



TOWN OF  
VICTORIA PARK

**chief executive officer**

**memorandum**

|                                    |                                      |
|------------------------------------|--------------------------------------|
| <b>To: Mayor &amp; Councillors</b> | <b>From: Chief Executive Officer</b> |
| <b>File No: COR/10/0008</b>        | <b>Date: 15 March 2019</b>           |

**Ordinary Council Meeting Agenda – Tuesday 19 March 2019 – updated agenda**

There have been two changes to the agenda, being:

- Minor amendment to item 16.1 Cr C Anderson – WALGA Zone Meeting Motion on LG Disability Access and Inclusion Groups to change 'March 27' to 'March 20' on (para. 3, p.151)
- Addition of late item 16.2 C R Potter – Commemorative/ Memorial Tree Planting Program

**ANTHONY VULETA**  
**CHIEF EXECUTIVE OFFICER**



TOWN OF  
VICTORIA PARK



# Ordinary Council Meeting

## Agenda - 19 March 2019

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**WE'RE OPEN**  
**VIC PARK**

Please be advised that an Ordinary Council Meeting will be held at **6.30pm** on **Tuesday 19 March 2019** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

**Mr Anthony Vuleta – Chief Executive Officer**  
15 March 2019

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# 1 Opening

Prayer (by Chief Executive Officer)

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

And to Thee, be all blessing and glory forever.

AMEN

Acknowledgement of Country (by Mayor)

I acknowledge the traditional custodians of this land on which we are meeting, the Wadjuk people of the Noongar Nation and pay my respects to their past, present and emerging elders and thank them for their continued sharing of knowledge and leadership.

## 2 Announcements from the Presiding Member

### 2.1 Recording of proceedings

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

### 2.2 Public question time and public statement time

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

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

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

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

## 2.3 No adverse reflection

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

## 2.4 Town of Victoria Park Standing Orders Local Law 2011

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

# 3 Attendance

|                                                                                           |                                                                                  |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>Mayor</b>                                                                              | Mr Trevor Vaughan                                                                |
| <b>Banksia Ward</b>                                                                       | Cr Claire Anderson<br>Cr Julian Jacobs<br>Cr Ronhhda Potter<br>Cr Karen Vernon   |
| <b>Jarrah Ward</b>                                                                        | Cr Jennifer Ammons Noble<br>Cr Bronwyn Ife<br>Cr Brian Oliver<br>Cr Vicki Potter |
| <b>Chief Executive Officer</b>                                                            | Mr Anthony Vuleta                                                                |
| <b>Chief Operations Officer<br/>A/Chief Financial Officer<br/>Chief Community Planner</b> | Mr Ben Killigrew<br>Mr Luke Ellis<br>Ms Natalie Martin Goode                     |
| <b>Manager Development Services<br/>Coordinator Governance</b>                            | Mr Robert Cruickshank<br>Ms Danielle Uniza                                       |
| <b>Secretary</b>                                                                          | Mrs Alison Podmore                                                               |

## 3.1 Apologies

## 3.2 Approved leave of absence

## **4 Declarations of interest**

Declarations of interest are to be made in writing prior to the commencement of the meeting.

### **Declaration of financial interests**

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

### **Declaration of proximity interest**

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

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

### **Declaration of interest affecting impartiality**

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

## 5 Public question time

### 5.1 Questions taken on notice at the Ordinary Council Meeting held on Tuesday 19 February 2019

#### Vince Maxwell

*I was told in writing by the Chief Financial Officer that there was money in the budget for this purpose (Independent Committee Members) already. Why was that the case?*

Upon further investigation of the letter sent to you from the Chief Financial Officer dated 6 December 2018, the information provided indicating that 'independent committee member expenses have been budgeted for in the Leadership and Governance services area' is incorrect. The 2018/2019 budget only accounts for elected member expenses; this does not include independent committee members. As you may know, independent committee members were appointed after the adoption of the 2018/2019 budget, with adoption of the policy to allow for any reimbursement of expenses only being adopted by Council at its 19 February Ordinary Council Meeting. As outlined in the policy, the intent is for Council to allocate an amount in the annual budget for such reimbursements. It is worth noting that the policy itself does not take effect until 1 May 2019.

*What money is in the budget for other decisions that Council hasn't made yet?*

The budget is prepared with only the decisions that Council has made. There are opportunities for the staff to put forward amendments to the budget at every Ordinary Council Meeting. There is also a statutory process required half way through each financial year – also known as the mid-year review (or annual review or six-monthly review). The mid-year review requires all areas within the organisation to review their performance against the annual budget and make necessary adjustments to align the budget to actual performance. This includes an opportunity to forecast more accurately the last six months of activity.

