows

Road	Indicative Maximum Daily Flow (two-way vpd)	Current Daily Flow (two-way vpd)	Expected Daily Flow in 10 years (two-way vpd)	Expected Daily Flow in 10 years with Dev (two-way vpd)	Expected change in Daily Flow in 10 years with Dev
Baillie Avenue	3,000	320	320	395	+23%
Carson Street	3,000	350	350	425	+21%
Langler Street	3,000	500	500	575	+15%
Berwick Street	15,000	14,700	14,700	14,775	+0.5%

There is not expected to be any significant adverse impacts in the traffic flows to and from the site with the new development (except for the percentage change noted for Baillie Avenue, Carson Street and Langler Street off a low base volume). However, the resultant traffic flows for the affected roads are expected to be significantly less than the maximum traffic flows for roads this type could carry and thus the impact is considered acceptable.

With regards to the intersections, Table 2.4 from the Austroads publication, *Guide to Traffic Management Part 6 – Intersections, Interchanges and Crossings* provides advice as to intersection and crossover performance in peak flow conditions about possible further analysis.

This is summarised in Table 4.6. If the calculated expected traffic flows for this development exceed those shown in Table 4.6 further assessment is typically required.

Table 4.6: Austroads Guidelines

Major Road Type	Major Road Flow (two-way, vph)	Minor Road Flow (two-way, vph)
Two-lane	400	250
	500	200
	650	100
Four-lane	1,000	100
	1,500	50
	2,000	25

Examining the "worst case" scenarios of all development traffic flows utilising either only the Baillie Avenue/Albany Highway intersection or the single crossover on Berwick Street traffic for the proposed development, Table 4.7 is derived.

Table 4.7: Comparison to Austroads Guidelines

Intersection	Major Road Flow (two-way, vph)	Minor Road Flow (two-way, vph)
Berwick St/Crossover	1,330	31
Baillie Ave/Albany Hwy	940	65

From the above it can be seen that the crossover and the subject intersection are expected to have traffic volumes significantly less than shown in Table 4.6. Thus, there is no need for the crossover nor most of the intersections to be examined in further detail using such analysis software like SIDRA Intersection (SIDRA). Under these flow conditions, the crossover is expected to operate at a level of service A with minimal delays and queues. The only expected is the interception of Manning Road and Lockhart Street which is assessed in more detail in the next sub-section.

4.7 Intersection of Berwick Street and Crossover

This crossover was modelled as an intersection with Berwick Street the priority road and the crossover the terminating road. To allow a robust assessment, it was assumed that all development traffic would use this access.

The expected operation of the crossover was assessed using SIDRA and a combination of mid-block traffic counts obtained from MRWA and manual traffic counts undertaken in the AM and PM peak periods. To allow a robust assessment, it was assumed that all development traffic utilises this crossover.

The critical results are shown on the following pages for the AM (8am to 9am) and PM (4pm to 5pm) periods in Table 4.8 and Table 4.9.

Table 4.8: Berwick Street Crossover – Expected Operation in AM Peak

Critical Turning Movements					
Approach	Mvt.	Short Lane Length	DOS	Average Delay (sec)	95th Percentile Queue (m)
Berwick St SE	RT	12m	0.01	8s	0.1m
Crossover NE	RT	-	0.04	12s	1m

DOS – Degree of Saturation, # - Intersection DOS

Table 4.9: Berwick Street Crossover – Expected Operation in PM Peak

Critical Turning Movements					
Approach	Mvt.	Short Lane Length	DOS	Average Delay (sec)	95th Percentile Queue (m)
Berwick St SE	RT	12m	0.02	10s	0.3m
Crossover NE	RT	-	0.03	12s	0.6m

Overall the Berwick Street crossover is expected to operate satisfactorily in both the AM and PM peaks. There are expected to be minimal delays and queues either on Berwick Street entering the crossover or on the crossover turning into Berwick Street.

4.8 Intersection of Baillie Avenue and Albany Highway

This intersection was modelled with Albany Highway the priority road and Baillie Avenue the terminating road. Similar to the crossover assessment, to allow a robust assessment, it was assumed that all development traffic would use this access.

The operation of the intersection was assessed using SIDRA and a combination of mid-block traffic counts obtained from MRWA and manual traffic counts undertaken in the AM and PM peak periods.

The critical results are shown on the following pages for the AM (8am to 9am) and PM (4pm to 5pm) periods in Table 4.10 and Table 4.11.

Table 4.10: Baillie Ave/Albany Hwy – Expected Operation in AM Peak

Critical Turning Movements					
Approach	Mvt.	Short Lane Length	DOS	Average Delay (sec)	95th Percentile Queue (m)
Albany Hwy NW	RT	12m	0.01	6s	0.3m
Baillie Ave SW	RT	-	0.04	9s	1m

Table 4.11: Baillie Ave/Albany Hwy – Expected Operation in PM Peak

Critical Turning Movements					
Approach	Mvt.	Short Lane Length	DOS	Average Delay (sec)	95th Percentile Queue (m)
Albany Hwy NW	RT	12m	0.02	6s	0.5m
Baillie Ave SW	RT	-	0.07	10s	2m

Overall the intersection is expected to operate satisfactorily in both the AM and PM peaks. There are expected to be minimal delays and queues either on Albany Highway turning right into Baillie Avenue or in Baillie Avenue turning into Albany Highway.

Based on the above, the proposed development could not be expected to have a detrimental impact on the surrounding roads and intersections in terms of capacity or road safety. Accordingly, the traffic impact of the proposed development is considered acceptable.

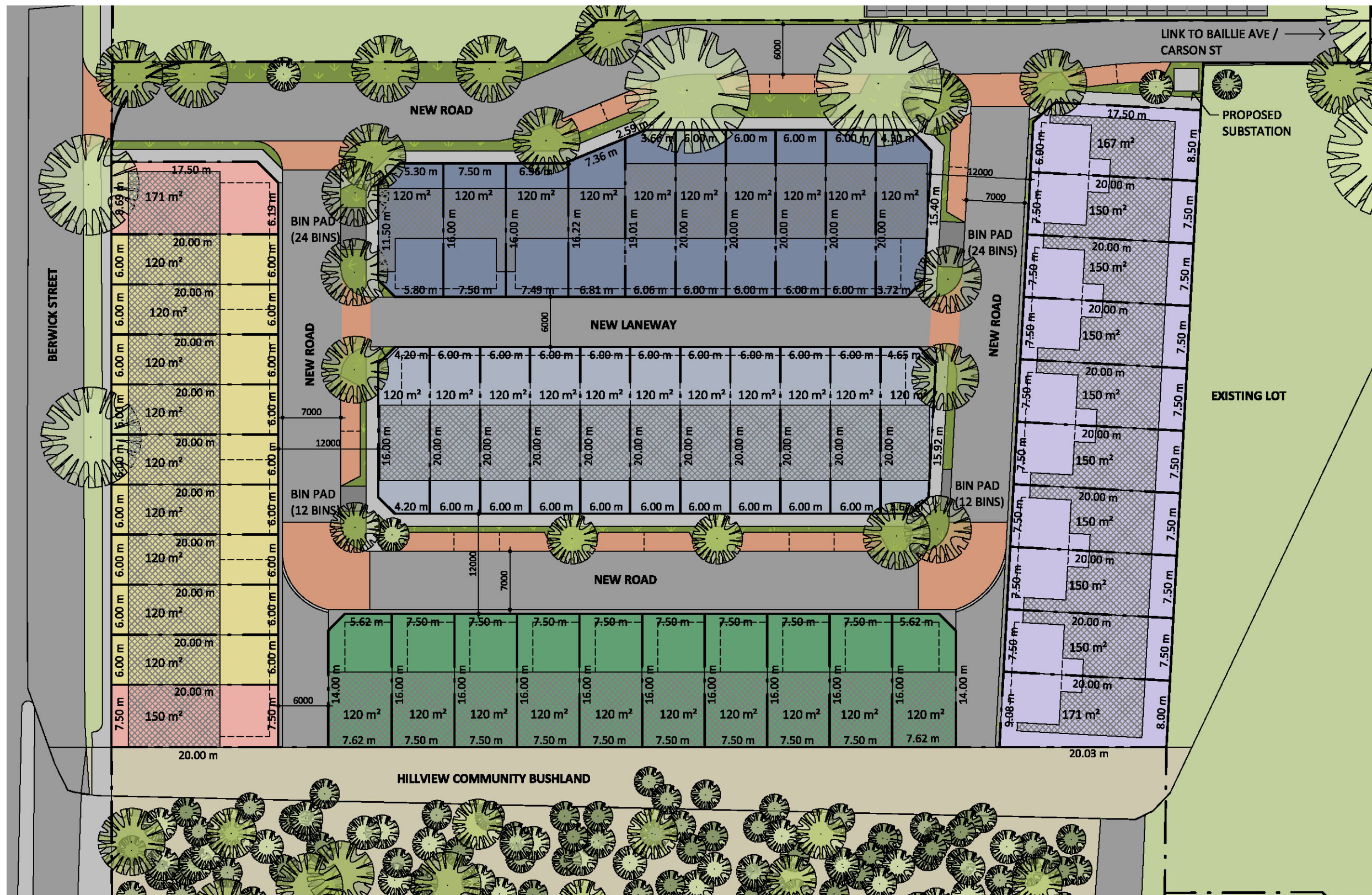
5. Findings, Summary & Conclusions

As a result of the traffic analysis undertaken for the proposed residential development at 384 Berwick Street in East Victoria Park:

- i The development should generate in the order of 310 vehicular trips per day with 23 of these in the AM peak and 31 in the PM peak.
- ii Expected traffic flows for the proposed R60 development is estimated to be very similar to the traffic flows to/from the current site over a typical day and only slightly higher than the current R30 zoning and so does not present a traffic impact concern.
- iii The parking area layout is suitable with an appropriate number of parking bays provided for the demographic use of the development.
- iv Sight distances at the proposed Berwick Street crossover are acceptable for all vehicle turn movements, with minimal delays expected.
- v There is a proposed internal pedestrian network on all streets which will connect to external footpaths on Berwick Street.
- vi Internal streets will be bike friendly with bike parking expected to be provided internally for each dwelling.
- vii The site is well placed to take advantage of bus routes located on Berwick Street within a 2-minute walk of the site.
- viii The narrow road connection to Baillie Avenue/Carson Street will be able to function even if all development traffic were to utilise it, this in accordance with Australian Standards.
- ix Rubbish trucks used by the Town of Victoria Park will be able to collect rubbish from the internal streets at bin pad locations and street verges.
- x The impacts of the traffic volumes associated with the development on the road network are considered acceptable now and in the future.
- xi There is no requirement for any of the road network to be modified as a result of this development.

Appendix A

Development Plans



384 Berwick St, East Victoria Park
Lot No.: D046173 3
Area: 11029.178 m²

Legend

- Building
- Double Garage
- Single Garage (with car port adjacent)

	Total
Laneway Dwellings, North Facing 2 Storey	10
Laneway Dwellings South Facing 2 Storey	11
Park Facing Rear Loaded Dwellings - 7.5m Lots	10
Berwick St Rear Loaded Dwellings - 6m Lots	9
Berwick St Rear Loaded Dwellings - 7.5m Lots	2
Front Loaded City View Tri-Level Terraces - 7.5m Lots	10
Total Lots	52

19 Visitor Car Bays

1 Site - SK1A
1 : 500

WHITEHAUS
architecture | interior design | drafting

995 Hay Street PERTH 6000 | (08) 9226 3236
admin@whitehaus.com.au | ABN: 66 159 398 428

REV	DESCRIPTION	DATE
A	For Approval	09/10/18

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CLIENT Hamlen

PROJECT ADDRESS 384 Berwick Street, East Victoria Park

DRAWING TITLE
Site Plan

PROJECT TITLE
Hamlen EVP

DRAWN: JM

APPROVED: CW

PROJECT No.
18098

SCALE @ A3: As indicated

DRAWING No.

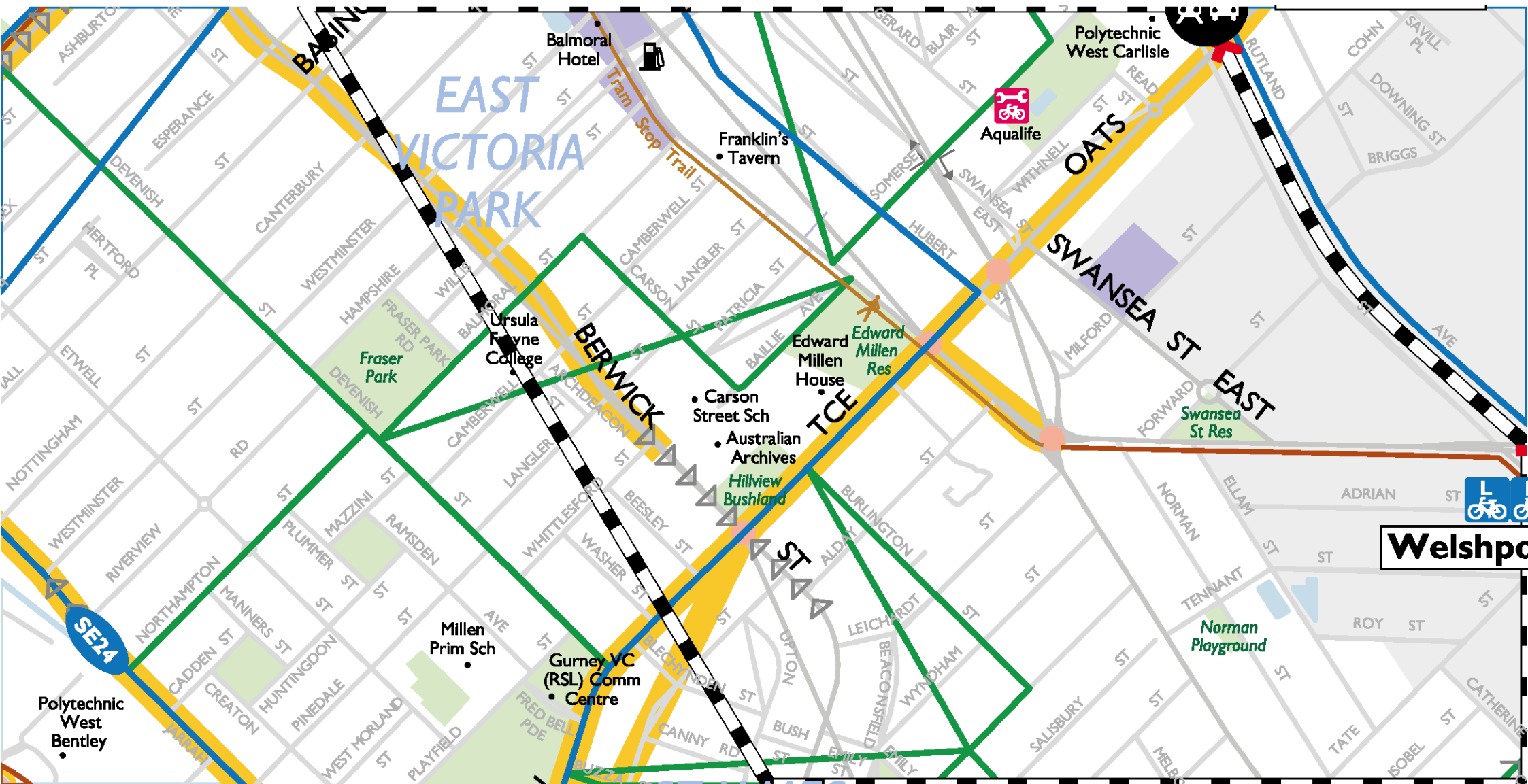
A001

REV

A

Appendix B

Cycle Routes



Melbourne

A Level 25, 55 Collins Street
PO Box 24055
MELBOURNE VIC 3000
P +613 9851 9600
E melbourne@gta.com.au

Sydney

A Level 16, 207 Kent Street
SYDNEY NSW 2000
P +612 8448 1800
E sydney@gta.com.au

Brisbane

A Ground Floor, 283 Elizabeth Street
BRISBANE QLD 4000
GPO Box 115
BRISBANE QLD 4001
P +617 3113 5000
E brisbane@gta.com.au

Canberra

A Level 4, 15 Moore Street
CANBERRA ACT 2600
P +612 6243 4826
E canberra@gta.com.au

Adelaide

A Suite 4, Level 1, 136 The Parade
PO Box 3421
NORWOOD SA 5067
P +618 8334 3600
E adelaide@gta.com.au

Perth

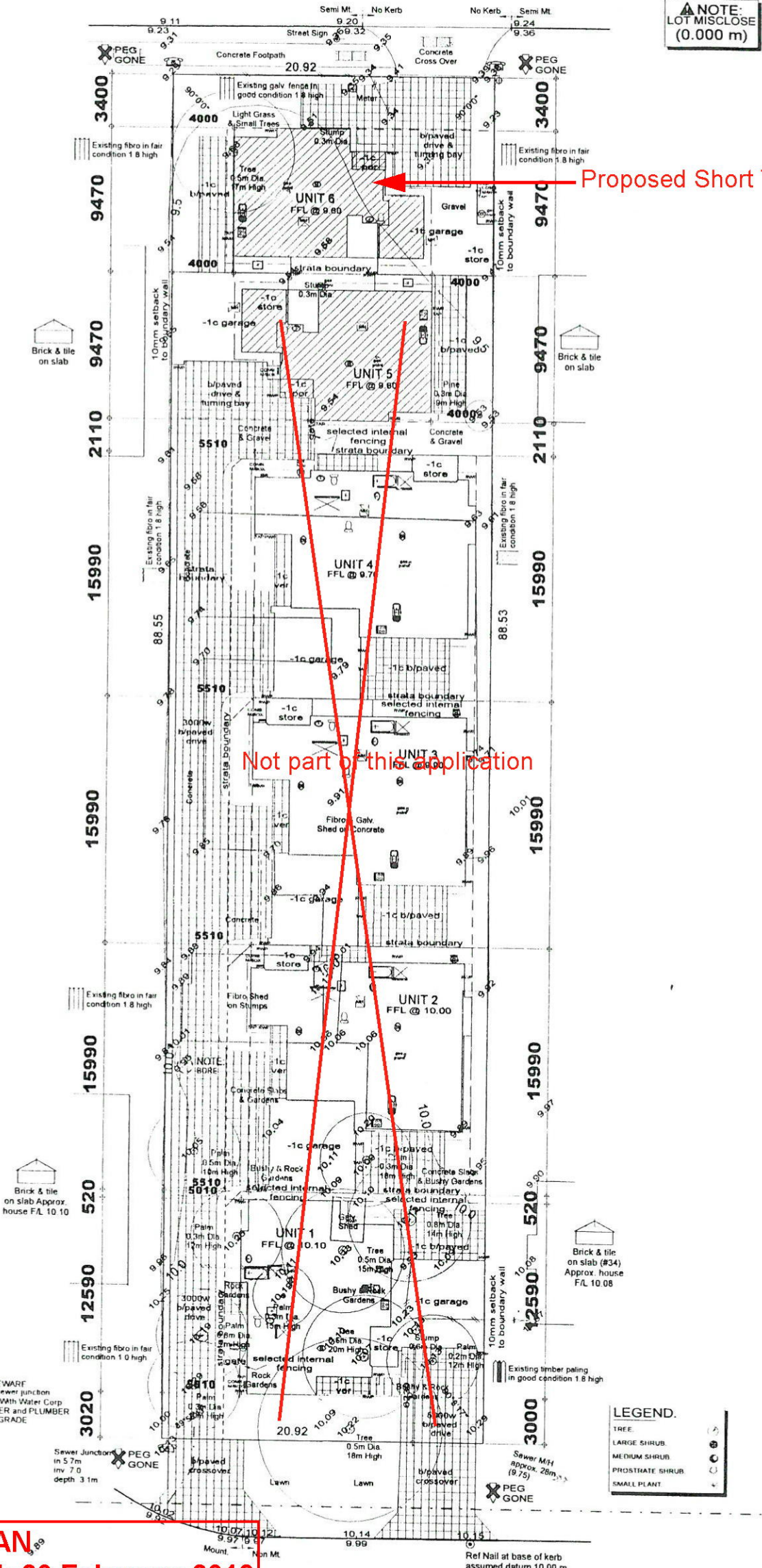
A Level 2, 5 Mill Street
PERTH WA 6000
PO Box 7025, Cloisters Square
PERTH WA 6850
P +618 6169 1000
E perth@gta.com.au

NOTE: COTTAGE & ENGINEERING SURVEYS ACCEPT NO RESPONSIBILITY FOR ANY PHYSICAL ON SITE CHANGES TO THE PARCEL OR PORTION OF THE PARCEL SHOWN ON THIS SURVEY INCLUDING ANY ADJOINING NEIGHBOURS LEVELS AND FEATURES THAT HAVE OCCURRED AFTER THE DATE ON THIS SURVEY.

NOTE: All Sewer details plotted from information supplied by Water Corporation.
NOTE/BEWARE: ADVISE TRADES
 Off road power lines

SOIL DESCRIPTION
 Sandy
 Lawn Garden
 Refer to Survey

NOTE:
 LOT MISCLOSE
 (0.000 m)



Approved Plan
 Building Lic. No.
040203
 Principal
 Building Surveyor

LEGEND.
 TREE
 LARGE SHRUB
 MEDIUM SHRUB
 PROSTRATE SHRUB
 SMALL PLANT

AMENDED PLAN

Town of Victoria Park Received: 20 February 2019
Supersedes plan dated: 8 November 2018

NOTE / BEWARE:
 DUE TO LACK OF SURVEY MARKS/PEGS ALL BUILDING OFFSET DIMENSIONS & FEATURES ARE APPROX ONLY AND POSITIONED FROM EXISTING PGS/FENCES AND WALLS WHICH MAY NOT BE ON THE CORRECT ALIGNMENT AND ARE TO BE VERIFIED WHEN REPEATED ANY DESIGN THAT INVOLVES ADDITIONS TO ANY STRUCTURES SHOWN OR PORTION OF STRUCTURES REMAINING AFTER ANY DEMOLITION HAS TAKEN PLACE. BOUNDARIES MUST BE REPEGGED AND EXACT OFFSETS PROVIDED TO YOUR DESIGNER/ARCHITECT BEFORE ANY PLANS ARE PRODUCED AND BEFORE ANY WORK IS STARTED ON SITE.



Scale 1:200
 0 2 4 6 8 10

RECEIVED
 01 JUN 2005

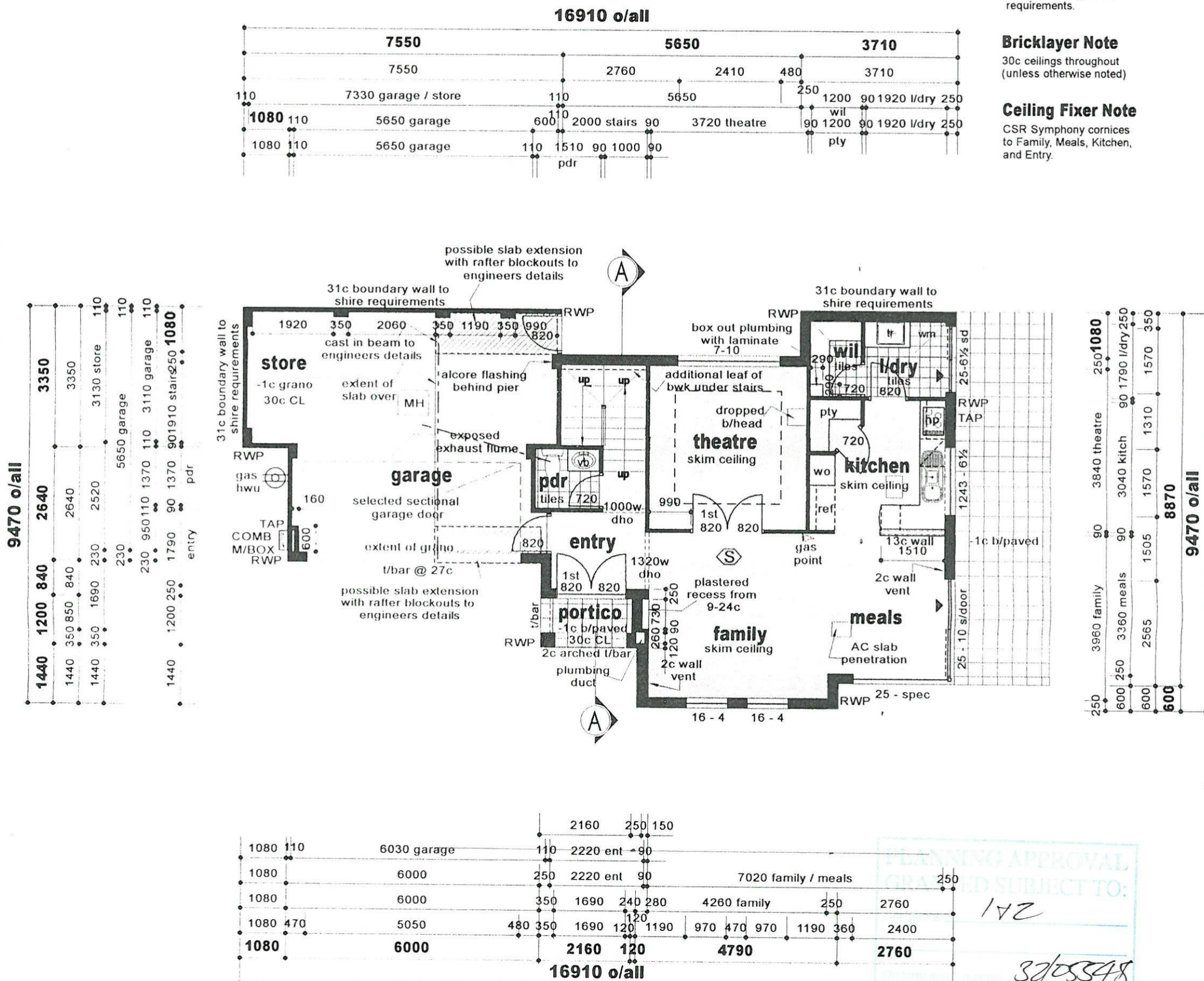
Town of Victoria Park Received: 20 February 2019
Supersedes plan dated: 8 November 2018

RWPs positions shown are indicative and may be adjusted on site to suit roof timber locations, soakwells locations, existing downpipe locations at roof plumbers discretion.

Roof beam locations are approximate and can be varied on site to suit roof design and engineers requirements.

30c ceilings throughout
(unless otherwise noted)

CSR Symphony cornices to Family, Meals, Kitchen, and Entry.



DIMENSIONS SHOWN ON
PLAN ARE BRICK SIZES.
PLEASE ALLOW AN EXTRA
10mm TO EACH WALL FOR
PLASTER & SET.

**BUILDER TO CHECK LOCATIONS
AND SELECTIONS OF APPLIANCES,
LOAD CENTRES, METER BOX'S,
GAS BAYONET POINTS, HOSE COCKS
AND HOT WATER SYSTEM WITH
OWNER PRIOR INSTALLATION.**

ALL DIMENSIONS TO BE CONFIRMED
ON SITE, PRIOR TO CONSTRUCTION.

GROUND	78.41m ²
UPPER	82.79m ²
VERANDAH	2.59m ²
GARAGE	39.44m ²
TOTAL AREA	203.23m²

scale 1 : 100

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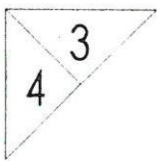
JOB No.

UNIT
6

design
RIGHT

ph: 9444 1744 fax: 9444 1730
designright@bigpond.com
208 ANZAC ROAD MT HAWTHORN

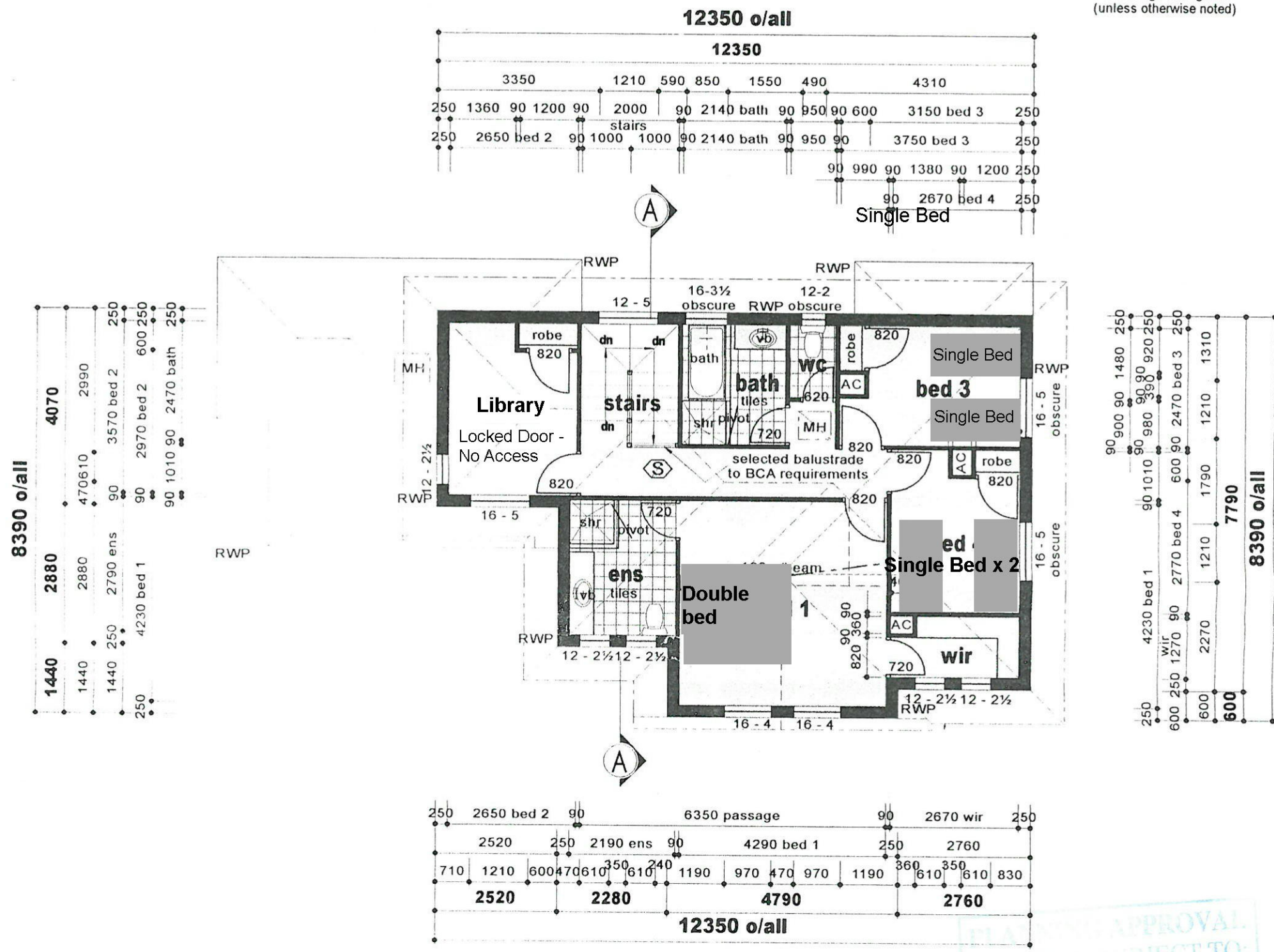
AMENDED PLAN
Town of Victoria Park Received: 20 February 2019
Supersedes plan dated: 8 November 2018



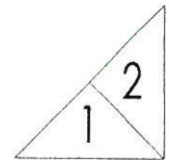
Roof Plumber Note
 RWP positions shown are indicative and may be adjusted on site to suit roof timber locations, soakwells locations, existing downpipe locations at roof plumbers discretion.

Roof Carpenter Note
 Roof beam locations are approximate and can be varied on site to suit roof design and engineers requirements.

Bricklayer Note
 30c ceilings throughout (unless otherwise noted)



PLAN APPROVAL
 GRANT SUBJECT TO:
 1+2
 32/05/18
 25/7/05
 THIS APPROVAL IS NOT A BUILDING PERMIT



FIRST LEVEL
scale 1 : 100

ph: 9444 1744 fax: 9444 1730
 designright@bigpond.com
 208 ANZAC ROAD MT HAWTHORN

BUILDER
EVERSEE DEVELOPMENTS
 PH: 9361 2622

SITE ADDRESS - LOT 36 ASTRAL AVE, CARLISLE
 98 of 239

OWNER - NUMBER ONE HOLDINGS PTY LTD

AMENDMENT
 04/05/05 various dR

DRAWN - dR
 DATE - 01/03/04
 SCALE - 1 : 100
 SHEET 29/44 DRGS
 JOB No.

UN
 I
 T
 6

Town of Victoria Park Received: 20 February 2019
Supersedes plan dated: 8 November 2018



NOTE:
For concrete footing
& slab details refer
to Engineers drawings

PLANNING APPROVAL
GRANTED SUBJECT TO:
1 + 2
32/05348
25/7/05

ph: 9444 1744 fax: 9444 1730
designright@bigpond.com
208 ANZAC ROAD MT. HAWTHORN

SITE ADDRESS - LOT 36 ASTRAL AVE, CARLISLE

OWNER - NUMBER ONE HOLDINGS PTY LTD

© COPYRIGHT

AMENDMENT

04/05/05 various dR

DRAWN -	dR
DATE -	01/03/04
SCALE -	1 : 100

SHEET 30 /44 DRGS

JOB No.

UNIT 6

AIRBNB MANAGEMENT PLAN

115 OATS STREET, CARLISLE WA 6101

19 NOVEMBER 2018

1. BACKGROUND

This is a grouped dwelling.

Ground Floor: Living room, theatre room, kitchen, laundry, pantry, store room and powder room.

1st Floor: One master ensuite and three bedrooms and additional bathroom with toilet.

Maximum 6 persons.

It is located along Oats Street, near Orrong Road.

2. OBJECTIVES OF MANAGEMENT PLAN

To convert the use of the residential property into Airbnb/short term stay accommodation.

3. MANAGEMENT STRATEGIES

3.1 MANAGER

Name of Owner: [REDACTED]

Name of Manager: [REDACTED]

Estimated driving time from place of residence to proposed residential building (Carlisle, 6101): 20-25 minutes driving time

General Availability to respond to issues: 7 days a week

3.2 CHECK-IN/CHECK-OUT

Check In: 2pm

Check Out: 10am

Procedure for late/early check-in/check-out: Collection of keys via lockbox

3.3 MITIGATION AND COMPLAINTS PROCEDURE

Mitigation Strategies:

We enforce a strict no party or event policy. We regularly and randomly inspect the premises personally to ensure this requirement is kept.

We have a high damage deposit (\$300) to deter guests from throwing wild parties that will not only damage the house but cause unwanted noise and other issues. It is unlikely that guests will throw a party or event because of this.

We will make an effort to meet all our guests, either at handover of keys (check in) or other times so we can assess them. This helps us find out if there are any misrepresentations or causes of concern.

Before we accept each guest, we do a Facebook search and any other searches we think will help, such as Google search. We do not accept last minute bookings as we find these requests are not genuine and can be problematic. We communicate with each prospective guest and qualify them to make sure they are a hassle-free guest. We do not accept weekend only guests as these guests have a high chance of intending to throw a party.

Complaints procedure for neighbours:

We have approval from the Strata Manager to operate this Airbnb. We have sent you a copy of the approval email in a separate email. There is an existing procedure, where the Strata Manager will collect complaints from neighbours. We will supply the Strata Manager with the Complaints Management Form. The Strata Manager has given us a condition that there must not be three complaints in and three month period.

Complaints procedure for guests:

All guest complaints are handled from the website they booked from, in this case only Airbnb and Home Away websites.

2.4 USE AND MAINTENANCE

The Owner and Manager will provide on-going maintenance to the entire house on a monthly basis and as when needed.

There is no common property as the house is the only one facing Oats Street in the Strata Complex. The other five properties are on Astral Avenue.

There is a minimum 2 night stay.

3.4 SAFETY, HYGEINE AND SECURITY

3.4.1 SAFETY

Two smoke alarms, one on ground floor near kitchen area and another upstairs along the hallway. There is also a fire extinguisher, first aid kit and safety card (contains safety information including fire extinguisher location, etc)

3.4.2 HYGIENE AND COMFORT

There is a fridge and pantry for food storage. The kitchen has a rubbish bin. Cockroach traps are used to reduce cockroaches. There are linen and towels available, exhaust fans

in bathroom and toilets, and centralised air conditioning and heating. There is an equipped laundry room provided.

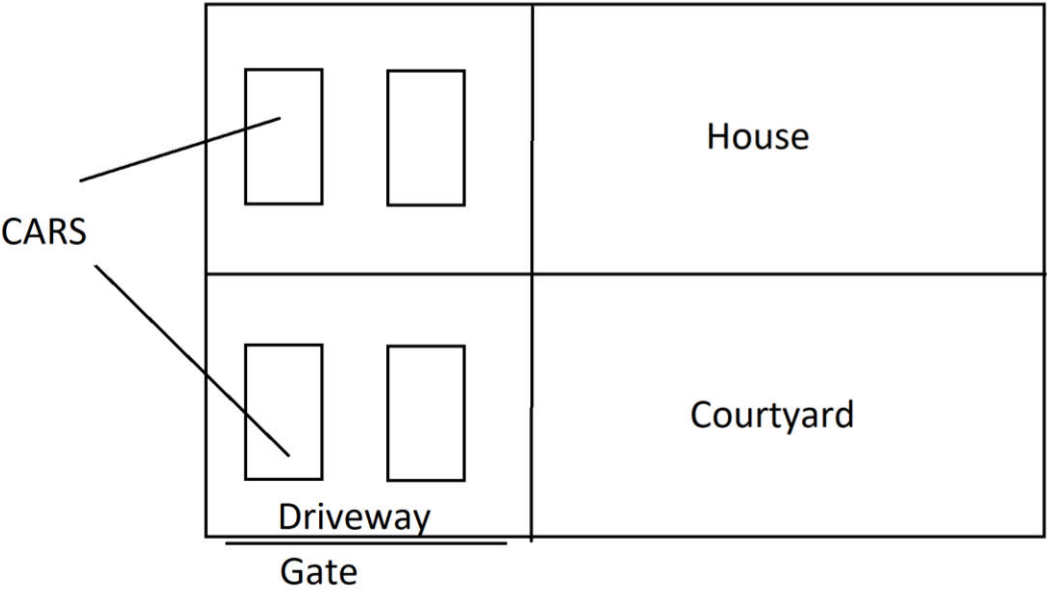
3.4.3 SECURITY

This is a gated house, with security door, locks and an alarm

3.5 CAR PARKING

The house has a double lockup garage next to the main entrance, accommodating 2 cars, and open space outside to the garage (driveway) within an enclosed enclosure that can accommodate 2 more cars. The house is gated and the total number of cars the house can fit is thus 4 cars.