*Last October Cr Ronhhda Potter requested a report to council from the CEO, detailing the amount of time staff were having to spend in answering my questions. I was told in November that the report would be ready soon. It is now February. Is the CEO ignoring the Council's request? When is it likely to turn up?*

The Town is still investigating Cr Ronhhda Potter's request.

#### Greg Davis

*Does the proposal of the development approval meet the requirements of your brief for the sale of the property at 12 Lathlain Place?*

It is assumed that "the brief" that you refer to is the marketing document prepared by CBRE for the sale of the property, and in particular the planning framework and development criteria outlined in the document. In relation to the planning framework, the information provided is a summary of the planning standards under the Town Planning Scheme and Policies. The application seeking variations to the applicable planning standards in relation to the plot ratio and building height. With regard to the specified development criteria, the proposal satisfies criteria one and four, with criteria two and three to be addressed at a later time.

*With regards to the redevelopment of zones 2 and 2x, what were the amendments made from the conceptual plans?*

The Zone 2 and 2X detail designs are a refinement of the approved concept plan. Some of the refinements include improved universal access path routes, a water sensitive urban design for stormwater management, incorporating feedback from dog park users for separating the dog park for small and large dogs, and avoiding hard corners (curved corners).

*In the lease agreement, practical completion is four years from commencement, which would be 21 August 2020. Does that affect when we can access the oval?*

In the lease definitions 1.1 on page three, date for practical completion is a defined term that means the date which is 48 months after commencement. This is in reference to clause 20.1(d) where the "...Tenant must use best endeavours to achieve practical completion of Stage 1 by the Date for Practical Completion."

This is a date on or before which practical completion should be achieved (e.g. the deadline).

Practical completion is also a defined term in respect to the actual achievement of that milestone, which includes where the building is otherwise completed except for minor defects and being fit for purpose for its intended use. It is this certified practical completion that triggers clause 17.7, the community benefits deliverables.

The date for practical completion would only effect access to oval two if actual practical completion was delayed to that date. The Town's understanding remains that practical completion will be achieved in this financial year.

*When will zone 2 and 2x commence and when will the redevelopment be completed?*

The tender for Zones 2 and 2X closed on 12 February 2019 and Town officers have since been evaluating the submissions. The programming of the works was a submission provision from the tenderers. The program adopted will be dependent on the successful tenderer. The recommendation for tender acceptance is anticipated to go to the March 2019 Council Meeting. A contract cannot be entered into until after that meeting. The Town anticipates a works contract commencement in April 2019, subject to contract negotiation.

Programming of the works will be dependent on the successful contractor. It is likely that the works will occur concurrently and the bulk of works could be completed in this calendar year.

*Can we get a copy of what the area around Bishopsgate Street will look like up on the website because the Eagles are required to maintain out to the kerbline? How far up Bishopsgate Street are they maintaining?*

The Town doesn't have any artists impressions or renders of the Bishopsgate Street works but can provide the building permit plan of the development approval works by the West Coast Eagles contractor, Perkins, to the Bishopsgate Street verge site frontage to the community member, and to the Lathlain Precinct web page.

## **Mike Lanternier**

*Q. Does the Council have the power to stop the destructive pruning being undertaken by the Demons Football Club and West Coast Eagles within zone two at Lathlain Park?*

There is no destructive pruning undertaken by the Demons Football Club and West Coast Eagles within zone two at Lathlain Park. The limited annual pruning they have undertaken to 14 only designated trees is directed by expert arborists for the health and sustainability of park vegetation and to prevent limb drop which may cause injury to park users.

## **5.2 Questions raised at the Ordinary Council Meeting held on Tuesday 19 March 2019**

## **6 Public statement time**

## **7 Confirmation of minutes**

### **Recommendation**

That the minutes of the Ordinary Council Meeting held on Tuesday 19 February 2019 be confirmed.

## **8 Presentations**

### **8.1 Petitions**

### **8.2 Presentations (awards given to the Town)**

### **8.3 Deputations**

## **9 Method of dealing with agenda business**

## 10 Chief Executive Officer reports

### 10.1 Review of Council Committee Structure

|                            |                                                                                                                                                                                              |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Location</b>            | Town-wide                                                                                                                                                                                    |
| <b>Reporting officer</b>   | Danielle Uniza                                                                                                                                                                               |
| <b>Responsible officer</b> | Anthony Vuleta                                                                                                                                                                               |
| <b>Voting requirement</b>  | Absolute majority                                                                                                                                                                            |
| <b>Attachments</b>         | <ol style="list-style-type: none"><li>1. Accountability and Decision-Making Framework <b>[10.1.1]</b></li><li>2. Agenda Briefing Forum Concept Forum and Workshops <b>[10.1.2]</b></li></ol> |

#### Recommendation

That Council:

1. Disbands the Community Development Committee, Future Planning Committee, Economic Development Committee, and Elected Member Briefing Session Committee.
2. Adopts the Agenda Briefing, Concept Forum and Council Workshops Policy, as attached.
3. Receives the Accountability and Decision-Making Framework, as attached.
4. Requests the Chief Executive Officer to review the functions and terms of its Finance and Audit Committee, and its Chief Executive Officer Recruitment and Performance Review Committee, and presents a further report back to Council.
5. Requests the Chief Executive Officer to review EM3 Working Groups & Project Teams – Appointment of Policy and presents a further report back to Council.

#### Purpose

To present results of Committee and informal meeting review, propose the disbanding of non-statutory committees of Council and give effect to proposed changes to Council's informal meetings.

#### In brief

- A wholesale review of the Town's Committee meeting and informal meeting process has recently been conducted with a view to promoting greater transparency, enhancing accountability in direction-setting; and, ensuring efficiency and effectiveness in decision-making.
- As a result of the review, it is recommended that all non-statutory Committees be disbanded, with the Agenda Briefing Forum (ABF) replacing the Elected Member Briefing Session Committee, and the Concept Forum (CF) replacing functions undertaken at Committee workshops, and the Elected Member Workshop.
- To ensure the conduct of both the ABF and CF meeting are in line with principles of good governance, it is further proposed that the Agenda Briefing Forum, Concept Forum and Council Workshop Policy be adopted.
- While this report does not seek to disband the CEO Recruitment and Performance Review Committee and the Finance and Audit Committee, it is acknowledged that the terms and functions of both Committees need to be reviewed.

## Background

1. The Town's current Committee structure was first established by resolution of Council at its 9 February 2016 Ordinary Council Meeting. In its first iteration, the structure was comprised of eight Committees: Finance and Audit Committee (F&AC), Economic Development Committee (EDC), Community Development Committee (CDC), Future Planning Committee (FPC), Chief Executive Officer Recruitment and Performance Review Committee (CEO R&PR), Parking Management Committee (PMC), Design Review Committee (DRC), and the Elected Member Briefing Session Committee (EMBS).
2. The introduction of formal Committees was intended to replace the 12 working groups then in existence with a more formal model, assist Council with 'its decision-making functions and responsibilities and to 'enable elected members to focus on their strategic roles rather than be involved with operational matters which became the function of the forming working groups and project teams'.
3. Since 2016, the number of Council-appointed committees have steadily decreased with the disbanding of the PMC at its Ordinary Council Meeting held on 8 August 2017, and the disbanding of the DRC at its Ordinary Council Meeting held on 11 September 2018. At current, the Town has six standing Committees, of which four are non-statutory, namely: EDC, CDC, FPC and the EMBS. The other two Committees, CEO R&PR and F&AC, relate to statutory requirements and are recommended for further review.
4. While most committee meetings operate in a similar manner, some inconsistencies have been noted. Membership to committees comprise of at least four elected members, and between one and two independent members, except in the case of the CEO R&PR and the EMBS which have no appointment of independent members. The format of committee meetings consists of holding a formal committee meeting, which is then followed by a committee workshop, with the exception of the CEO R&PR and the EMBS which only consists of a committee meeting. All committee meetings, with the exception of the EMBS, are not open to the public. All committees of the Town meet on a monthly basis.
5. Resulting from the Town's ongoing commitment to 'accountable governance that reflects objective decision-making' and issues raised by both elected members and staff, a wholesale review of the Town's committee structure was conducted. The review consisted of three parts: (1) a qualitative/quantitative desktop review of all committee workload, including officer reports reviewed and workshop topics considered; (2) seeking external advice from WALGA regarding best practice models for Council meeting structures; and, (3) two workshops held with elected members and staff to identify issues in the current model and discuss options.
6. The qualitative and quantitative desktop review sought to analyse the work conducted by both committees, and their subsequent workshops, since their most recent re-establishment in at the 14 November 2017 Ordinary Council Meeting. This review revealed key issues in the current committee structure, such as:
  - a) inconsistencies in the presentation of meeting papers
  - b) a large number of operational items workshopped in relation to the low number of officer reports being considered and recommended from committee to Council
  - c) Formal committee meetings being held although no business is being transacted
  - d) lack of clarity on which items each committee should consider, and an even further lack of clarity on which items should be considered on a whole of Council level
  - e) committees, particularly the EMBS, not 'in-practice' functioning as a formal committee of Council