Site Plan:



CODE OF CONDUCT

All residents and guests will:

- Keep the house clean and tidy
- Wash and dry all the dishes
- Throw the rubbish in the bins provided
- Not smoke or vape
- Park the car in the garage of the parked driveway
- Not disturb the neighbours
- Not hold parties or events
- Keep noise levels low

Failure to abide by any of these conditions may result in forfeiture of deposit, and if necessary, a police report

COMPLAINT MANAGEMENT FORM

Manager: [REDACTED]

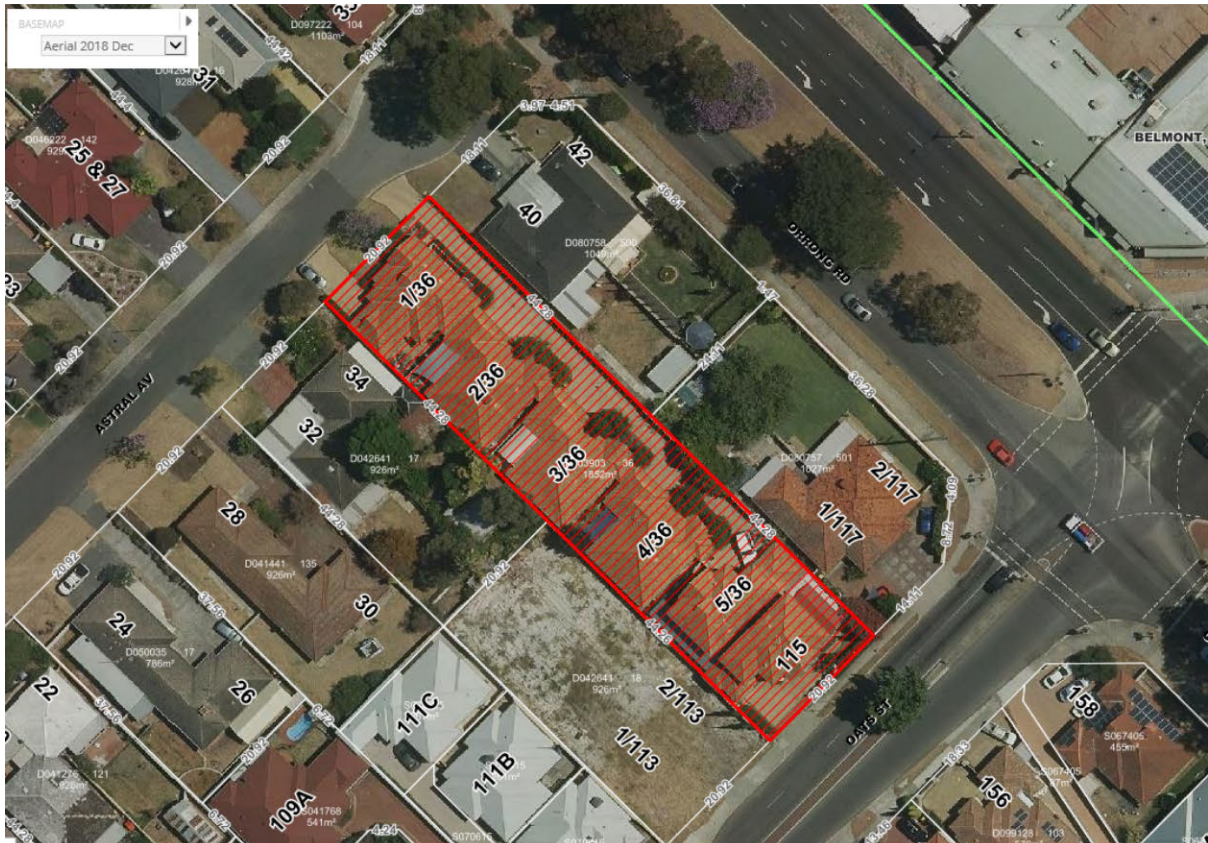
Mobile: [REDACTED]

Email: [REDACTED]

Time and Date of Occurrence:	
Time and Date of Complaint Notification:	
Name of Complainant:	
Complainant Address:	
Complainant Phone Number:	
Complainant Email:	
Details of Complaint:	

Signed by Complainant : _____

Received by: _____ Dated: ____/____/____



Recommendation from the Finance and Audit Committee –Regulation 17 of the <i>Local Government (Audit) Regulations 1996.</i>
--

File Reference:	GOR/15/0003
Appendices:	Yes

Date:	2 November 2016
Reporting Officer:	T. Mbirimi
Responsible Officer:	A. Vuleta
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – That the Council NOTES this report from the Chief Executive Officer as his report on Regulation 17 of the *Local Government (Audit) Regulations 1996.*

- Regulation 16 (C) of the *Local Government (Audit) Regulations 1996* stipulates that the Finance and Audit Committee is to review a report given to it by the Chief Executive Officer (CEO) under the Regulation 17 (3) of the *Local Government (Audit) Regulations 1996.*
- Regulation 17 of the *Local Government (Audit) Regulations 1996* provides that the CEO is to review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance.
- The Finance and Audit Committee is also required to report to the council the results of that review and give a copy of the CEO's report to the council.

TABLED ITEMS:

Nil

BACKGROUND:

Amendments to the *Local Government (Audit) Regulations 1996* came into effect on 8 February 2013 and introduced the following provisions:

“16. Audit committee, functions of

An audit committee –

- a) is to provide guidance and assistance to the local government –
 - i. as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
 - ii. as to the development of a process to be used to select and appoint a person to be an auditor; and
- b) may provide guidance and assistance to the local government as to –
 - i. matters to be audited; and
 - ii. the scope of audits; and
 - iii. its functions under Part 6 of the Act; and
 - iv. the carrying out of its functions relating to other audits and other matters related to financial management; and
- c) is to review a report given to it by the CEO under the regulation 17(3) (the CEO's report) and is to –
 - i. report to the council the results of that review; and

- ii. give a copy of the CEO's report to the council.

17. CEO to review certain systems and procedures

- 1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –
 - (a) risk management ; and
 - (b) internal control; and
 - (c) legislative compliance.
- 2) The review may relate to any or all of the matters referred to in sub regulation (1) (a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- 3) The CEO is to report to the audit committee the results of that review."

DETAILS:

This review is the first of its type for the Town of Victoria Park (The Town) since the above amendments were introduced to the *Local Government (Audit) Regulations 1996*.

The Department of Local Government and Communities' Operational Guidelines No.9 (Revised September 2013) provides a useful overview of the issues that should be taken into account when undertaking the Regulation 17 review. A copy of that guideline is included within the Appendices and has been used as the basis for the CEO's Regulation 17 review in this instance.

It also worth mentioning that Section 7 of the Department's Western Australian Local Government Accounting Manual provides a comprehensive internal control framework related to internal control and risk management. This document has been reviewed in conducting the Regulation 17 review, however, the full contents of that document were not extensively utilised in conducting the review as this is the first review the Town has undertaken and its internal control framework is still in its infancy.

There are no mandatory or minimum requirements for conducting the Regulation 17 CEO review, therefore, the review has not been exhaustive in its scope or extent, but rather been conducted from a strategic and whole of organisation perspective as an initial review exercise and has fundamentally been underpinned by and sought to answer the question – "Does the Town have appropriate and effective systems and procedures in relation to risk management, internal control and legislative compliance?"

In summary, the answer to this question is mostly, for the reasons discussed in the Comment section of this report.

Legal Compliance:

Section 16 & 17 of the Local Government (Audit) Regulations 1996

Policy Implications:

Nil.

Risk Management Considerations:

As outlined in this report.

Strategic Plan Implications:

This report meets the Town's objective to ensure regulatory responsibilities of the Town are implemented.

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:

This review has examined the appropriateness and effectiveness of the Town's systems and procedures relating to risk management, internal control and legislative compliance and has revealed the following:

Risk Management

In the area of Risk Management, the Town's administration has made significant gains during 2016. Early this year, the Town enlisted the services of Local Government Insurance Services (LGIS) to facilitate a workshop to review the risk themes identified in 2014 as well as allocate responsible persons for all action identified. This workshop was well attended by representatives from the Strategic Management Team (SMT), Executive Management Team (EMT), Managers and Officers. The information from the workshop was used to update the Town's draft Risk Dashboard to reflect the Town's current standing.

Following the workshop, a Risk Management Working Group (Working Group) comprising members of EMT, Managers and Officers was established, with its main responsibilities being to assist embedding of a risk management culture, analyse and discuss emerging risks, issues and trends and monitoring and reviewing the Town's risk dashboard. Monitoring and reviewing risks is an essential element of the risk management process and the Town has chosen to go with a periodic and routine system, where the Working Group meets monthly. This has proven to be effective to:

- Ensure controls are effective and efficient in their design and operation;
- Improve risk assessment;
- Analyse and learn from events which have occurred;
- Detect changes in the risk context or risk assessment which require revision of the risk

- treatment;
- Identify emerging risk; and
- Has proven to be an effective way to monitor and review the Town's framework.

Now that the risk context has been established, the following five activities have been identified as essential to continue the implementation of the risk management program at the Town.

1) Develop and Measure Key Indicators

Identify for each risk theme at least one lead and lag indicator, with a set tolerance level, that can be monitored over time to provide an indication of the effectiveness of the Town's risk management, existing controls and implementation of treatment plans.

A draft register of Key Indicators has already been compiled which will be made available to the Working Group for comments and additions early next year.

2) Risk Acceptance Decision

When undertaking the review of the Town's risk profiles, a note will be made of any commentary based on the Town's risk acceptance criteria if that risk is acceptable or not. Any unacceptable risks will then need to have identified some treatment plans for consideration and implementation.

3) Assurance Plan

In conjunction with the Town's internal audit program, develop a program of assurance activities that can be reported to the Finance and Audit Committee to further demonstrate that the Town is doing what is appropriate and effective in relation to the risk management system and procedures.

4) Strategic Risk Register

As part of building a comprehensive risk profile, it is proposed that the Town capture its strategic risks. LGIS can assist in facilitating the development of a strategic risk register with a typical work scope being;

- a. Meet with the Council, Strategic Management Team (SMT), Executive Management Team and other relevant personnel to scope specific project objectives, strategic direction, strategic planning documentation, risk appetite and risk assessment criteria.
- b. Presentation (1hr) to SMT on Strategic Risks to agree on strategic risk definition and strategic risk assessment process.
- c. Facilitate a workshop (3hrs) to establish the Strategic Context and Identify Strategic Risks.
 - Strategic risks will be identified through the analysis of environmental factors, stakeholder expectations and strategy development / implementation.
- d. Facilitate Workshop (3hrs) to Analyse, Evaluate and if required Treat Strategic Risks.
 - The Town's Risk Management Framework, including Risk Assessment and Acceptance Criteria will be applied to analyse and evaluate strategic risks.
- e. Provide a Strategic Risk Register Report for inclusion in Local Government's risk information and decision making.

5) Develop Project Risk Methodology

Develop and ensure consistency of risk management practices within major projects with appropriate escalation and reporting processes aligned with the Town's risk appetite / tolerance.

Based on the above, the Town's existing procedures and systems relating to Risk Management are considered to be current, consistent and on track for complete implementation and therefore mostly appropriate and effective. The appointment of the Senior Governance Officer has been key to addressing this situation and improving the Town's standing.

Internal Control

The Town's administration recognises that an effective system of internal controls is one that provides a level of assurance that the local government is meeting compliance with applicable regulations and internal procedures. It includes putting in place appropriate policies and procedures and mechanisms for checking and validating that the policies and procedures are being adhered to.

Audit is a key component of any internal controls program and one of the first actions is to ensure the Town's audit program is appropriate and effective. It is for that reason that a draft Internal Audit Framework has been developed as part of this review and will be submitted to the Finance and Audit Committee at a later date for approval and recommendation to Council for adoption.

For the 2016 calendar year, a preliminary audit of the Town's process of dealing with a planning application that is determined under Delegation and or other agencies was undertaken and revealed the following as areas that could be improved on:

- Raising awareness of the existence of process maps;
- Implementing appropriate IT systems to improve workflow and business functions;
- Improving internal communications and feedback
- Providing greater role clarity for staff and Business Units, particularly where functions overlap;
- Aligning staff qualifications, competency and experience with position requirements; and
- Ensuring resources are available to manage all required internal control and review exercises.

The audit found that the risk of single person dependencies within the process of dealing with a planning application was very low, with all relevant staff being skilled on how to handle process applications. Delegations and sub-delegations are also well documented and officers have access to internal documents explaining the extent of the delegations.

This audit was not exhaustive in its scope or extent but an initial review exercise to test the appropriateness and effectiveness of the Town's systems and procedures in relation to internal control and based on the findings, the Town's existing procedures and systems relating to Internal Control are considered to be in their infancy.

Legislative Compliance

The Town's Annual Compliance Audit Return, which is submitted to the Finance and Audit Committee each year in accordance with the *Local Government Act 1995*, identifies the areas of compliance restricted to those considered high risk. The outcome of the audits and

the absence of adverse findings from regulators indicate that the Town is in fact largely compliant. However, the absence of apparent problems is not enough to take confidence that the Town is fully legislatively compliant.

In order to provide further assurance, the Town's Administration has developed a systematic process through which legislated requirements are identified, responsibilities for compliance is allocated and the compliance activities are validated and reported against. The Annual Compliance Audit Return is used as a template for quarterly audits and it is through this system that Council Members and the Executive Team can be confident that the Town is meeting its compliance obligations against the *Local Government Act 1995* and associated regulations.

Due to the presence of the above, the Town's existing procedures and systems relating to Legislative Compliance are considered to be largely appropriate and effective

The plan for the future is to identify and schedule further elements for improving the Town's systems of legislative compliance as it relates to legislation other than the *Local Government Act 1995* and its regulations and the delivery of a Compliance plan.

CONCLUSION:

This report which represents the CEO's Regulation 17 audit report has been compiled to comply with the legislative requirements. The results of this report are to be noted by the Council.

RECOMMENDATION/S FROM THE FINANCE AND AUDIT COMMITTEE:

That the Council NOTES this report from the Chief Executive Officer as his report on Regulation 17 of the *Local Government (Audit) Regulations 1996*.

Deadline	Compliance Action	Compliance Type	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Service Area Service Area Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	January - Take Action									
Jan-19	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2 months after the end of the month to which the statement relates.		Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC WA Local Government Accounting Manual	Monthly	Finance			
Jan-19	Emergency Services Levy - Option A Remittance Due by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A		DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL Manual of Operating Procedures	Monthly	Finance			
Jan-19	Primary Returns - Request Primary Return from any new employee who is a Designated Employee. Return must be received by CEO within 3 months of the person's start day		Local Government Act 1995	s.5.75	DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns	Bi-monthly	Governance			
Jan-19	Financial Interests Register - Review Review register to remove Primary and Annual Returns (not other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (resigned or changed roles) or for Elected Members who have resigned. Returns that are removed are to be kept by the CEO as LG Record for at least 5 years after the person ceased to be a Designated Employee.		Local Government Act 1995	s.5.88(3)(4)		Bi-monthly	Governance			
Jan-19	Compliance Audit Return - Commence Audit Commence the Compliance Audit Return as an internal audit. Due: 31 March		Local Government Act 1995	s.7.13(1)(i) Audit.Reg. 13, 14 and 15		Annual	Governance			
Jan-19	Council / Committee Meeting Schedule - At least once per year, give Local Public Notice of the meeting schedule for next 12 months		Local Government Act 1995	s.5.25(1)(g) Admin.Reg.12		Annual	Governance			
	Compliance Action		Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	February - Take Action									
Feb-19	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2 months after the end of the month to which the statement relates.		Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC WA Local Government Accounting Manual	Monthly	Finance			
Feb-19	Emergency Services Levy - Option A Remittance Due by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A		DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL Manual of Operating Procedures	Monthly	Finance			
Feb-19	Elected Members - Review Meeting Attendance Register - check EMs have not been absent for 3 consecutive meetings without Leave of Absence being granted		Local Government Act 1995	s.2.25		Quarterly	Governance			
Feb-19	Compliance Audit Return - Finalise Audit Complete the Compliance Audit Return as an internal audit and prepare Council report for consideration via Audit Committee.		Local Government Act 1995	s.7.13(1)(i) Audit.Reg. 13, 14 and 15		Annual	Governance			
Feb-19	Rate Exempted Properties - Review In preparation for next financial year, review previously approved rate exempt properties to determine if the basis of exemption remains unchanged. Advise owners where status is changed or approval has expired.		Local Government Act 1995	s.6.26(20)		Annual	Finance			

Deadline	Compliance Action	Compliance Type	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Service Area Service Area Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
Feb-19	Fines Enforcement - Designated Prosecuting Officers Review Designated Prosecuting Officers and provide written advice to Fines Enforcement Registry of changes.	LG Administration Compliance Actions	Fines, Penalties and Infringement Notices Enforcement Act 1994	s.13(2)		Annual	Rangers			
Feb-19	Authorised Persons - Review Review the LG's authorised persons to ensure authorisations are accurate, valid and the correct certificates of authorisation and / or identity cards have been issued		Various		WALGA - Governance Subscribon - Decision Making in Practice Toolkit - Part 3 Authorisations	Annual	Governance			
	Compliance Action		Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
March - Take Action										
Mar-19	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.		Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC WA Local Government Accounting Manual	Monthly	Finance			
Mar-19	Emergency Services Levy - Option A Remittance Due by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A		DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL Manual of Operating Procedures	Monthly	Finance			
Mar-19	Primary Returns - Request Primary Return from any new employee who is a Designated Employee. Return must be received by CEO within 3 months of the person's start day		Local Government Act 1995	s.5.75	WALGA - Governance Subscribon - Guideline - Primary and Annual Returns Management DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns	Bi-monthly	Governance			
Mar-19	Financial Interests Register - Review Review register to remove Primary and Annual Returns (not other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (resigned or changed roles) or for Elected Members who have resigned. Returns that are removed are to be kept by the CEO as LG Record for at least 5 years after the person ceased to be a Designated Employee.		Local Government Act 1995	s.5.88(3)(4)		Bi-monthly	Governance			
Mar-19	Emergency Services Levy - Option B Payment Due Due by: 21 March and ESL Assessment Profile Return Form A		DFES - ESL Manual of Operating Procedures		DFES -ESL Manual of Operating Procedures	Quarterly	Governance			
Mar-19	Legislative Compliance - Review Undertake a review of the appropriateness and effectiveness of the Legislative Compliance system and procedures at least once in every 3 financial years. CEO to report Review results to Council via the Audit Committee.	LG Administration Compliance Actions	Local Government Act 1995	Audit.Reg. 17(1)(c)	AS 3806-2006 Compliance Programs	Triennial	Governance			
Mar-19	Elected Member Protocols for Access to the Administration - Review Reminder advice to Elected Members and employees regarding the CEO approved protocols for Elected Members requests for information and contact with employees	LG Administration Compliance Actions	Local Government Act 1995	Rules of Conduct Reg.9		Annual	Governance			
Mar-19	Compliance Audit Return - Report to Audit Committee Compliance Audit Return, report considered by Audit Committee, with recommendations to Council. Note - Schedule Committee / Council consideration with sufficient time to enable submission to DLGSCI by 31 March		Local Government Act 1995	s.7.13(1)(i) Audit.Reg. 13, 14 and 15		Annual	Governance			

Deadline	Compliance Action	Compliance Type	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Service Area Service Area Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
Mar-19	Compliance Audit Return - Report to DLGSCI Compliance Audit Return certified by CEO and President / Mayor. Copy of Compliance Audit Return and Council report / minutes provided to Executive Director of DLGSCI DUE: 31 March		Local Government Act 1995	s.7.13(1)(i) Audit.Regs. 13, 14 and 15		Annual	Governance			
	Compliance Action		Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	April - Take Action									
Apr-19	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2 months after the end of the month to which the statement relates.		Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC WA Local Government Accounting Manual	Monthly	Finance			
Apr-19	Emergency Services Levy - Option A Remittance Due by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A		DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL Manual of Operating Procedures	Monthly	Finance			
Apr-19	Elections - Enrolment Eligibility Claims (Owners and Occupiers) Register - Prepare for Elections - Review register and take action re expired Eligibility Claims (no longer property owner / claim based on occupation or nominee expired)		Local Government Act 1995	s.4.35 Elections Regs.14 and 15 Form 6 and 7	WALGA Template Enrolment Eligibility Claims Register	Biannual (Apr & Nov)	Governance			
Apr-19	Audit - Compliance Audit Return Action Plan Prepare a Compliance Audit Return Action Plan that assigns responsibility and timeframes for implementing outcomes / actions arising from the Compliance Audit Return. Provide Compliance Audit Return Action Plan to Council via Audit Committee for endorsement.		n/a	n/a	Operational Practice	Annual or as required	Governance			
Apr-19	Audit - Compliance Audit Return Action Plan Prepare an Compliance Audit Return Action Plan progress report that details progress to completing outcomes / actions arising from the Audit Report. Provide Compliance Audit Return Action Plan Progress Report to Council via Audit Committee for endorsement.		n/a	n/a	Operational Practice	Annual or as required	Governance			
Apr-19	Delegation Register Review - Delegations are to be reviewed by the delegator at least once every financial year	Delegation Register Review	Local Government Act 1995	s.5.16, 5.17, 5.18 s.5.42, 5.43, 5.44, 5.45, 5.46 s.7.1B	WALGA website - Decision Making in Practice Toolkit Part 2 Delegations WALGA website - Webinar - Decision Making in Practice - Delegations DLGSC website - Operational Guideline No.17 Delegations	Annual	Governance			
	Compliance Action		Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	May - Take Action									
May-19	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2 months after the end of the month to which the statement relates.		Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC WA Local Government Accounting Manual	Monthly	Finance			

Deadline	Compliance Action	Compliance Type	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Service Area Service Area Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
May-19	Emergency Services Levy - Option A Remittance Due by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A		DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL Manual of Operating Procedures	Monthly	Finance			
May-19	Primary Returns - Request Primary Return from any new employee who is a Designated Employee. Return must be received by CEO within 3 months of the person's start day		Local Government Act 1995	s.5.75	WALGA - Governance Subscripion - Guideline - Primary and Annual Returns Management DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns	Bi-monthly	Governance			
May-19	Financial Interests Register - Review Review register to remove Primary and Annual Returns (not other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (resigned or changed roles) or for Elected Members who have resigned. Returns that are removed are to be kept by the CEO as LG Record for at least 5 years after the person ceased to be a Designated Employee.		Local Government Act 1995	s.5.88(3)(4)		Bi-monthly	Governance			
May-19	Elected Members - Review Meeting Attendance Register - check EMs have not been absent for 3 consecutive meetings without Leave of Absence being granted		Local Government Act 1995	s.2.25		Quarterly	Governance			
May-19	Policy Review - Purchasing Policy Review Purchasing Policy to ensure policy controls for the purchasing function remain efficient and effective, supporting best value and compliance with the Act.	LG Admininstration Compliance Actions	Local Government Act 1995	F&G.Reg.11A.	DLGSC website - WA Local Government Accounting Manual - Section 7 WALGA website - Employee Relation Services Template HR Policies WALGA website - Template Purchasing Policy • See also - WALGA Integrity in Procurement Self Audit Tool WALGA website - Template Transaction Card Policy and Guidelines Recommended Practice • Schedule regular policy reviews, no more than 4 years interval. • Frequency of each policy's review based upon a risk analysis. • Check for legislative compliance.	Triennial	Finance			
May-19	Financial Interests Register - Following completion of the Delegation Register Review, review the Register and remove Primary and Annual Returns (not other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (i.e. no longer have delegated authority). Returns that are removed are to be kept by the CEO as LG Records for a period of at least 5 years after the person ceased to be a Designated Employee.	Delegation Register Review	Local Government Act 1995	s.5.88(3)	DLGSC website - Operational Guideline No.1 Disclosure of Interest Affecting Impartiality DLGSC website - Operational Guideline No.20 Disclosure of Financial Interests at Meetings DLGSC website - Operational Guideline No.21 Disclosure of Financial Interests In Returns	Annual	Governance			
May-19	Official Conduct Complaints Officer - Internal Audit Local Government has designated a Senior Employee [s.5.37] as its Complaints Officer, if not, then the CEO is the Complaints Officer.	Internal Audit	Local Government Act 1995	s.5.120	DLGSC Website - Local Government Standards Panel	Annual	Governance			
May-19	Official Conduct Complaints Register - Internal Audit Review register for compliance with s.5.121	Internal Audit	Local Government Act 1995	s.5.121	DLGSCI Website - Local Government Standards Panel	Annual	Governance			
May-19	Gift & Travel Register Online - Internal Audit Audit the Register for: • Compliance with Admin.Reg.28A • Register accurately records all declarations • Declaration form complies with disclosure requirements under s.5.82 and s.5.83	Internal Audit	Local Government Act 1995	s.5.82 Admin.Reg.25 s.5.83 Admin.Reg.26 s.5.89A Admin.Reg.28A Form 4.	WALGA website - Webinar Local Government Gift Declarations	Annual	Governance			

Deadline	Compliance Action	Compliance Type	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Service Area Service Area Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
May-19	Notifiable Gift Register - Internal Audit Review the register for: • Compliance with Admin.Reg.34B(5) • Register accurately records all declarations • Declarations comply with Admin Reg. 34B(5) and Code of Conduct	Internal Audit	Local Government Act 1995	Admin. Regs.34B(5)	WALGA website - Webinar Local Government Gift Declarations	Annual	Governance			
May-19	Financial Interests Register - Internal Audit Review the register for: • Compliance with s.5.88 and Admin. Reg. 28 • Register accurately records all declarations • Declarations comply with disclosure requirements under LG Act, Part 5, Div.6, SubDiv.1.	Internal Audit	Local Government Act 1995	s.5.88 Admin.Reg.28	WALGA website - Webinar Local Government Gift Declarations	Annual	Governance			
May-19	Electoral Gift Register - Internal Audit CEO to establish and maintain • Record disclosures by candidates and donors • Remove disclosures relating to unsuccessful candidates and retain separately for at least 2 years. • Register is to be publicly available at LG Office.	Internal Audit	Local Government Act 1995	s.4.59 Elections Regs.30G, 30H Form 6	WALGA website - Webinar Local Government Gift Declarations DLGSC website - Standing for Council Information Package for Candidates	Annual	Governance			
	Compliance Action		Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	June - Take Action									
Jun-19	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2 months after the end of the month to which the statement relates.		Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC WA Local Government Accounting Manual	Monthly	Finance			
Jun-19	Emergency Services Levy - Option A Remittance DUE by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A		DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL Manual of Operating Procedures	Monthly	Finance			
Jun-19	Emergency Services Levy - Option B Payment Due DUE by: 21 June and ESL Assessment Profile Return Form A		DFES - ESL Manual of Operating Procedures		DFES -ESL Manual of Operating Procedures	Quarterly	Finance			
Jun-19	Decision Objection and Review Rights - Internal Audit Review the LG's template permits, licences, notices and approval letters issued under the Act and Local Laws to ensure they include advice to the recipient of their objection and review rights.		Local Government Act 1995	s.9.4		Annual	Governance			
Jun-19	FOI Annual Statistical Data - Response to Information Commissioner DUE by: 30 June		Freedom of Information Act 1992	s.111(3)		Annual	Records			
Jun-19	Appoint Bush Fire Control Officers - Review appointments and update if necessary		Bush Fires Act 1954	s.38		Annual	Governance			
Jun-19	Financial Reporting - Material Variances Each Financial Year, a LG is to adopt a percentage or value, calculated in accordance with AAS, to be used in statements of financial activity for reporting material variances. (adopt and apply in the following Financial Year)		Local Government Act 1995	s.34(5)		Annual	Finance			
Jun-19	Elections - Council Report required determine if Electoral Commission will conduct the Election. Electoral Commission agreement to conduct the election required by: (80th day) 31/07/2019		Local Government Act 1995	s.4.20(2)(3)(4) s.4.61(2)(4)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Governance			
Jun-19	Financial Management Systems and Procedures Review Not less than once in every 3 financial years, review the appropriateness and effectiveness of the systems and procedures established under FM Reg.5. CEO to report Review results to Council via the Audit Committee.	LG Administration Compliance Actions	Local Government Act 1995	FM.Reg.5	DLGSC website - WA Local Government Accounting Manual	Triennial	Governance			

Deadline	Compliance Action	Compliance Type	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Service Area Service Area Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
Jun-19	Authorisations to Incur Liabilities - Review Review list of persons authorised under the CEO's procedures for FM.Reg.5 to incur a liability. Check value limitations and authorised persons to ensure efficient operations and appropriate internal controls	LG Administration Compliance Actions	Local Government Act 1995	FM.Reg.5		Annual	Governance			
Jun-19	Annual Budget - Fees and Charges - Review In preparation for the Annual Budget, undertake an Administrative review of Fees and Charges to inform the fees and charges proposed for including in the Annual Budget. The Review should ensure: • Fees / Charges are set for a proper purpose - s.6.16(2) • The amount of each Fee or Charge has been set in accordance with s.6.17 • Fees and Charges to be imposed by the LG under other written laws are included and separately identified as to if the LG has the power to set the level of the Fee or Charge OR if the level has been set by / under the other written law.	Annual Budget	Local Government Act 1995	s.6.16 s.6.17 s.6.18	DLGSC website - WA Local Government Accounting Manual	Annual	Finance			
Jun-19	Annual Budget - Differential Rates and Minimum Payment Setting - Council Report Council Report required recommending Council to endorse the proposed Differential Rates and minimum payments for the purpose of giving Local Public Notice and calling for submissions. This report and Council decision must occur with sufficient time to enable compliance with the Local Public Notice requirements and 21 day public submission period - s.6.36 before Council resolves to impose the differential rates as part of the Annual Budget. • Notice must be published within the period 2 months before the commencement of the financial year	Annual Budget	Local Government Act 1995	s.6.33 s.6.35 s.6.36 FM.Reg.52A	DLGSC WA Local Government Accounting Manual	Annual	Finance			
Jun-19	Annual Budget - Differential Rates and Minimum Payment Setting - Local Public Notices After the Council endorsement for advertising proposed Differential Rates and minimum payments, Local Public Notice must be published with sufficient time to comply with: • Notice must be published within the period 2 months before the commencement of the financial year • Notice must contain details of each rate or minimum payment. • Notice must invite public submissions within 21 days (or longer) of the notice • Notice must advise where public can inspect a document describing the object of, and reasons for, each proposed rate and minimum payment.	Annual Budget	Local Government Act 1995	s.6.33 s.6.35 s.6.36 FM.Reg.52A	DLGSC website - WA Local Government Accounting Manual	Annual	Finance			

Deadline	Compliance Action	Compliance Type	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Service Area Service Area Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
Jun-19	Annual Budget - Fees and Charges Schedule In preparation for the Annual Budget, a preliminary Council report may be provided detailing the revised Schedule of Fees and Charges, recommending endorsement for inclusion in the Annual Budget. Council's early consideration enables separate and detailed review, outside of the budget adoption, with any changes proposed then included in the Budget calculations. In any case, the Schedule of Fees and Charges must be included in the Annual Budget and Annual Budget Report, with a separate recommendation for Council to impose the Schedule of Fees and Charges, by absolute majority, as part of the Annual Budget adoption.	Annual Budget	Local Government Act 1995	s.6.16 s.6.17 s.6.18	DLGSC website - WA Local Government Accounting Manual	Annual	Finance			
Jun-19	Annual Budget - Health (Miscellaneous Provisions) Act 1911 Fees and Charges Fees or charges fixed by resolution under a Health Local Law as prescribed in s.334C(1), notice of the resolution must be published at least 14-days before the day on which the resolution is to take effect: • in the Government Gazette and • in a newspaper circulating generally throughout the LG's District	Annual Budget	Health (Miscellaneous Provisions) Act 1911	s.344C		Annual	Finance			
Jun-19	Annual Budget - Rate Setting Statement In preparation for the Annual Budget, a preliminary Council report may be provided detailing the Rates Setting Statement. Early Council consideration enables: • consideration of public submissions on Differential Rates - see. s.6.36(4) • separate and detailed review of rating implications, outside of the budget adoption • Any changes proposed are then included in the Budget calculations. In any case, the Rate Setting Statement must be included in the Annual Budget Adoption Report, with a separate recommendation for Council to impose, by absolute majority: • the general rate (uniformly or differentially) • a specified area rate • minimum payment, • service charges • impose a discount	Annual Budget	Local Government Act 1995	s.6.32 s.6.35 s.6.36(4) s.6.37 s.6.38 s.6.46 FM.Regs. r.22(1)(d) (2) r.28 r.33(1)(c) r.52	DLGSC website - WA Local Government Accounting Manual	Annual	Finance			
Jun-19	Annual Budget - Borrowings - Changes or New In preparation for the Annual Budget, the preliminary Council report may be provided, recommending endorsement for inclusion in the Annual Budget. Early Council consideration enables • detailed review outside of the Budget adoption • any changes proposed are then included in the Budget calculations. In any case, Borrowings must be include in the Annual Budget and Annual Budget report, with a separate recommendation for Council to resolve, to expend the money or utilise the loan.	Annual Budget	Local Government Act 1995	s.6.20 s.6.21	DLGSC website - WA Local Government Accounting Manual	Annual	Finance			
Jun-19	Annual Budget - Setting Elected Member Fees, Payments and Reimbursements Salaries and Allowances Tribunal Determination for Local Government Elected Members (published annually usually in April). Report to Council for decision to set fees, allowances and reimbursements in accordance with the determination.	Annual Budget	Local Government Act 1995	Part 5, Div.8 Admin. Regs. Part 8	Salaries and Allowances Tribunal website - Determination for Local Government	Annual	Governance			

Deadline	Compliance Action	Compliance Type	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Service Area Service Area Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
Jun-19	Annual Budget - Reserve Accounts - Changes or New Council decision, by absolute majority, if Annual Budget proposes: • Changes to the purpose of a Reserve Account; OR • Using the money in a Reserve Account for another purpose	Annual Budget	Local Government Act 1995	s.6.11	DLGSC website - WA Local Government Accounting Manual	Annual	Finance			
Jun-19	Annual Budget - Setting Interest Rate for Money Owed Council decision, by absolute majority, to require a person to pay interest rate set in the Annual Budget on any amount of money (other than rates and service charges) owed to the Local Government for a period of time as determined by Council that is not less than 35 days . May be by separate report or included in Annual Budget report with separate recommendation.	Annual Budget	Local Government Act 1995	s.6.14 FM.Reg.19A and 19B	DLGSC website - WA Local Government Accounting Manual	Annual	Finance			
Jun-19	Annual Budget - Adoption During period 1 June to 31 August , Local Government is to prepare and adopt, by absolute majority, an Annual Budget for the next financial year. Annual budget content to comply with FM.Reg.22.	Annual Budget	Local Government Act 1995	s.6.2(1) FM.Reg.22	DLGSC website - WA Local Government Accounting Manual	Annual	Finance			
Jun-19	Elections - Enrolment Eligibility Claims (Owners and Occupiers) Register - Internal Audit - CEO is to maintain a register recording decisions - audit for compliance with s.4.32 and Reg.13.	Internal Audit	Local Government Act 1995	s.4.32(6) Elections Reg.13	WALGA website - Template Enrolment Eligibility Claims Register	Annual	Governance			
Jun-19	Local Laws - to be publicised - Internal Audit Ensure all Local Laws (as amended) are available on website, libraries and LG's Office	Internal Audit	Local Government Act 1995	s.3.15	WALGA website - Local Laws Manual Subscription Service DLGSCI website - Local Laws Statutory Procedures Checklist DLGSCI website - Local Laws Register	Annual	Governance			
Jun-19	Disability Access and Inclusion Plan to be made available - Internal Audit LG must publish the DAIP on request in electronic format, hard copy in standard and large print, on request by email and on the website	Internal Audit	Disability Services Act 1992	s.29A Reg.9.	Dept. fo Community Services - Disability Services - Website - Local Government Resource Manual	Annual	Community Development			
Jun-19	Public Interest Disclosure Officer - Internal Audit - CEO must appoint a specified position with the authority as the person responsible for receiving public interest disclosures. PID Officer Declaration Form must be completed and provided to the PSC Commissioner	Internal Audit	Public Interest Disclosure Act 2003	s.23(1)(a)	Public Sector Commission Website - PID Officer's Code of Conduct and Integrity Public Sector Commission Website - PID Officer's Declaration Form	Annual	Governance			
Jun-19	Public Interest Disclosure Procedures - Internal Audit - LG must prepare and publish internal procedures relating to the LG's obligations under the PID Act. Procedures must be consistent with the Commissioner's Guidelines.	Internal Audit	Public Interest Disclosure Act 2003	s.21 and s.23(1)(e), (2)	Public Sector Commission Website - Commissioner's Guidelines for Public Authorities	Annual	Governance			
Jun-19	Policy Manual - Review Undertake a review of all Council Policies and provide report / reports to Council to, as necessary; amend policies or delete redundant policies	LG Administration Compliance Actions	Local Government Act 1995	s.2.7(2)(b)		Annual	Governance			
Jun-19	Business Continuity Plan - Review Review the Business Continuity Plan to ensure it remains functional and is tested against current operational requirements.	LG Administration Compliance Actions	n/a	n/a		Biennial	Human Resources			