7. Following the presentation of the qualitative and quantitative review, external advice was sought from WALGA to gain a better understanding of industry best practice. General observations made by WALGA were presented at a 'Governance Workshop' held in December 2018 which was attended by relevant staff and elected members. The following points were raised.
  - a) EMBS is an informal meeting, not a committee
  - b) committees are directing the administration without authority (e.g. without a requisite Council resolution)
  - c) individual committee workshops dealing with strategic, financial and policy matters that should be undertaken at a whole of Council workshop
  - d) Inconsistencies in the availability of meeting papers to the public
8. Taking the learnings from both the desktop and external review, the Town has since held two workshops with elected members and relevant staff to discuss options for a meeting structure that not only remedies issues raised, but promoting greater transparency, enhancing accountability in direction-setting and ensuring efficiency and effectiveness in decision-making.
9. A key piece of the discussion was to ensure that any opportunity for the public to participate and engage with the Town in its meeting platforms, both formal and informal, were not diminished in any way.

## Strategic alignment

| Civic Leadership                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic outcome                                                                                              | Intended public value outcome or impact                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| L8 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making. | By adopting a best practice model for its Council meeting structure, it is anticipated that this will result in better direction-setting, and transparency in the process. The disbanding of committees will improve the process by ensuring that strategic, Council-wide issues, are not being discussed by only a portion a Council. It is imperative for such issues that it is considered from a whole-of-Council perspective, with any querying of relevant officer reports being conducted in a forum attended by all elected members, and open to the public, rather than being conducted at closed committee meetings. |

## Engagement

| Internal Engagement |                                                                                                                                                    |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Stakeholder         | Comments                                                                                                                                           |
| C-Suite             | Engagement of the Town's Executive Management Team regarding administrative impacts of the current Committee structure                             |
| Elected Members     | Engagement with elected members to identify issues in the current structure and to discuss options to aid in the development of the proposed model |

## Legal compliance

[Section 2.7 of the Local Government Act 1995](#)

[Section 5.8 of the Local Government Act 1995](#)

## Risk management consideration

| Risk and Consequence                                                                                                                                                                       | Consequence rating | Likelihood rating | Overall risk analysis | Mitigation and Actions                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------|-----------------------|--------------------------------------------------------------------------------------|
| <b>Reputational</b><br>Setting strategic direction, from the committee level results in an unequal distribution of information, and an approach that is not on the whole of Council level. | Moderate           | Likely            | High                  | Adoption of the officer recommendation, and implementation of new meeting structure. |
| <b>Reputational</b><br>Vetting of officer reports at a committee meeting results in a less transparent process, as such meeting/ discussions held there of are held in a closed setting.   | Moderate           | Likely            | High                  | Adoption of the officer recommendation, and implementation of new meeting structure. |

## Financial implications

|                       |                                                                                 |
|-----------------------|---------------------------------------------------------------------------------|
| Current budget impact | Sufficient funds exist within the annual budget to address this recommendation. |
| Future budget impact  | Not applicable.                                                                 |

## Analysis

10. Based on evidence from the whole scale review of the Town's meeting structure, the current 'in practice' operation of committees fail to meet the original intent of establishing committees. While committees were established to ensure meetings were held in a more 'formal matter', the data suggests that very few items were considered within the confines of the formal committee meeting; instead most items were considered at the 'committee workshops'. Further, the committees were intended to assist Council; however, the review suggests that 'in practice' committees were operating without direction from a whole of Council level. Lastly, while the committees were intended to ensure that elected members maintained a strategic focus, the content of the workshops show that items considered were largely operational. Where officer reports relating to strategy or policy were considered, such consideration was conducted without authority from Council; this meant that a portion of elected members were effectively leading the direction on matters that required a whole of Council approach.
11. Cognisant of the issues presented by the current model, the review process sought to identify a meeting structure that adhered to four key principles of: promoting greater transparency, enhancing accountability in direction-setting, ensuring efficiency and effectiveness in decision-making, and ensuring that public participation was not diminished.