Deadline	Compliance Action	Compliance Type	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Service Area Service Area Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
Jun-19	Comprehensive Asset Revaluation Local Government must revalue an asset whenever the fair value of the asset is likely to be materially different from its carrying amount, Revalues must occur within no more than 3 - 5 years between each revaluation.	LG Administration Compliance Actions	Local Government Act 1995	FM.Reg.17A(4), (5)		Triennial	Finance			
	Compliance Action		Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	July - Take Action									
Jul-19	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.		Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC WA Local Government Accounting Manual	Monthly	Finance			
Jul-19	Emergency Services Levy - Option A Remittance Due by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A		DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES - ESL Manual of Operating Procedures	Monthly	Finance			
Jul-19	Primary Returns - Request Primary Return from any new employee who is a Designated Employee. Return must be received by CEO within 3 months of the person's start day		Local Government Act 1995	s.5.75	WALGA - Governance Subscription - Guideline - Primary and Annual Returns Management DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns	Bi-monthly	Governance			
Jul-19	Financial Interests Register - Review Review register to remove Primary and Annual Returns (not other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (resigned or changed roles) or for Elected Members who have resigned. Returns that are removed are to be kept by the CEO as LG Record for at least 5 years after the person ceased to be a Designated Employee.		Local Government Act 1995	s.5.88(3)(4)		Bi-monthly	Governance			
Jul-19	Emergency Services Levy - Year End ESL Reconciliation Lodgement and Aged Debtor Report Due by: 31 July		DFES - ESL Manual of Operating Procedures	Clause. 5.13.5	DFES - ESL Manual of Operating Procedures	Annual Due: 31 July	Finance			
Jul-19	Annual Returns - Request Elected Members and Designated Employees to provide an Annual Return by no later than 31 August CEO's Annual Return must be lodged with the President / Mayor		Local Government Act 1995	s.5.76(1)	DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns	Biennial Next due 2019	Governance			
Jul-19	Local Law Review - Standing Orders Local Law - Statewide Public Notice , calling for submissions closing not less than 6 weeks after the Public Notice. Made / Last Reviewed:19/07/2011 Review Due by: 19/07/2019	Local Law Review	Local Government Act 1995	s.3.16(2), (2a)	WALGA website - Local Laws Manual Subscription Service DLGSC website - Local Laws Statutory Procedures Checklist DLGSC website - Local Laws Register	8 yearly	Governance			
Jul-19	Local Law Review - Standing Orders Local Law - Following close of public submissions - Report to Council to complete the review. Council to determine, by Absolute Majority, if the Local Law should be repealed or amended. If resolved for amendment, commence s.3.12 Procedure for making local laws. Made / Last Reviewed: 19/07/2011 Review Due by: 19/07/2019	Local Law Review	Local Government Act 1995	s.3.16(3)(4)	WALGA website - Local Laws Manual Subscription Service DLGSC website - Local Laws Statutory Procedures Checklist DLGSC website - Local Laws Register	8 yearly	Governance			
Jul-19	Information Statement LG must publish an up-to-date <i>Information Statement</i> , reviewed within every 12-months	LG Administration Compliance Actions	Freedom of Information Act 1992	s.96		Annual	Records			

Deadline	Compliance Action	Compliance Type	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Service Area Service Area Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
Jul-19	Information Statement & Internal Manuals - Publicly Available LG must cause copies of the most up-to-date Information Statement and internal manuals to be made available for public inspection (deleting any exempt matter from those copies.	LG Administration Compliance Actions	Freedom of Information Act 1992	s.97		Annual	Records			
Jul-19	Designated Employees - Review status of employees who have been nominated as Designated Employees but who are not delegated authority and are not members of a Council Committee.	Employee Matters	Local Government Act 1995	s.5.74		Annual	Governance			
Jul-19	Annual Report - Commence preparation of Annual Report Due: 31/12/2019	Annual Report	Local Government Act 1995	s.5.53 s.5.54 Admin. Regs. 19BA, 19B, 19CA	DLGSC website - WA Local Government Accounting Manual	Annual	Finance			
Jul-19	Annual Report - Related Party Disclosures (AASB 124) LG must include in its annual financial report disclosures by Key Management Personnel and Councillors	Annual Report	Australian Accounting Standards	AASB 124 Related Party Disclosures	WALGA - Infopage - Related Party Disclosures	Annual	Finance			
Jul-19	Annual Report - Disability Access and Inclusion Plan - LG must include in its Annual Report about the implementation of the DAIP.	Annual Report	Disability Service act 1993	s.29 Reg.8.	Dept. of Community Services - Disability Services - Website - Local Government Resource Manual	Annual	Community Development			
Jul-19	Annual Report - Record Keeping Statement The Annual report is to include a section addressing - efficiency and effectiveness of record keeping systems, record keeping training program, efficiency and effectiveness of training, employee induction for record keeping	Annual Report	State Records Act 2000	Principles and Standards 2002 - Principle 6		Annual	Records			
Jul-19	Annual Budget - Copy of Annual Budget as adopted to DLGSC Executive Director within 30 days of the Budget adoption, plus a copy of the Council Report / Minutes relevant to the budget adoption.	Annual Budget	Local Government Act 1995	FM Reg.33.	DLGSC website - WA Local Government Accounting Manual	Annual	Finance			
Jul-19	Annual Budget - Website Publish the Annual Budget on the LG website.	Annual Budget	n/a	n/a		Annual	Stakeholder Relations			
Jul-19	Annual Financial Report - Audit by 31 December An auditor is required to examine the accounts and annual financial report and provide a report by 31 December	Annual Report	Local Government Act 1995	s.7.9 s.7.12AB	DLGSC website - WA Local Government Accounting Manual	Annual	Finance			
Jul-19	Corporate Business Plan - Review (Administrative) Review Corporate Business Plan and prepare options for Council's consideration for inclusion on the Plan. Review should consider - actions, projects and priorities from informing strategies (Workforce Plan, Asset Mgt Plan, Long Term Financial Plan and other strategies) as well as the prioritising Major Capital Works.	Integrated Planning and Reporting	Local Government Act 1995	s.5.56 Admin.Reg.19DA	DLGSC website - Integrated Planning and Reporting Framework and Guidelines	Annual	Governance			
Jul-19	Elections - Electoral Commission agreement to conduct the election required by: (80th day) 31/07/2019		Local Government Act 1995	s.4.20(2)(3)(4) s.4.61(2)(4)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Governance			
	Compliance Action		Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	August - Take Action									
Aug-19	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.		Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC WA Local Government Accounting Manual	Monthly	Finance			

Deadline	Compliance Action	Compliance Type	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Service Area Service Area Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
Aug-19	Emergency Services Levy - Option A Remittance DUE by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A		DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL Manual of Operating Procedures	Monthly	Finance			
Aug-19	Elected Members - Review Meeting Attendance Register - check EMs have not been absent for 3 consecutive meetings without Leave of Absence being granted - refer concerns to the CEO		Local Government Act 1995	s.2.25		Quarterly	Governance			
Aug-19	Elections - Statewide Public Notice Enrolment Eligibility Claims - CEO to give notice of the closing date and time for elector enrolments. (to be given 70th to 56th days) 10/08/2019 to 24/08/2019		Local Government Act 1995	s.4.39(2)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Governance			
Aug-19	Elections - DUE NOW for CEO to advise Electoral Commissioner of the need to prepare an updated residents roll 24/08/2019		Local Government Act 1995	s.4.40(1)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Governance			
Aug-19	Elections - Statewide Public Notice Call for Nominations - from 56 days and no later than 45th day before Election Day. 24/08/2019 to 04/09/2019		Local Government Act 1995	s.4.47(1)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Governance			
Aug-19	Elections - Close of Rolls at 5pm on 30/08/2019 . Enrolment eligibility claims received by 5pm can continue to be processed with a decision on eligibility required by		Local Government Act 1995	s.4.39(1)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Governance			
Aug-19	Annual Returns - Elected Members and Designated Employees to provide an Annual Return by no later than 31 August CEO's Annual Return must be lodged with the President / Mayor.		Local Government Act 1995	s.5.76(1)	DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns	Biennial Next due 2019	Governance			
Aug-19	Annual Budget - During period 1 June to 31 August , Local Government is to prepare and adopt, by absolute majority, an Annual Budget for the next financial year.		Local Government Act 1995	s.6.2(1)	DLGSC WA Local Government Accounting Manual	Annual Due by: 31 August	Finance			
Aug-19	Corporate Business Plan - Review (Council Workshop) Schedule a workshop with Council Members and Executive staff to review options and priorities (including the Capital Works Plan) and to finalise the Corporate Business Plan for recommendation to Council.	Integrated Planning and Reporting	Local Government Act 1995	s.5.56 Admin.Reg.19DA	DLGSC website - Integrated Planning and Reporting Framework and Guidelines	Annual	Governance			
Aug-19	Primary and Annual Returns Register - Update Register with new Delegates following completion of the Delegation Register Review and initiate requests for Primary Returns from new Delegates	Delegation Register Review	Local Government Act 1995	s.5.75	WALGA Guideline - Primary and Annual Returns Management	Annual	Governance			
	Compliance Action		Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	September - Take Action									
Sep-19	Local Law Review - Parking and Parking Facilities Local Law 2008- Statewide Public Notice , calling for submissions closing not less than 6 weeks after the Public Notice. Made / Last Reviewed: 02/09/2008 Review Due by: 02/09/2016	Local Law Review	Local Government Act 1995	s.3.16(2), (2a)	WALGA website - Local Laws Manual Subscription Service DLGSC website - Local Laws Statutory Procedures Checklist DLGSC website - Local Laws Register	8 yearly	Governance			Three years overdue
Sep-19	Local Law Review - Parking and Parking Facilities Local Law 2008 - Following close of public submissions - Report to Council to complete the review. Council to determine, by Absolute Majority, if the Local Law should be repealed or amended. If resolved for amendment, commence s.3.12 Procedure for making local laws. Made / Last Reviewed: 02/09/2008 Review Due by: 02/09/2016	Local Law Review	Local Government Act 1995	s.3.16(3)(4)	WALGA website - Local Laws Manual Subscription Service DLGSC website - Local Laws Statutory Procedures Checklist DLGSC website - Local Laws Register	8 yearly	Governance			Three years overdue

Deadline	Compliance Action	Compliance Type	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Service Area Service Area Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
Sep-19	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.		Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC WA Local Government Accounting Manual	Monthly	Finance			
Sep-19	Emergency Services Levy - Option A Remittance DUE by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A		DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES - ESL Manual of Operating Procedures	Monthly	Finance			
Sep-19	Primary Returns - Request Primary Return from any new employee who is a Designated Employee. Return must be received by CEO within 3 months of the person's start day		Local Government Act 1995	s.5.75	WALGA - Governance Subscription Guideline - Primary and Annual Returns Management DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns	Bi-monthly	Governance			
Sep-19	Financial Interests Register - Review Review register to remove Primary and Annual Returns (not other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (resigned or changed roles) or for Elected Members who have resigned. Returns that are removed are to be kept by the CEO as LG Record for at least 5 years after the person ceased to be a Designated Employee.		Local Government Act 1995	s.5.88(3)(4)		Bi-monthly	Governance			
Sep-19	Emergency Services Levy - Option B Payment Due DUE by: 21 September and ESL Assessment Profile Return Form A		DFES - ESL Manual of Operating Procedures		DFES - ESL Manual of Operating Procedures	Quarterly	Finance			
Sep-19	Elections - Candidate Information Session Coordinate and promote a candidate information session - consider participation in WALGA Webinars.		n/a	n/a	WALGA Webinar Prospective Elected Members	Biennial Next due 2019	Governance			
Sep-19	Elections - Statewide Public Notice Call for Nominations - no later than 45th day before Election Day - Due By: 04/09/2019		Local Government Act 1995	s.4.47(1)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Governance			
Sep-19	Elections - Nominations Open 05/09/2019 - First day for candidates to lodge completed nomination papers with the returning officer. Nominations are open for eight days		Local Government Act 1995	s.4.49(a)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Governance			
Sep-19	Elections - Nominations Close at 4pm on Due By: 12/09/2019		Local Government Act 1995	s.4.49(a)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Governance			
Sep-19	Elections - Declarations of Office for new Elected Members elected unopposed (due 2 months from declaration of result - close of nominations) Due By: 12/11/2019		Local Government Act 1995	s.2.29	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Governance			
Sep-19	Elections - Candidate / Donor Gift Disclosures - CEO written advice to Candidates of Elections Gift Disclosure obligations.		Local Government Act 1995	s.4.59 Elections Regs Part 5A Form 9A		Biennial Next due 2019	Governance			
Sep-19	Elections - Residents Roll to be prepared by Electoral Commissioner Due By: 13/09/2019		Local Government Act 1995	s.4.40(2)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Governance			
Sep-19	Elections - Owners and Occupiers Roll to be prepared and certified by CEO Due By: 13/09/2019		Local Government Act 1995	s.4.41(1)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Governance			
Sep-19	Elections - Statewide Public Notice of Election Day by Returning Officer - between 36th and 19th day before Election Day - 13/09/2019 to 30/09/2019		Local Government Act 1995	s.4.64(1)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Governance			
Sep-19	Elections - Consolidated Roll (Resident / Owners and Occupiers) at Returning Officer's discretion, to be completed by (22nd day before Election Day) Due By: 27/09/2019		Local Government Act 1995	s.4.38(1) Elections Reg.18	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Governance			
Sep-19	Elections - Supply of Rolls - CEO to provide Returning Officer with sufficient rolls and copies to be provided free of charge to candidates and Elected Members who ask		Local Government Act 1995	s.4.42		Biennial Next due 2019	Governance			

Deadline	Compliance Action	Compliance Type	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Service Area Service Area Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
Sep-19	Annual Financial Report - Prepare and submit to the Auditor. Content of Annual Report to comply with FM.Reg.36(2). Due: 30/09/2019	Annual Report	Local Government Act 1995	s.6.4 FM.Reg.36	DLGSC website - WA Local Government Accounting Manual	Annual	Finance			
Sep-19	Corporate Business Plan - Review (Council Adoption) Due by: 30 October Council to adopt by absolute majority. Amended Corporate Business Plan informs the preparation of the budget.	Integrated Planning and Reporting	Local Government Act 1995	s.5.56 Admin.Reg.19DA	DLGSC website - Integrated Planning and Reporting Framework and Guidelines	Annual	Governance			
Sep-19	Elected Member Training / Professional Development Policy - Review Review Council Policy to ensure Elected Member protocols for applying for and accessing professional development are in place and that budgets are sufficient	LG Administration Compliance Actions	n/a	n/a		Annual	Governance			
	Compliance Action		Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	October - Take Action									
Oct-19	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2 months after the end of the month to which the statement relates.		Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC WA Local Government Accounting Manual	Monthly	Finance			
Oct-19	Emergency Services Levy - Option A Remittance Due by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A		DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL Manual of Operating Procedures	Monthly	Finance			
Oct-19	Elections - Declarations of Office for new Elected Members, Mayor and Deputy Mayor sworn in following Election Day (2 months from declaration of result) Due By: 19/12/2019		Local Government Act 1995	s.2.29	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Governance			
Oct-19	Election Day - Close of Poll 6.00pm Due By: 19/10/2019		Local Government Act 1995	s.4.7 s.4.68(1)(e)	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Governance			
Oct-19	Elections - Result declared and published as Local Public Notice by Returning Officer as soon as practicable		Local Government Act 1995	s.4.77 Elections Reg.80	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Governance			
Oct-19	Elections - Report to Minister (by 14th day after election) Due by: 02/11/2019		Local Government Act 1995	s.4.79 Elections Reg.81	DLGSC Elections Timetable DLGSC Returning Officer Manual	Biennial Next due 2019	Governance			
Oct-19	Primary Returns - Request new Elected Members - required to be lodged with CEO within 3 months of making Declarations of Office 22/01/2020		Local Government Act 1995	s.5.75(1)	WALGA - Governance Subscription Guideline - Primary and Annual Returns Management DLGSC Operational Guideline No.21 Disclosure of Financial Interests in Returns	Biennial Next due 2019	Governance			
Oct-19	Elections - Election Papers collected and secured in one or more parcels by Returning Officer		Local Government Act 1995	s.4.84(a) Elections Reg.82	DLGSC Returning Officer Manual	Biennial Next due 2019	Governance			
Oct-19	Elections - Destruction of Election Papers - parcels which are more than 4 years old may be destroyed, supervised by CEO and witnessed by at least 2 employees OR to secure paper destruction company		Local Government Act 1995	s.4.84(a) Elections Reg.82	DLGSC website - Returning Officer Manual	Biennial Next due 2019	Governance			
Oct-19	Election of Deputy Mayor - elected from amongst the Councillors - conducted in accordance with Schedule 2.3, Div.1		Local Government Act 1995	s.2.11(1)(b) Schedule 2.3, Div.1		Biennial Next due 2019	Governance			
Oct-19	CEO Authority to Speak on behalf of the LG - if new Mayor is elected, obtain written authority from Mayor for CEO to speak on behalf of the Local Government.		Local Government Act 1995	s.5.41(f)		Biennial Next due 2019	Governance			
Oct-19	Establishment of Audit Committee - following Elections, Council must establish an Audit Committee - with membership of 3 or more persons, by Absolute Majority, and appoint committee members and deputies. Each Elected Member is entitled to be a member of at least one committee.		Local Government Act 1995	s.7.1A s.5.8 s.5.9 s.5.10 s.5.11A s.5.11		Biennial Next due 2019	Governance			

Deadline	Compliance Action	Compliance Type	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Service Area Service Area Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
Oct-19	Establishment of Committees - following Elections, Council may establish committees (other than Audit) of 3 or more persons, by Absolute Majority, and appoint committee members and deputies. Each Elected Member is entitled to be a member of at least one committee.		Local Government Act 1995	s.5.8 s.5.9 s.5.10 s.5.11A s.5.11		Biennial Next due 2019	Governance			
Oct-19	Establishment of Committees - Each committee has been established with a Terms of Reference, that details the purpose of the Committee and the scope of matters that the Committee will deal with.		Local Government Act 1995	s.5.8		Biennial Next due 2019	Governance			
Oct-19	Election of Committee Presiding Members and deputies - conducted in accordance with Schedule 2.3, Div.1		Local Government Act 1995	s.5.12 Schedule 2.3, Div.1		Biennial Next due 2019	Governance			
Oct-19	Election Papers - election of Deputy Mayor and Committee Presiding Members and deputies - Election Papers collected and secured in parcels		Local Government Act 1995	s.4.84(a) Elections Reg.82		Biennial Next due 2019	Governance			
Oct-19	Appointment of Elected Members to External Bodies - Mindarie Regional Council, Tamala Park Regional Council, WALGA					Biennial Next due 2019	Governance			
Oct-19	Financial Interests Register - Review • Review register to remove Primary and Annual Returns (not other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (resigned or changed roles). • Returns that are removed are to be kept by the CEO as LG Record for at least 5 years after the person ceased to be a Designated Employee.		Local Government Act 1995	s.5.88(3)(4)		Biennial Next due 2019	Governance			
Oct-19	Audit - Auditor's Report Copies provided Copy of the Audit report to be provided to the President / Mayor, CEO and the Minister within 30 days of completing the audit.	Audit	Local Government Act 1995	s.7.9 Audit.Reg.10(1)		Annual	Finance			
Oct-19	Audit - Auditor's Report to Council via Audit Committee Prepare report, presenting the Auditor's report that: • determines any matters raised by the audit report; and • stating what action is taken in respect of those matters	Audit	Local Government Act 1995	s.7.12A(2) s.7.13		As required	Finance			
Oct-19	Annual Report - Auditor Report CEO Certified After the annual financial statements have been audited, the CEO is to sign and append to the auditors report a declaration (Form 1).	Annual Report	Local Government Act 1995	Fin.Mgt.Reg.51(1)	DLGSC website - WA Local Government Accounting Manual	Annual	Finance			
Oct-19	Annual Financial Report - Auditor Report Auditor's Report is to be presented to the Council, via the Audit Committee, to determine actions required in response to any matters raised	Annual Report	Local Government Act 1995	s.7.12AD	DLGSC website - WA Local Government Accounting Manual	Annual	Finance			
Oct-19	Internal Control - Review Undertake a review of the appropriateness and effectiveness of the Internal Control system and procedures at least once in every 3 financial years. CEO to report Review results to Council via the Audit Committee.	LG Administration Compliance Actions	Local Government Act 1995	Audit.Reg. 17(1)(b)	DLGSC website - WA Local Government Accounting Manual	Triennial	Governance			

Deadline	Compliance Action	Compliance Type	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Service Area Service Area Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
Oct-19	Elected Member Induction - Provide an induction for newly elected Councillors.		n/a	n/a	WALGA website - Webinar Introduction to the Local Government Act for Elected Members WALGA website - Webinar Communications for Elected Members WALGA website - Webinar Chairing of Meetings WALGA website - Webinar Decision Making in Practice - Delegations WALGA website - Webinar Local Government Gift Declaration WALGA website - Governance Services - Infopage - AASB 124 Related Party Disclosure DLGSC website - Operational Guideline No.4 Elected Member Induction State Records Office website - Elected Member Record Keeping Information Sheet	Biennial Next due 2019	Governance			
	Compliance Action		Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	November - Take Action									
Nov-19	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2-months after the end of the month to which the statement relates.		Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC website - WA Local Government Accounting Manual	Monthly	Finance			
Nov-19	Emergency Services Levy - Option A Remittance Due by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A		DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL website - Manual of Operating Procedures	Monthly	Finance			
Nov-19	Primary Returns - Request Primary Return from any new employee who is a Designated Employee. Return must be received by CEO within 3 months of the person's start day		Local Government Act 1995	s.5.75	WALGA Guideline - Primary and Annual Returns Management DLGSC website - Operational Guideline No.21 Disclosure of Financial Interests in Returns	Bi-monthly	Governance			
Nov-19	Financial Interests Register - Review • Review register to remove Primary and Annual Returns (not other interest disclosures) from the Financial Interest Register that relate to persons who are no longer Designated Employees (resigned or changed roles).or for Elected Members who have resigned. • Returns that are removed are to be kept by the CEO as LG Record for at least 5 years after the person ceased to be a Designated Employee.		Local Government Act 1995	s.5.88(3)(4)		Bi-monthly	Governance			
Nov-19	Elected Members - Review Meeting Attendance Register - check EMs have not been absent for 3 consecutive meetings without Leave of Absence being granted		Local Government Act 1995	s.2.25		Quarterly	Governance			
Nov-19	Elections - Enrolment Eligibility Claims (Owners and Occupiers) Register - Review register and take action re expired Eligibility Claims (no longer property owner / claim based on occupation or nominee expired)		Local Government Act 1995	s.4.35 Elections Regs.14 and 15 Form 6 and 7	WALGA website - Template Enrolment Eligibility Claims Register	Biannual (Apr & Nov)	Governance			

Deadline	Compliance Action	Compliance Type	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Service Area Service Area Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
Nov-19	Policy Review - Code of Conduct Following each Election - provide Council report to enable the 'new' Council to review and adopt the Code of Conduct.		Local Government Act 1995	s.5.103 s.5.104 Admin.Reggs. Part 9 Rules of Conduct Regs.	WALGA website - Model Code of Conduct Recommended Practice • Review the Code following each Election cycle to ensure new (and old) Elected Members understand requirements.	Biennial Next Due 2019	Governance			
Nov-19	Elections - Declarations of Office for new Elected Members elected unopposed (due 2 months from declaration of result at close of nominations) Due by: 12/11/2019		Local Government Act 1995	s.2.29	DLGSC website - Elections Timetable DLGSC website - Returning Officer Manual	Biennial Next due 2019	Governance			
Nov-19	Local Law Review - Fencing Local Law - Statewide Public Notice , calling for submissions closing not less than 6 weeks after the Public Notice. Made / Last Reviewed: 08/11/2011 Review Due by: 08/11/2019	Local Law Review	Local Government Act 1995	s.3.16(2), (2a)	WALGA website - Local Laws Manual Subscription Service DLGSCI website - Local Laws Statutory Procedures Checklist DLGSCI website - Local Laws Register	8 yearly	Governance			
Nov-19	Local Law Review - Fencing Local Law - Following close of public submissions - Report to Council to complete the review. Council to determine, by Absolute Majority, if the Local Law should be repealed or amended. If resolved for amendment, commence s.3.12 Procedure for making local laws. Made / Last Reviewed: 08/11/2011 Review Due by: 08/11/2019	Local Law Review	Local Government Act 1995	s.3.16(3)(4)	WALGA website - Local Laws Manual Subscription Service DLGSC website - Local Laws Statutory Procedures Checklist DLGSC website - Local Laws Register	8 yearly	Governance			
Nov-19	Annual Electors' General Meeting - Scheduled on: dd/mm/yyyy (not more than 56 days after the Annual Report has been adopted).	Annual Report	Local Government Act 1995	s.5.27 Admin.Reggs.15, 17 and 18,		Annual	Governance			
Nov-19	Annual Electors' General Meeting - Local Public Notice of AEGM - to be held once every financial year on a day selected by the LG but not more than 56 days after the Annual Report has been adopted. DUE: dd/mm/yyyy	Annual Report	Local Government Act 1995	s.5.27 Admin.Reggs.15, 17 and 18,		Annual	Governance			
Nov-19	Annual Report - Accepted , by Absolute Majority, by no later than 31 December	Annual Report	Local Government Act 1995	s.5.53 s.5.54	DLGSC website - WA Local Government Accounting Manual	Annual	Finance			
Nov-19	Risk Management - Review Undertake a review of the appropriateness and effectiveness of the Risk Management system and procedures at least once in every 3 financial years. CEO to report Review results to Council via the Audit Committee.	LG Administration Compliance Actions	Local Government Act 1995	Audit.Reg. 17(1)(a)	AS/NZS ISO 31000:2009 Risk Management	Triennial	Governance			
	Compliance Action		Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Position Title Officer Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
	December - Take Action									
Dec-19	Monthly Financial Report LG is to prepare each month a statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Presented at an Ordinary Council meeting within 2 months after the end of the month to which the statement relates.		Local Government Act 1995	s.6.4 FM.Reg.34	DLGSC website - WA Local Government Accounting Manual	Monthly	Finance			
Dec-19	Emergency Services Levy - Remittance DUE by: 21st of the month Option A Remittance Report - see Form B Schedule 5 and ESL Assessment Profile Return Form A		DFES - ESL Manual of Operating Procedures	Clause 5.13.	DFES -ESL website - Manual of Operating Procedures	Monthly	Finance			
Dec-19	Emergency Services Levy - Option B Payment Due Due by: 21 December and ESL Assessment Profile Return Form A		DFES - ESL Manual of Operating Procedures		DFES -ESL website - Manual of Operating Procedures	Quarterly	Finance			

Deadline	Compliance Action	Compliance Type	Compliance Requirement	Section / Ref	Good Practice Resources and LG Operational Procedures	Compliance Frequency	Service Area Service Area Responsible for Action Compliance	Date Completed	Records Ref (Evidence of completion)	Comments. If Action not completed, report on plan to rectify non-compliance
Dec-19	Council / Committee Meeting Schedule - At least once per year, determine meeting schedule for next 12 months (see January - and give Local Public Notice)		Local Government Act 1995	s.5.25(1)(g) Admin.Reg.12		Annual	Governance			
Dec-19	Annual Report - Accepted , by Absolute Majority, by no later than 31st December		Local Government Act 1995	s.5.53 s.5.54	DLGSCI website - WA Local Government Accounting Manual	Annual	Finance			
Dec-19	Elections - Declarations of Office for new Elected Members, Shire President / Mayor and Deputy Shire President / Mayor sworn in following Election Day (2 months from declaration of result) 19/19/2019		Local Government Act 1995	s.2.29	DLGSC website - Elections Timetable DLGSC website - Returning Officer Manual	Biennial Next due 2019	Governance			
Dec-19	Master Compliance Calendar - Review Review the Master Compliance Calendar content and consult with the LGs CEO, Executive and key employees to identify any additional Compliance Actions for inclusion in the next year's Master Compliance Calendar.		n/a	n/a		Annual	Governance			
Dec-19	Annual Report - Auditor Report to Department Executive Director Copy of the Annual Financial Report is to be submitted to the DLGSCI Executive Director within 30 days of the receipt by the CEO of the Auditors Report.	Annual Report	Local Government Act 1995	FM.Reg.51(2)	DLGSC website - WA Local Government Accounting Manual	Annual	Finance			
Dec-19	Annual Report - Auditor Report to Minister LG must give a copy of the Auditor's Report and the Council Report / Minutes dealing with the Auditor's Report to the Minister for Local Government within 3 months after it has been received by the LG.	Annual Report	Local Government Act 1995	s.7.12A(4)		Annual	Finance			
Dec-19	Annual Report - Auditor Report on Website The Auditor Report must be published on the LG's official website within 14 days after the Report has been provided to the Minister.	Annual Report	Local Government Act 1995	s.7.12A(5)		Annual	Finance			
Dec-19	Annual Report - Local Public Notice of the availability of the Annual Report to be given as soon as practicable after the report has been accepted by Council	Annual Report	Local Government Act 1995	s.5.55	DLGSC website - WA Local Government Accounting Manual	Annual	Stakeholder Relations			
Dec-19	Annual Report - on Website - CEO is to publish the annual report on the LG's website within 14 days after the report has been accepted by Council.	Annual Report	Local Government Act 1995	s.5.55A	DLGSC website - WA Local Government Accounting Manual	Annual	Stakeholder Relations			
Dec-19	Heritage Inventory - Annual Update LG must compile and maintain a Heritage Inventory, which must be updated annually and a copy provided to the Heritage Council.	LG Administration Compliance Actions	Heritage of Western Australia Act 1990	s.45(2)(a), (3)	State Heritage Office Website - Basic Principles for Local Government Inventories State Heritage Office Website - Criteria for the Assessment of Local Heritage Places and Areas	Annual	Place Planning			

OPERATIONAL POLICY

HRP006

Grievance Handling

1. POLICY STATEMENT

The Town of Victoria Park supports and is committed to the equitable and timely resolution of grievances. A grievance should be resolved promptly and in an atmosphere of mutual respect and cooperation.

All employees have a right to have a complaint, disagreement or claim heard without fear of unfair treatment or victimisation. If the complainant(s) does/do not believe the issue is being resolved, recourse will be available to increasing levels of authority to promote a resolution.

This policy exists to safeguard employee rights, to ensure a safe working environment and a positive relationship between staff, to promote job satisfaction and to improve the efficiency and effectiveness of service delivery.

2. OBJECTIVE(S)

To ensure that all staff members have a safe, harmonious, supportive and productive environment – free from unfair treatment, discrimination, harassment, vilification, bullying and conflict.

3. VALUES STATEMENT

The Town is committed to ensuring its values are upheld. Where ever possible the focus should be on an agreed outcome that is acceptable to all parties.

- We will be **proactive** – We will look to cause positive things to happen rather than waiting to respond.
- We will have **integrity** – We will be honest, accountable and transparent in how we do things.
- We will be **innovative** – We will be courageous in introducing new ideas to meet community need and improve our services and project.
- We will be **caring** – We will display kindness and concern.

4. RELATED POLICIES AND PROCEDURES

BHP000 – Bullying & Harassment Prevention Policy & Procedures.

HRP013 – Formal Discipline & Dismissal Policy & Procedures

HRP011 – Code of Conduct

HRP048 – Social Media

HRP010 – Email & Internet Use (including Wi-Fi)

5. DELEGATION

Delegated to CEO & C-Suite – 1.22

Delegated to Managers – NA

6. AUTHORITY

Strategic Management Team Meeting March 2019

7. PERIOD OF REVIEW

2 Years – Review date March 2021

HUMAN RESOURCE PROCEDURES

HRP006

Grievance Procedures

1. PURPOSE

To:

- state a clear and fair process when grievance are raised about staff
- to clarify the roles and responsibilities of all parties to a grievance; and
- to outline the methodologies for the settling of the grievance.

2. SCOPE

This policy applies to:

- staff covered under Town of Victoria Park Enterprise Agreements 2016;
- contract staff;
- external contractors;
- volunteers.

The policy does not apply to disputes raised under clause 33 of the Town of Victoria Park Enterprise Agreements 2016.

3. PRINCIPLES

The Town is committed to the following principles in dealing with work-related grievances:

- natural justice principles will be applied to the procedures
- officers managing grievances are suitably trained to do so;
- grievances are handled in a fair, impartial and just manner;
- action is taken promptly within agreed timeframes and processes;
- confidentiality is of the utmost importance and is respected by all parties at all times. Failure to maintain confidentiality in the handling of a grievance can, in itself, be regarded as misconduct;
- parties are protected from victimisation, and
- all employees have a choice of processes, for example, resolution at the workplace level through an informal process or a formal process.

4. RESPONSIBILITIES

All staff will:

- conduct themselves in a manner which respects the rights and welfare of other members of the Town, and display the behaviours expressed and encouraged through the Town's values.
- deal with perceived difficult or disruptive behaviours that may occur, with the aim of achieving a positive resolution of the issue (s).
- raise the issue(s) of a grievance as soon as possible with the other party/parties and agree to be involved in settling the issue(s) prior to making a formal complaint.

Managers and Supervisors will:

- maintain a positive work environment that encourages cooperative and supportive behaviours directed towards the achievement of operational outcomes.
- respond to workplace conflicts, and difficult or disruptive behaviours that may occur, with the aim of achieving a positive resolution of the issue (s).
- deal with perceived behavioural issues in a timely and constructive manner.
- aim at achieving an amicable outcome of a conflict situation that reduces possible escalation to a formal grievance.

Town's Contact Officers will:

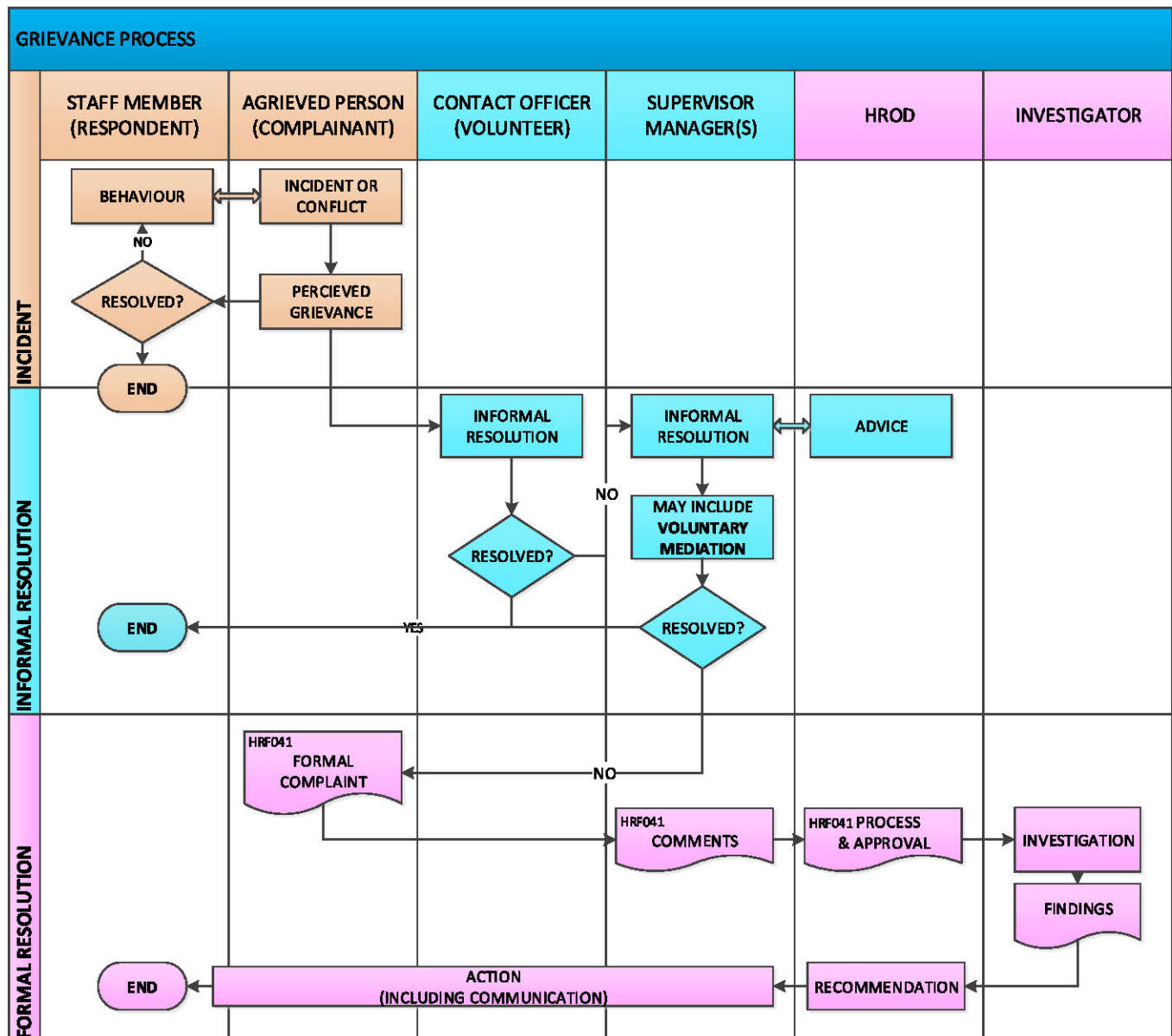
- Clarify with an aggrieved staff member the incident or issue.
- Be responsible for providing procedural guidance to staff concerned about difficult or disruptive behaviours.
- Assist staff in understanding the formal procedure stages of these procedures.

Human Resources & Organisational Development will:

- Maintain the Policy and supporting procedures.
- Provide advice on the Policy and Procedures.
- Assist Managers and Supervisors in the resolution of complex grievances and complaints.
- Coordinate training for staff; managers and contact officers.

The **SMT** have overall responsibility for the implementation and review of this Policy and Procedure.

5. PROCESS



5.1. INCIDENT

Workplace conflict may occur when people's ideas, decisions or actions relating directly to the job are in opposition, or when two people just don't get along. Conflict may be productive if it leads to positive change, but can also be stressful and unpleasant. Resolving disputes and clashes is important for staff and managers.

Employees will endeavour to achieve a constructive outcome based on the needs of both parties. It is expected that in the first instance employees will attempt to resolve any concerns they have regarding another staff members behaviours by dealing directly with the other person.

The focus should be on reaching a consensus decision that best meets the needs of all parties. Employees should build effective relationships by addressing conflicts with good faith and seeking positive outcomes.

5.2. GRIEVANCE (INFORMAL)

Supervisors are responsible for their team, their teams performance, and for the resolution of service area and cross service area issues that may arise in their team.

5.2.1. Supervisor.

As far as is possible grievances should be discussed in the first instance with the Manager/Supervisor

If an employee is concerned about raising a matter with their supervisor they may consider discussing their concerns with one of the Town's approved contact officers.

An employee raising a grievance has a right to be supported and to have their grievance resolved. The direct supervisor should listen with an open mind, gather all relevant facts and act promptly and fairly, taking a consistent approach. The supervisor should also follow up to ensure that the correct action has been taken and the cause of the grievance is properly addressed.

5.2.2. Contact Officers.

The Town will provide designated Contact Officers in each work location. Nominations for the role will be requested as needed, and in the event more than one officer in a work area nominates, the staff of the work area will select the preferred nominee. Appropriate training will be coordinated by HR&OD.

The role of the Contact Officer is to provide employees with guidance as to the policy and procedures associated with the management of formal and informal grievances.

Aggrieved employees are encouraged to contact either their Contact Officer or immediate supervisor when they are unclear as to what is involved when a formal or informal grievance is submitted.

The role of the Contact Officer is not as advocate for any specific party to a grievance, it is primarily a support and information role. Contact Officers are subject to the same confidentiality conditions as all parties to a grievance.

5.2.3. Human Resources & Organisational Development

Generally HR&OD provide advice in regard to the policy and procedures, but may become involved in more complex grievance situations.

HR&OD may assist with an informal grievance where the issue has not been resolved in the work area. HR&OD shall, where practicable, answer the matter raised within one week of it being referred to them.