12. To ensure transparency in the decision-making process, the proposal to disband non-statutory committees is aimed at lessening the amount of discourse held in a closed meeting platform, attended by only a portion of Council. In the new model, any discourse in relation to the development of strategic concepts will be held at a whole of Council 'Concept Forum'. Meanwhile, any vetting of officer reports, where a Council decision will ultimately be sought, will appropriately be conducted at a whole of Council forum open to members of the public, at the proposed ABF.
13. Moving away from the current committee structure of the EMBS to ABF is important on two fronts: (1) keeping the EMBS in its current format neither aligns with industry best practice nor the role of Committees as set out in the Act, in that EMBS does not make any recommendations to Council; and, (2) the ABF, being an informal meeting of Council, can be better managed under the proposed Agenda Briefing, Concept Forum and Council Workshop Policy. Noting that the purpose of the ABF (and the EMBS) is to provide an opportunity for both elected members and the public to seek clarity regarding an officer report presented as part of the draft Ordinary Council Meeting agenda, it is at this forum that both elected members and members of the public can better provide input to the decision-making process ahead of the OCM.
14. To enhance accountability and ensure efficiency and effectiveness in the decision-making process, the proposal to disband non-statutory committees is aimed at ensuring any direction received is from a whole of Council level. Best practice in the committee-to-Council relationship is that committees are to assist Council with their workload. To do this, Council must formally, through a resolution, instruct a committee to conduct work on its behalf. This is in contrast to current practice where committee agendas, and thus matters considered, have been set by the committees themselves.
15. To ensure that public participation at any of Council's meetings is not diminished, the proposed Agenda Briefing, Concept Forum and Council Workshops policy aims to retain all participation avenues previously available to members of the public. In the proposed ABF, members of the public will have an opportunity to ask a question or a statement, regarding any matter, both at the beginning and the end of the meeting. Those that may be directly impacted by a decision have a further opportunity by addressing Council during the consideration of that report item, through a presentation or deputation, in line with the proposed policy. It is acknowledged that while industry best practice in 'Agenda Briefing Forums' typically require that any question or statement made be related to a specific agenda item, the Town has sought to deviate from this model in order to preserve public participation opportunities.
16. While not the subject of this report, it is worth noting that there are no changes regarding the public's ability to participate at the OCM.
17. Beyond public participation at public meetings of Council, further investigation should be conducted on better engaging the community through other platforms, such as advisory/working groups, invitations at the Concept Forum, and the option of holding publicly open Council workshops on issue-specific matters, where appropriate, and in line with the Town's Public Participation Policy.
18. The disbanding of committees will not have any effect on the current schedule of meetings. The ABF will be held in place of the current EMBS, and the OCM dates, as previously advertised, will remain the same.

19. Should the officer recommendation be resolved, all membership appointments to Committees will consequently be relinquished. It is recommended that the Town conduct a further review of its EM3 Working Groups & Project Teams – Appointment of policy to investigate further options for community engagement in the decision-making process.
20. The attached 'Accountability and Decision-Making Framework' outlines the roles and responsibilities of both Council and the administration in the decision-making process, mechanisms for accountability, and public participation options.
21. It is recommended that the Town conduct a further review of the function and terms of the remaining statutory committees, F&AC and the CEO PR&R.

## **Relevant documents**

[GEN6 Public Participation Policy](#)

[A Guide to Council and Committee Meetings \(Department of Local Government\)](#)

## **Further consideration**

Resulting from questions asked at the Elected Member Briefing Session held on 5 March 2019, the following additional information has been provided for clarity.

22. The Agenda Briefing, Concept Forum and Council Workshops Policy has been amended to include the further information regarding the availability of both the ABF notes and its audio recording on the Town's website. As it was a key principle of the review to ensure that neither public participation nor dissemination of information to the public was diminished in any way both the availability of audio recordings and notes to the public have been safeguarded.
23. Disbanding committees will not diminish Council's ability to influence the strategic direction but rather enhance it, and ensure that any such strategic direction is given from a whole of Council perspective. The current structure, as driven by Committees, have meant that direction given from the Committee level was only driven by a portion of elected members, rather than coming from a 'whole of Council' approach.
24. The reason for moving the format of the current Elected Member Briefing Session from a Committee to a forum is due to the EMBS not 'in practice' functioning as a Committee of Council. The role of a Committee is to make recommendations to Council, where the EMBS has traditionally been held as a question and answer session on report items for the draft OCM agenda, without making any recommendations ever being made to Council. To ensure there is rigour in the proposed ABF format, the attached policy outlines requirements for both public participation, and dissemination of information.

## 10.2 Advocacy Priorities 2019

|                            |                                                                      |
|----------------------------|----------------------------------------------------------------------|
| <b>Location</b>            | Town-wide                                                            |
| <b>Reporting officer</b>   | Carrie Parsons                                                       |
| <b>Responsible officer</b> | Anthony Vuleta                                                       |
| <b>Voting requirement</b>  | Simple majority                                                      |
| <b>Attachments</b>         | 1. Town of Victoria Park Advocacy Priorities 2019<br><b>[10.2.1]</b> |

### Recommendation

That Council:

1. Adopts the agreed advocacy priorities for 2019 as listed in this report.
2. Annually reviews advocacy priorities in line with approved strategic projects that support achieving outcomes of the Town's Strategic Community Plan.

### Purpose

This report provides a list of projects in advocacy focus areas for the Town, that are to be adopted as agreed priorities.

### In brief

- Council has agreed to have a more strategic and prioritised approach to achieve better advocacy outcomes.
- There are many competing projects that require advocacy effort across the Town and local government with exponential growth occurring in the Perth metro area.
- A more strategic and proactive approach with a few annual priorities and specific focus will be needed to continue being successful in the advocacy space to bring projects to fruition and social change to the Town.
- To promote transparency, it is Council's intent wants to publicly announce and endorse its advocacy priorities on an annual basis.

### Background

1. The request for this report originated from council discussion that more focused and strategic advocacy efforts were needed for the Town to deliver key projects and effect social change.
2. Over many years the Town has been proactive in its advocacy efforts with successful bids obtained from State and Federal Government for a range of transformational projects. In the past 12 months alone these have included:
  - a. Metropolitan Regional Road Group Rehabilitation – Road resurfacing projects
  - b. Federal Government – LPRP Perth Football Club Grandstand
  - c. WA Bicycle Network – Goodwood Parade Shared Path
  - d. Department of Transport – Rutland Avenue Shared Path
  - e. Safer Communities – Street Lighting Projects

3. However, the Town has yet to formalise an advocacy framework, and/or adopt agreed priorities to ensure that set projects and social issues are supported, conveyed to the public, and are strategically planned. While the Town has been successful in gaining support for infrastructure and development projects particularly, to date the Town has not had similar success in the area of social change.
4. With many competing projects within the organisation and across local government, alongside the exponential growth and development occurring in the Perth metropolitan area, more strategic and timely approaches are required to continue success with securing grants to and influencing social policy change on key issues over future years.

## Strategic alignment

| <b>Civic Leadership</b>                                                                                      |                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic outcome                                                                                            | Intended public value outcome or impact                                                                                                       |
| CL1 – Everyone receives appropriate information in the most efficient and effective way for them             | Public adoption of advocacy priorities and shared information will likely encourage mutual support from the community and strategic partners. |
| CL3 - Well thought out and managed projects that are delivered successfully.                                 | Advocacy efforts will assist with project awareness and delivery.                                                                             |
| CL6 - Finances are managed appropriately, sustainability and transparently for the benefit of the community. | Advocacy efforts will likely lessen the burden on the Town's budget and Long-Term Financial Plan.                                             |

| <b>Economic</b>                                                                                                       |                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Strategic outcome                                                                                                     | Intended public value outcome or impact                                                                       |
| EC1 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship. | Securing third party funding and support for key projects will positively impact the Town's economic profile. |

| <b>Environment</b>                                                                                                                                                             |                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic outcome                                                                                                                                                              | Intended public value outcome or impact                                                                                                  |
| EN1 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character. | The Town needs to advocate for and plan future developments to respond to population growth and to meet State Government infill targets. |

| <b>Social</b>                                                            |                                                                                         |
|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Strategic outcome                                                        | Intended public value outcome or impact                                                 |
| S1 - A healthy community.                                                | Advocacy efforts will assist in supporting a physically and mentally healthy community. |
| S3 - An empowered community with a sense of pride, safety and belonging. | Advocacy efforts will assist in supporting a safer community.                           |

## Engagement

| Internal engagement                               |                                                                                                                                                                                                              |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stakeholder                                       | Comments                                                                                                                                                                                                     |
| Town executive management team                    | Engaged to develop Town's Advocacy Framework and propose initial selection of projects for prioritisation.                                                                                                   |
| Town staff with specific subject matter expertise | Engaged to provide project details of shortlisted priorities.                                                                                                                                                |
| Elected members                                   | Draft information shared and three workshop items were presented to council for discussion and gain feedback on the Framework and voting on the final selection of advocacy priorities for adoption in 2019. |

| Other engagement              |                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stakeholder                   | Comments                                                                                                                                                                                                                                                                                                                               |
| Other local government bodies | Consulted on similar advocacy adoption processes, policies and strategies as well as desktop research including City of Swan, City of Armadale, City of Kalamunda, Shire of Serpentine Jarrahdale, Eastern Metropolitan Regional Council and interstate examples such as Yarra City Council, Wyndham City Council, Logan City Council. |