Where an informal grievance has not been resolved in the workplace, mediation may be considered as a secondary conflict resolution approach.

5.2.4. Mediation

HR&OD will coordinate the process of informal resolution of the conflict through mediation. This may involve the use of qualified mediators within the employ of the Town, or the use of an external mediation provider (Such as the Employee Assistant Provider).

Mediation is subject to both parties involved in the conflict agreeing to participate in the process, and agreeing to positively contribute to the conflict resolution process.

Generally a successful mediation will end with an agreement by both parties as to the resolution of the conflict. This agreement should be forwarded to HR&OD for record keeping purposes.

5.3. GRIEVANCE (FORMAL)

Unfortunately not all workplace conflicts can be resolved in an informal manner. In situations where the complainant/aggrieved party do not accept the informal outcome, they may choose to pursue a formal approach.

If the grievance cannot be resolved at the informal level the Manager/Supervisor shall refer the matter to the Chief of the employee and the Manager Human Resources & Organisational Development.

Formal grievances must be submitted in writing; preferably through the use of the Town's Grievance Form (HRF041) including any relevant documents as attachments.

5.3.1. Grievance Submission

A formal grievance process will be determined by the Manager Human Resources & Organisational Development and forwarded to the CEO for approval.

A responsible officer will be designated within HR&OD to coordinate the grievance process. Contact Officers will be available to provide support as needed.

5.3.2. Notification to Parties

Subject to amendment and approval, the aggrieved person and the respondent shall be informed of the approved process. Notification to all parties will include the following details:

- Names of the parties involved;
- the accusations or issues;
- areas of the code of conduct or relevant administrative policy and procedures considered in breach;
- the process identified to resolve the issue; and
- the anticipated time frame for resolution.

All parties will be advised that in the interest of natural justice they are to abstain from discussing any aspects of the grievance with any other person. Parties to the grievance may raise and discuss matters with the Town's designated Contact Officers.

5.3.3. Investigation

The investigation into the grievance may be carried out by:

- The Manager HR&OD or a designated HR&OD Officer;
- A designated and trained Manager from another line of business; or
- An external Investigator engaged specifically for the grievance process.

The preferred approach is to be justified within the grievance proposal submitted to the CEO.

5.3.4. Timeframe

It is in the best interests of all parties to resolve the grievance issue quickly. By committing to the process all parties can ensure the process is carried out effectively and efficiently.

It is recognised that each formal grievance is unique and may require additional time and resources. Consideration should be given to:

- the range of issues/accusations made;
- supporting evidence submitted with the grievance;
- the names of staff involved;
- their relevance to the issues/accusations; and
- their availability if required for interview.

Generally a target of 5 weeks from notification should be used as a benchmark, and be varied subject to the above considerations.

A reasonable timeframe is to be developed and agreed to in the approval process. Any variation to, or delay in the approved timeframe is to be communicated to all parties in a timely manner. It is recommended that all parties are provided with an update every 2 weeks by the investigator.

If an external investigator has been engaged, a designated HR&OD officer will coordinate the investigation and advise participants of any possible delays to the agreed timeframe.

5.3.5. Interviews

In most grievances there is a need to interview parties involved in the perceived grievance incident/s. The nominated HR&OD Officer will liaise with the investigator in regard to scheduling interviews and contacting relevant interviewees.

Interviewees are to be advised of;

- The grievance;
- The name of the Investigator/interviewer;
- The venue and time;
- An overview of their involvement in the issue;
- Their right to bring a support person to the interview; and
- Their obligations in regard to confidentiality.

Interviewees should be provided with reasonable time to organise their attendance. Generally 2 days' notice would be sufficient, however the HR&OD Officer should be flexible in regard to accommodating the interviewees work and life demands.

5.3.6. Support Person

A support person may offer physical and emotional assistance to the employee. They may take notes on the employee's behalf and act as a sounding board for the employee, but their role is not to extend any further than that.

It is not the role of the support person to:

- act as an advocate for the interviewee;
- to question the grievance process, or
- to answer questions on the interviewee's behalf.

The support person is to be advised of their role prior to the commencement of the interview.

5.3.7. Report

On completion of the investigation into the grievance, the investigator will report back to the HR& OD Manager of their findings.

Generally the report will contain the details of the accusations, and any evidence that supports or refutes the claims being made.

The investigation report does not identify what action should be taken in regard to any breaches of policies or procedures that may have occurred.

It is the responsibility of HR&OD to assess the findings against the relevant policies and procedures and recommend an appropriate outcome from the grievance.

5.3.8. Remedial action

Action arising from the findings of the grievance investigation will be in accordance with the relevant policies and procedures, and HRP013 – Formal Discipline & Dismissal Policy & Procedures.

5.3.9. Records Management

A grievance file is to be set up under TRIM in accordance with records management protocols.

Details of any remedial action taken against an employee as a result of an investigation will be included on the relevant officers Personnel File.

Investigations.

Managers recommended to carry out an investigation of a grievance on behalf of the Town are subject to:

- Not working in the relevant program area;
- Having relevant training in formal investigations.

Objectivity

Where objectivity of the process may be questioned, an external investigator should be considered. WALGA have preferred providers who can carry out this role if needed.

6. ATTACHMENTS

- Grievance Incident Form

7. DOCUMENT CONTROL

DATE	AMENDMENTS	MADE BY	AUTHORISED BY
1/7/2002	1 New Document		
13/11/2007	2 Amended to provide for grievance outside Clause 33	MHR	B Callander
15/10/2014	3 New Documents. Linked to other policies.	EMHR&OD	SMT/EMT CEO APPROVAL NOV 2014
28/02/2019	Review of Document	Donna Smith	SMT CEO APPROVAL MARCH 2019

CONFIDENTIAL

HRF041 GRIEVANCE INCIDENT FORM

INFORMATION FOR EMPLOYEE:

This form, in conjunction with the Town of Victoria Park HRP006 Grievance Procedure, is to be completed by any employee wishing to log a grievance incident with Human Resources. The information obtained is to assist us in ensuring equitable and timely resolution. All information disclosed will remain confidential.

EMPLOYEE	
DEPARTMENT	
DATE SUBMITTED	
RECEIVING HR OFFICER	
DETAILS OF INCIDENT	
DATE AND TIME	
LOCATION OF EVENT	
STAFF MEMBERS INVOLVED:	
DESCRIPTION OF INCIDENT:	
ALLEGED VIOLATIONS (and how?):	
HRP011 Code of Conduct	
BHP000 Bullying & Harassment Policy	
HRP010 Email & Internet Use Policy	
HRP048 Social Media Policy	
HRP012 Equal Employment Opportunity	
Other (please specify)	
FURTHER DETAILS & DOCUMENT ATTACHMENTS?	

Has this been incident informally addressed by your Manager? If so, please provide details:
Has this incident been informally mediated between all parties involved? If so, please provide details:
Have you made a separate claim to another organisation regarding this incident? If so, please provide details:
E.G. Fair Work Australia, EEO Commission
PROPOSED SOLUTION TO GRIEVANCE INCIDENT BY EMPLOYEE:
E.G. Formal Complaint / Informal Resolution
HR USE ONLY
Further actions:
Witness Information:
File note reference(s):

I hereby declare that all information provided within the above document is true to the best of my knowledge and belief, and I understand that it will be used for further investigation by Human Resources.

Signature: _____

Name: _____

Date: _____



Town of Victoria Park

External Audit Plan For the Year Ending 30 June 2019

13 March 2019

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1. Purpose of the Audit

The purpose of this audit plan is to summarise our external audit approach in relation to the statutory audit of the Town of Victoria Park for the financial year ending 30 June 2019.

Our Audit Plan has been prepared to inform the management and the Audit Committee of Town of Victoria Park about our responsibilities as external auditors and how we plan to discharge them.

The plan focuses on:

- Documenting our audit approach, including:
 - audit process;
 - approach to auditing key financial statement risk issues; and
 - completion;
- Presenting our audit engagement team;
- Highlighting relevant independence and governance matters;
- Providing a preliminary assessment of timing;

Our audit approach is focused on assessing and responding to the risk of misstatement in the financial report.

We are committed to audit quality and the requirements of independence based on the Office of the Auditor General's, Macri Partners' and the accounting profession's strict rules and policies. We have made our initial assessment of potential threats to independence and have adopted appropriately robust safeguards to address those risks and protect independence.

2. Scope of the Audit

We have been contracted by the Office of the Auditor General to conduct an independent audit of the financial report in order to enable the Auditor General to express an opinion on the financial report to the council of the Town of Victoria Park.

Our audit will be conducted in accordance with Australian Auditing Standards with the objective of reducing the level of material misstatement in the financial report to an acceptably low level. These standards have been fully updated and revised to improve their clarity and in some cases this is accompanied by additional audit requirements. We are required to comply with them for the audit of the 2018/19 financial report.

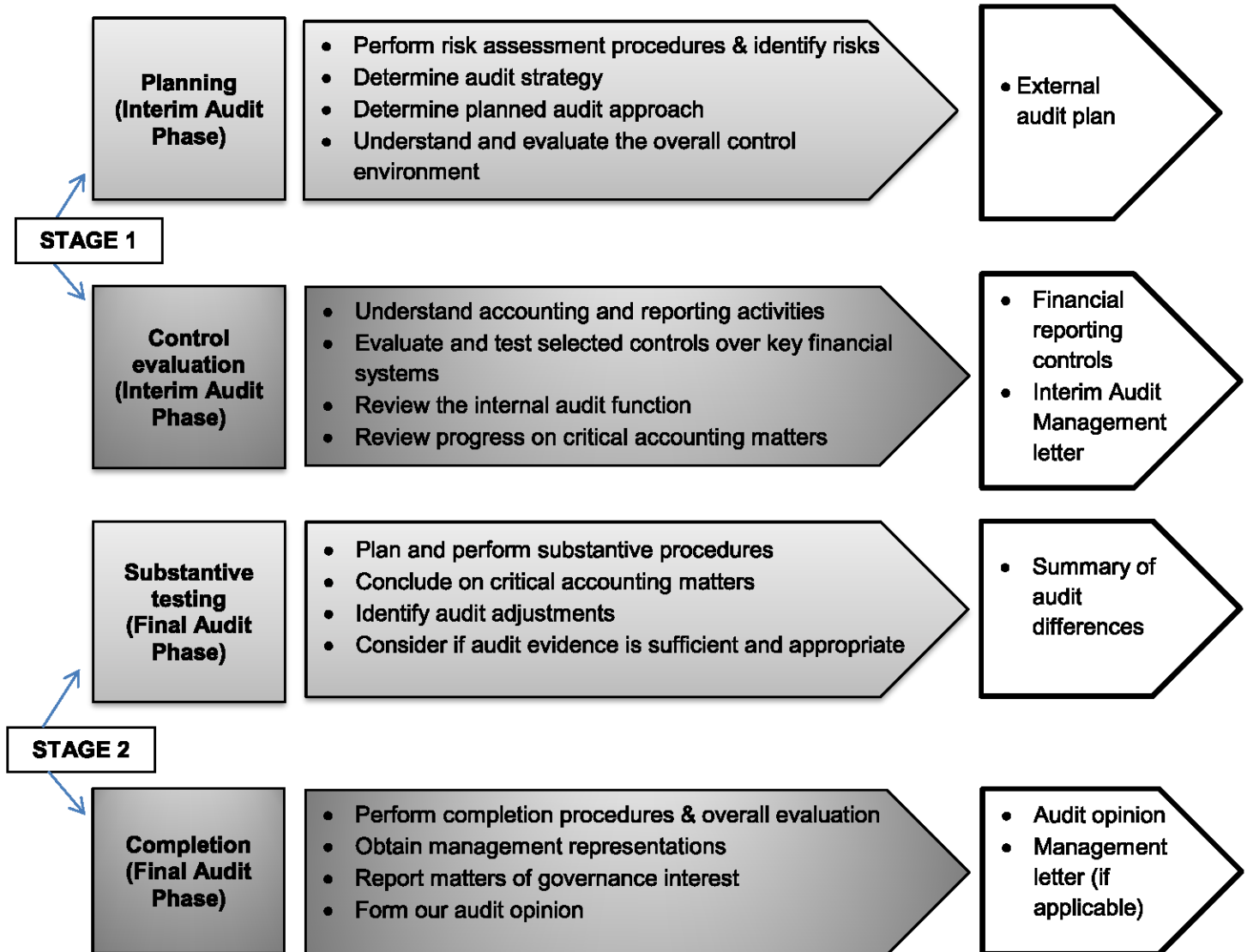
We plan and perform our audit to be able to provide reasonable assurance that the financial report is free from material misstatement and give a true and fair view. We use professional judgement to assess what is material. This includes consideration of the amount and nature of transactions.

3. Financial Reporting Responsibilities

Management	External Audit	Audit Committee
• Prepare financial statements and notes in accordance with Australian Accounting Standards, Local Government Act 1995 (as amended) and Regulations under the Act • Design, implement and maintain effective internal control over financial reporting processes • Risk management • Exercise sound judgement in selecting and applying critical accounting policies • Safeguard assets • Prevent, detect and correct errors • Prevent and detect fraud • Provide representations to external auditors • Assess quantitative and qualitative impact of misstatements discovered during the audit on fair presentation of the financial statements • Confirm the effective operations of financial reporting controls and disclosures in the annual financial statements	• Conduct audit in accordance with professional standards and applicable financial reporting framework (i.e. Auditing Standards and Australian Accounting Standards) • Express an opinion on whether the annual financial report is based on proper accounts and records; and fairly represents, in all material respects, the results of the operations of the Council for the year ending 30 June 2019 and its financial position at the end of that period in accordance with the <i>Local Government 1995</i> (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. • Plan and perform the audit to obtain reasonable assurance (not absolute assurance) as to whether the accounts are free of material misstatements, whether caused by error or fraud • Maintain audit independence	• Create a culture of honesty and ethical behaviour; set the proper tone and emphasise fraud prevention • Oversee management, including ensuring that management establishes and maintains internal control to provide reasonable assurance regarding integrity and reliability of financial reporting • Oversee management activities which ensure appropriate risk management and controls are in place for monitoring risk and compliance with policies, procedures and laws • Review the Council's performance • Liaise with the external auditors to facilitate external audit • Review annual financial report and recommend approval to the Council

4. Audit Approach

Our objective is to provide an independent auditor's opinion on the financial report of the Town of Victoria Park for the year ending 30 June 2019. Our audit methodology is split into two stages and is applied uniquely to Town of Victoria Park's circumstances. It involves the following activities.



Our audit procedures will focus on those areas of the Town of Victoria Park's activities that are considered to represent the key audit risks identified in our planning memorandum and through discussions with management and the Audit Committee during the course of our audit.

Internal Control Environment

In accordance with the Australian Auditing standards, we will perform a review of the design and operating effectiveness of the Council's significant financial recording and reporting processes. Our audit will be designed to obtain a degree of audit comfort from independent testing of management's internal controls. This approach of understanding and evaluating controls is risk-based and structured on a foundation of the Council having a strong control environment.

Our audit approach will also be based on understanding and evaluating your internal control environment and where appropriate validating these controls, if we wished to place reliance on them. This work will be supplemented with substantive audit procedures, which include detailed testing of transactions and balances and suitable analytical procedures.

A Report on Control Findings for the 2018/2019 financial year will be provided to management after the interim audit, outlining our findings, significant deficiencies and our recommendations on where improvements can be made. We will be revisiting this report on audit control findings to check if management's responses have been implemented during the year as agreed.

Key Financial Statement Processes

The following areas will be covered for risk assessment during the interim audit:

- Treasury management cycle – Bank reconciliations and investment of surplus funds
- Procurement and Payments cycle – Purchases, Payments and Creditors Management
- Revenue cycle – Rates, ESL, other revenue (fees and charges, etc.) and Debtors Management
- Payroll cycle
- Fraud risk assessment - Journals
- IT Controls assessment

Compliance Matters

An examination of some compliance matters (including registers, minutes and other legislative matters) under:

- Part 6 of the *Local Government Act 1995* (as amended);
- the *Local Government (Financial Management) Regulations 1996* (as amended); or
- applicable financial controls of any other written law

will be carried out and any non-compliance matters identified will be reported in our Interim Audit Management Report for management information. Non-compliance matters are also required to be reported in our Independent Auditor's Report.

Audit Requirements Schedules

To assist the Council in gathering and collating the necessary information for our final audit visit, we will forward an Audit Requirements Schedule in July 2019. As the requested information will form the basis of our audit working papers, the information will be required to be made available to us at the commencement of our audit visit. This will assist us in delivering an efficient audit and minimising interruptions to the Council's staff.

5. Significant Risks Identified

"Significant risks often relate to significant non-routine transactions and judgmental matters. Non-routine transactions are transactions that are unusual, either due to size or nature, and that, therefore, occur infrequently. Judgmental matters may include the development of accounting estimates for which there is significant measurement uncertainty".

In this section, we outline the significant risks of material misstatement, which we have identified.

Risk of Material Misstatement	Financial Statement Impact and Consequence	Planned Audit Approach
1. Risk of Fraud through Management Override of Controls		
Australian Auditing Standard ASA 240 – <i>The auditor's responsibility to consider fraud in an audit of financial statements</i> requires us to consider the potential for management override because controls that may be sufficient to detect error may not be effective in detecting fraud. In all entities, management at various levels is in a unique position to perpetrate fraud because of the ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Due to the unpredictable way in which such override could occur, we consider there to be a risk of material misstatement due to fraud and thus a significant risk on all audits.	Assertions, account balances and operating results may be materially misstated.	We will assess the processes in place to prevent and detect fraud. Auditing Standard ASA 240 imposes specific audit procedures, including: ➤ Testing a sample of journals recorded in the general ledger and other adjustments made in preparation of the financial statements ➤ Reviewing material accounting estimates for bias ➤ Reviewing significant unusual transactions outside the normal course of business

Risk of Material Misstatement	Financial Statement Impact and Consequence	Planned Audit Approach
2. Revenue Recognition		
In accordance with Australian Auditing Standard ASA 240 – <i>The auditor's responsibility to consider fraud in an audit of financial statements</i>, we presume there is a risk of fraud in respect of the recognition of revenue because of the potential for inappropriate recording of transactions in the wrong period. The standard allows the presumption to be rebutted but, given a local government's range of revenue sources, we have concluded that there are insufficient grounds for rebuttal. This does not imply that we suspect actual or intended manipulation, but that we continue to deliver our audit work with appropriate professional scepticism.	Budgetary pressures and performance targets may influence the revenue recognition. Revenue may be materially misstated due to the failure to correctly recognise and measure it in accordance with the applicable accounting standards.	➤ Substantiate verification of cut-off procedures to mitigate the risk of income being recognised in the wrong period. ➤ In addition, undertake a range of substantive procedures including: • testing receipts to ensure they have been recognised in the correct year; • testing adjustment journals; and • obtaining direct confirmation of year-end bank balances and testing bank reconciliations to the general ledger. ➤ Assess whether treatment of revenue is consistent with Accounting Standards AASB 118 <i>Revenue</i> and AASB 1004 <i>Contributions</i>
3. Financial Ratios		
The Department of Local Government, Sport and Cultural Industries (DLGSCI) launched a website www.mycouncil.wa.gov.au where all key financial ratios for every Council are reported to allow the public to view the financial health score of local governments.	There may be a higher level of scrutiny of the results in the financial statements and the key financial ratios. The financial ratios may not be calculated in accordance with legislative requirements.	➤ Check the calculations of the financial ratios ➤ Assess the reasonableness of explanations provided for any significant variations.

Risk of Material Misstatement	Financial Statement Impact and Consequence	Planned Audit Approach
4. Changes to <i>Local Government (Financial Management) Regulations</i>		
Introduction of a \$5,000 asset capitalisation threshold - local governments need to expense existing assets below \$ 5,000. Associated with this, DLGSCI proposes that those assets below \$ 5,000 that are portable and attractive be included in a separate register.	Impact on the expense and property, plant and equipment and infrastructure balances. The change in the accounting treatment results in a change in accounting policy. Hence, the amendments to the Annual Financial Report have to be made with retrospective effect.	➤ Review management's application of this regulation and changes to accounting policies and any retrospective adjustments made. ➤ Work with your management to ensure that the Town complies with the requirements.
5. New accounting standard that impacts Town of Victoria Park in this financial year		
Accounting standard AASB 9 Financial Instruments became effective 1 January 2018.	The objective of this standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139.	➤ Review management's action plan for the adoption of this new accounting standard where impact has been deemed significant. ➤ Review management's assessment when the impact of the new accounting standard is deemed insignificant. ➤ Work with your management to ensure that the Town complies with the requirements of the new accounting standard.

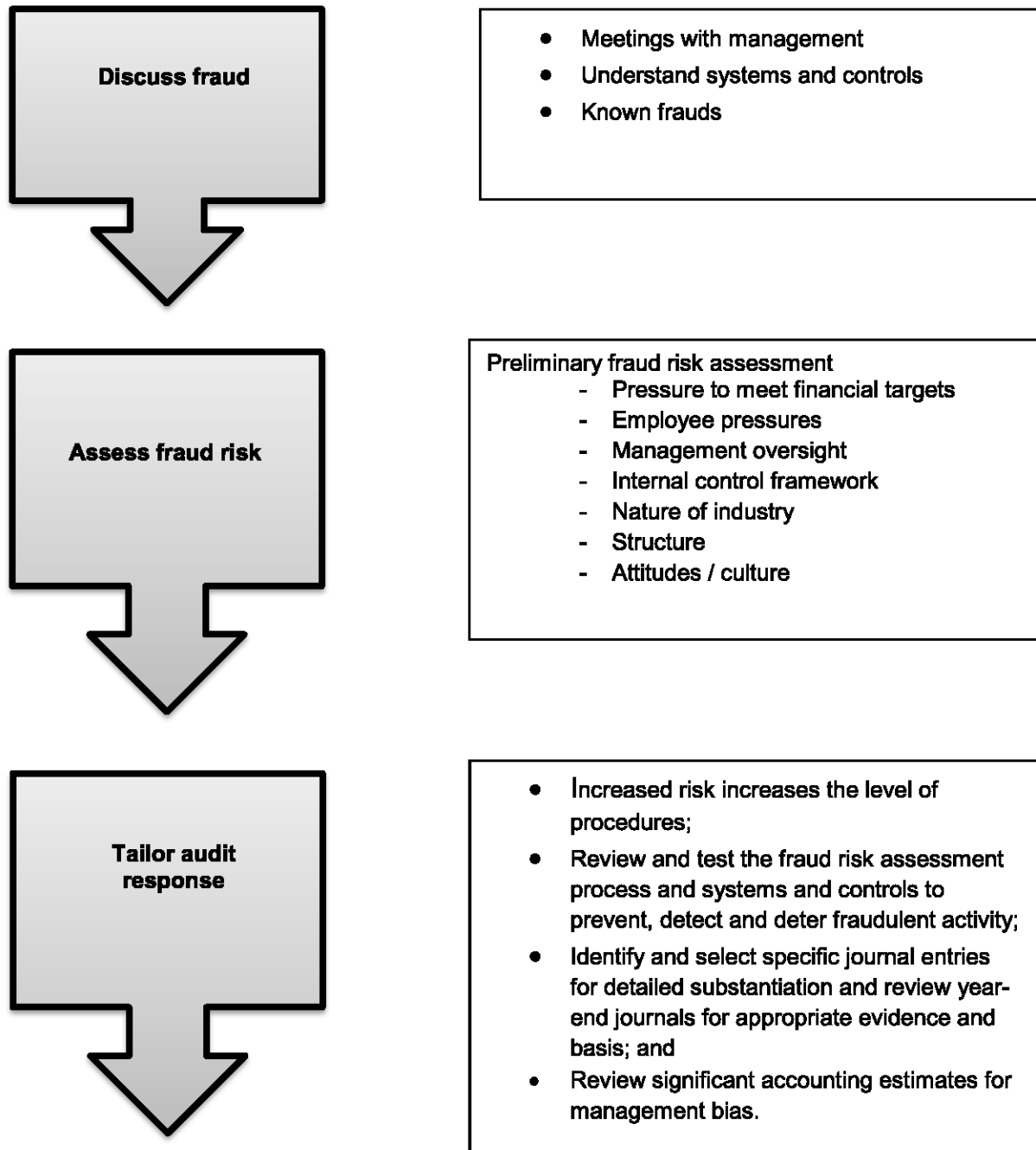
Risk of Material Misstatement	Financial Statement Impact and Consequence	Planned Audit Approach
6. Changes to accounting standards that impact Town of Victoria Park for the first time in the 2019-20 financial year		
Changes to the following Accounting standards which became effective 1 January 2019: • AASB 15 Revenue from contracts with customers • AASB 1058 Income of not-for-profit entities • AASB 16 Leases.	Impact on revenue, lease assets and liability balances and notes disclosures. The change in accounting standards result in a change in accounting treatment and policies. Hence, amendments to the 2019-20 Annual Financial Report have to be made with retrospective effect.	➤ Review management's action plan for the adoption of the new accounting standards where impact has been deemed significant. ➤ Review management's assessment when the impact of the new accounting standards is deemed insignificant. ➤ Work with your management to ensure that the Town complies with the new accounting standards.
7. Follow up and review of internal control weaknesses reported in last year management letter		
A number of weaknesses in the internal controls of the Town were identified and reported in the management letter after the interim audit last year.	The weaknesses may impact the operations of the Town adversely, if no corrective action is taken by the management.	➤ Review management's action plan reported in the management letter to strengthen the internal controls. ➤ Perform audit tests to ensure management's action plan has been implemented.

Risk of Material Misstatement	Financial Statement Impact and Consequence	Planned Audit Approach
8. Fair Value Assessment and Revaluation of all asset classes		
Regulation 17 A of the LG (Financial Management) Regulations 1996 requires a local government to revalue its assets whenever the fair value of the assets is likely to be materially different from the carrying value of the assets and in any event all asset classes to be revalued within a period of at least 3 years but not more than 5 years. The Council will be having all its asset classes revalued this financial year.	The value of all asset classes may be materially misstated. The accuracy of the asset revaluation surplus and/or impairment expense may be materially misstated.	➤ Review the basis of the asset revaluations (at fair value) undertaken and in doing so consider: • the judgements, assumptions and data used; • the reasonableness of any estimation techniques applied ; and • the appropriateness of valuations undertaken including the expertise of Council's external valuer. ➤ We will review other significant additions and disposals of assets during the year. ➤ Review appropriateness of the depreciation charge for the year against the useful life of the assets in accordance with the Council's estimates. ➤ Perform procedures to obtain assurance that valuations have been appropriately recorded in the fixed asset register and general ledger.

Additional risks may emerge over the course of the audit. These factors will be considered in our reporting to the Town of Victoria Park and the design of our audit procedures.

6. Impact of Fraud on the Financial Report

In accordance with Auditing Standard ASA 240 "*The Auditor's responsibility to consider fraud in an Audit of a Financial Report*", we will undertake specific procedures and report findings to the Council in respect of financial reporting fraud. The following diagram highlights the phases of our work on fraud.



The Fraud and Error Assessment Form, which will be forwarded to management shortly is required to be completed by management and Audit Committee of Town of Victoria Park prior to our final audit visit. The form allows us to make enquiries of management and the Audit Committee, to obtain their understanding on the risk of fraud within their Council and to determine whether management have knowledge of fraud that has been perpetrated on or within the Council.

7. Audit Engagement Team

The audit team consists of the key members listed below:

Engagement Role	Name	Responsibilities
Audit Partner	Anthony Macri	Engagement leader responsible for the audit, including: - liaison with the Chief Executive Officer and audit committee members - reporting to the Office of the Auditor General in accordance with the contract - recommending audit opinion to the Auditor General
Audit Manager	Suren Herathmudalige	Responsible for: - key contact for operational audit matters - ensuring delivery of interim and final audit timetables - management of targeted work - overall quality control of the audit engagement - overall review of audit outputs
Auditor General's Representative	Jordan Langford-Smith	Responsible for: review and management of the issue of the Audit reports.

8. Communications Plan and Timetable

Auditing Standard **ASA 260 'Communication of audit matters with those charged with governance'** requires auditors to plan with those charged with governance the form and timing of communications with them. We have assumed that 'those charged with governance' are the Audit Committee.

Output	Timing
Interim Audit Field Work	20 March 2019 – 22 March 2019
Provide Interim Management Letter	On receipt of management responses to the draft Interim Management Letter.
Final Audit Field Work	September 2019 – October 2019 (Management to confirm)
Present the Audit Findings Report to the Audit Committee	October 2019 (Management to confirm)
Provide Audit Opinion on Financial Statements	October 2019 (Management to confirm)

9. Independence

Independence and Objectivity Confirmation

Professional standards require auditors to communicate to those charged with governance, at least annually, all relationships that may bear on the firm's independence and the objectivity of the Audit Engagement Partner and audit staff. The standards also place requirements on auditors in relation to integrity, objectivity and independence.

The standards define 'those charged with governance' as 'those persons entrusted with the supervision, control and direction of an entity'. In your case, this is the Council.

Confirmation Statement

We confirm that in our professional judgement, Macri Partners is independent within the meaning of regulatory and professional requirements and the objectivity of the Audit Engagement Partner and audit staff is not impaired.

10. Disclaimer

This audit plan has been prepared for the Audit Committee and management of the Town of Victoria Park only. It should not be quoted or referred to, in whole or in part, without our prior written consent. No warranty is given to, and no liability will be accepted from, any party other than the Town of Victoria Park.

**Report on Chief Executive Officer's Review of Systems and Processes
Relating to Legislative Compliance**

Local Government (Audit) Regulations – Reg. 17

March 2019

Review Area 1: Monitoring compliance with legislation and regulations	
Officer Comment	While the Town has continued to meet the minimum requirements for its statutory reporting obligations, the process in which such compliance is met is deemed to be lacking in structure. The Town's approach to meeting legislative compliance, particularly that relating to statutory reporting, has been based on knowledge of staff relating to requirements for their respective areas, and by conducting the Compliance Audit Return (CAR) on a quarterly basis. Bearing in mind that the requirement is that the CAR is completed on an annual basis, it is believed that completing this on a quarterly basis, as has been previous practice, does not add any further value. It is also to be noted that the CAR does not contain all of a local government's legislative requirements.
Assessment	Needing improvement
Recommended further action	1. Implementation of attached 'Compliance Calendar' to formalise the Town's approach in monitoring compliance with legislation and regulations.
Supplementary Documents	9. Compliance Calendar (attachment 14.1.1.2)

Review Area 2: Reviewing the annual Compliance Audit Return and reporting to Council on the results of that review	
Officer Comment	The 2018 annual Compliance Audit Return was last presented to the Finance and Audit Committee in January, and to Council in February. This has since been submitted to the Department of Local Government. While previous approach to completing the Compliance Audit Return was conducted through a 'yes/no' response format, the approach taken this year was to add depth to the review by requiring responding officers to provide evidence of compliance, which was then reviewed by Governance prior to submitting its report to the Finance and Audit Committee.
Assessment	Appropriate
Recommended further action	None.
Supplementary Documents	2018 Compliance Audit Return – Endorsed by Council at its February 2018 Ordinary Council Meeting

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Review Area 3: Staying informed about how management in monitoring the effectiveness of its compliance and making recommendations for change as necessary

Officer Comment	As the scope of the Finance and Audit Committee has been centred on vetting the Town's financial statements, there has been little work conducted in monitoring the effectiveness of the Town's compliance, and making recommendations for change. That said, as the Town does not currently have an appropriate compliance management system in place, it is difficult to conduct this function.
Assessment	Needing improvement
Recommended further action	2. Ensuring that a monthly report on the 'Compliance Calendar' is generated for the Finance and Audit Committee, and distributed to its members for oversight purposes.
Supplementary Documents	10. Compliance Calendar (attachment 714.1.1.2)

Review Area 4: Reviewing whether the local government has procedures to receive, retain and treat complaints, including confidential and anonymous employee complaints.

Officer Comment	The Town has a Grievance Procedure which deals with receiving, retaining and treating complaints where it relates to the Town's employees. Complaints from the Town's customers are dealt with through the Customer Service Charter. There is no procedure in place for complaints relating to Elected Members. The Town's Complaints Officer is currently the Chief Executive Officer, and there is no formally appointed Public Interest Disclosure (PID) officer.
Assessment	Needing improvement
Recommended further action	3. Development of a policy and/or procedure for complaints relating to elected members 4. Appointment of a PID officer
Supplementary Documents	11. Grievance Procedure (attachment 14.1.1.3)

Review Area 5: Obtaining assurance that adverse trends are identified and review management's plans to deal with these

Officer Comment	At current, the Town tracks adverse trends relating to its key financial indicators in its Long Terms Financial Plan. If a key financial indicator has not met the Department of Local Government's ratio thresholds for three consecutive years, it is considered an adverse trends. In this sense, no adverse trends have been identified in the Town's financial indicators. A minor concern exists with the Town's current ratio (a liquidity ratio comparing our current assets to our current liabilities) but this is not deemed to be an adverse trend.
Assessment	Appropriate
Recommended further action	None.
Supplementary Documents	Long Term Financial Plan

Review Area 6: Reviewing management disclosures in financial reports of the effect of significant compliance issues

Officer Comment	There have been no management disclosures made in financial reports, as no significant compliance issues have been identified. That said, no process currently exists to ensure inclusion of disclosures in financial reports should a significant compliance issue arise.
Assessment	Inappropriate
Recommended further action	5. Development of process which triggers the inclusion of a management disclosure in the event that a significant compliance issue is identified.
Supplementary Documents	None.

Review Area 7: Reviewing whether the internal and/or external auditors have regard to compliance and ethics risks in the development of their audit plan and in the conduct of audit projects, and report compliance and ethics issues to the audit committee

Officer Comment	There is currently no internal audit program or internal auditor within the Town; further detail is provided in the response to Review Area 7. The audit plan by the Town's external auditors, outside of financial management, includes auditing the Town's compliance requirements as per the <i>Local Government Act 1995</i> ; however, it does not include auditing of any ethics risks outside of those that relate to fraudulent activities.
Assessment	Needing improvement

Recommended further action	As presented under Review Area 7 below.
Supplementary Documents	12. Audit Plan 2019 (attachment 14.1.1.4)

Review Area 8: Considering the internal auditor's role in assessing compliance and ethics risks in their plan

Officer Comment	There is currently no internal auditor within the Town. The only internal audit conducted relates to a process audit of the Town's records management which was presented to the Finance and Audit Committee at its meeting held in August 2017. No internal audits have been conducted that relate to either compliance or ethics risks. Considering the Town was/is subject to several performance audits to be conducted by the Office of the Auditor General (OAG), it is pertinent that focus is given to an internal audit program.
Assessment	Inappropriate
Recommended further action	6. Develop and internal audit program with a focus on assessing areas of risk, strategic significance, and ethics/integrity issues 7. Ensure the internal audit program is appropriately resourced
Supplementary Documents	Item 8.2 Internal Audit Report Performance of Audit of Records Management Plan – Presented to the Finance and Audit Committee at its September 2017 Meeting

Review Area 9: Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements

Officer Comment	There is currently no formal system in place that monitors other relevant external legislation and regulatory requirements outside of receiving notifications from State Law Publisher regarding amended and changing legislation that may have an impact on the Town. While relevant officers are notified regarding changes to legislation, there is no follow-up or monitoring of completion of the required further actions are conducted.
Assessment	Needing improvement
Recommended further action	8. Development of a process to capture relevant changes to external legislation and regulatory requirements, which includes the tasking of necessary actions to relevant officers and ensuring completion. 9. A report containing relevant changes and ensuing action to be generated and distributed to the Finance and Audit Committee to ensure appropriate oversight, as required.