## Legal compliance

[Section 2.7 Role of council](#)

[Section 2.10 of the Local Government Act 1995](#)

## Risk management consideration

| Risk and Consequence                                                                                                                                                                       | Consequence rating | Likelihood rating | Overall risk analysis | Mitigation and Actions                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Financial</b><br>Missed opportunities for funding and influencer support to effect change.<br><br>Increased pressure on budget planning and rates, without other channels for financial | Moderate           | Likely            | High                  | Annually adopt advocacy priorities and strategically plan targeted advocacy efforts toward achieving more specific advocacy goals. |

|                                                                                                                                                                                                      |          |        |     |                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------|-----|------------------------------------------------------------------------------------------------------------------------------------|
| support toward key projects.                                                                                                                                                                         |          |        |     |                                                                                                                                    |
| <b>Reputational</b><br>Ad hoc advocacy efforts and unsuccessful bids or poor impact in the social change space will reflect badly on the Town's role of advocating for and supporting its community. | Moderate | Likely | Low | Annually adopt advocacy priorities and strategically plan targeted advocacy efforts toward achieving more specific advocacy goals. |

### Financial implications

|                       |                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Current budget impact | <p>Sufficient funds do not exist within the annual or forecasted budgets to deliver these projects.</p> <p>Although some budget forecasting has been considered to support delivery of the projects listed for advocacy prioritisation, significant gaps exist. The Town could absolutely not deliver or will experience extreme delays in delivering any of them without advocacy windfalls.</p> |
| Future budget impact  | <p>While the Town does budgeting for annual and cyclical grant rounds open to Local Governments, successful stratified advocacy efforts will likely decrease pressure on budgeting cycles the need for rate rises.</p> <p>Expected costs for each project listed in this report are outlined in the attachment: Town of Victoria Park Advocacy Priorities 2019.</p>                               |

### Analysis

5. This report lists projects prioritised for advocacy in 2019 as agreed by Council at a December workshop. It is important Council is prepared with some advocacy strategies and tactics and supporting materials to take advantage of opportunities annual industry and state-based funding programs, on top of usual opportunistic efforts that are acted upon over the year.
6. The projects selected for priority sit within key focus areas for the Town which include:
  - a) infrastructure
  - b) integrated transport and movement
  - c) urban design
  - d) social impact
  - e) sustainability
7. They also align with outcomes in the Town's Strategic Community Plan and Long-Term Financial Plan. The projects for priority were selected on the bases of meeting the following criteria.
  - a) Key transformational project

- b) Broad community benefit
- c) Reduced barriers for the community to achieve
- d) Future growth of local economy
- e) High risk if not delivered or delayed
- f) Could not be delivered without external funding or third-party influence or support
- g) Presents a good number of opportunities to directly and indirectly engage decision makers

8. It is recommended the following projects and matters are adopted as Council's Advocacy Priorities in 2019. More detail on each is provided in attachment one, Town of Victoria Park Advocacy Priorities 2019.

a) Edward Millen redevelopment

The Town is implementing a strategy to realise the potential of the Edward Millen Hospital historical buildings at No. 999 Albany Hwy East Victoria Park. The buildings include The Rotunda Hospital, The Mildred Creak Centre, Hillview Clinic, former operating theatre and boiler room. The project has some tough obstacles to overcome, and currently has an electrified perimeter fence due to ongoing anti-social issues. A section of The Rotunda Hospital presents well but is essentially unoccupied. The remainder of the buildings require significant repairs. The Heritage Conservation requirements need to be addressed for all buildings and grounds. The property also needs to be self-sufficient and cost neutral in perpetuity to maintain the integrity of the buildings for future generations.

b) Train precinct plans

The Town has five train station within its borders, which represents a significant opportunity for controlled, carefully planned transit-oriented development in line with the State Government's Perth and Peel @3.5million plan, and in partnership with the METRONET Taskforce. A large portion of the Town's future population growth is planned to be accommodated around the Town's Train Stations.

c) Urban Forest Strategy initiatives

Both public and private land pressures on our urban environment are increasingly apparent and the rate of urban deforestation across Perth has been rapid, with a loss of tree canopy having both a direct and indirect impact upon the quality of health and amenity enjoyed by the community.