Review Area 10: Complying with legislative and regulatory requirements imposed on audit committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest.	
Officer Comment	While there are no known issues of audit committee members misusing their position, it is to be noted that there has been no formal induction process specific to audit committee members, particularly the recently appointed independent committee members. It is to be further noted that the current Terms of Reference for the Finance and Audit Committee are in need of review to ensure alignment with best practice standards.
Assessment	Inappropriate
Recommended further action	10. Development of a formal induction process for audit committee members, with a particular focus on expected conduct and roles. 11. Review the Terms of Reference for the Finance and Audit Committee to ensure it is in line with legislative and regulatory requirements.
Supplementary Documents	None

A summary of the Town's assessment against the 10 review areas are as follows:

Review Area	Assessment	No. Further Action	Status
1	Needing improvement	1	In progress
2	Appropriate	0	N/A
3	Needing improvement	1	In progress
4	Needing improvement	2	In progress
5	Appropriate	0	N/A
6	Inappropriate	1	Not started
7	Needing improvement	0	N/A
8	Needing improvement	2	Not started
9	Inappropriate	2	In progress
10	Needing improvement	2	In progress
Total No. of Further Actions		11	



All Payments Made From 1-Feb-19 To 28-Feb-19

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Municipal Fund Bank Account				
Payments				
Creditors Cheques				
00608529	21-Feb-19	CSA Employer Services	Superannuation	818.26
00608530	21-Feb-19	Local Government Racing and Cemeter	Superannuation	328.00
00608520	5-Feb-19	Mrs R H Sweitzer	Refund - Fees and Charges	8.00
00608528	21-Feb-19	Office of State Revenue	Financial Services	50.85
00608523	13-Feb-19	Telstra Corporation Ltd	Telephone Usage Charges	1,566.82
00608532	21-Feb-19	Telstra Corporation Ltd	Telephone Usage Charges	108.64
00608535	26-Feb-19	Telstra Corporation Ltd	Telephone Usage Charges	200.22
00608531	21-Feb-19	Town of Victoria Park	Superannuation & Employee Deductions	3,678.10
00608519	5-Feb-19	Water Corporation	Water Usage Charges	696.65
00608526	13-Feb-19	Water Corporation	Water Usage Charges	27,033.47
00608533	21-Feb-19	Water Corporation	Water Usage Charges	1,056.52
Total Creditors Cheques				35,545.53
Creditors EFT Payments				
1329.5569-0	13-Feb-19	7 to 1 Photography	Photography and Imaging Services	319.00
1330.5609-0	13-Feb-19	A T Vincent	Refund - Memberships	91.60
1332.4-01	21-Feb-19	AAC Wristbands Australia Pty Ltd	Equipment Supply and Repair	955.00
1340.2419-0	27-Feb-19	AAPT Limited	Communication Services	19,788.19
1323.1328-0	6-Feb-19	Abco Products Pty Ltd	Cleaning Services and Equipment	734.16
1323.3400-0	6-Feb-19	Academy Services (WA) Pty Ltd	Cleaning Services and Equipment	8,046.64
1329.3400-0	13-Feb-19	Academy Services (WA) Pty Ltd	Cleaning Services and Equipment	528.00
1332.3400-0	21-Feb-19	Academy Services (WA) Pty Ltd	Cleaning Services and Equipment	528.00
1329.1119-0	13-Feb-19	Access Office Industries	Furniture Supply and Repair	3,620.10
1332.1119-0	21-Feb-19	Access Office Industries	Furniture Supply and Repair	953.70
1340.1119-0	27-Feb-19	Access Office Industries	Furniture Supply and Repair	937.20
1323.9-01	6-Feb-19	ACMV Design Consultants	Design and Drafting Services	1,650.00
1338.4695-0	27-Feb-19	Acton Victoria Park	Refund - Rates	444.19
1329.4732-0	13-Feb-19	Adept Photo Booths	Photography and Imaging Services	150.00
1323.1112-0	6-Feb-19	AFMA	Membership and Subscription	439.00
1323.1738-0	6-Feb-19	All Earth Waste Collection Services	Waste Management Services	14,908.74
1332.1738-0	21-Feb-19	All Earth Waste Collection Services	Waste Management Services	40,503.54
1340.1738-0	27-Feb-19	All Earth Waste Collection Services	Waste Management Services	14,811.72
1329.18-01	13-Feb-19	All Signs	Sign Installation and Supply	2,904.00
1340.570-01	27-Feb-19	Allflow Industrial	Machinery Servicing and Parts	358.55
1323.17-01	6-Feb-19	Allpest WA	Pest Control Services	162.06
1332.17-01	21-Feb-19	Allpest WA	Pest Control Services	132.00
1334.5615-0	21-Feb-19	Antonelli Investments Pty Ltd	Refund - Application Fee	97.70
1340.3376-0	27-Feb-19	Anyware Corporation Pty Ltd	Equipment Supply and Repair	139.70
1329.4093-0	13-Feb-19	Aquatic Services WA Pty Ltd	Equipment Supply and Repair	3,691.82
1340.4093-0	27-Feb-19	Aquatic Services WA Pty Ltd	Equipment Supply and Repair	5,233.80
1332.3314-0	21-Feb-19	Arte Paella	Event Performance and Activity	710.00
1329.5281-0	13-Feb-19	Asahi Beverages Pty Ltd trading	Resale Inventory	531.99
1332.5281-0	21-Feb-19	Asahi Beverages Pty Ltd trading	Resale Inventory	1,072.07
1340.5281-0	27-Feb-19	Asahi Beverages Pty Ltd trading	Resale Inventory	776.66
1332.662-01	21-Feb-19	Asphalttech Pty Ltd	Road Construction Materials and Services	61,419.42
1340.662-01	27-Feb-19	Asphalttech Pty Ltd	Road Construction Materials and Services	343,818.61
1323.1954-0	6-Feb-19	Astro Synthetic Turf Pty Ltd	Landscaping Materials and Services	715.00
1332.3781-0	21-Feb-19	Atmos Foods	Resale Inventory	318.16
1323.1435-0	6-Feb-19	Atom Supply	Equipment Supply and Repair	283.27
1332.1435-0	21-Feb-19	Atom Supply	Equipment Supply and Repair	322.80
1340.1435-0	27-Feb-19	Atom Supply	Equipment Supply and Repair	47.99
1329.273-01	13-Feb-19	Australia Post	Postage Services	6,658.17
1323.1219-0	6-Feb-19	Australian Communications and Media	Licencing and Subscriptions	702.00
1323.1158-0	6-Feb-19	Australian Hvac Services	Equipment Supply and Repair	2,988.20
1332.1158-0	21-Feb-19	Australian Hvac Services	Equipment Supply and Repair	974.60
1340.1158-0	27-Feb-19	Australian Hvac Services	Equipment Supply and Repair	5,377.26
1332.2277-0	21-Feb-19	Australian Red Cross	Training Services	236.00
1333.50-01	21-Feb-19	Australian Service Union	Superannuation	51.80
1328.98000-	12-Feb-19	Australian Taxation Office	Taxation	172,189.00
1333.98000-	21-Feb-19	Australian Taxation Office	Taxation	180,440.00
1323.3161-0	6-Feb-19	Bang the Table	Software and IT Solutions	23,100.00
1323.1639-0	6-Feb-19	Bank of I.D.E.A.S	Training Services	275.00



All Payments Made From 1-Feb-19 To 28-Feb-19

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1332.278-01	21-Feb-19	BBC Entertainment	Event Performance and Activity	1,210.00
1323.1947-0	6-Feb-19	BCA Consultants Pty Ltd	Engineering & Surveying Services	1,364.00
1323.280-01	6-Feb-19	Beaver Tree Services	Landscaping Materials and Services	32,877.04
1329.280-01	13-Feb-19	Beaver Tree Services	Landscaping Materials and Services	38,289.88
1332.280-01	21-Feb-19	Beaver Tree Services	Landscaping Materials and Services	31,183.22
1340.280-01	27-Feb-19	Beaver Tree Services	Landscaping Materials and Services	43,713.38
1323.409-01	6-Feb-19	Bidfood WA Pty Ltd	Resale Inventory	470.68
1329.409-01	13-Feb-19	Bidfood WA Pty Ltd	Resale Inventory	158.70
1332.409-01	21-Feb-19	Bidfood WA Pty Ltd	Resale Inventory	186.98
1323.5155-0	6-Feb-19	Bin Bath Corporation Pty Ltd	Waste Management Services	556.16
1323.283-01	6-Feb-19	Blackwell & Associates Pty Ltd	Planning and Building Services	1,581.25
1323.286-01	6-Feb-19	Bob Jane T-Mart Victoria Park	Tyres	1,198.00
1340.286-01	27-Feb-19	Bob Jane T-Mart Victoria Park	Tyres	281.00
1329.287-01	13-Feb-19	BOC Limited	Equipment Supply and Repair	2,278.34
1332.2233-0	21-Feb-19	Bolinda	Printing Services	247.28
1329.2839-0	13-Feb-19	Bollywood Dance Studio	Event Performance and Activity	550.00
1323.5467-0	6-Feb-19	Boorloo Aboriginal Cultural Experie	Event Performance and Activity	2,035.00
1323.333-01	6-Feb-19	Boral Construction Materials Group	Road Construction Materials and Services	563.64
1329.333-01	13-Feb-19	Boral Construction Materials Group	Road Construction Materials and Services	447.59
1340.333-01	27-Feb-19	Boral Construction Materials Group	Road Construction Materials and Services	165.78
1332.3587-0	21-Feb-19	Bountiful Industries Pty Ltd	Equipment Supply and Repair	1,848.00
1326.2093-0	8-Feb-19	BP Australia Pty Ltd	Fuel and Oils	5,117.26
1329.5496-0	13-Feb-19	BPP Group Pty Ltd T/A Bushfire Pron	Compliance Services	803.00
1323.5462-0	6-Feb-19	Bricks 4 Kidz Gosnells and Canningt	Event Performance and Activity	390.00
1323.1211-0	6-Feb-19	Brownes Foods Operations	Amenities	33.94
1329.1211-0	13-Feb-19	Brownes Foods Operations	Amenities	21.19
1332.1211-0	21-Feb-19	Brownes Foods Operations	Amenities	38.08
1323.442-01	6-Feb-19	Bucher Municipal Pty Ltd	Plant Supply and Servicing	3,418.36
1323.290-01	6-Feb-19	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	705.75
1329.290-01	13-Feb-19	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	362.08
1332.290-01	21-Feb-19	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	425.94
1340.290-01	27-Feb-19	Bunnings Building Supplies Pty Ltd	Equipment Supply and Repair	806.66
1323.3354-0	6-Feb-19	Burswood Isuzu Ute	Plant Supply and Servicing	250.00
1340.3354-0	27-Feb-19	Burswood Isuzu Ute	Plant Supply and Servicing	399.99
1340.2755-0	27-Feb-19	Burswood Nominess Ltd	Room Hire	3,860.09
1323.279-01	6-Feb-19	Caltex Aust Limited	Fuel and Oils	9,464.47
1323.857-01	6-Feb-19	Capital Recycling	Waste Management Services	943.80
1340.857-01	27-Feb-19	Capital Recycling	Waste Management Services	438.23
1329.300-01	13-Feb-19	Carlisle Events Hire Pty Ltd	Equipment Hire	1,221.00
1332.300-01	21-Feb-19	Carlisle Events Hire Pty Ltd	Equipment Hire	264.00
1329.2310-0	13-Feb-19	Carlisle Soil Yard	Landscaping Materials and Services	300.00
1323.1503-0	6-Feb-19	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	20,036.08
1329.1503-0	13-Feb-19	CCM Furniture Pty Ltd t/as CCM Clea	Cleaning Services and Equipment	3,118.50
1332.4393-0	21-Feb-19	Certa Civil Works Pty Ltd	Construction Services	3,679.50
1340.4393-0	27-Feb-19	Certa Civil Works Pty Ltd	Construction Services	10,672.20
1332.303-01	21-Feb-19	Chamber of Commerce & Industry	Licencing and Subscriptions	1,155.00
1334.5626-0	21-Feb-19	Charwood Pty Ltd	Refund - Rates	3,299.73
1323.985-01	6-Feb-19	Children's Book Council of Australi	Library Equipment and Stock	60.00
1323.1044-0	6-Feb-19	City of Armadale	Printing Services	127.19
1329.1044-0	13-Feb-19	City of Armadale	Printing Services	230.95
1332.1044-0	21-Feb-19	City of Armadale	Printing Services	323.87
1340.1044-0	27-Feb-19	City of Armadale	Printing Services	1,380.41
1336.57-01	21-Feb-19	City of Perth Superannuation Plan	Superannuation	1,273.62
1329.511-01	13-Feb-19	City Subaru	Plant Supply and Servicing	1,141.85
1340.466-01	27-Feb-19	Civica Pty Ltd	Software and IT Solutions	35,557.50
1323.483-01	6-Feb-19	Cleanaway	Waste Management Services	163,853.27
1340.483-01	27-Feb-19	Cleanaway	Waste Management Services	45,264.62
1332.629-01	21-Feb-19	Clever Patch Pty Ltd	Library Equipment and Stock	63.64
1340.913-01	27-Feb-19	Coffee Table Delights	Catering and Refreshments	121.83
1329.2588-0	13-Feb-19	Coles Supermarket Australia Pty Ltd	Resale Inventory	69.18
1332.2588-0	21-Feb-19	Coles Supermarket Australia Pty Ltd	Resale Inventory	700.26
1329.1862-0	13-Feb-19	Colliers International	Valuation Services	3,054.04
1323.216-01	6-Feb-19	Connect Call Centre Services	Communication Services	1,688.83
1340.216-01	27-Feb-19	Connect Call Centre Services	Communication Services	1,194.77
1329.413-01	13-Feb-19	Construction Training Fund	Levy Payments	3,875.05
1329.4394-0	13-Feb-19	Contraflow Pty Ltd	Traffic Control Services	518.58



All Payments Made From 1-Feb-19 To 28-Feb-19

Payment	Date	Payee	Description	Amount
1332.4394-0	21-Feb-19	Contraflow Pty Ltd	Traffic Control Services	1,166.81
1323.689-01	6-Feb-19	Copley Contracting	Road Construction Materials and Services	10,846.00
1332.689-01	21-Feb-19	Copley Contracting	Road Construction Materials and Services	20,894.50
1340.689-01	27-Feb-19	Copley Contracting	Road Construction Materials and Services	1,754.50
1340.2232-0	27-Feb-19	Core Business Australia Pty Ltd	Conference and Workshop Enrolment	37,620.00
1340.209-01	27-Feb-19	Coretex Australia Pty Ltd	Software and IT Solutions	752.40
1332.2186-0	21-Feb-19	Cornerstone Legal Pty Ltd	Legal Services	2,184.60
1340.2186-0	27-Feb-19	Cornerstone Legal Pty Ltd	Legal Services	1,100.00
1332.5335-0	21-Feb-19	Coterra Environment	Environmental Services	4,192.10
1340.4162-0	27-Feb-19	Crusader Removals Pty Ltd	Transport Services	1,056.00
1323.5267-0	6-Feb-19	Daniels Health Services Pty Ltd	Waste Management Services	429.84
1323.723-01	6-Feb-19	Data#3 Limited	Software and IT Solutions	13,992.00
1323.4769-0	6-Feb-19	Datacom Systems (AU) Pty Ltd	Software and IT Solutions	1,264.07
1332.5458-0	21-Feb-19	David Barr	Planning and Building Services	500.00
1323.426-01	6-Feb-19	Daytone Printing Pty Ltd	Printing Services	535.70
1332.426-01	21-Feb-19	Daytone Printing Pty Ltd	Printing Services	484.00
1340.426-01	27-Feb-19	Daytone Printing Pty Ltd	Printing Services	237.60
1329.811-01	13-Feb-19	DBS Fencing	Fencing	11,473.00
1329.4782-0	13-Feb-19	DCM Services (KD Aire)	Air Conditioning Service & Maintenance	1,407.63
1332.4369-0	21-Feb-19	Delissimo	Catering and Refreshments	145.00
1329.5435-0	13-Feb-19	Department of Mines, Industry	Levy Payments	4,581.53
1323.2143-0	6-Feb-19	Department of Planning - Developmen	Town Planning Services	5,603.00
1340.2143-0	27-Feb-19	Department of Planning - Developmen	Town Planning Services	10,486.00
1332.708-01	21-Feb-19	Department of Transport	Licencing and Subscriptions	3,774.00
1329.4216-0	13-Feb-19	Dienst Consulting	Software and IT Solutions	36,430.08
1340.4216-0	27-Feb-19	Dienst Consulting	Software and IT Solutions	7,707.34
1332.1372-0	21-Feb-19	Direct Coffee Supplies	Resale Inventory	480.00
1340.1372-0	27-Feb-19	Direct Coffee Supplies	Resale Inventory	350.00
1323.4466-0	6-Feb-19	Directions Workforce Solutions	Traineeship Management	821.04
1332.4466-0	21-Feb-19	Directions Workforce Solutions	Traineeship Management	821.04
1329.3426-0	13-Feb-19	Discgolfpark Pty Ltd	Equipment Supply and Repair	4,094.75
1329.1150-0	13-Feb-19	Donald Veal Consultants Pty Ltd	Parking Management Services	5,835.50
1340.756-01	27-Feb-19	Dormakaba Australia Pty Ltd	Machinery Servicing and Parts	2,545.86
1332.5225-0	21-Feb-19	Dormar Indents	Event Performance and Activity	120.80
1323.4697-0	6-Feb-19	Downer EDI Engineering Power Pty Lt	Fire Alarm and Security Services	126.50
1340.4128-0	27-Feb-19	Downer EDI Engineering Power Pty Lt	Engineering & Surveying Services	187.00
1340.4697-0	27-Feb-19	Downer EDI Engineering Power Pty Ltd	Fire Alarm and Security Services	467.50
1340.1624-0	27-Feb-19	Dowsing Concrete	Road Construction Materials and Services	2,703.80
1329.411-01	13-Feb-19	Dunbar Services (WA) Pty Ltd	Cleaning Services and Equipment	21.45
1332.957-01	21-Feb-19	DVA Fabrications	Furniture Supply and Repair	1,809.50
1329.1145-0	13-Feb-19	E & M J Rosher Pty Ltd	Machinery Servicing and Parts	214.50
1329.355-01	13-Feb-19	E Fire & Safety	Fire Alarm and Security Services	583.00
1332.925-01	21-Feb-19	Educational Art Supplies	Library Equipment and Stock	81.18
1329.1107-0	13-Feb-19	Element Advisory Pty Ltd	Town Planning Services	4,484.70
1332.4752-0	21-Feb-19	Enzed Welshpool	Equipment Supply and Repair	117.66
1340.4752-0	27-Feb-19	Enzed Welshpool	Equipment Supply and Repair	75.48
1340.5095-0	27-Feb-19	EPCAD Pty Ltd	Design and Drafting Services	1,760.00
1329.2064-0	13-Feb-19	Espresso Essential	Resale Inventory	685.22
1328.3243-0	12-Feb-19	Express Salary Packaging Pty Ltd	Superannuation & Employee Deductions	11,820.18
1333.3243-0	21-Feb-19	Express Salary Packaging Pty Ltd	Superannuation & Employee Deductions	15,448.18
1337.3243-0	27-Feb-19	Express Salary Packaging Pty Ltd	Superannuation & Employee Deductions	70.00
1323.5102-0	6-Feb-19	Extent Heritage Pty Ltd	Planning and Building Services	3,267.00
1329.2886-0	13-Feb-19	FCT Surface Cleaning	Cleaning Services and Equipment	5,082.00
1323.541-01	6-Feb-19	Fennell Tyres International Pty Ltd	Tyres	304.00
1332.541-01	21-Feb-19	Fennell Tyres International Pty Ltd	Tyres	372.00
1340.541-01	27-Feb-19	Fennell Tyres International Pty Ltd	Tyres	290.00
1323.5086-0	6-Feb-19	Filterco Pty Ltd	Equipment Supply and Repair	1,028.02
1322.672-01	1-Feb-19	Fines Enforcement Registry	Financial Services	46,291.50
1327.672-01	8-Feb-19	Fines Enforcement Registry	Financial Services	381.00
1340.2430-0	27-Feb-19	Fix Auto Welshpool-Swan Smash Repai	Plant Supply and Servicing	500.00
1323.621-01	6-Feb-19	Fleet Fitness	Equipment Supply and Repair	4,923.60
1332.621-01	21-Feb-19	Fleet Fitness	Equipment Supply and Repair	1,760.00
1323.4259-0	6-Feb-19	Flexi Staff Pty Ltd	Agency and Contract Staff	1,884.47
1329.3191-0	13-Feb-19	Flick Anticimex Pty Ltd	Waste Management Services	690.23
1329.5582-0	13-Feb-19	Foam Sales	Event Performance and Activity	198.00
1323.431-01	6-Feb-19	Focus Promotions	Event Performance and Activity	3,850.00



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<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1323.4417-0	6-Feb-19	Forum Group Pty Ltd	Printing Services	2,284.95
1340.4417-0	27-Feb-19	Forum Group Pty Ltd	Printing Services	6,220.25
1340.371-01	27-Feb-19	Frazzcon Enterprises	Sign Installation and Supply	6,325.83
1323.3954-0	6-Feb-19	Freestyle Now	Event Performance and Activity	880.00
1332.5325-0	21-Feb-19	Fuji Xerox BusinessForce Pty Limite	Printing Services	7,355.46
1340.2701-0	27-Feb-19	Full Steam Ahead Ironing Service	Cleaning Services and Equipment	123.36
1329.5490-0	13-Feb-19	G Clotworthy trading as Instand P.	Event Performance and Activity	660.00
1332.422-01	21-Feb-19	GHD Pty Ltd	Engineering Design	3,740.00
1340.422-01	27-Feb-19	GHD Pty Ltd	Engineering Design	2,970.00
1323.2474-0	6-Feb-19	Greg's Cinema	Event Performance and Activity	742.50
1329.3842-0	13-Feb-19	Griffon Alpha Group Pty Ltd	Fire Alarm and Security Services	866.80
1332.3842-0	21-Feb-19	Griffon Alpha Group Pty Ltd	Fire Alarm and Security Services	2,168.32
1323.453-01	6-Feb-19	Gronbek Security	Fire Alarm and Security Services	237.29
1329.453-01	13-Feb-19	Gronbek Security	Fire Alarm and Security Services	661.43
1340.453-01	27-Feb-19	Gronbek Security	Fire Alarm and Security Services	1,119.79
1324.5594-0	7-Feb-19	Hakata Gensuke (WA) Pty Ltd	Refund - Debtor Overpayment	499.00
1340.5131-0	27-Feb-19	Healthzone Pty Ltd T/as Bad Backs	Equipment Supply and Repair	1,122.85
1332.314-01	21-Feb-19	Hiway Cycles	Plant Supply and Servicing	400.00
1340.5631-0	27-Feb-19	Horizon West Landscape Construction	Landscaping Materials and Services	114,237.75
1323.5006-0	6-Feb-19	Hoskins Investments Pty Ltd	Construction Services	25,034.04
1329.110-01	13-Feb-19	Hydroquip Pumps	Irrigation Supply and Repair	4,815.80
1332.110-01	21-Feb-19	Hydroquip Pumps	Irrigation Supply and Repair	6,980.60
1323.3590-0	6-Feb-19	Icon Septech WA (Cascada)	Equipment Supply and Repair	605.00
1323.3796-0	6-Feb-19	Iconic Property Services	Cleaning Services and Equipment	15,932.69
1332.3796-0	21-Feb-19	Iconic Property Services	Cleaning Services and Equipment	3,101.12
1340.3796-0	27-Feb-19	Iconic Property Services	Cleaning Services and Equipment	1,566.16
1323.5175-0	6-Feb-19	Ikea Pty Ltd	Furniture Supply and Repair	268.00
1323.210-01	6-Feb-19	Indoor Gardens Pty Ltd	Landscaping Materials and Services	917.40
1332.4129-0	21-Feb-19	Information Enterprises Australia	Agency and Contract Staff	10,229.12
1323.2582-0	6-Feb-19	Instant Toilets and Showers Pty Ltd	Equipment Hire	453.49
1334.5614-0	21-Feb-19	Investors Edge Real Estate	Refund - Rates	1,075.59
1329.4837-0	13-Feb-19	Iron Mountain Australia Group Pty L	Record Management Services	481.41
1332.4837-0	21-Feb-19	Iron Mountain Australia Group Pty L	Record Management Services	1,075.02
1323.284-01	6-Feb-19	J Blackwoods & Sons Pty Ltd	Uniforms and Protective Equipment	1,379.82
1332.284-01	21-Feb-19	J Blackwoods & Sons Pty Ltd	Uniforms and Protective Equipment	77.53
1340.284-01	27-Feb-19	J Blackwoods & Sons Pty Ltd	Uniforms and Protective Equipment	38.06
1329.4932-0	13-Feb-19	Jack Brickpaving & Reinstating Pty	Landscaping Materials and Services	1,060.40
1340.4932-0	27-Feb-19	Jack Brickpaving & Reinstating Pty	Landscaping Materials and Services	457.60
1340.1846-0	27-Feb-19	JB HI FI	Library Equipment and Stock	815.34
1323.2762-0	6-Feb-19	JB HIFI Commerical	Equipment Supply and Repair	40.00
1329.2762-0	13-Feb-19	JB HIFI Commerical	Equipment Supply and Repair	300.50
1323.3553-0	6-Feb-19	Jim's Fencing (North Perth)	Fencing	3,498.00
1332.3553-0	21-Feb-19	Jim's Fencing (North Perth)	Fencing	440.00
1323.2432-0	6-Feb-19	Jim's Mowing (Cloverdale)	Landscaping Materials and Services	50.00
1332.2432-0	21-Feb-19	Jim's Mowing (Cloverdale)	Landscaping Materials and Services	330.00
1323.229-01	6-Feb-19	John Hughes Service	Plant Supply and Servicing	371.92
1323.230-01	6-Feb-19	Johns Building Supplies Pty Ltd	Equipment Supply and Repair	111.56
1340.230-01	27-Feb-19	Johns Building Supplies Pty Ltd	Equipment Supply and Repair	368.28
1331.5268-0	13-Feb-19	Kleenheat Gas	Gas Usage Charges	4,861.50
1329.3344-0	13-Feb-19	Kleenit Pty Ltd	Cleaning Services and Equipment	1,017.50
1329.2337-0	13-Feb-19	Kmart	Equipment Supply and Repair	114.00
1340.2337-0	27-Feb-19	Kmart	Equipment Supply and Repair	98.00
1323.501-01	6-Feb-19	Landgate	Local Government Services	600.57
1329.501-01	13-Feb-19	Landgate	Local Government Services	1,643.90
1340.501-01	27-Feb-19	Landgate	Local Government Services	970.68
1323.3670-0	6-Feb-19	LD Total	Landscaping Materials and Services	2,947.45
1323.252-01	6-Feb-19	Les Mills Asia Pacific	Licencing and Subscriptions	1,154.08
1329.252-01	13-Feb-19	Les Mills Asia Pacific	Licencing and Subscriptions	694.84
1323.5366-0	6-Feb-19	Lifeskills Australia	Human Resource Services	1,452.00
1329.5366-0	13-Feb-19	Lifeskills Australia	Human Resource Services	880.00
1332.5366-0	21-Feb-19	Lifeskills Australia	Human Resource Services	352.00
1340.5366-0	27-Feb-19	Lifeskills Australia	Human Resource Services	1,936.00
1323.5507-0	6-Feb-19	Lionheart Camp for Kids	Community Grant	3,000.00
1329.5522-0	13-Feb-19	Little Wooden Booth Co	Photography and Imaging Services	1,550.00
1334.4919-0	21-Feb-19	LJ Hooker City Residential	Refund - Rates	4,326.57
1329.5179-0	13-Feb-19	LKS Constructions (WA) Pty Ltd	Construction Services	57,024.00



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<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1332.547-01	21-Feb-19	LO GO Appointments	Agency and Contract Staff	1,991.55
1340.547-01	27-Feb-19	LO GO Appointments	Agency and Contract Staff	1,569.81
1340.322-01	27-Feb-19	Local Government Planners Associati	Local Government Services	850.00
1323.3967-0	6-Feb-19	Local Government Professionals	Membership and Subscription	3,970.00
1323.457-01	6-Feb-19	Lochness Pty Ltd	Landscaping Materials and Services	39,393.57
1332.457-01	21-Feb-19	Lochness Pty Ltd	Landscaping Materials and Services	1,248.50
1340.457-01	27-Feb-19	Lochness Pty Ltd	Landscaping Materials and Services	815.00
1329.687-01	13-Feb-19	Love Grid Badminton Academy Inc	Equipment Supply and Repair	512.50
1329.1745-0	13-Feb-19	Lovegrove Turf Services	Landscaping Materials and Services	162.00
1332.964-01	21-Feb-19	Macri Partners	Audit Services - Finance	13,200.00
1323.2515-0	6-Feb-19	Maia Financial Pty Ltd	Equipment Hire	4,306.01
1332.2515-0	21-Feb-19	Maia Financial Pty Ltd	Equipment Hire	5,192.80
1340.2515-0	27-Feb-19	Maia Financial Pty Ltd	Equipment Hire	33,512.89
1323.494-01	6-Feb-19	Major Motors Pty Ltd	Plant Supply and Servicing	25.32
1329.930-01	13-Feb-19	Malcolm & Caril Barker	Landscaping Materials and Services	330.00
1323.1693-0	6-Feb-19	Marketforce Pty Ltd	Advertising Services	3,261.56
1329.1693-0	13-Feb-19	Marketforce Pty Ltd	Advertising Services	1,197.48
1332.1693-0	21-Feb-19	Marketforce Pty Ltd	Advertising Services	402.80
1340.1693-0	27-Feb-19	Marketforce Pty Ltd	Advertising Services	1,648.64
1332.317-01	21-Feb-19	Marlbroh Bingo Enterprises	Bingo Costs	2,208.50
1332.5620-0	21-Feb-19	Matthew Landers	Flowers	844.00
1329.319-01	13-Feb-19	McLeods	Legal Services	4,082.80
1340.319-01	27-Feb-19	McLeods	Legal Services	662.20
1329.3084-0	13-Feb-19	MCW Corporation T/A Perth Security	Fire Alarm and Security Services	1,989.68
1323.600-01	6-Feb-19	Message4U Pty Ltd	Communication Services	256.85
1340.692-01	27-Feb-19	Metal Artwork Creations	Office Supplies	26.40
1323.3408-0	6-Feb-19	Michael Page International	Agency and Contract Staff	14,566.32
1329.3408-0	13-Feb-19	Michael Page International	Agency and Contract Staff	21,126.03
1332.3408-0	21-Feb-19	Michael Page International	Agency and Contract Staff	7,642.82
1340.3408-0	27-Feb-19	Michael Page International	Agency and Contract Staff	3,165.86
1329.189-01	13-Feb-19	Mindarie Regional Council	Waste Management Services	49,840.01
1332.189-01	21-Feb-19	Mindarie Regional Council	Waste Management Services	99,296.69
1332.3280-0	21-Feb-19	Moore Stephens Perth Pty Ltd	Financial Services	1,870.00
1334.5622-0	21-Feb-19	Mr A Graham	Street Meet n Greet	400.00
1334.5627-0	21-Feb-19	Mr B Novak	Refund - Rates	164.03
1338.5632-0	27-Feb-19	Mr C J Rowe	Refund - Registration	150.00
1340.2000-0	27-Feb-19	Mr D A Whish-Wilson	Event Performance and Activity	250.00
1334.4017-0	21-Feb-19	Mr D B Kee & Ms P H Reid	Security Incentive Scheme	412.40
1323.1877-0	6-Feb-19	Mr M S Reed	Staff Payments and Reimbursement	77.27
1334.5598-0	21-Feb-19	Mr N Robinson & Mrs K Robinson	Refund - Registration	50.00
1340.3312-0	27-Feb-19	Mr P C Hensbergen	Refund - Rates	65.10
1338.5629-0	27-Feb-19	Mr P D Burbridge	Security Incentive Scheme	70.00
1334.5616-0	21-Feb-19	Mr R D Collins	Refund - Application Fee	61.65
1338.5634-0	27-Feb-19	Mr S Baqai	Refund - Fees and Charges	113.20
1338.5628-0	27-Feb-19	Mr W J McMahon	Security Incentive Scheme	110.00
1332.2488-0	21-Feb-19	Mrs A M Podmore	Staff Payments and Reimbursement	476.81
1323.5583-0	6-Feb-19	Mrs J B Hercoc	Staff Payments and Reimbursement	210.00
1324.5608-0	7-Feb-19	Mrs K Yousefi	Refund - Fees and Charges	41.40
1324.5600-0	7-Feb-19	Mrs Y Russell	Refund - Fees and Charges	29.60
1334.5617-0	21-Feb-19	Ms C M Ferrari	Security Incentive Scheme	200.00
1338.5633-0	27-Feb-19	Ms E L May	Security Incentive Scheme	80.00
1338.5635-0	27-Feb-19	Ms H Griffiths	Refund - Fees and Charges	113.20
1334.4999-0	21-Feb-19	Ms J A Savill	Street Meet n Greet	140.00
1329.5585-0	13-Feb-19	Ms K Oehlers	Donation-Individual	500.00
1334.5619-0	21-Feb-19	Ms M G Jackson	Adopt a Verge Rebate	500.00
1324.5602-0	7-Feb-19	Ms R Prouse	Refund - Memberships	432.00
1324.5604-0	7-Feb-19	Ms S G Johnson	Street Meet n Greet	383.56
1324.4484-0	7-Feb-19	Ms S Parkinson	Event Performance and Activity	200.00
1324.5603-0	7-Feb-19	Ms S Robinson	Refund - Memberships	36.00
1334.5618-0	21-Feb-19	Ms V Riggio	Refund - Infringement	60.00
1338.5618-0	27-Feb-19	Ms V Riggio	Refund - Infringement	60.00
1323.1124-0	6-Feb-19	Nappy Online - AA Property Services	Resale Inventory	221.00
1323.4715-0	6-Feb-19	Nature Calls Portable Toilets	Equipment Hire	2,985.00
1329.4715-0	13-Feb-19	Nature Calls Portable Toilets	Equipment Hire	546.00
1340.3805-0	27-Feb-19	NBN Co Ltd	Equipment Supply and Repair	16,432.90
1332.1714-0	21-Feb-19	Noise and Vibration Measurement Sys	Environmental Services	1,265.00



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<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1323.202-01	6-Feb-19	Officeworks Superstores Pty Ltd	Office Supplies	404.77
1329.202-01	13-Feb-19	Officeworks Superstores Pty Ltd	Office Supplies	174.00
1332.202-01	21-Feb-19	Officeworks Superstores Pty Ltd	Office Supplies	127.58
1340.202-01	27-Feb-19	Officeworks Superstores Pty Ltd	Office Supplies	673.08
1329.4596-0	13-Feb-19	One 20 Productions	Event Performance and Activity	1,083.50
1325.2188-0	7-Feb-19	Optus Billing Services Pty Ltd	Telephone Usage Charges	29,894.56
1340.207-01	27-Feb-19	Oven Sparkle Pty Ltd	Cleaning Services and Equipment	80.00
1323.4584-0	6-Feb-19	Owen's Painting Services Pty Ltd	Painting Services	18,788.00
1332.4584-0	21-Feb-19	Owen's Painting Services Pty Ltd	Painting Services	9,163.00
1323.2950-0	6-Feb-19	OzWashroom	Facility Maintenance Services	3,990.00
1323.2554-0	6-Feb-19	Paperbark Technologies Pty Ltd	Environmental Services	600.00
1340.2554-0	27-Feb-19	Paperbark Technologies Pty Ltd	Environmental Services	6,834.05
1340.5624-0	27-Feb-19	Park Motor Body Builders	Equipment Supply and Repair	363.00
1334.4662-0	21-Feb-19	Park Property Residential Commercia	Refund - Rates	35.00
1332.475-01	21-Feb-19	Parkland Mazda	Plant Supply and Servicing	432.70
1329.5534-0	13-Feb-19	Perth Airports Municipalities Group	Membership and Subscription	500.00
1332.401-01	21-Feb-19	Perth Cricket Club Inc	Facility Maintenance Services	17,160.00
1340.401-01	27-Feb-19	Perth Cricket Club Inc	Facility Maintenance Services	17,160.00
1332.4222-0	21-Feb-19	Perth Office Equipment Repairs	Equipment Supply and Repair	985.00
1332.1946-0	21-Feb-19	Perth Safety Products	Uniforms and Protective Equipment	1,491.82
1340.1946-0	27-Feb-19	Perth Safety Products	Uniforms and Protective Equipment	352.00
1332.5387-0	21-Feb-19	Phenomenon Creative Event Services	Equipment Hire	2,057.00
1323.3970-0	6-Feb-19	Pinpoint Communications Pty Ltd	Fleet Management Services	302.50
1340.680-01	27-Feb-19	Planning Institute of Australia WA	Conference and Workshop Enrolment	990.00
1323.482-01	6-Feb-19	PLE Computers	Software and IT Solutions	1,792.94
1332.3905-0	21-Feb-19	Powerlux WA	Electrical Services and Maintenance	4,730.00
1332.947-01	21-Feb-19	PowerVac Pty Ltd	Equipment Supply and Repair	163.60
1332.677-01	21-Feb-19	Premier Glass & Mirrors	Facility Maintenance Services	380.47
1332.2710-0	21-Feb-19	Productology	Advertising Services	8,910.00
1323.835-01	6-Feb-19	Public Libraries Western Australia	Membership and Subscription	333.00
1323.746-01	6-Feb-19	Quick Corporate Australia	Office Supplies	394.42
1329.746-01	13-Feb-19	Quick Corporate Australia	Office Supplies	536.70
1332.746-01	21-Feb-19	Quick Corporate Australia	Office Supplies	89.39
1340.746-01	27-Feb-19	Quick Corporate Australia	Office Supplies	424.58
1332.2631-0	21-Feb-19	Recycle WA Pty Ltd	Waste Management Services	2,600.00
1329.3365-0	13-Feb-19	Red Eclectic	Photography and Imaging Services	750.00
1329.2471-0	13-Feb-19	Refresh Waters Pty Ltd	Equipment Supply and Repair	52.50
1332.2471-0	21-Feb-19	Refresh Waters Pty Ltd	Equipment Supply and Repair	42.00
1340.2471-0	27-Feb-19	Refresh Waters Pty Ltd	Equipment Supply and Repair	52.50
1340.5422-0	27-Feb-19	Robert Half	Human Resource Services	1,767.51
1323.2810-0	6-Feb-19	Rock n Toddle	Event Performance and Activity	1,440.00
1323.1041-0	6-Feb-19	Rome Energy & Environment Pty Ltd	Planning and Building Services	550.00
1323.3146-0	6-Feb-19	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	2,652.00
1332.3146-0	21-Feb-19	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	2,208.00
1340.3146-0	27-Feb-19	Rosevale Electrical Pty Ltd	Electrical Services and Maintenance	1,737.40
1332.813-01	21-Feb-19	Rotary Club of Victoria Park Wester	Event Performance and Activity	1,500.00
1323.114-01	6-Feb-19	SAI Global Limited	Membership and Subscription	68.74
1323.3880-0	6-Feb-19	Schlager Group Pty Ltd	Facility Maintenance Services	1,103.75
1329.3880-0	13-Feb-19	Schlager Group Pty Ltd	Facility Maintenance Services	444.02
1323.2455-0	6-Feb-19	Scott Print	Printing Services	280.50
1329.2455-0	13-Feb-19	Scott Print	Printing Services	82.50
1332.2455-0	21-Feb-19	Scott Print	Printing Services	280.50
1329.3763-0	13-Feb-19	SeamlessCMS Pty Ltd	Communication Services	60,500.00
1323.5549-0	6-Feb-19	Sean James Walsh	Event Performance and Activity	1,800.00
1323.1816-0	6-Feb-19	Secure Cash trading as Cash in Tran	Financial Services	663.30
1329.1816-0	13-Feb-19	Secure Cash trading as Cash in Tran	Financial Services	708.40
1332.1816-0	21-Feb-19	Secure Cash trading as Cash in Tran	Financial Services	1,293.60
1329.2367-0	13-Feb-19	SEM Distribution	Equipment Supply and Repair	85.50
1323.354-01	6-Feb-19	Sigma Chemicals	Equipment Supply and Repair	633.60
1329.354-01	13-Feb-19	Sigma Chemicals	Equipment Supply and Repair	206.25
1332.354-01	21-Feb-19	Sigma Chemicals	Equipment Supply and Repair	81.40
1340.354-01	27-Feb-19	Sigma Chemicals	Equipment Supply and Repair	1,265.55
1323.122-01	6-Feb-19	Signarama Burswood	Sign Installation and Supply	258.50
1329.5612-0	13-Feb-19	SNAP Belmont	Printing Services	3,339.60
1330.5611-0	13-Feb-19	Soda & Co	Refund - Application Fee	56.96
1323.5601-0	6-Feb-19	Sodexo Australia Pty Ltd	Catering and Refreshments	4,030.40



Payment Summary

Creditors, Non Creditors, EFTs and Payroll

All Payments Made From 1-Feb-19 To 28-Feb-19

Payment	Date	Payee	Description	Amount
1332.5610-0	21-Feb-19	Solar Bike Pty Ptd	Equipment Supply and Repair	10,000.00
1332.2493-0	21-Feb-19	Sonic HealthPlus Pty Ltd - Osborne	Medical Equipment and Services	364.10
1340.2493-0	27-Feb-19	Sonic HealthPlus Pty Ltd - Osborne	Medical Equipment and Services	364.10
1329.2006-0	13-Feb-19	Specialist Testing & Technical Serv	Compliance Services	5,493.40
1332.134-01	21-Feb-19	Speedo Australia Pty Ltd	Resale Inventory	4,344.12
1323.1953-0	6-Feb-19	Spider Waste Collection Services Pt	Waste Management Services	4,895.00
1329.138-01	13-Feb-19	St John Ambulance Australia (WA) In	Training Services	844.80
1332.138-01	21-Feb-19	St John Ambulance Australia (WA) In	Training Services	582.40
1323.473-01	6-Feb-19	State Law Publisher	Advertising Services	292.29
1329.2703-0	13-Feb-19	State Library of Queensland	Library Equipment and Stock	486.75
1323.3996-0	6-Feb-19	StrataGreen	Landscaping Materials and Services	548.53
1323.1363-0	6-Feb-19	Sunny Industrial Brushware	Plant Supply and Servicing	709.50
1323.141-01	6-Feb-19	Sunny Sign Company Pty Ltd	Sign Installation and Supply	511.50
1332.141-01	21-Feb-19	Sunny Sign Company Pty Ltd	Sign Installation and Supply	202.40
1340.141-01	27-Feb-19	Sunny Sign Company Pty Ltd	Sign Installation and Supply	23.10
1336.4916-0	21-Feb-19	SuperChoice Services	Superannuation	235,994.38
1323.3780-0	6-Feb-19	Swansea Street Markets	Catering and Refreshments	154.50
1329.3780-0	13-Feb-19	Swansea Street Markets	Catering and Refreshments	232.60
1332.3780-0	21-Feb-19	Swansea Street Markets	Catering and Refreshments	187.40
1325.144-01	7-Feb-19	Synergy	Electricity Usage Charges	5,876.75
1331.144-01	13-Feb-19	Synergy	Electricity Usage Charges	1,639.90
1335.144-01	21-Feb-19	Synergy	Electricity Usage Charges	15,904.80
1339.144-01	27-Feb-19	Synergy	Electricity Usage Charges	8,937.85
1323.714-01	6-Feb-19	T & C Transport Service	Courier Services	26.73
1323.2016-0	6-Feb-19	Tanks for Hire	Equipment Hire	539.00
1323.5244-0	6-Feb-19	TC Precast Pty Ltd	Equipment Supply and Repair	4,392.30
1323.5405-0	6-Feb-19	Teacher Superstore	Library Equipment and Stock	571.45
1340.5405-0	27-Feb-19	Teacher Superstore	Library Equipment and Stock	122.90
1323.1939-0	6-Feb-19	TenderLink.com	Advertising Services	554.40
1323.4480-0	6-Feb-19	Termico Pest Management Pty Ltd	Pest Control Services	209.00
1323.1869-0	6-Feb-19	The BBQ Man	Cleaning Services and Equipment	1,424.50
1340.1869-0	27-Feb-19	The BBQ Man	Cleaning Services and Equipment	1,139.60
1323.408-01	6-Feb-19	The Distributors Perth	Resale Inventory	222.20
1329.408-01	13-Feb-19	The Distributors Perth	Resale Inventory	132.95
1332.408-01	21-Feb-19	The Distributors Perth	Resale Inventory	285.55
1332.5394-0	21-Feb-19	The Lenard Family Trust trading as	Event Performance and Activity	11,000.00
1332.158-01	21-Feb-19	The Lucky Charm Newsagency	Library Equipment and Stock	267.80
1329.156-01	13-Feb-19	The Pressure King	Cleaning Services and Equipment	2,198.90
1323.312-01	6-Feb-19	The Royal Life Saving Society WA In	Medical Equipment and Services	2,202.75
1329.3902-0	13-Feb-19	The Stable Management Group	Event Performance and Activity	770.00
1323.4404-0	6-Feb-19	The Trustee for Spoon Media Trust	Communication Services	82.50
1323.3921-0	6-Feb-19	Thinkfield	Customer Relations Services	19,415.00
1332.3863-0	21-Feb-19	Tiger Batteries	Equipment Supply and Repair	264.00
1340.3682-0	27-Feb-19	Tocojopa Pty Ltd T/as T-Quip	Plant Supply and Servicing	180.95
1332.725-01	21-Feb-19	Toolmart Australia Pty Ltd	Equipment Supply and Repair	220.00
1329.931-01	13-Feb-19	Total Eden Pty Ltd	Irrigation Supply and Repair	5,737.55
1332.931-01	21-Feb-19	Total Eden Pty Ltd	Irrigation Supply and Repair	68.33
1332.165-01	21-Feb-19	Total Waste Disposal Pty Ltd	Waste Management Services	470.00
1340.164-01	27-Feb-19	Totally Workwear Victoria Park	Uniforms and Protective Equipment	648.06
1333.59-01	21-Feb-19	Town of Victoria Park - Lotto Club	Superannuation & Employee Deductions	337.00
1333.63-01	21-Feb-19	Town of Victoria Park - Staff Socia	Superannuation & Employee Deductions	722.50
1323.168-01	6-Feb-19	Tranen Pty Ltd	Environmental Services	138.60
1323.529-01	6-Feb-19	UN Plumbing	Facility Maintenance Services	1,221.00
1340.529-01	27-Feb-19	UN Plumbing	Facility Maintenance Services	5,907.00
1332.4472-0	21-Feb-19	United Fasteners WA Pty Ltd	Equipment Supply and Repair	68.52
1323.4221-0	6-Feb-19	Urban Development Institute of	Conference and Workshop Enrolment	775.00
1340.4221-0	27-Feb-19	Urban Development Institute of	Conference and Workshop Enrolment	930.00
1323.1751-0	6-Feb-19	Urbis Pty Ltd	Design and Drafting Services	2,816.00
1323.4382-0	6-Feb-19	Veev Group Pty Ltd	Project Management Services	14,718.00
1340.5307-0	27-Feb-19	VenuesLive Management Services (WA)	Hire Charges	3,400.00
1329.4241-0	13-Feb-19	Vetwest Animal Hospitals	Veterinary Services	476.30
1329.2723-0	13-Feb-19	Victoria Park Community Garden Inc.	Catering and Refreshments	400.00
1323.2009-0	6-Feb-19	Vorgee Pty Ltd	Resale Inventory	765.82
1340.24-01	27-Feb-19	WA Hino Sales & Service	Machinery Servicing and Parts	401.58
1323.924-01	6-Feb-19	WA Library Supplies	Library Equipment and Stock	132.85
1332.1128-0	21-Feb-19	WA Limestone Co	Landscaping Materials and Services	545.79



All Payments Made From 1-Feb-19 To 28-Feb-19

Payment	Date	Payee	Description	Amount
1332.29-01	21-Feb-19	WA Local Government Association (WA	Local Government Services	1,442.00
1332.618-01	21-Feb-19	WA Rangers Association	Membership and Subscription	250.00
1332.37-01	21-Feb-19	Water 2 Water Pty Ltd	Amenities	2,216.07
1332.969-01	21-Feb-19	Wavesound Pty Ltd	Library Equipment and Stock	901.45
1340.375-01	27-Feb-19	Welshpool Central Waste	Waste Management Services	10,805.30
1340.5606-0	27-Feb-19	Welstand Services Pty Ltd t/a LGC	Traffic Control Services	15,597.19
1323.2074-0	6-Feb-19	West Australian Newspapers Ltd	Membership and Subscription	86.95
1332.2074-0	21-Feb-19	West Australian Newspapers Ltd	Membership and Subscription	281.90
1340.2074-0	27-Feb-19	West Australian Newspapers Ltd	Membership and Subscription	134.49
1323.46-01	6-Feb-19	Westbooks	Library Equipment and Stock	678.53
1329.46-01	13-Feb-19	Westbooks	Library Equipment and Stock	22.19
1332.46-01	21-Feb-19	Westbooks	Library Equipment and Stock	674.89
1332.719-01	21-Feb-19	Western Australia Police	Human Resource Services	31.80
1335.48-01	21-Feb-19	Western Power	Electricity Usage Charges	66,757.00
1339.48-01	27-Feb-19	Western Power	Electricity Usage Charges	9,888.00
1329.41-01	13-Feb-19	Weston Road Systems	Engineering & Surveying Services	8,409.50
1332.41-01	21-Feb-19	Weston Road Systems	Engineering & Surveying Services	16,988.13
1323.376-01	6-Feb-19	WINC Australia Pty Limited	Office Supplies	34.47
1332.376-01	21-Feb-19	WINC Australia Pty Limited	Office Supplies	546.32
1323.1776-0	6-Feb-19	Wood & Grieve Engineers	Engineering & Surveying Services	4,059.28
1323.3345-0	6-Feb-19	Woodcourt Pty Ltd	Facility Maintenance Services	3,226.36
1329.3345-0	13-Feb-19	Woodcourt Pty Ltd	Facility Maintenance Services	9,011.30
1340.3345-0	27-Feb-19	Woodcourt Pty Ltd	Facility Maintenance Services	1,539.29
1340.98-01	27-Feb-19	Wormald	Fire Alarm and Security Services	231.38
1323.2383-0	6-Feb-19	Wright Express Australia Pty Ltd	Resale Inventory	69.43
1329.2383-0	13-Feb-19	Wright Express Australia Pty Ltd	Resale Inventory	117.37
1332.2383-0	21-Feb-19	Wright Express Australia Pty Ltd	Resale Inventory	1,132.73
1340.2383-0	27-Feb-19	Wright Express Australia Pty Ltd	Resale Inventory	822.15
1323.104-01	6-Feb-19	Youngs Holden	Plant Supply and Servicing	498.29
1332.104-01	21-Feb-19	Youngs Holden	Plant Supply and Servicing	424.45
Total Creditors EFT Payments				3,158,651.23

Non Creditors Cheques

00608522	13-Feb-19	CA Wiltshire		361.75
00608521	13-Feb-19	Kinlock Nominees Pty Ltd		147.00
00608539	26-Feb-19	Mr J Fitzpatrick		1,084.41
00608538	26-Feb-19	Mrs E Jones		750.00
00608536	26-Feb-19	Mrs W H Mead & Mr D M Mead		616.50
00608537	26-Feb-19	Ms L Cutten		655.20
00608540	26-Feb-19	Ms M R Soulsby		720.72
Total Non Creditors Cheques				4,335.58

Payroll

PY01-16	3-Feb-19	Municipal Fund Bank Account		527,311.76
PY01-17	17-Feb-19	Municipal Fund Bank Account		538,392.41
PY99-16	3-Feb-19	Municipal Fund Bank Account		619.04
Total Payroll				1,066,323.21

Total Payments From Municipal Fund Bank Account **4,264,855.55**

Trust Fund Bank Account**Payments****Non Creditors Cheques**

00003650	26-Feb-19	Mr D L O'Reilly		1,330.00
00003649	21-Feb-19	North West Shelf Shipping Service C		600.00
00003648	13-Feb-19	Premiere Events		11,034.50
Total Non Creditors Cheques				12,964.50

Total Payments From Trust Fund Bank Account **12,964.50**

4,277,820.05



All Payments Made From 1-Feb-19 To 28-Feb-19

<u>Payment</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Cheques Cancelled between 1-Feb-19 and 28-Feb-19 that were raised in a prior period				

<u>Cheque</u>	<u>Payee</u>	<u>Raised</u>	<u>Value</u>	<u>Cancelled</u>
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Financial Activity Statement Report

For the month ended 28 February 2019



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Statement of Financial Activity Variances

Material Variances Defined

For the purposes of reporting the material variances in the Statement of Financial Activity (by 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

• **Urban Planning**

- The period variation is favourable to period budget by \$52,686.
- The variation predominantly relates to higher than anticipated revenue received from Development and subdivision application fees.

- Budget will be adjusted to account for the positive variance during the annual budget review process.

Finance

• **Aqualife**

- The period variation is favourable to period budget by \$83,527.
- The variation predominantly relates to higher than anticipated patronage within the Recreational Swimming area. There has also been higher than anticipated revenue within the Swim School area with classes running over the expected 85% capacity.
- The estimated impact on the year end position is nil due to potential season reductions in budgeted revenue.

• **Corporate Funds**

- The period variation is favourable to period budget by \$141,390.
- The variation predominantly relates to higher than anticipated revenue received from interim rates.
- Budget will be adjusted to account for the positive variance during the annual budget review process.

• **Financial Services**

- The period variation is favourable to period budget by \$110,045.
- The variation predominantly relates to higher than anticipated interest received from rates instalments and late payments.
- The budget will be adjusted to account for the positive variance during the annual budget review process.

• **Leisurelife**

- The period variation is unfavourable to period budget by \$101,409.
- The variation predominantly relates to a decrease in attendance of Bingo program and the cancellation of the school holiday programme in December due to the refurbishment of the change rooms at Leisurelife. The variance partly also relates to budget timing of revenue within the Bingo program. The impact of the decrease in revenue within the school holiday program is offset by the large decrease in expenditure within the same area.
- The budget will be adjusted to account for the negative variance during the annual budget review process.

• **Parking**

- The period variation is favourable to period budget by \$238,980.
- The variation predominantly relates to an increased number of patrons visiting the Town's parking areas. The flow on effect is higher non-compliance to parking restrictions and in turn, more infringements and associated collection costs for non-payment.
- The budget will be adjusted to account for the positive variance during the annual budget review process.

Operations

• **Asset Planning**

- The period variation is unfavourable to period budget by \$50,843.
- The variation predominantly relates to lower than budgeted revenue expected from lease income.
- The budget will be adjusted to account for the negative variance during the annual budget review process.

• **Street Operations**

- The period variation is unfavourable to period budget by \$167,329.
- The variation predominantly relates to delays in claiming the Metropolitan regional road group (MRRG) road rehabilitation grants due to delays in commencement of these projects.
- The budget will be adjusted to account for the negative variance during the annual budget review process.

Operating Expense

Chief Executive Office

• **Customer Relations**

- The period variation is favourable to period budget by \$46,366
- The variation predominantly relates to a vacancy within the area.
- The budget will be adjusted to account for the positive variance during the annual budget review process.

• **Leadership and Governance**

- The period variation is unfavourable to period budget by \$69,275.
- The variation predominantly relates to budget timing of payments to Elected Members.
- The estimated impact on the year end position is nil due to budget timing.

Community Planning

• **Building Services**

- The period variation is favourable to period budget by \$40,056.
- The variation predominantly relates to a vacancy within the area and a budget timing variance within salary due to extended staff leave on half pay which wasn't in-line with the budget.
- It is anticipated that a minor favourable budget variance will exist at the end of the financial year.

• **Community Development**

- The period variation is favourable to period budget by \$112,765
- The variation predominantly relates to a vacancies within the area which have now been filled. Due to the vacant positions and realignment to asset based community development, planned programs and initiatives within the service area have also been delayed. It is expected that these programs and initiatives will be delivered within the current financial year.

- The estimated impact on year end position is NIL due to the expenditure being utilised by year end.

- **Environmental Health**

- The period variation is unfavourable to period budget by \$54,689.
- The variation predominantly relates to an upsurge of cases that resulted in prosecutions which has led to an increase in use of legal services and increased casual staff hire costs due to extended leave of two staff members within the area.
- It is anticipated that a minor unfavourable budget variance will exist at the end of the financial year.

- **Healthy Community**

- The period variation is favourable to period budget by \$31,656.
- The variation predominantly relates to savings within salaries and program areas due to external funding received for implementation of initiatives and establishment of healthy community volunteers. Savings will be utilised within the financial year for additional initiatives.
- The estimated impact on the year end position is nil.

- **Library Services**

- The period variation is unfavourable to period budget by \$35,524.
- The variation predominantly relates to salaries for additional staff required for short term cover within the Adult Program for improved community literacy and learning program delivery.
- The budget will be adjusted to account for the negative variance during the annual budget review process.

Place Management

- The period variation is favourable to period budget by \$79,721.
- The variation predominantly relates to the design and documentation for Old space new place – IGA laneway project, which is now being funded through Project management area. Funds allocated to this project will now be utilised to bring forward the design of the second Old space new place project.
- The estimated impact on the year end position is nil.

Strategic Town Planning

- The period variation is favourable to period budget by \$123,973.
- The variation predominantly relates to unspent planned expenditure due to delays with external state departments.
- The estimated impact on year end position is nil due to the expenditure being utilised by year end.

Urban Planning

- The period variation is favourable to period budget by \$76,018.
- The variation predominantly relates to delays in spend of consultancy budget.
- The estimated impact on year end position is nil due to the expenditure being utilised by year end.

Finance

• **Budgeting**

- The period variation is favourable to period budget by \$259,547.
- The variation predominantly relates to higher than estimated depreciation costs relating to planned capital works within buildings, roads and pathways.
- The estimated impact on the year end position is an increase in depreciation expenditure.

• **Leisurelife**

- The period variation is favourable to period budget by \$309,785.
- The variation predominantly relates to efficiencies in rostering across customer service, crèche and health and fitness areas and decreased delivery expenditure relating to the cancellation of school holiday program.
- The budget will be adjusted to account for the positive variance during the annual budget review process.

• **Ranger Services**

- The period variation is favourable to period budget by \$80,040.
- The variation predominantly relates to a delay in invoices from City of South Perth for the shared cost of the animal care facility.
- The estimated impact on the year end position is nil as this is a budget timing variance.

Operations

• **Asset Planning**

- The period variation is favourable to period budget by \$303,559.
- The variation predominantly relates to minor delays in projects such as the building asbestos audit, facility strategic plans and road reconciliation audit. Some delays in building maintenance and savings in the area have also contributed to the variance.
- The estimated impact on the year end position is nil as this is a budget timing variance.

• **Parks and Reserves**

- The period variation is favourable to period budget by \$704,162.
- The variation predominantly relates to delays in works such as road reserve maintenance, delays to watering season due to favourable weather conditions and delays in the implementation of the Urban Forest Strategy which is expected to commence in winter before the end of the financial year.
- The budget allocation will be adjusted to account for the delays during the annual budget review process.

• **Street Improvement**

- The period variation is favourable to period budget by \$76,422
- The variation predominantly relates to vacancies within the area and delays in consultancy costs relating to traffic signal modelling and major studies relating to Burswood local area traffic which have now been placed on hold.
- The estimated impact on year end position is a reduction in expenditure of \$60,000.

Capital Expense

Chief Executive Office

No material variance to report.

Community Planning

No material variance to report.

Finance

No material variance to report.

Operations

- **Asset Planning**

- The period variation is favourable to period budget by \$482,321.
- The variation predominantly relates to minor delays in few capital projects (Building renewal at Harold Hawthorn Centre, Library and Aqualife). These projects are currently underway.
- The budget allocation will be adjusted to account for the timing variance during the annual budget review process.

- **Fleet Services**

- The period variation is favourable to period budget by \$502,012.
- The variation predominantly relates to delays in purchasing of parking services vehicles and delays in customisation work required for the new road sweeper. Some savings have been made on vehicle purchasing through the receipt of manufacturer rebates.
- The budget will be adjusted to account for the positive variance during the annual budget review process.

- **Parks and Reserves**

- The period variation is favourable to period budget by \$1,605,565.
- The variation predominantly relates to delays in some capital projects. Delays in the Lathlain Zone 2 and 2X project due to redesign requirements and Higgins Park Tennis Court upgrade due to delays in finalising the agreement between parties has created a budget timing variance. It is estimated that the majority of funds for the Lathlain Zone 2 and 2X projects and Higgins Park Tennis Club project will be carried forward to the next financial year.
- The budget allocation will be adjusted to account for the timing variance during the annual budget review process.

- **Project Management**

- The period variation is favourable to period budget by \$71,000.
- The variation predominantly relates to delays in site and earthworks relating to the subdivision at 25 Boundary road, St James. These works are anticipated to be completed before the end of the financial year.
- The estimated impact on the year end position is nil as this is a budget timing variance.

- **Street Operations**

- The period variation is favourable to period budget by \$2,090,556.

- The variation predominantly relates to delays in some capital projects. Roberts road and Orrong Road intersection works differed due to delays in the finalisation of designs which is with Main Roads, the commencement of works on Rutland avenue – Oat street to Welshpool road was differed due to delays in approvals from the Public Transport Authority. Shepperton Road and Miller is expected to be carried forward for a two year staged project. There is also a delay with Goodwood Parade Shared path project.
- The budget will be adjusted to account for the positive variance during the annual budget review process. Unspent funds relating to projects that are staged over two years will be carried forward to the next financial year.

Non-Operating Revenue

Finance

No material variance to report.

Operations

No material variance to report.

Non-Operating Expenses

Finance

No material variance to report.

Proposed Budget Amendments

No proposed budget amendments.

Accounting Notes

Significant Accounting Policies

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

(a) Basis of Preparation

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

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

(b) The Local Government Reporting Entity

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

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

(c) 2018 - 2019 Actual Balances

Balances shown in this document as 2018 - 2019 Actual are subject to final adjustments.

(d) Rounding Off Figures

All figures shown in this document, other than a rate in the dollar, are rounded to the nearest dollar.

(e) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(f) Superannuation

The Council contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

(g) Goods and Services Tax

Revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the statement of financial position are stated inclusive of applicable GST. The net amount of GST recoverable from, or payable to, the ATO is included with receivables on payables in the statement of financial position. Cash flows are presented on a Gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(h) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and that are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown as short term borrowings in current liabilities.

(i) Trade and Other Receivables

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(j) Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Revenue arising from the sale of property is recognised as at the time of signing an unconditional contract of sale. Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(k) Fixed Assets

Each class of fixed asset is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost, or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in the period in which they are incurred.

Revaluation

Certain asset classes may be re-valued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes, where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity; all other decreases are recognised in profit or loss. Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the re-valued amount of the asset.

Those assets carried at a re-valued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be re-valued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

Land Under Roads

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government. Council has elected not to recognise any value for land under roads acquired on or before 31 December 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 28 February 2019. 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 Office

Chief Executive Office

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

Communications and Engagement

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

Customer Relations

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

Leadership and Governance

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

Human Resources

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

Community Planning

Building Services

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

Community Development

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

Community Planning Office

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

Digital Hub

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

Economic Development

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

Environmental Health

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

General Compliance

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

Healthy Community

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

Library Services

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

Place Management

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

Strategic Town Planning

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

Urban Planning

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

Finance

Aqualife

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

Budgeting

The Budgeting Area includes the administration of non-cash expenditure and revenue associated with local government accounting requirements, including profit and loss and depreciation.

Corporate Funds

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

Finance Office

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

Financial Services

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

Information Systems

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

Leisurelife

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

Parking

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

Rangers

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

Operations

Asset Planning

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

Environment

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

Fleet Services

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

Operations Office

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

Parks and Reserves

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

Project Management

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

Street Improvement

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

Street Operations

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

Waste

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

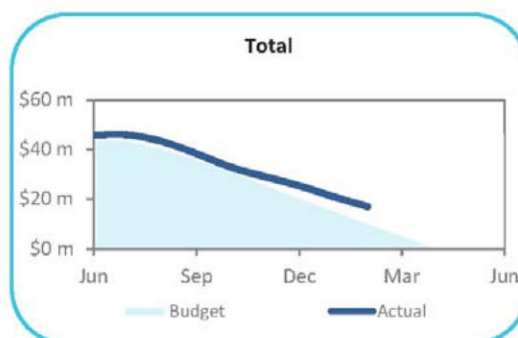
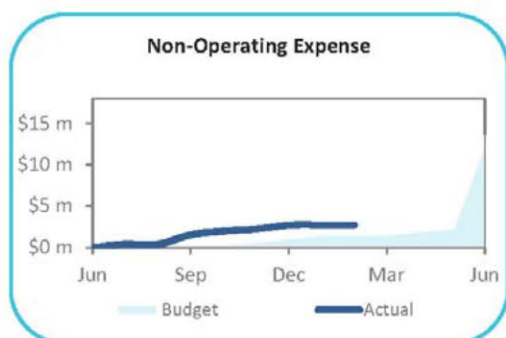
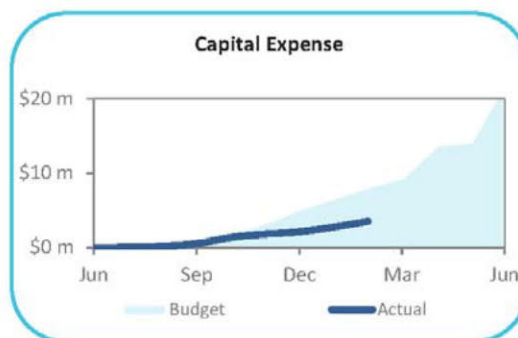
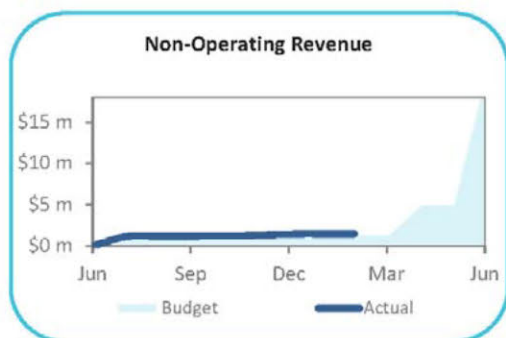
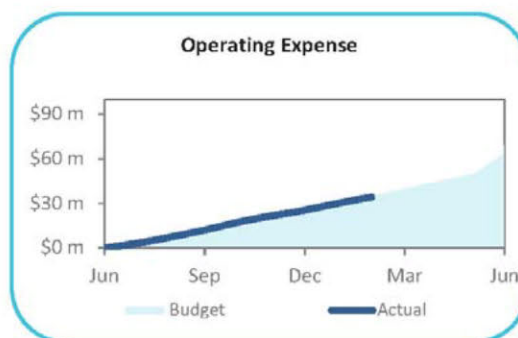
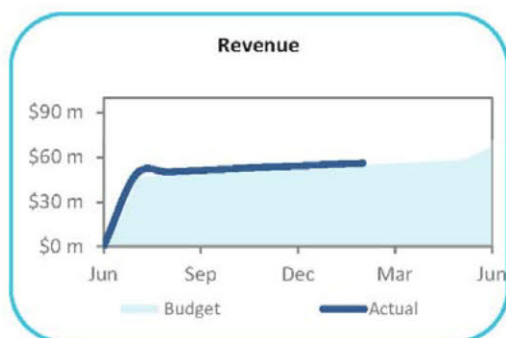
Particulars	Material Variance		Revised Budget	28 February 2019	
	\$	%		Year-to-Date Budget	Year-to-Date Actual
	\$		\$	\$	\$
Revenue					
Chief Executive Office			55,000	20,640	5,509
Chief Executive Office			50,500	20,320	4,445
Communications and Engag			1,000	0	647
Customer Relations			0	0	0
Human Resources			3,000	0	323
Leadership and Governance			500	320	94
Community Planning			1,353,000	945,217	1,005,735
Building Services			370,500	269,440	245,287
Community Development			268,500	127,373	134,935
Community Planning Office			1,000	0	677
Digital Hub			1,500	0	3,554
Economic Development			0	0	0
Environmental Health			282,000	268,540	276,092
General Compliance			10,000	6,640	9,234
Healthy Community			27,500	18,320	21,298
Library Services			31,500	15,240	22,308
Place Management			0	0	0
Strategic Town Planning			1,000	0	0
Urban Planning	52,686	▲	359,500	239,664	292,350
Finance			57,733,500	52,478,036	52,953,775
Aqualife	83,527	▲	2,182,500	1,437,621	1,521,148
Budgeting			1,622,500	362,700	365,035
Corporate Funds	141,390	▲	48,124,500	46,612,554	46,753,944
Finance Office			1,000	0	677
Financial Services	110,045	▲	747,500	659,000	769,045
Information Systems			2,000	1,280	1,547
Leisurelife	101,409	▼	2,205,500	1,483,813	1,382,404
Parking	238,980	▲	2,734,000	1,822,668	2,061,648
Ranger services			114,000	98,400	98,326
Operations			9,626,000	2,324,945	2,154,065
Asset Planning	50,843	▼	1,019,500	197,896	147,053
Environment			0	0	0
Fleet Services			10,500	0	13,009
Operations Office			2,002,500	1,664	677
Parks and Reserves			3,151,000	325,055	321,897
Project Management			0	0	1,030
Street Improvement			10,500	7,008	20,677
Street Operations	167,329	▼	2,640,500	1,019,822	852,493
Waste Services			791,500	773,500	797,230
Total Revenue			68,767,500	55,768,838	56,119,084

Particulars	Material Variance			28 February 2019		
	\$		%	Revised Budget \$	Year-to-Date Budget \$	Year-to-Date Actual \$
Operating Expense						
Chief Executive Office				(4,403,000)	(2,752,732)	(2,755,551)
Chief Executive Office				(1,123,500)	(666,720)	(671,133)
Communications and Engag				(841,500)	(459,182)	(438,547)
Customer Relations	46,366	▼	8%	(878,500)	(599,770)	(553,404)
Human Resources				(844,000)	(550,020)	(546,152)
Leadership and Governance	69,275	▲	15%	(715,500)	(477,040)	(546,315)
Community Planning				(8,272,000)	(5,306,386)	(4,882,027)
Building Services	40,056	▼	11%	(496,500)	(368,780)	(328,724)
Community Development	112,765	▼	9%	(1,962,500)	(1,300,587)	(1,187,822)
Community Planning Office				(947,500)	(631,760)	(619,067)
Digital Hub				(153,000)	(96,205)	(100,779)
Economic Development				(194,500)	(102,110)	(78,819)
Environmental Health	54,689	▲	13%	(652,000)	(433,250)	(487,939)
General Compliance				(249,500)	(166,240)	(147,268)
Healthy Community	31,656	▼	18%	(261,000)	(174,134)	(142,478)
Library Services	35,524	▲	5%	(1,243,500)	(774,110)	(809,634)
Place Management	79,721	▼	45%	(302,500)	(175,260)	(95,539)
Strategic Town Planning	123,973	▼	34%	(726,000)	(361,630)	(237,657)
Urban Planning	76,018	▼	11%	(1,083,500)	(722,320)	(646,302)
Finance				(21,912,500)	(14,833,121)	(14,651,192)
Aqualife				(2,537,000)	(1,615,014)	(1,619,710)
Budgeting	259,547	▲	4%	(7,756,000)	(5,870,400)	(6,129,947)
Corporate Funds				(558,000)	(215,400)	(191,536)
Finance Office				(773,500)	(482,800)	(459,240)
Financial Services				(1,298,500)	(736,550)	(737,725)
Information Systems				(2,966,000)	(2,037,120)	(2,051,415)
Leisurelife	309,785	▼	17%	(2,756,000)	(1,869,001)	(1,559,216)
Parking				(2,442,500)	(1,438,336)	(1,413,942)
Ranger services	80,040	▼	14%	(825,000)	(568,500)	(488,460)
Operations				(31,223,000)	(13,160,513)	(12,017,752)
Asset Planning	303,559	▼	12%	(10,814,000)	(2,480,372)	(2,176,813)
Environment				(185,500)	(94,967)	(111,847)
Fleet Services				0	(240)	(5,617)
Operations Office				(2,820,000)	(493,340)	(470,957)
Parks and Reserves	704,162	▼	20%	(4,981,500)	(3,461,856)	(2,757,694)
Project Management				(1,901,500)	(699,320)	(682,091)
Street Improvement	76,422	▼	11%	(1,165,000)	(682,489)	(606,067)
Street Operations				(2,854,500)	(1,798,500)	(1,773,514)
Waste Services				(6,501,000)	(3,449,429)	(3,433,152)
Total Operating Expense				(65,810,500)	(36,052,752)	(34,306,522)

Particulars	Material Variance		Revised Budget \$	28 February 2019		
	\$	%		Year-to-Date	Year-to-Date	
				Budget \$	Actual \$	
<u>Capital Expense</u>						
Chief Executive Office			0	0	0	
Chief Executive Office			0	0	0	
Communications and Engag			0	0	0	
Customer Relations			0	0	0	
Human Resources			0	0	0	
Leadership and Governance			0	0	0	
Community Planning			(138,000)	0	0	
Building Services			0	0	0	
Community Development			(138,000)	0	0	
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			(1,213,500)	(205,000)	(215,627)	
Aqualife			0	0	0	
Budgeting			0	0	0	
Corporate Funds			0	0	0	
Finance Office			0	0	0	
Financial Services			0	0	0	
Information Systems			(976,500)	(205,000)	(215,627)	
Leisurelife			0	0	0	
Parking			(237,000)	0	0	
Ranger services			0	0	0	
Operations			(20,762,000)	(8,008,400)	(3,280,057)	
Asset Planning	482,321	▼	34%	(6,980,000)	(1,419,900)	(937,579)
Environment				0	0	0
Fleet Services	502,012	▼	63%	(934,500)	(801,500)	(299,488)
Operations Office				0	0	0
Parks and Reserves	1,605,565	▼	85%	(6,297,000)	(1,878,000)	(272,435)
Project Management	71,000	▼	100%	(71,000)	(71,000)	0
Street Improvement				0	0	0
Street Operations	2,090,556	▼	55%	(6,479,500)	(3,833,000)	(1,742,444)
Waste Services				0	(5,000)	(28,111)
Total Capital Expense				(22,113,500)	(8,213,400)	(3,495,684)

		28 February 2019		
		Revised Budget	Year-to-Date Budget	Year-to-Date Actual
Particulars	\$	\$	\$	\$
<u>Non-Operating Revenue</u>				
Finance		20,737,000	1,241,000	1,247,949
Corporate Funds		20,737,000	1,241,000	1,247,949
Operations		383,000	220,000	201,735
Fleet Services		383,000	220,000	201,735
Total Non-Operating Revenue		21,120,000	1,461,000	1,449,684
<u>Non-Operating Expense</u>				
Finance		(12,932,500)	(2,698,750)	(2,704,975)
Corporate Funds		(12,932,500)	(2,698,750)	(2,704,975)
Total Non-Operating Expense		(12,932,500)	(2,698,750)	(2,704,975)
<u>Non-Cash Items Adjustments</u>				
Profit and Loss		(1,607,500)	(354,300)	(346,241)
Depreciation		8,037,500	5,162,000	6,428,155
Total Non-Cash Items Adjustments		6,430,000	4,807,700	6,081,914
Suspense Items Yet To Be Applied		0	0	128,808
Opening Surplus / (Deficit)		4,539,000	4,539,000	4,539,000
Closing Surplus / (Deficit)		0	19,611,636	27,811,309

Graphical Representation



Particulars	Brought Forward 1 July \$	2018-2019 Revised Budget \$	Year To Date Actual \$
Current Assets			
Cash - Unrestricted	10,553,410	7,903,757	29,467,626
Cash - Reserves / Restricted	31,086,162	33,823,443	32,247,492
Receivables and Accruals	3,328,489	2,000,000	7,428,940
Inventories	9,470	1,500	9,470
	44,977,531	43,728,700	69,153,528
Less Current Liabilities			
Payables and Provisions	(9,352,369)	(9,905,257)	(9,094,727)
	(9,352,369)	(9,905,257)	(9,094,727)
Net Current Asset Position	35,625,162	33,823,443	60,058,802
Less			
Cash - Reserves / Restricted	(31,086,162)	(33,823,443)	(32,247,492)
Estimated Surplus / (Deficiency) Carried Forward	4,539,000	-	27,811,310

Cash and Investments Analysis

	Amount Invested \$	Interest Rate %	Term (Days)	Maturity Date	Projected Earnings \$	Percentage of Portfolio
Cash - Unrestricted						
Bankwest	2,000,000				41,425	3%
4748890	2,000,000	2.80	270	24-May-19	41,425	
CBA	12,467,626				22,875	20%
At Call	12,467,626	Variable	11am	Daily	22,875	
ME Bank	7,000,000				41,630	11%
133559	3,000,000	2.70	115	20-May-19	25,521	
133560	4,000,000	2.45	60	26-Mar-19	16,110	
NAB	8,000,000				91,291	13%
57-576-8731	2,000,000	2.70	330	25-Jun-19	48,822	
76-609-2519	1,000,000	2.71	122	27-May-19	9,058	
76-490-3795	5,000,000	2.71	90	25-Apr-19	33,411	
Total Cash - Unrestricted	29,467,626				197,221	48%
Cash - Restricted						
CBA	11,247,492				349	18%
At Call	11,247,492	Variable	11am	Daily	349	
Bankwest	14,000,000				288,132	23%
4739557	4,000,000	2.80	270	26-Apr-19	82,849	
4748889	5,000,000	2.80	270	24-May-19	103,562	
4756710	5,000,000	2.72	273	18-Jun-19	101,721	
NAB	4,000,000				97,644	6%
57-186-2122	4,000,000	2.70	330	25-Jun-18	97,644	
BOQ	3,000,000				41,137	5%
036670	3,000,000	2.75	182	17-Jun-19	41,137	
Total Cash - Restricted	32,247,492				427,261	52%
Total Cash - Invested	61,715,118				624,482	100%
Cash on Hand	9,005					
Total Cash	61,724,123					

Cash and Investments Analysis

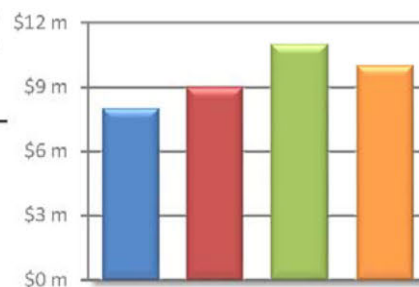
Portfolio Diversity

Institution	%
Bankwest	26
BOQ	5
CBA	38
ME Bank	11
Suncorp	0
NAB	19
	100

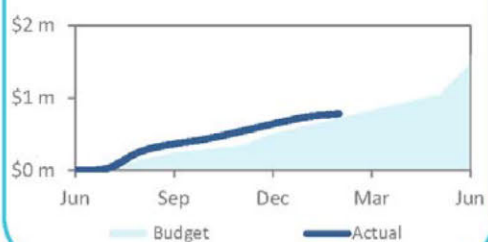


Investment Maturity Timing

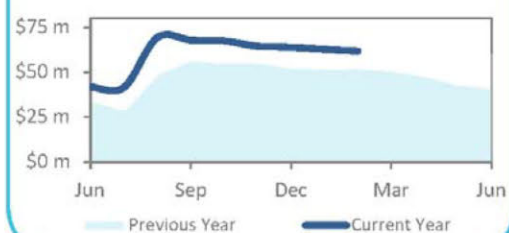
Maturity	\$
Up to 30 days	8,000,000
31 - 60 days	9,000,000
61 - 90 days	11,000,000
90+ days	10,000,000
	38,000,000



Interest Earnings



Total Cash Holdings

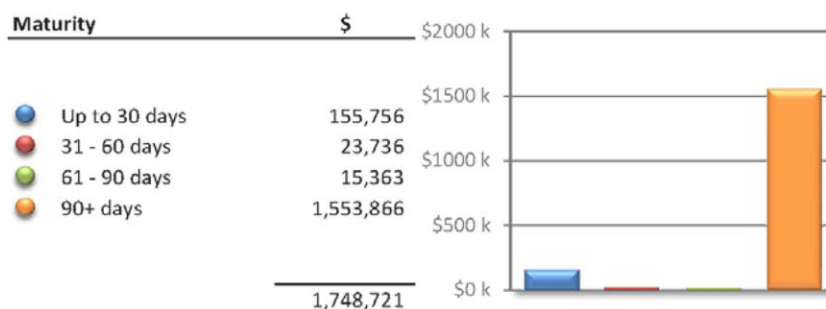


Rates Outstanding (Not Including Deferrals or Associated Fees and Charges)

	Total
Balance from Previous Year	1,092,378
Rates Levied - Initial	45,627,053
Rates Levied - Interims	311,960
Total Rates Collectable	47,031,391
Current Rates Collected To Date	41,747,118
Current Rates Outstanding	5,284,272
% Rates Outstanding	11.2%
% Rates Outstanding target less than	9.6%


Sundry Debtors

Type	Total	30 Days	60 Days	90 Days	90+ Days
Grants and Subsidies	-	-	-	-	-
Property Rent	7,079	5,472	-	-	1,607
Aqualife Fees	31,394	30,694	700	-	-
Leisurelife Fees	13,267	12,503	376	-	388
Community Development Fees	18,068	17,215	-	-	852
Health Fees	10,247	2,679	-	-	7,568
Other Fees and Charges	36,361	36,361	-	-	-
Building and Planning Application Fees	46,233	46,233	-	-	-
Infringements - Parking	1,462,940	4,200	21,960	15,363	1,421,417
Infringements - Animals	60,965	400	400	-	60,165
Infringements - General	36,174	-	300	-	35,874
Infringements - Bush Fire	21,675	-	-	-	21,675
Infringements - Health	4,319	-	-	-	4,319
Total Sundry Debtors	1,748,721	155,756	23,736	15,363	1,553,866

Sundry Debtor Aged Analysis


Grants and Contributions

Details	Original Budget	Revised Budget	Receipt Status	
	\$	\$	Invoiced	Remaining
Operating Funding				
<u>Community Development</u>				
Community Grants	25,000	25,000	-	25,000
Lotterywest Grants	10,000	10,000	-	10,000
Sponsorship	2,500	2,500	-	2,500
State Government Grants	3,500	3,500	-	3,500
<u>Corporate Funds</u>				
Federal Assistance Grant	750,000	750,000	275,318	474,683
Federal Local Road Grant	350,000	350,000	129,950	220,050
<u>Library Services</u>				
Book Council Grants	3,000	3,000	-	3,000
State Government Grants	3,000	3,000	3,100	-
<u>Operations Office</u>				
State Government Grants	2,000,000	2,000,000	-	2,000,000
<u>Street Operations</u>				
Federal Government Grants	235,000	235,000	210,000	25,000
MRWA Direct Road Grants	50,000	50,000	84,193	-
Street Lighting Subsidy	31,000	31,000	-	31,000
				-
Non-Operating Funding				
<u>Asset Planning</u>				
State Government Grant	751,000	751,000	-	751,000
<u>Parks and Reserves</u>				
Recreation Capital Grants	304,000	304,000	304,000	-
State Government Grant	2,790,000	2,790,000	-	2,790,000
<u>Street Operations</u>				
Federal Government Capital Grants	65,000	65,000	-	65,000
MRRG Road Rehabilitation Grants	374,500	374,500	207,225	167,275
MRWA Black Spot Grants	971,000	971,000	168,000	803,000
MRWA Other Grants	40,000	40,000	-	40,000
State Government Grant	303,000	303,000	-	303,000
Transport Grants	456,000	456,000	112,000	344,000
				-
Total Cash Deposits	9,517,500	9,517,500	1,493,786	8,058,007

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.

Cash-in-Lieu

To be used to assist in funding initiatives associated with payments received as cash in lieu of required obligations or works.

Community Art

To be used to fund the purchase and placement of art for the Council and Community.

Drainage Renewal

To be used to fund renewal projects associated with Council's Drainage infrastructure.

Edward Millen Site

To be used to assist in improving and / or maintaining the Edward Millen site, including the associated grounds.

Furniture and Equipment Renewal

To be used to fund renewal projects associated with Council's Furniture and Equipment assets.

Future Fund

To assist in funding projects and property purchases that diversify Council's revenue streams.

Future Projects

To assist in funding 'new' and 'upgrade' capital projects, with funding primarily derived from the sale of land assets.

Harold Hawthorne - Carlisle Memorial

To be used to provide funds to assist in conducting future Spring Garden Competitions.

Information Technology Renewal

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

Insurance Risk Reserve

To be used for the purpose of meeting the difference between premiums and claims in the event of any significant insurance claims.

Other Infrastructure Renewal

To be used to fund renewal projects associated with Council's Other infrastructure.

Parks Renewal

To be used to fund renewal projects associated with Council's Parks infrastructure.

Pathways Renewal

To be used to fund renewal projects associated with Council's Pathways infrastructure

Plant and Machinery Renewal

To be used to assist in the acquisition and replacement of the Town's Plant and Machinery.

Renewable Energy

To assist in investigating and funding renewable energy projects within the District.

Roads Renewal

To be used to fund renewal projects associated with Council's Roads Infrastructure

Underground Power

To assist in the funding of projects associated with the installation of underground power and associated landscaping.

Waste Management

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

Reserve Funds Transactions

	Annual Opening Balance \$	Transfer to Reserve \$	Transfer from Reserve \$	28 February 2019 Balance Actual \$	Balance Budget \$	Annual Revised Budget \$
Building Renewal	487,366	1,338	-	488,704	487,366	525,366
Cash-in-Lieu	-	-	-	-	-	-
Community Art	689,443	1,892	-	691,335	689,443	690,043
Drainage Renewal	225,520	619	-	226,139	225,520	225,920
Edward Millen Site	1,882,335	4,001	-	1,886,336	1,882,335	1,458,678
Furniture and Equip Renewal	599,407	1,645	-	601,052	599,407	599,907
Future Fund	14,384,893	39,487	-	14,424,380	14,334,893	13,658,793
Future Projects	4,079,640	7,081	-	4,086,721	4,079,640	450,178
Harold Hawthorn - Carlisle	148,630	408	-	149,038	148,630	148,630
Information Technology Ren	661,800	1,817	-	663,617	661,800	665,400
Insurance Risk Reserve	396,930	1,090	-	398,020	396,930	397,230
Land Asset Optimisation	801,300	1,083,482	-	1,884,782	801,300	397,230
Other Infrastructure Renew	614,943	1,688	-	616,631	614,943	615,443
Parks Renewal	96,025	264	-	96,289	96,025	46,225
Pathways Renewal	419,697	1,152	-	420,849	419,697	420,397
Plant and Machinery	268,942	738	-	269,680	268,942	269,342
Renewable Energy	174,780	480	-	175,260	174,780	75,380
Roads Renewal	881,637	2,420	-	884,057	881,637	882,337
Underground Power	3,288,499	9,027	-	3,297,526	3,288,499	3,241,999
Waste Management	984,375	2,702	-	987,077	984,375	985,175
	31,086,162	1,161,330	-	32,247,492	31,036,162	25,753,673

Capital Items

The following pages summarise the progress of the Capital Items.

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

Item Timing

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

	Behind
	On-Track
	In-Front

Budget Status

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

	Over budget
	On budget
	Under budget

Completion Stage

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

	Not commenced
	Commenced
	Half-way completed
	Nearing completion
	Completed

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Land and Buildings			6,746,500	893,434
Renewal - Land and Buildings				
6 Kent Street - Facility - Internal Renewal	☐	■■■■■	222,500	185,691
8 Kent Street - Facility - Internal Renewal	☐	■■■■■	193,500	189,531
Administration Office - Ceiling - Lighting	☐	■■■■■	20,000	19,370
Aqualife - First Aid Room - Refurbish	☐	■■■■■	20,000	14,485
Aqualife - Function Room - Renew Floor	☐	■■■■■	10,000	6,840
Aqualife - Plant Room - Ultraviolet Generators	☐	■■■■■	125,000	0
Fletcher Park - Clubrooms - Plumbing Fixtures	☐	■■■■■	10,000	0
Fraser Park - Clubrooms - Painting	☐	■■■■■	10,000	0
Harold Hawthorne Centre - Various - Air Conditioning	☐	■■■■■	100,000	0
Harold Rossiter Park - Clubrooms - Painting	☒	■■■■■	5,000	17,080
Higgins Park - Clubrooms - Painting	☒	■■■■■	10,000	15,900
Leisurelife - Drama Room - Floor Reseal	☐	■■■■■	40,000	3,438
Leisurelife - Gym - Air Conditioning	☐	■■■■■	230,000	3,470
Leisurelife - Sports Court Major- Roller Door	☐	■■■■■	7,000	5,020
Leisurelife - Toilets and Change Rooms - Renewal	☐	■■■■■	261,500	178,443
Library - Outdoor Staff Area - Courtyard Security	☐	■■■■■	10,000	2,007
Library - Public Areas - Carpets	☐	■■■■■	86,000	0
Library - Staff Kitchen - Refurbish	☐	■■■■■	35,000	0
Library - Staff Locker Area - Compactus Area Ceiling	☐	■■■■■	7,000	4,690
Library - Staff Office - Fit Out and Storage	☐	■■■■■	80,000	0
Reactive Building Renewal Works - Various - Allocation	☐	■■■■■	100,000	0
Taylor Reserve - Toilets - Renewal	☐	■■■■■	185,500	180,171
Upgrade - Land and Buildings				
Administration Office - Facility - Accessibility Upgrade	☐	■■■■■	51,000	1,080
Land - 25 Boundary Road - Subdivision	☐	■■■■■	71,000	0
Leisurelife - First Aid Room - Lighting	☐	■■■■■	1,500	0
Kitchen Upgrade - Higgins Park Tennis Club	☒	■■■■■	0	1,598
874 Albany Highway - Accessibility	☐	■■■■■	15,000	14,621
New - Land and Buildings				
Lathlain Redevelopment (Zone 2) - Buildings	☐	■■■■■	750,000	0
Lathlain Redevelopment (Zone 2x) - Buildings	☐	■■■■■	380,000	0
Land Acquisition - 707-709 Albany Hwy, East Vic Park	☐	■■■■■	3,710,000	50,000

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Plant and Machinery			934,500	327,599
Renewal - Plant and Machinery				
105 VPK - Holden Colorado Dual Cab Ute (Plant 397)	☐	□□□□	35,000	0
107 VPK - Nissan X Trail Wagon (Plant 394)	☐	□□□□	35,000	0
119 VPK - Holden Colorado Dual Cab Ute (Plant 383)	☐	■□□□	32,000	31,749
121 VPK - Nissan Navara Dual Cab Ute (Plant 390)	☐	■□□□	32,000	0
123 VPK - Holden Cruze Wagon (Plant 361)	☒	■□□□	25,000	25,272
125 VPK - Nissan Navara Ute (Plant 389)	☒	■□□□	32,000	32,642
126 VPK - VW Caddy Rangers (Plant 375)	☐	■□□□	40,000	0
129 VPK - VW Caddy Rangers (Plant 376)	☐	■□□□	40,000	0
132 VPK - Holden Colorado Dual Cab Ute (Plant 392)	☒	■□□□	32,000	32,422
141 VPK - Ford Transit (Plant 296)	☐	■□□□	45,000	43,457
162 VPK - Road Sweeper (Plant 341)	☐	■□□□	380,000	0
1EFR 960 - Hyundai Sedan (Plant 333)	☒	■□□□	25,000	25,553
1EFZ 074 - Hyundai Parking (Plant 335)	☒	■□□□	25,000	26,638
1EHK 762 - Hyundai Sedan (Plant 337)	☒	■□□□	25,000	26,018
1EIO 123 - VW Caddy Parking (Plant 342)	☐	□□□□	45,000	0
1EPG 777 - Hyundai i30 Parking (Plant 373)	☐	□□□□	25,000	0
1GEL 999 - Subaru (Plant 391)	☐	■□□□	25,000	23,709
Electric Bicycles	☒	■□□□	10,500	12,795
Minor Plant Renewal - Parks	☐	■□□□	13,000	11,448
Minor Plant Renewal - Street Improvement	☐	■□□□	13,000	7,786
Minor Plant - Bins	☐	■□□□	0	28,111
Furniture and Equipment			336,500	44,145
6 and 8 Kent Street - Minor Expense - Allocation	☐	■□□□	30,000	4,143
Administration Centre - Minor Expense - Allocation	☐	■□□□	30,000	10,468
Aqualife - Crèche - Play Equipment	☐	■□□□	1,000	0
Aqualife - Function Room - Group Fitness Equipment	☐	□□□□	3,000	0
Aqualife - Minor Expense - Allocation	☐	■□□□	11,000	6,695
Depot - Minor Expense - Allocation	☐	■□□□	10,000	867
Digital Hub - Minor Expense - Allocation	☐	■□□□	5,000	1,343
Leisure life - Minor Expense - Allocation	☐	■□□□	10,000	7,629
Leisurelife - Court 3 - Badminton Posts	☐	■□□□	4,000	0
Leisurelife - Court 3 - Equipment Storage	☐	■□□□	10,000	0
Leisurelife - Courts 1 and 2 - Volleyball Posts	☐	■□□□	4,500	0
Leisurelife - Gym - Gym Equipment	☐	■□□□	165,000	6,695
Library - Minor Expense - Allocation	☐	■□□□	15,000	1,976
Upgrade - Furniture and Equipment				
Depot - Pedestrian Gate - Security Upgrade	☐	■□□□	6,000	4,330
New - Furniture and Equipment				
Parking - Enforcement - Parking Machine Cabling	☐	■□□□	23,000	0
Parking - Enforcement - Recognition Equipment	☐	■□□□	9,000	0

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Information Technology			976,500	215,627
Renewal - Information Technology				
Software - Customer Request Management System	□	□□□□	150,000	0
System - Intranet and Portal	□	■□□□	85,000	57,249
Upgrade - Information Technology				
Hardware - Workstations and Peripherals	□	■□□□	10,000	2,454
Network - Aqualife	□	■□□□	5,000	0
Software - Leisure Facilities Management	□	■□□□	95,000	52,300
Software - Library Management	□	■□□□	95,000	23,760
Software - Records Management	□	□□□□	60,000	0
System - Authority 7.x	□	■□□□	45,000	0
New - Information Technology				
Software - Asset Management	□	■□□□	190,000	22,440
Software - Minutes and Agendas	□	■□□□	50,000	29,868
Software - Mobile App Lighten Up	✗	■□□□	1,500	1,697
Software - Mobile Health	□	■□□□	100,000	0
System - RFID Self-Service Solution	□	■□□□	90,000	0
IT - Development Application System (Software)	✗	■□□□	0	25,860
Roads			4,338,500	1,363,951
Renewal - Roads				
Albany Highway - Duncan to Teddington - Seal	✗	■□□□	10,000	17,532
Albany Highway - Kent - Miller Roundabout - Seal	□	■□□□	68,500	0
Albany Highway - Service Lane to Shepperton - Seal	□	■□□□	36,000	0
Custance Street - Getting to Roberts - Seal	✗	■□□□	36,500	50,664
Enfield Street - Goddard to Gallipoli - Seal	□	■□□□	142,000	130,701
Enfield Street - Waller to Goddard - Seal	□	■□□□	33,000	15,793
Esperance Street - Berwick to End - Seal -	□	■□□□	97,000	77,304
Gloucester Street - Cargill to Leonard - Seal	□	■□□□	163,000	2,230
Hampton Road - Howick to Teague - Seal	□	■□□□	131,500	56,654
Hubert Street - Somerset to Oats - Seal	✗	■□□□	76,500	84,579
Kate Street - Norseman to Lake View - Seal	□	■□□□	56,000	0
King George Street - Berwick to 60m South - Seal	□	■□□□	27,500	19,265
Maple Street - Gallipoli to End - Seal	□	■□□□	144,500	104,412
Oats Street - Mars to Planet - Seal	□	■□□□	131,500	965
Oats Street - Tuckett to Rutland - Seal	□	■□□□	158,500	2,040
Rathay Street - Berwick to Lansdowne - Seal	✗	■□□□	127,000	172,164
Salford Street - Albany to Lichfield - Seal	□	■□□□	72,500	20,992
Staines Street - Goddard to Gallipoli - Seal	□	■□□□	189,000	141,084
Star Street - Mid Block to Archer - Seal	□	■□□□	119,500	106,541

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Upgrade - Roads				
Hill View Terrace - Oats and Albany - Pavement	☐	■■■■	76,000	4,000
Hill View Terrace and Oats Street - Intersection	☐	■■■■	170,000	0
Kent and Hayman - Stage 1 - Pavement	☐	■■■■	630,000	11,233
McCartney Crescent - Pavement	☐	■■■■	22,500	15,150
Roberts Road and Orrong Road - Intersection	☐	■■■■	220,000	0
Rutland Avenue - Oats to Welshpool - Pavement	☐	■■■■	449,500	1,507
Shepperton and Miller - Stage 2 - Pavement	☐	■■■■	449,500	10,200
New - Roads				
Cookham Road - Goddard to Gallipoli - Calming	☐	■■■■	24,000	0
Cornwall Street - Gallipoli to Castle - Calming	☐	■■■■	40,000	4,295
Egham Street - Goddard to Gallipoli - Calming	☐	■■■■	24,000	0
Gallipoli Street - Egham to Enfield - Calming	☒	■■■■	23,000	92,384
Gallipoli Street - Egham to Howick - Calming	☒	■■■■	23,000	98,628
Goddard Street - Egham to Howick - Calming	☒	■■■■	24,000	49,688
Goddard Street - Midgley to Cookham - Calming	☒	■■■■	24,000	46,178
Goddard Street - Saleham to McCartney - Calming	☐	■■■■	88,000	0
McCartney Crescent - Goddard to Roberts - Calming	☐	■■■■	51,500	12,806
Saleham Street - Goddard to Gallipoli - Calming	☐	■■■■	52,500	14,960
Staines Street - Rutland to Goddard - Calming	☐	■■■■	40,000	0
Streatley Road - Gallipoli to Castle - Calming	☐	■■■■	40,000	0
Various - Bike Plan Initiatives - On Road Facilities	☐	■■■■	47,000	0
Drainage			444,500	91,644
Renewal - Drainage				
Hill View Terrace - Intersection Drainage	☐	■■■■	74,500	6,000
Pipe Renewal - Allocation	☐	■■■■	40,000	39,664
Pit Renewal - Allocation	☐	■■■■	20,000	3,080
Sump Renewal - Allocation	☐	■■■■	35,000	28,797
New - Drainage				
Bishopsgate Street - Improvements	☐	■■■■	235,000	0
Lake View Terrace - Improvements	☐	■■■■	20,000	14,103
Right of Ways - Various	☐	■■■■	20,000	0

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Pathways			700,000	112,711
Renewal - Pathways				
Berwick Street - Mackie to McMaster - Surface	☐	■■■■	16,500	15,864
Berwick Street - Whittlesford to Hillview - Surface	☐	■■■■	37,000	36,248
Gloucester Street - McMaster to King George - Surface	☐	■■■■	17,000	9,018
Kitchener Avenue - Howick to Egham - Surface	☒	■■■■	18,500	20,264
Lathlain Redevelopment (Zone 7) - Pathways	☐	■□□□	150,000	0
Mint Street - Carnarvon to Shepperton - Surface	☒	■■■■	20,500	25,872
New - Pathways				
Goodwood Parade - Shared Path - Surface	☐	■□□□	400,000	5,445
Turner Avenue - Kent to Brodie Hall - Surface	☐	□□□□	40,500	0
Parks			6,297,000	272,435
Renewal - Parks				
George Street Reserve - Revegetation Project	☐	■□□□	60,000	26,043
GO Edwards Park - Renewal	☐	■□□□	1,000,000	23,226
Kensington Bushland - Information Shelters	☒	■■■■	7,000	7,265
Kent Street Reserve - Revegetation Project	☐	□□□□	10,000	0
Main and Arterial Roads - Landscaping and Planting	☐	■□□□	10,000	0
McCallum Park - River Wall - Foreshore Landscape	☐	■■■■	608,000	39,835
Tree Plan - Tree Replanting	☐	■■■■	78,000	3,227
Upgrade - Parks				
Fletcher Park - Cricket Nets	☐	■■■■	70,000	65,416
Higgins Park - Tennis Courts	☐	□□□□	100,000	0
John Macmillan Park - Redevelopment	☐	■■■■	430,000	0
New - Parks				
Kensington Bushland - Jirdarup Signage	☐	■□□□	24,000	3,234
Lathlain Redevelopment (Zone 2) - Parks	☐	■□□□	1,533,000	0
Lathlain Redevelopment (Zone 2x) - Parks	☐	■□□□	2,245,000	0
Peninsula to Park - Landscaping	☐	■■■■	122,000	104,189

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Other Infrastructure			1,339,500	174,138
Renewal - Other Infrastructure				
Car Parks - Car Park Kerbs - Allocation	☐	■ ■ ■ ■	5,000	0
Car Parks - GO Edwards No 17	☒	■ ■ ■ ■	33,000	54,274
Car Parks - Resurfacing - Allocation	☐	■ ■ ■ ■	20,000	10,355
Lathlain Redevelopment (Zone 7) - Carparks	☐	■ ■ ■ ■	350,000	0
Street Furniture - Bus Shelter - Allocation	☐	■ ■ ■ ■	55,000	0
Street Lighting - Albany Highway and Laneways	☐	■ ■ ■ ■	30,000	10,415
Upgrade - Other Infrastructure				
Parking - Parking Meters - Upgrade	☐	■ ■ ■ ■	130,000	0
Street Lighting - Leisurelife Car Park - Stage 2	☐	■ ■ ■ ■	65,000	63,091
New - Other Infrastructure				
Artworks - Allocation	☐	□ □ □ □	50,000	0
Lathlain Redevelopment (Zone 2) - Artwork	☐	■ □ □ □	33,000	0
Lathlain Redevelopment (Zone 2) - Carparks	☐	■ □ □ □	303,000	0
Lathlain Redevelopment (Zone 2x) - Artwork	☐	■ □ □ □	55,000	0
Parking - ACROD Bays - Allocation	☒	■ ■ ■ ■	12,000	18,331
Parking - Parking Meters	☐	■ ■ ■ ■	75,000	0
Right of Way 51 - Resurface	☐	■ ■ ■ ■	23,500	4,557
Street Furniture - Allocation	☐	■ ■ ■ ■	15,000	0
Street Furniture - Bike Stations and Hoops	☐	■ ■ ■ ■	10,000	3,226
Street Lighting - Installation	☐	■ ■ ■ ■	55,000	0
Street Lighting - Safety Improvements - Allocation	☐	■ ■ ■ ■	20,000	9,888



INTRODUCTION

The Town acknowledges that working from home is now a widely accepted practice in today's workforce. Not only has it become increasingly common, changes in the traditional organisation of work, coupled with dramatic advances in communications and technology, have made it a more feasible and practical avenue for small business and self-employment.

However, the Town recognises that while some home-based employment is acceptable within a residential environment, there are limits on the compatibility of home occupations with residential uses. Some degree of control is therefore necessary to protect the character and amenity of residential neighbourhoods, and that of residents within grouped or multiple dwelling developments.

OBJECTIVES

- a) To encourage the opportunity for low scale home businesses to conduct business at home;
- b) To ensure that the use of land for any home occupation is small in scale, unobtrusive and compatible with surrounding buildings and uses;
- c) To protect the character of the locality;
- d) To ensure that the home occupation does not have a prejudicial effect on the amenity of the locality by reason of any form of emissions or increased numbers of vehicle movements;
- e) To provide guidelines for the use of residential premises for a home occupation;
- f) To clarify the requirement for development approval to conduct a home occupation, as distinguished from a home office.

DEFINITIONS

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

Home Office means a dwelling used by an occupier of the dwelling to carry out a home occupation if the carrying out of the occupation –

- (a) is solely within the dwelling; and
- (b) does not entail clients or customers travelling to and from the dwelling; and
- (c) does not involve the display of a sign on the premises; and
- (d) does not require any change to the external appearance of the dwelling.

Note: The Council does not consider the online/internet sale or hire of goods to constitute the "sale or hire of goods" prohibited under the above definition of Home Occupation, provided the goods are delivered (by post or delivery) by the resident/business operator and are not retrieved by customers (or other persons on their behalf) travelling to the site.

REQUIREMENT FOR DEVELOPMENT APPROVAL

Development approval is not required for a Home Office, where it complies with the definition of Home Office above. Development approval is required to be obtained from the Council prior to the carrying out of any Home Occupation activity that does not fall within the definition of a Home Office.

Refer to Council's *Local Planning Policy 6 – Family Day Care and Child Care Premises* for further information in relation to Family Day Care activities operated from a residential dwelling.

POLICY REQUIREMENTS

1. Activities to be Small-scale and Unobtrusive

- a) Home Occupation activities shall be small scale and unobtrusive such that they:
 - i. do not employ more than one person other than an occupier of the dwelling;
 - ii. do not occupy an area of the dwelling and/or lot of greater than 20 square metres in total; and
 - iii. do not involve the retail sale, display or hire of goods of any nature from the site. *Refer to Definitions section for clarification of what constitutes the "retail sale or hire of goods".*
- b) A Home Occupation should not require the use of or impose a load on any public utility greater than that ordinarily required by a residential dwelling.

2. Amenity of Surrounding Properties

- a) A Home Occupation should not cause injury to or adversely affect the amenity of the neighbourhood or surrounding properties, including by way of light emissions, noise, fumes, odours, dust, vibration, electrical interference, waste water, or any other form of waste products; and
- b) Applicants seeking approval for a Home Occupation shall demonstrate how any waste, emissions, noise or other impacts generated by the activity will be treated or mitigated to prevent harm or nuisance to surrounding properties.
- c) A Home Occupation proposed from/in association with a Grouped Dwelling or Multiple Dwelling will generally not be supported by the Council unless it can be demonstrated that the amenity of the residents of other dwellings within the Grouped or Multiple Dwellings complex/development will not be adversely affected.

Applicants to Note: Development applications for a Home Occupation that involve the proposed use of common property within a Grouped Dwelling or Multiple Dwelling development (including for customer access or parking) require signed consent from the Strata Council/Body Corporate (as applicable) or all owners within the complex in order to be a valid development application.

Additional (separate) approval for the activity may also be required under the Strata By-Laws/Strata Titles Act in addition to any development approval from the Council.

3. Building Appearance

A Home Occupation should not require modifications to the structure of the dwelling which would impact the residential character and appearance of the dwelling.

4. Signage and Advertising

Any signage associated with a Home Occupation activity is restricted to a single sign and shall comply with the requirements for a 'Home Occupation Sign' contained in the Town's adopted Local Planning Policy and/or Local Law related to Signs.

5. Traffic and Car parking

- a) A Home Occupation should not generate any vehicular traffic to the site that, in the opinion of Council, is substantially greater than that which is normal to the residential neighbourhood in which it is located;
- b) Any vehicle which is used in connection with a Home Occupation must not be kept on the land unless it:
 - i. is not more than 6 metres long, 2 metres wide and 2.3 metres high;
 - ii. is parked within a dedicated car parking bay on the site (preferably behind the dwelling or garaged so it is not visible from the street); and
 - iii. is limited to a single vehicle in addition to the vehicle(s) of the residents of the dwelling;
- c) Any deliveries to the site should occur only during the normal business hours of 8am to 5pm, Monday to Friday;
- d) Any Home Occupation activity resulting in the attraction of customers/visitors to the site (e.g. hair dressing, personal training etc.) shall:
 - i. demonstrate how customers will park on the site, or otherwise be serviced by available on-street parking adjacent to the site; and
 - ii. confirm that visitations will occur by appointment only, and include an appropriate interval between appointments, to avoid customer overlap and minimise parking and traffic generation to the site;
- e) The use of visitor car parking bays provided as part of a Grouped or Multiple Dwelling complex/development for customer car parking in relation to a proposed Home Occupation activity is not appropriate and will not be supported by the Council; and
- f) Access to any car parking bays for customers to the site should be available and unobstructed during customer visitation/appointment times and not restricted by secured gates or doors.

6. Approval is Specific and Non-transferable

The approval of a Home Occupation is

- a) specific to the property and the applicant/operator to which the approval has been granted; and
- b) is not transferable to an additional or alternative property, applicant or operator.

CONSIDERATION OF APPLICATION FOR DEVELOPMENT APPROVAL

Where an application for development approval is submitted to Council for approval of a Home Occupation, the Council shall have regard to and may apply conditions relating to:

- The restriction of any approval to the particular property and applicant/operator of the activity;
- Hours and days of operation;
- Number of clients/customers to the site;
- Booking of appointments;
- Car parking;
- Deliveries to the site;
- Advertising signs; and
- Any other matters pertaining to the operation and activities of the particular Home Occupation.

Community Consultation

Community consultation in relation to a proposed Home Occupation will be carried out by the Council where required by, and in accordance with, *Local Planning Policy 37 – Community Consultation on Planning Proposals*.

REVOCATION OF DEVELOPMENT APPROVAL

The approval of a Home Occupation may be revoked in accordance with clause 31 of Town Planning Scheme No. 1 where, in the opinion of the Council, it:

- a) is causing a demonstrably unreasonable nuisance or annoyance to neighbours or occupiers of land in the neighbourhood; and/or
- b) is failing to comply with the conditions of its approval.

VERSION CONTROL

Date Initially Adopted :	Former Policy 3.4 under Town Planning Scheme Policy Manual – adopted 30 September 1998
Date(s) Amended :	1. Adopted as Local Planning Policy 2 at Ordinary Council Meeting 9 February 2016; 2. Amended by Council resolution at Ordinary Council Meeting dd Month 2019.



Local Planning Policy No. 31 Serviced Apartments and Residential Buildings including Short Term Accommodation

Date of Adoption: 10 April 2012

Date Amended:

Dd Month 2019

INTRODUCTION

The Town has witnessed a growing demand for more diverse forms of accommodation due to its close proximity to the Perth CBD, Curtin University, Perth Airport and the Swan River, as well as the wide range of commercial, retail, and educational opportunities available within the Town.

This policy has been designed to guide and facilitate the appropriate provision of specialised forms of accommodation other than dwellings occupied on a permanent basis (i.e. transient accommodation). In particular, the policy provides guidance and standards for the location and operation of Serviced Apartments, and Residential Buildings as defined by their land use definition contained under the Scheme. This Policy also further defines and categorises particular forms of Residential Building as either Bed and Breakfast Accommodation, Short Term Accommodation or a Lodging House.

This Policy should be read in conjunction with the Town of Victoria Park Town Planning Scheme No. 1 (Scheme), Precinct Plans and all relevant Local Planning Policies, including:

- *Local Planning Policy 3 - Non-Residential Uses in or Adjacent to Residential Areas;*
- *Local Planning Policy 4 - Mixed Use Development and Residential Uses in Non-residential Areas;*
- *Local Planning Policy 23 - Parking Policy; and*
- *Local Planning Policy 25 - Streetscape*

OBJECTIVES

- To facilitate the development of appropriately located and high quality accommodation other than permanent residential dwellings within the Town of Victoria Park;
- To define and control the use, management and level of service provided for Residential Buildings and Serviced Apartments, including specialised forms of accommodation such as Lodging Houses, Bed and Breakfast Accommodation and Short Term Accommodation;
- To provide guidelines for the design of Serviced Apartments, particularly where they are proposed as part of a residential or mixed use development occupied by permanent residents;
- To protect the residential amenity of permanent and long term residents and minimise the perceived negative impacts that may be caused by the transient nature of alternative forms of accommodation;
- To ensure various forms of accommodation, particularly where they are to be located within existing residential areas, are of a compatible scale and design with surrounding development;
- To locate Residential Buildings and Serviced Apartments in a coordinated manner that provides accessibility and convenience for guests/occupants while minimising potential adverse amenity impacts, particularly within low density residential areas and local neighbourhood streets;
- To recognise the positive contribution that Serviced Apartments and Residential Buildings including Short Term Accommodation may have on the local economy.

REQUIREMENT FOR DEVELOPMENT APPROVAL

Serviced Apartments and Residential Buildings are 'AA' discretionary uses in all zones within the Scheme Area and therefore require development approval to be obtained from the Council in all instances. The requirement for development approval applies to all forms of accommodation that may comprise a Residential Building land use, including bed and breakfast, short term accommodation and lodging houses.

POLICY SCOPE

This Policy applies to any proposal for a Residential Building or Serviced Apartment(s) within the Town of Victoria Park.

Given that a Residential Building may take a variety of forms (and therefore variety of design/operational requirements and potential impacts) this Policy further defines the use of Residential Building under the three subcategories of Bed and Breakfast, Short Term Accommodation and Lodging House (refer to Definitions below).

Hotel and Motel are defined and listed as separate land use classifications under the Scheme and are not dealt with by this Policy. In general, Hotel or Motel developments will be considered on their merits subject to compliance with the Scheme, Precinct Plan and all relevant Local Planning Policies.

Conversion of existing dwellings

Where an existing dwelling is proposed to be used or occupied contrary to the definition of a dwelling (refer to Definitions below), it ceases to be classified as a dwelling and is instead classified as a Residential Building, or in some circumstances as Serviced Apartments. This also applies in the case of a new building proposed or capable of occupation in a manner that is inconsistent with the definition of a dwelling.

DEFINITIONS

Bed and Breakfast

means a *dwelling*:

- (a) used by a resident of the dwelling to provide *short-term* accommodation, including breakfast, on a commercial basis for not more than 4 adult persons or one family; and
- (b) containing not more than 2 guest bedrooms.

Dwelling

a building or portion of a building that is used, adapted, or designed or intended to be used for the purpose of human habitation on a *permanent* basis by a single person, a single family, or no more than six (6) persons who do not comprise a single family, and includes a Single House, Grouped Dwelling, Multiple Dwelling and Ancillary Accommodation as defined by the Scheme and the Residential Design Codes.

Lodging House

has the same meaning as defined in the *Health Act 1911*, namely any building or structure, permanent or otherwise, and any part thereof, in which provision is made for lodging or boarding more than 6 persons, exclusive of the family of the keeper thereof, for hire or reward; but the term does not include—

- (a) premises licensed under a publican's general licence, limited hotel licence, or
- (b) wayside-house licence, granted under the *Licensing Act 1912*;
- (c) residential accommodation for students in a non-government school within the meaning of the *School Education Act 1999*; or
- (d) any building comprising residential flats.

Examples of Lodging Houses include youth hostels, guesthouses, boarding houses, backpackers and workers accommodation and any other form of *Residential Building* proposed or capable of providing accommodation for 7 or more guests/occupants, whether on a *short-term* commercial basis or on a *long term* basis.

Applications seeking approval for a building determined by the Council as capable of providing accommodation for 7 or more persons who do not comprise a single family, shall be assessed as a Lodging House under the provisions of this Policy.

**Permanent/
Permanently**

In relation to the terms used to describe the length or nature of occupation of a building in this Policy, the terms "*long term*", and "*permanent*" have the same meaning as the definition of "*permanently*" contained in the Scheme (i.e. the habitation of a building or part of a building for 6 months or more).

**Residential
Building**

a building, together with rooms and outbuildings separate from such building but incidental thereto; such building being used or intended, adapted or designed to be used for the purpose of human habitation:

- *temporarily* by two or more persons; or
- *permanently* by seven or more persons, who do not comprise a single family, but does not include a hospital or sanatorium, a prison, a hotel, a motel or a residential school.

For the purposes of this Policy, the use of part of a building (such as a unit or room) in the manner described above shall also be regarded as a Residential Building.

**Serviced
Apartment(s)**

means a group of units or apartments providing –

- (a) *self-contained temporary accommodation for guests; and*
- (b) *any associated reception or recreational facilities.*

Examples include complexes of two or more units that are commonly maintained and operated, and are furnished and equipped to be occupied in a manner similar to Multiple Dwellings but on a temporary basis. Serviced Apartments will usually be provided with laundry and cleaning services, with or without other ancillary amenities.

Applications which seek the use of an individual *dwelling* for the provision of accommodation on a *short term* basis where the maintenance and management of the accommodation is independent of other units (although generally not supported by the Council) shall be classified as *Short Term Accommodation*.

**Short Term
Accommodation**

means a *Residential Building* occupied on a *short term/temporary* basis by a single family or no more than 6 persons that do not comprise a single family at any one time; and excludes a *Lodging House*, *Bed and Breakfast* accommodation and *Serviced Apartments*.

Examples of Short Term Accommodation include short stay rental accommodation, holiday homes, student accommodation, share housing, etc.

**Temporarily/
Temporary**

In relation to the terms used to describe the length or nature of occupation of a building in this Policy, the terms "*short term*", "*short stay*", "*temporary*" and "*transient*" have the same meaning as the definition of "*temporarily*" contained in the Scheme (i.e. the habitation of a building or part of a building for less than 6 months).

POLICY REQUIREMENTS

1. Location

- 1.1 Residential Buildings and Serviced Apartments should be appropriately located to ensure they are in convenient, easily accessible locations for their guests, and to minimise potential adverse impacts on the amenity of surrounding residential properties, particularly within low density, suburban environments.
- 1.2 To achieve 1.1 above, Residential Buildings and Serviced Apartments will only be supported by the Council where they are located on sites which meet at least two or more of the following criteria:
 - a) Are on a Primary, District or Local Distributor road;
 - b) Are within 400 metres of a train station or high frequency bus route stop;
 - c) Are within 400 metres of an area of tourist potential as determined by the Town, such as adjacent to the Swan River foreshore and major sporting/entertainment complexes;
 - d) Are within 400 metres of a District Centre zone, Commercial zone or other location providing convenience shopping and access to everyday goods and services; and/or
 - e) Are within 800 metres of a higher education provider (TAFE or University campus), where the proposal is for Short Term Accommodation to house students.
- 1.3 Applications for a Lodging House will generally not be supported on 'Residential' zoned land with a designated density coding of 'R60' or lower under the Scheme.

2. Design of Residential Buildings

2.1 Conversion of Existing Buildings

Applications involving the conversion or change of use of an existing dwelling(s) to a Residential Building will generally only be supported where:

- a) The existing building is approved by the Council as a Single House or Grouped Dwelling; or
- b) The existing building is an approved non-residential building but meets (or will be modified to meet) the visual privacy, open space and outdoor living area requirements of the Residential Design Codes that apply to a Single House or Grouped Dwelling constructed on the site;
- c) In the case of a Bed and Breakfast, the guest accommodation does not comprise more than 2 guest bedrooms providing accommodation for a total of 4 adult persons or one family;
- d) In the case of Short Term Accommodation, there are a maximum of six (6) rooms designed for and/or capable of use as bedrooms;
- e) Applications to convert an existing Grouped Dwelling to Bed and Breakfast accommodation or Short Term Accommodation will be considered on their merit but must demonstrate that the amenity of the occupants of the other Grouped Dwellings within the development/complex will not be adversely affected by the proposal by way of noise, interruption, access or other impacts;
- f) The conversion of single Multiple Dwellings to Short Term Accommodation or Bed and Breakfast accommodation will generally not be supported by the Council given the potential for negative impacts and conflict to occur with permanent residents of other units. Any applications of this kind shall be additionally subject to the location and design requirements for Serviced Apartments outlined in Clause 3 of this Policy; and

- g) In the case of a Lodging House proposal, the applicant has demonstrated that the internal design and layout of the building is consistent with the construction and use requirements specified for Lodging Houses in Part V, Division 2 of the *Health Act 1911* and Council's *Health Local Law 2003*, except where the proposal is specifically excluded from the definition of a 'Lodging House' contained in the *Health Act 1911*. This includes the requirement for a keeper/manager to reside on the premises at all times;

2.2 New Buildings

Applications proposing the construction of a new building(s) to accommodate a Residential Building(s) shall:

- a) Meet the requirements of the Residential Design Codes that apply to a Single House or Grouped Dwelling constructed on the site in relation to density (i.e. number of buildings), boundary setbacks, open space, outdoor living area, site works, building height, visual privacy and design for climate;
- b) Meet the requirements of Council's *Local Planning Policy 25 – Streetscape* that apply to a Single House or Grouped Dwelling constructed on the site, where it is located on Residential zoned land;
- c) a) and b) above apply to the design and location of carports, garages and any other incidental development associated with a Residential Building(s);
- d) In the case of a Bed and Breakfast, the guest accommodation does not comprise more than 2 guest bedrooms providing accommodation for a total of 4 adult persons or one family;
- e) In the case of Short Term Accommodation, there are a maximum of six (6) rooms designed for and/or capable of use as bedrooms;
- f) In the case of a Lodging House proposal, the applicant has demonstrated that the proposed internal design and layout of the building is consistent with the construction and use requirements specified for Lodging Houses in Part V, Division 2 of the *Health Act 1911* and Council's *Health Local Law 2003*, except where the proposal is specifically excluded from the definition of a 'Lodging House' contained in the *Health Act 1911*. This includes the requirement for a keeper/manager to reside on the premises at all times.

2.3 Additional Requirements for Bed and Breakfast Accommodation

- a) The permanent residents responsible for the operation of the Bed and Breakfast accommodation must reside in the building from which the accommodation is provided. Where the accommodation is provided from within a building detached from the main dwelling they shall reside within the main dwelling (or vice versa); and
- b) The permanent residents responsible for the operation of the Bed and Breakfast accommodation must have dedicated bedroom and bathroom facilities, separate from those of the guest accommodation.

3. Design of Serviced Apartments

3.1 Conversion of existing dwellings

- a) The conversion of dwellings to Serviced Apartments (or vice versa) on a unit by unit basis will generally not be supported by the Council; and
- b) Applications for the conversion of existing Multiple Dwelling(s) to Serviced Apartments will generally only be considered where they seek to change the use of entire floors to ensure compliance with the separation of uses within the building, outlined in 3.3(b) below.

3.2 New Buildings

- a) Applications for Serviced Apartments shall be subject to the siting, design and location requirements applicable to the site for Multiple Dwellings under the Council's Scheme, the relevant Precinct Plan for the locality and the Residential Design Codes. Where Serviced Apartments are located on Residential zoned land they are additionally subject to the requirements of Council's Local Planning Policy – Streetscape;
- b) Where a combination of dwellings (permanent occupancy) and Serviced Apartments are proposed within a development, the applicant must demonstrate how the amenity and security of all occupants will be protected and maintained through the design and management of the development;
- c) In such instances the Serviced Apartments will be required to be separated from the permanent/long term residents of the development by being located on separate floors of the building;
- d) Separate entrances should be provided for permanent and temporary residents where a combination of dwellings and Serviced Apartments are proposed within a single development;
- e) Applications for Serviced Apartments shall include within the entrance foyer or lobby, a reception desk which is to be attended by staff at all times or suitable other arrangements (e.g. provision of a secure combination key safe) to ensure the accommodation guests are able to check-in/check-out of the accommodation at their intended time of arrival/departure; and
- f) Consideration should be given to providing some communal facilities for the use of permanent residents only, where a combination of dwellings and Serviced Apartments are proposed within a single development.

4. Signage and Advertising

4.1 Residential Zoned Land

On land zoned 'Residential' under the Scheme, a maximum of one (1) sign on the site not exceeding 0.2m² in area, and incorporated into a front fence, wall, structure or building that identifies the name and address of the accommodation is permitted.

4.2 Land in Zones other than Residential

Signage associated with the accommodation on land zoned other than 'Residential' shall be subject to Local Planning Policy 38 'Signs'.

5. Car Parking

- 5.1 All resident, guest, staff or visitor car parking associated with the accommodation shall be contained on site. No consideration will be given to the parking of vehicles on-street or on Council verge areas;
- 5.2 The number of car parking bays to be provided for the development shall be in accordance with *Local Planning Policy 23 – Car Parking*;
- 5.3 Serviced Apartment developments must make provision for the parking of delivery, servicing and maintenance vehicles on the site;
- 5.4 Tandem car parking may be considered in relation to proposals for Bed and Breakfast Accommodation and Short Term Accommodation, only; and
- 5.5 Where a development involves a combination of dwellings (permanent occupancy) and Serviced Apartments, the parking area for permanent residents and their visitors shall be clearly separated and delineated from the parking area for the Serviced Apartments.

6. Management Plan

6.1 A detailed Management Plan shall be submitted for all applications for a Residential Building or Serviced Apartments to the satisfaction of the Council. As a minimum the Management Plan should address and/or provide details of the following:

- a) Name and contact details of the owner, manager and other persons responsible for management or servicing of the premises, including addresses, email and direct telephone contact details.
- b) Control of noise and other disturbances, including the appropriate use of outdoor entertainment areas, appropriate times for the checking-in and checking-out of occupants, etc.;
- c) Complaints Management Procedure detailing the person(s) responsible and measures that will be taken in the event a complaint is received in relation to the guests or operation of the premises. This will detail the approach and timeframe to resolve any complaints received and provide feedback to the complainant that appropriate actions have been taken to resolve the issue and prevent further occurrences. The Complaints Management Procedure is to be provided to all properties surrounding the premises (if approved) and revised copies provided should the person(s) responsible for receiving and responding to complaints (or their contact details) change. There shall be at least one person available by direct telephone at all times of operation of the accommodation, that is within local proximity of the premises to be able to respond and be present at the site, within one hour of any complaints or other issues being received.
- d) The use and on-going maintenance of the premises, landscaping and gardens, and any common property areas or common facilities (where applicable);
- e) Security of guests, residents and visitors;
- f) Strata titled developments should include appropriate By-Laws to be entered into the strata management statement acknowledging the type and nature of the accommodation (for example Short Term Accommodation), which also acts as a mechanism to advise future and prospective owners of the existence of the accommodation within the development;
- g) Exclusive use of the storage areas by the operator of the building, where the operator of the accommodation is to reside within the premises;
- h) Details of car parking management, including the expected number of vehicle trips to and from the premises by guests, visitors and occupants of the accommodation, including delivery vehicles. The plan shall demonstrate the sufficient provision of car parking on the site, and as a minimum shall comply with the requirements of *Local Planning Policy 23 – Parking Policy*, unless otherwise stipulated by this policy. The plan should also detail the manner in which occupants and visitors will be directed to park vehicles on the site at all times – e.g. guest instructions and limitations on vehicle numbers;
- i) Preparation of guest House Rules or a Code of Conduct setting out the expected behaviour of residents/guests and other matters in order to minimise any impact on adjoining properties and prevent anti-social behaviour. These matters include rubbish disposal and collection, removal of old furniture, maintenance of building and gardens, use of outdoor entertainment areas, guests/parties, noise and playing of loud music, etc.);
- j) Compliance with Lodging House management requirements, if the premises is deemed a Lodging House (such as registers, water supply, cleaning, disease notification, maintenance, room occupancy, painting, linen washing, cooking and

food storage, fire control, etc.) as defined in the *Health Act 1911*; and

- k) Details of consequences/measures that will be taken should guests fail to adhere to House Rules/Code of Conduct etc. (e.g. eviction of guest).

6.2 The Management Plan shall be kept at the premises at all times, and the House Rules/Code of Conduct shall be displayed in a prominent position within the premises.

7. Servicing Strategy (Serviced Apartments)

7.1 In addition to a Management Plan, all applications for Serviced Apartments shall include a Servicing Strategy detailing the level of servicing that contains, but is not limited to, the following:

- a) Opening hours for guest check-ins and check-out;
- b) Method of reservations/bookings;
- c) Means of attending to guest complaints;
- d) Type or extent of room service to be offered;
- e) Cleaning and laundry services, where applicable;
- f) Company name and relevant experience of management/operator;
- g) Back of house facilities (e.g. kitchen, laundry, office); and
- h) Management and accommodation of servicing vehicles within the context of the overall car parking for the development.

8. Community Consultation

Community consultation will be carried out in relation to a proposed Residential Building or Serviced Apartments development in accordance with *Local Planning Policy 37 – Community Consultation on Planning Proposals*.

9. Application Information

In addition to the Management Plan and Servicing Strategy (in the case of Serviced Apartments) referred to above and normal development application information requirements (submission of forms, plans etc.), the following additional information is required to be submitted for development approval for any application for a Residential Building or Serviced Apartments:

- 9.1 Information justifying the proposed location of the accommodation; and
- 9.2 Justification as to how and why the proposed accommodation will be compatible with the adjoining area and is consistent with the objectives and provisions of this Policy.
- 9.3 Development applications for a Residential Building or Serviced Apartments that involve the proposed use of common property within an existing Grouped Dwelling or Multiple Dwelling development (including for guest/customer access or car parking) require signed consent from the Strata Council/Body Corporate (as applicable) or all owners within the complex in order to be a valid development application.

10. Validity and Extent of Development Approval

10.1 Term of Approval for Residential Buildings

Where the Council has exercised its discretion and determined to grant development approval for a Residential Building, the initial approval period shall not exceed a maximum of 12 months. An extended timeframe may be considered for prospective applications that involve construction of a new building for the use. Owners/managers are to update management plans and other supporting documents/evidence as appropriate when applying for further development approval.



10.2 Restriction of Operator

Any approval of a Residential Building or Serviced Apartments is restricted to the approved operator of the Residential Building or Serviced Apartments only. Fresh approval must be obtained in the event that the approved operator of a Residential Building or Serviced Apartments development changes.

11. Assessment of Applications for Dwellings

11.1 Criteria used to determine accommodation type

The Council will have regard to the following criteria in determining whether an application for a building providing accommodation will be determined as a dwelling (for example a Single House or Grouped Dwelling) or a Residential Building:

- a) The number of proposed and potential bedrooms and occupants, in particular where there are 6 or more rooms proposed or considered capable for use as bedrooms. The Council may consider any enclosed habitable room greater than 10m² in area as capable of occupation by two persons;
- b) The ratio of bathrooms and toilets to the number of bedrooms/occupants. As a guide, the Council will consider a building that provides a high ratio of toilets and bathrooms to the number of proposed or potential bedrooms as characteristic of a Residential Building (i.e. a ratio of more than 1 toilet per 2 bedrooms or more than 1 bathroom per 2 bedrooms);
- c) The floor area ratio of potential bedrooms to living areas;
- d) The location and provision of outdoor living areas so that they do not provide opportunity for conversion to car parking spaces;
- e) The proportion of soft landscaping in comparison to hard/paved surfaces to determine whether a proposed building will have landscaped surroundings and a level of maintenance usually associated with a dwelling for permanent occupation, particularly in the case of applications for a Single House or Grouped Dwelling(s);
- f) Proximity of the site to higher education providers (i.e. Curtin University and Carlisle TAFE), high frequency public transport and/or commercial centres, which serve as attractive locations for Short Term Accommodation and other forms of Residential Buildings (i.e. within 400 to 800 metre radius).

11.2 Restriction on use of approved dwellings

Where the Council is satisfied that an application for a Single House, Grouped Dwelling or Multiple Dwelling is proposed and intended for use and occupation as a 'dwelling', the Council may impose the following or similar condition on the development approval:

This approval is for the use and occupation of the building as a dwelling only, to be occupied by a single family or no more than six (6) persons who do not comprise a single family, on a permanent basis. Any alternative use or occupation of the building is not permitted unless further development approval has been granted by the Council.

11.3 Notification to prospective owners & occupiers

Where the Council is of the view that there is a risk that a proposed building may be used or occupied as a Residential Building rather than as a dwelling (i.e. Single House, Grouped Dwelling, etc.) as stated by an applicant or owner of a property, the Council may impose the following or similar condition on the development approval:

Prior to submission of an application for building permit, a notification in the following terms shall be registered on the Certificate of Title for (property address) under section 70A of the Transfer of Land Act 1893 at the expense of the owner/developer:



- a) *Under the provisions of the Town of Victoria Park Town Planning Scheme No. 1, the whole of the building on the lot is approved as a dwelling, which may only be occupied by members of the same family or by no more than six (6) persons who do not comprise a single family, on a permanent basis. The lease or occupation of any part of the building on a temporary basis or as self-contained living accommodation separate from any other part of the building is not permitted without development approval first being granted by the Town of Victoria Park.*

The use or occupation of the dwelling in contravention of this requirement is an offence under the Planning and Development Act 2005.

VERSION CONTROL

Date Initially Adopted :	Former Administrative Policy PLNG 17 'Specialised Forms of Accommodation Other Than Dwellings' – adopted 10 April 2012
Date(s) Amended :	1. Adopted as Local Planning Policy 31 at Ordinary Council Meeting 8 November 2016; 2. Amended by Council resolution at Ordinary Council Meeting dd Month 2019.

APPENDICES

APPENDIX 1: Non-planning Related Legislation and Other Matters

1. Building Code of Australia

Serviced Apartments and Residential Buildings, including Bed and Breakfast Accommodation, Short Term Accommodation and Lodging Houses, may be subject to Building Code of Australia (BCA) and Australian Standards requirements over and above those normally required for a dwelling. These may include requirements relating to access to, mobility within and egress from buildings for disabled and ambulant persons. Applicants are strongly advised to familiarise themselves with these requirements and ensure they have been factored into the design, management and operation of the proposal, prior to submitting an application for development approval.

2. Strata Titles Act 1985

Serviced Apartments or Residential Building proposals within a strata development may require additional (i.e. separate) approval by the Council of Owners or strata by-laws of the body corporate under the *Strata Titles Act 1985*. The granting of development approval does not affect any requirement to obtain necessary approvals under the *Strata Titles Act 1985*.

3. Health Act 1911 & Town of Victoria Park Health Local Law

Where the development or use of a building as a Residential Building falls within the definition of a Lodging House, it is subject to the strict requirements of the *Health Act 1911* and the Town of Victoria Park's Health Local Law in relation to Lodging Houses, including the requirement for a keeper/manager to reside on the premises at all times.

Applicants are strongly advised to familiarise themselves with these requirements and ensure that they have been factored into the design, management and operation of the proposal, prior to submitting an application for a Residential Building which falls within the definition of a Lodging House.

4. Voluntary Accreditation

Owners and operators of short term or tourism based accommodation such as Bed and Breakfast Accommodation, certain forms of Short Stay Accommodation such as holiday homes, Lodging Houses, and Serviced Apartments are encouraged to attain accreditation from the Tourism Council of Western Australia.

Accreditation is a non-regulatory, voluntary means of addressing customer service and consumer protection issues. The benefits of accreditation include improvements and consistency in the quality of accommodation product through the application of best practice standards and capture of accommodation provider details. Programs include the Australian Tourism Accreditation Program (ATAP) and the Australian STAR Rating Scheme.

5. Other Legislation and Insurance

It is recommended that landowners/operators seek independent legal advice on legislative requirements regarding the use and management of Residential Buildings and Serviced Apartments developments, including but not limited to the *Equal Opportunity Act 1984* and the *Fair Trading Act 1987*.

As many residential public liability insurance policies exclude the use of premises for short term rental accommodation, it is recommended that landowners/operators check this matter with their insurance providers.

<PROPOSED USE> MANAGEMENT PLAN

ADDRESS

DATE

1. BACKGROUND

< Provide details of the property (e.g. single dwelling, grouped dwelling, multiple dwelling), the layout of the dwelling (e.g. number of bedrooms, bathrooms etc.) and where the property exists within the Town of Victoria Park municipality >

2. OBJECTIVES OF MANAGEMENT PLAN

< Outline objectives of the Management Plan >

3. MANAGEMENT STRATEGIES

3.1 MANAGER

<Name and contact details of the owner, manager and any other personnel in relation to the property, email and direct telephone contact details . Proximity (in estimated typical driving time) of Managers place of residence from the proposed residential building (specify suburb/postcode) and general availability to respond to any issues that may arise at the subject premises.>

<Revisions to the management of the property are to be reflected in an updated version of the management plan which is to be provided to the Town within two weeks of change of management>

3.2 CHECK-IN/CHECK-OUT

< Check-in and check-out times and procedure, as well as procedure for late/early check-in/check-out >

3.3 MITIGATION AND COMPLAINTS PROCEDURE

< Mitigation strategies for the control of noise and other disturbances, including the appropriate use of outdoor living areas. Complaints procedure for both neighbours and guests and resolution procedure and timeframe (refer to Complaints Management Form). Complaints Management Form to be provided to all adjoining property owners and tenants >

<Revisions to the management of the property are to be reflected in an updated version of the Complaints Management Form which is to be provided to the adjoining property owners and tenants within two weeks of change of management>

3.4 USE AND MAINTENANCE

< The use of the premises (refer to Code of Conduct) and on-going maintenance of the property including but not limited to:

- landscaping and gardens;
- upkeep of any common property areas or facilities; and
- removal of old/disused furniture (if applicable)>

3.5 SAFETY, HYGIENE AND SECURITY

3.5.1 SAFETY

< Details regarding smoke alarms, fire blankets and extinguishers, medical supplies and any other safety related facilities >

3.5.2 HYGIENE AND COMFORT

< Details regarding food storage, bins, vermin control, linen and towels, exhaust fans, air conditioning/heating, laundry facilities >

3.5.3 SECURITY

< Details regarding door locks, security alarms, security cameras >

3.6 CAR PARKING

< Details regarding where the designated car parking is located, the manner in which occupants and guests shall park and the expected number of vehicle trips to and from the premises by guests, visitors and occupants of the accommodation.>

<NOTE 1: applicant to provide a site plan clearly depicting the location of the parking bays.

NOTE 2: The Car Parking ratio required for commercial accommodation *under Local Planning Policy 23*. Please refer to *Local Planning Policy 23* on the Town's website to ensure the most up-to-date standard is applied.>

(To be confirmed 13 November 2018)

FUTURE PLANNING COMMITTEE**14.2 Recommendation from the Future Planning Committee: Review of Local Planning Policy 2 – Home Occupation**

File Reference:	PLA/6/44#2
Appendices:	1. Current version of Local Planning Policy 2 'Home Occupation' 2. Draft revised Local Planning Policy 2 'Home Occupation'
Attachments	No

Date:	11 September 2018
Reporting Officer:	L. Parker
Responsible Officer:	R. Cruickshank
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation: That Council advertise the draft revised Local Planning Policy 2 as contained in the Appendices, for public comment for a minimum period of 21 days in accordance with deemed clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

- Council's Urban Planning Business Unit is in the process of reviewing 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 LPP2 'Home Occupation'.
- In reviewing the LPP, 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; similar 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 and ease of use of the Policy.
- It is recommended that LPP2 be amended as detailed within the Officer's Report and the Appendices.
- It is recommended that draft revised LPP2 be advertised for public comment.

TABLED ITEMS:

Nil

BACKGROUND:

LPP2 'Home Occupation' formerly comprised Policy 3.4 under the Town Planning Scheme No. 1 (TPS 1) Policy Manual.

Amendment 69 to TPS 1, which was gazetted on 2 December 2016, removed this and all other Policies contained in the Policy Manual from the Town Planning Scheme.

At the Ordinary Council Meeting on 9 February 2016, Council resolved to adopt the policies contained in the former Policy Manual as well as a number of planning-related policies adopted as administrative policies within Council's Corporate Policy Manual as Local Planning Policies.

(To be confirmed 13 November 2018)

DETAILS:

A review of LPP2 has been undertaken by Council Officers including considering:

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

The review of existing LPP2 has identified the following issues:

- Most other local government include within the Policy their Scheme definition for Home Occupation and any other Scheme land uses that may be relevant for ease of reference;
- It is lacking in aims and objectives that articulate the basis for the policy;
- It lacks any statements encouraging the appropriate establishment of new home occupations/home based businesses in terms of supporting the establishment of small businesses within the Town;
- Many Councils do allow a small sign (usually of 0.2m²) to be installed in connection with a home occupation activity. This was previously allowed by Council in earlier versions of the policy. It is considered that small unobtrusive signage of this size (e.g. does not contain flashing/chasing lights, not of neon or reflective colours, etc.) can sit comfortably within a residential environment with very little to no significant adverse impact.
- It does not reflect established practices of restricting approvals to the applicant/operator of a Home Occupation, and does not outline Council's ability to revoke an approval under the Scheme.
- It does not distinguish between a Home Occupation and other, separately defined land uses that may be construed as a Home Occupation activity such as Home Office (exempt from development approval) and Family Day Care (exempt from development approval in most cases);
- Does not consider the need for restriction on the operations of Home Occupation Activities and the provision of customer car parking where the proposed activity involves clients or customers coming to the site (e.g. hairdressing, personal training, acupuncture, etc.).
- While the retail sale of goods in person as part of a Home Occupation activity is prohibited, the Policy does not clarify that this prohibition does not apply to the online/internet sale of goods as part of a Home Occupation or Home Office activity.
- Does not consider the type of dwelling from which a Home Occupation is proposed and the differing potential for adverse impacts/conflict to occur with adjoining residents/neighbours (e.g. a Single House versus Grouped and Multiple Dwellings where neighbours are in close proximity).

In view of the above, the following changes are recommended to existing LPP2:

1. Incorporate standardised formatting changes consistent with all other reviewed policies;
2. Correct minor grammatical and formatting errors;
3. Incorporate introductory section acknowledging the growth and attractiveness of home based businesses;

(To be confirmed 13 November 2018)

4. Include Scheme definitions of Home Occupation and Home Office for ease of reference, ensuring they are consistent with any revised definitions under proposed Amendment 80 to TPS1.
5. Distinguish the circumstances where development approval is required to be obtained from Council, including reference to Family Day Care activities.
6. Expand the range of matters to be considered and practices/activities to be avoided in carrying out a Home Occupation, including traffic, customer car parking, amenity of surrounding properties, customer visitation/appointment times etc.;
7. Reinstate the ability to install a small, unobtrusive 0.2 square metre sign in connection with a home occupation on a residential property, consistent with the provision proposed under the Draft Signs Local Planning Policy;
8. Include provisions outlining the limitation of a Home Occupation approval to the applicant and the ability of Council to revoke an approval;
9. Provide clarification on the permissible internet/online sale or hire of goods as part of a home occupation where the sale/hire does not involve customers travelling to the site to receive the purchased goods;
10. Include new provision stating that Home Occupations within Grouped or Multiple Dwellings will generally not be supported unless the applicant can demonstrate that residential neighbours will not be adversely affected by the proposal, particularly if it involves customer appointments/visitation to the site;
11. Include note to the applicant that development applications within Grouped or Multiple Dwelling developments may require strata approval and/or separate additional approval under the Strata By-Laws or Strata Titles Act.

A copy of draft revised LPP2 is contained in the Appendices to this report. For comparison, the current and operative version of LPP2 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 review of LPP2, and proposed draft revised LPP2 provides greater clarity in its objectives, application and applicable requirements, and forms part of a review of all of the Town's LPPs.

Proposed Amendment No. 80 to TPS1 and introduction of 'Home Store' land use

Amendment 80 to TPS1, which is currently being progressed with the WAPC for final approval following its initiation and public advertising, proposes to substantially amend the land use definitions and Zoning Table contained within the Scheme Text to bring it broadly into alignment with the WAPC's Model Scheme Text. This includes minor changes to the definition of Home Office (which is referred to in proposed draft revised LPP2) as well as introduction of the new land use classification of 'Home Store', as follows:

(To be confirmed 13 November 2018)

- *“home store” means a shop attached to a dwelling that –*
 - (a) *has a net lettable area not exceeding 100 m²; and*
 - (b) *is operated by a person residing in the dwelling.*

The intent of introduction of the ‘Home Store’ use is to provide a separate land use definition (and therefore specified use class permissibility in each of the Zones throughout the Scheme Area) that captures local delicatessens and other minor retail facilities attached to dwellings that operate within the Town. At present these uses are considered to fall under the use class of ‘Shop’ under TPS1, which is an ‘X’ (prohibited) use in the Residential Zone. This effectively means that the majority of delicatessens/corner stores that are operating within the Town (most are located within or on the periphery of established residential areas on ‘Residential’ zoned land) are operating under non-conforming use rights and that the Council is currently unable to approve new locations for such activities to occur or grant approval for re-establishment of such an activity on the same site where it has ceased for more than 6 months (the right to continue operating a non-conforming use is extinguished once the use has ceased for 6 months or the building in which it is carried out is destroyed), notwithstanding that such requests have rarely been received.

It is considered that potentially appropriate Local Planning Policy provisions to apply to this land use are unique and considerably different to those for a Home Occupation activity which is relatively inert and capable of being carried out with minimal adverse impact on surrounding residential properties. These would include matters related to the size of the site, the type of dwelling to which the store component is attached, the preferred geographic location of such activities within the Town at a zoning and/or street-block level (for example, corner site locations may be preferable), customer car parking and traffic, etc. It is therefore considered that any potential Local Planning Policy provisions for Home Stores be considered and developed as part of a separate, stand-alone policy measure rather than seeking to capture them as part of the subject review and proposed draft revised LPP2.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/ Actions
Continued application of existing Policy which can be clearer in intent and more effective in achieving appropriate outcomes.	Moderate	Likely	Low	Support the proposed draft revised Policy for the purposes of community consultation.

(To be confirmed 13 November 2018)

Continued operation of existing policy which contains provisions inconsistent with the Scheme or other revised policies (e.g. Scheme land use definitions, signage etc.) creating uncertainty or confusion to applicants and members of the community.	Low	Some likelihood	Low	Support the proposed draft revised Policy for the purposes of community consultation.
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Strategic Plan Implications:Environment

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

Economic

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

Civic Leadership

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

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

Financial Implications:

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

Sustainability Assessment:External Economic Implications:

Nil.

Cultural Issues:

Nil.

Environmental Issues:

Nil.

COMMENT:

Existing LPP2 has been reasonably effective in guiding Council's assessment of development applications for Home Occupation activities. However, it is considered that revisions should be made to improve its appearance, effectiveness and ease of use, and bring it into consistency with internal established assessment practices, recent and/or currently progressed amendments to Town Planning Scheme No. 1 and other relevant Local Planning Policies.

(To be confirmed 13 November 2018)

It is recommended that the Future Planning Committee recommend to Council that the draft revised Local Planning Policy 2 be advertised for public comment. A further report will be presented to Council in the future following the conclusion of the consultation period, reporting on any submissions received, and seeking a final decision from Council as to whether or not to adopt the draft Policy (in its current revised form or in a further modified form).

RESOLVED BY EXCEPTION RESOLUTION:

Moved: Cr Oliver

Seconded: Cr Jacobs

That Council advertise the draft revised Local Planning Policy 2 as contained in the Appendices, for public comment for a minimum period of 21 days in accordance with deemed clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The Motion was Put and

CARRIED (8-0)

In favour of the Motion: Cr Ammons Noble; Cr Anderson; Cr Ife; Cr Jacobs; Cr Oliver; Cr R Potter; Cr V Potter; and Cr Vernon

(To be confirmed 12 February 2019)

14.6 Recommendation from the Future Planning Committee: Review of Local Planning Policy 31 'Specialised Forms of Accommodation Other Than Dwellings'

File Reference:	PLA/6/44
Appendices:	1. Draft Revised Local Planning Policy 31 'Serviced Apartments and Residential Buildings including Short Term Accommodation' 2. Existing Local Planning Policy 31 'Specialised Forms of Accommodation Other Than Dwellings'
Attachments	No

Date:	2 November 2018
Reporting Officer:	L. Parker
Responsible Officer:	R. Cruickshank
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – That Council advertise the draft revised Local Planning Policy 31 as contained within [Appendix 1](#), for public comment for a minimum period of 21 days in accordance with deemed clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

- Council's Urban Planning Business Unit are currently undertaking a comprehensive review of all 37 Local Planning Policies (LPPs). The local planning policies are being progressively amended, adopted and/or revoked following their review and public advertising of any recommended changes.
- In reviewing LPP31, 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.
- Several improvements have been identified to assist applicants, community members and Council staff in utilising the policy, and to address a number of deficiencies that have been identified since its introduction.
- It is recommended that draft revised LPP31 be advertised for public comments.

TABLED ITEMS:

Nil.

BACKGROUND:

Local Planning Policy 31 'Specialised Forms of Accommodation Other Than Dwellings' was originally adopted as an Administrative Policy (Council Policy PLNG17) on 10 April 2012. The policy was prepared further to a Council directive to develop a short term accommodation policy in August 2011, following Council's decision to refuse a retrospective application for a Residential Building comprising lodging house accommodation.

(To be confirmed 12 February 2019)

Rather than dealing with short term accommodation alone, the policy was prepared to deal with all forms of Residential Building (including short term accommodation, bed and breakfast accommodation and lodging houses) and Serviced Apartments in order to comprehensively guide and facilitate the appropriate provision of all forms of commercial accommodation in the Town, aside from Hotel and Motel uses.

Amendment 69 to TPS1, which was gazetted on 2 December 2016, removed the TPS1 Policy Manual as forming part of the Town Planning Scheme.

At the Ordinary Council Meeting on 9 February 2016, Council resolved to adopt the planning policies contained within the former TPS1 Policy Manual, those adopted as Local Planning Policies prepared under the R-Codes, and those adopted as Administrative Policies (otherwise known as PLNG Policies) as Local Planning Policies, including the Policy the subject of this review.

DETAILS:

A review of [LPP31](#) 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;
- improving the presentation of the Policy; and
- consolidating the provisions of the Policy where possible to avoid unnecessary duplication or overlap in its provisions.

The following improvements have been identified to assist applicants, community members and Council staff in utilising the policy, and to address a number of deficiencies that have been previously identified during the assessment and consideration of applications for Residential Buildings by the Town. The proposed changes include:

1. Incorporating standardised formatting changes consistent with all other reviewed policies;
2. Retitling the policy to 'Serviced Apartments and Residential Buildings including Short Term Accommodation' to more clearly identify the policy as dealing with the most common form of Residential Building land use, namely Short Term Accommodation;
3. Deletion of the policy contents page and renumbering of policy clauses;
4. Moving the information relating to other non-planning legislation to Appendix 1 at the back of the Policy;
5. Updating terminology and references to policies and legislation to reflect their current versions;
6. Inserting new policy objective (f) with the stated aim to locate Residential Buildings and Serviced Apartments in a coordinated manner that provides accessibility and convenience for guests/occupants while minimising potential adverse amenity impacts, particularly within low density residential areas and local neighbourhood streets;
7. Inserting new section clarifying when development approval for Serviced Apartment or a Residential Building is required from the Town (i.e. in all instances).

(To be confirmed 12 February 2019)

8. Converting the former Part 1.3 of the existing Policy to a simplified 'Policy Scope' section and list of definitions that are more user-friendly and easier to refer to;
9. Substantially reviewing and consolidating the design and location requirements in part 2 of the existing Policy which separately listed the requirements for the various types of Residential Buildings (e.g. Lodging Houses, Bed and Breakfast and Short Term Accommodation) but which contained significant overlap in provisions. This change resulted in deletion of approximately two pages of policy clauses;
10. Modifying the locational criteria used to consider the appropriate location of Residential Buildings and Serviced Apartments (revised Clause 1) by:
 - a. Clarifying the objective of the clause to reduce potential adverse amenity impacts, particularly within low density, suburban environments (refer Clause 1.1); and
 - b. Requiring proposals to meet at least two (2) of the locational criteria in order to be considered for support by Council, in order to achieve Clause 1.1 (refer Clause 1.2);
11. Modifying the entrance design requirements for Serviced Apartment to allow for suitable alternatives to a manned reception lobby/foyer for convenient access to accommodation by guests at their time arrival and the pick-up/drop-off of any keys (e.g. secure combination key safes or electronically coded access to accommodation) (refer Clause 3.2(e));
12. Revision of the requirements to be addressed by the Management Plan for a Residential Building or Serviced Apartments, namely that it should address the following additional information:
 - a. Name and contact details of the owner, manager and other persons responsible for management or servicing of the premises, including addresses, email and direct telephone contact details (refer Clause 6.1(a));
 - b. Expansion of the Complaints Management Procedure requirement (refer Clause 6.1(c) to:
 - i. detail the approach and timeframe to resolve any complaints received and provide feedback to the complainant that appropriate actions have been taken to resolve the issue and prevent further occurrences;
 - ii. require it to be provided to all properties surrounding the premises (if approved) and for revised copies to be provided should the person(s) responsible for receiving and responding to complaints (or their contact details) change; and
 - iii. there being at least one person available by direct telephone at all times of operation of the accommodation, that is within local proximity of the premises to be able to respond and be present at the site, within one hour of any complaints or other issues being received;
 - c. Car parking management measures to include instructions to guests on vehicle numbers (refer Clause 6.1(h));
 - d. Revision of the Code of Conduct requirements to include instructions on the appropriate use of outdoor entertainment areas, guests/visitors to the accommodation, noise and the playing of loud music (Refer Clause 6.1(i); and
 - e. Details of consequences/measures that will be taken should guests fail to adhere to House Rules/Code of Conduct etc. (e.g. eviction of guest).

(To be confirmed 12 February 2019)

13. Amending the 'Application Information' requirements to specify that proposals involving the use of common property must include signed consent from the Strata Council/Body Corporate or all relevant owners in order to be a valid development application (refer Clause 9.3);
14. Deletion of the requirement for an on-site register (existing Clause 3.4) as it is unclear what advantage such a register would provide, particularly as the vast majority of bookings and guest details of accommodation are made online and stored electronically;
15. Deletion of the requirement for Council to maintain a register of approved Residential Buildings and Services Apartments (existing Clause 3.5) as such a register has not been implemented by Council's administration given the ability to search for and extract details of approvals from Council's development applications database and electronic records management system;
16. Modification of the term of approval clause, to specify that approval of more than 12 months (which is the standard temporary approval timeframe) may be considered for prospective applications that involve construction of a new building for the use (refer Clause 10.1); and
17. The creation of a Management Plan template to inform and assist applicants in preparing the document and addressing the requirements outlined in the Policy.

The above changes have resulted in an overall reduction in the length of the Policy from 22 to 10 pages, excluding the Appendices.

A copy of draft revised LPP31 is contained within [Appendix 1](#) to this report. For comparison, the existing (currently operative) version of LPP31 is also contained in the Appendices ([Appendix 2](#)).

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.

As per deemed clause 4(5), the adoption of a new or revised local planning policy takes effect upon publication of a notice in a newspaper circulating within the Scheme Area.

It is proposed that the community consultation will include the following in accordance with Council's Local Planning Policy 37 'Community Consultation on Planning Proposals':

- Notice in the Southern Gazette newspaper once a week for the duration of the consultation period.
- Notice via social media platforms.
- Online consultation through Your Thoughts.

(To be confirmed 12 February 2019)

Policy Implications:

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

Proposed Amendment No. 80 to TPS1

Amendment 80 to TPS1, which is currently being progressed with the WAPC for final approval following its initiation and public advertising, proposes to substantially amend the land use definitions and Zoning Table contained within the Scheme Text to bring it broadly into alignment with the WAPC's Model Scheme Text. The review of LPP31 has considered the changes proposed as part of Amendment 80 and has included alteration of the definition used in the Policy for 'Bed and Breakfast' to bring it into consistency with the land use definition contained in the Model Scheme Text.

Review of the definitions of the various forms of Residential Building used in LPP31 was undertaken as part of the preparation of Amendment 80, and included consideration of a variety of other land use and general definitions contained in the Model Scheme Text relating to transient accommodation of various kinds. The majority of these were found not to be required for introduction to TPS1 as the existing use class of 'Residential Building' captures the vast majority of accommodation types that have or are likely to be developed in the Town, aside from Hotels and Serviced Apartments, which are already separately defined land uses under TPS1.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/ Actions
Compliance: Application of Policies which could be clearer in their intent, and in some instances could have been more effective if clearer and containing additional requirements	Moderate	Likely	Low	Support the proposed draft revised Policy for the purposes of community consultation.
Compliance: Application of Policies that contain superfluous or duplicated provisions which are capable of being consolidated to form shorter, more user-friendly documents.	Moderate	Likely	Low	Support the proposed draft revised Policy for the purposes of community consultation.

(To be confirmed 12 February 2019)

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:

Existing LPP31 has proven effective in guiding Council's consideration of Residential Building and Serviced Apartments proposals since its introduction.

A number of improvements have been identified to assist applicants, community members and Council staff in utilising the policy, and to address a number of deficiencies that have been previously identified during the assessment and consideration of applications received since its introduction. The proposed changes significantly reduce the length of the policy through the consolidation of its provisions and removal of duplicated requirements for the various forms of Residential Building. They also improve and clarify the requirements to be addressed as part of the Management Plan required for these uses and improves the locational criteria used to determine whether a proposal is suitably located to avoid potential adverse amenity impacts, particularly within low density, suburban environments.

It is recommended that the Future Planning Committee recommend to Council that draft revised Local Planning Policy 31 as contained within [Appendix 1](#) 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).

(To be confirmed 12 February 2019)

RESOLVED BY EXCEPTION RESOLUTION:

Moved: Cr V Potter

Seconded: Cr Ammons Noble

That Council advertises the draft revised Local Planning Policy 31 'Serviced Apartments and Residential Buildings Including Short Term Accommodation' (as contained within Appendix 1) for public comment for a minimum period of 21 days in accordance with deemed clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The Motion was Put and

CARRIED BY ABSOLUTE MAJORITY (8-0)

In favour of the Motion: Mayor Vaughan; Cr Ammons Noble; Cr Anderson; Cr Ife; Cr Jacobs; Cr Oliver; Cr V Potter; and Cr Vernon