The Town's recently adopted Urban Forest Strategy (UFS) aims to increase tree canopy cover in the Town to 20% with the planting of up to 256,000. The UFS, adopted by council in September 2018, was written by dedicate members of the community and aims to contribute to the health and wellbeing of our community, and a sustainable liveable place. The strategy is needed to expand and better manage trees within the Town, on both public and private land.

d) Homelessness

Homelessness has been identified as an area of concern for the community, with the total number of homeless individuals within the Town remaining steady over the past two Australian Bureau of Statistics Census surveys. There are a limited number of services located in the Town that can assist homeless individuals or those at risk of homelessness. Assertive outreach services are also lacking,

restricting the opportunity for homeless individuals to gain dedicated long-term support out of homelessness.

**Relevant documents**

Not applicable.

**Further consideration**

There were no further questions asked on this item at the Elected Member Briefing Session held on 5 March 2019.



## 10.3 Review of the Local Government Act 1995 – Phase Two Submission

|                            |                                                                                                                                                |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Location</b>            | Town-wide                                                                                                                                      |
| <b>Reporting officer</b>   | Liam O'Neill                                                                                                                                   |
| <b>Responsible officer</b> | Danielle Uniza                                                                                                                                 |
| <b>Voting requirement</b>  | Simple majority                                                                                                                                |
| <b>Attachments</b>         | 1. Submission Department of Local Government <b>[10.3.1]</b><br>2. Submission Department of Local Government - Tracked Changes <b>[10.3.2]</b> |

### Recommendation

That Council endorses the submission, as included as Attachment 1, to the Department of Local Government, Sport and Cultural Industries relating to phase two of the review of the *Local Government Act 1995*.

### Purpose

To obtain Council endorsement of the submission to the Department of Local Government, Sport and Cultural Industries on phase two of the review of the *Local Government Act 1995*.

### In brief

- The Department of Local Government, Sport and Cultural Industries is currently reviewing the *Local Government Act 1995*.
- In its phase two of the review the department is seeking submissions from local governments on what they would like to see changed in the Act.
- At the Ordinary Council Meeting on 19 February 2019 the Council resolved to defer the item to the February Elected Member Workshop for further consideration by elected members.
- Amendments from elected members resulting from a further review have been made to the original submission, and can be viewed as tracked changes in Attachment 10.3.2.

### Background

1. The Department is currently undertaking phase two of its review of the *Local Government Act 1995*. Phase two of the review focused on three themes that cover eleven different topics:

#### *Agile:*

- Beneficial Enterprises
- Financial Management
- Rates, Fees and Charges

#### *Smart:*

- Administrative Efficiencies
- Local Laws
- Council Meetings
- Interventions

### *Inclusive*

- Community Engagement
- Integrated Planning and Reporting
- Complaints

2. The Town's response to the phase two of the review has been prepared following a number of workshops conducted with internal staff, and survey conducted with elected members. The submission to the Department is based upon the survey questions provided on each subject, and accompanied with further comments, where relevant.
3. The Town, in its approach to the submission, has focused particularly on ensuring that the autonomy of local governments is preserved, with the view that there are certain areas that lack consistency across the sector and need further regulation. Given the Town's Asset-Based Community Development (ABCD) approach, and support for community-driven initiatives, the Town believes that it is important that both community participation and engagement channels are safeguarded. From an operational perspective, further regard was given in ensuring that local governments are able to retain some flexibility in to conducting functions particular to their unique districts, whilst maximising administrative efficiencies.
4. In line with the Town's vision to be a 'dynamic place for everyone', the Town further believes that the review should consider, and prioritise, modernising the Act in a way that facilitates methods that truly devolve decision-making to the community.
5. The full response to the Department's survey is detailed in Attachment 10.3.1.

## **Strategic alignment**

| <b>Civic Leadership</b>                                                                                          |                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Strategic outcome                                                                                                | Intended public value outcome or impact                                                                                        |
| CL04 - Appropriate information management that is easily accessible, accurate and reliable.                      | The submission represents the collated thoughts of the administration and elected members.                                     |
| CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making. | Providing a submission to the Department regarding the review of the Act shows the Town's leadership role in civic governance. |
| CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.           | A review of the Local Government Act represents an opportunity to modernise the management of local government functions.      |

## **Engagement**

| <b>Internal Engagement</b> |                                                                                                                      |
|----------------------------|----------------------------------------------------------------------------------------------------------------------|
| Stakeholder                | Comments                                                                                                             |
| Elected Members            | Elected Members provided extensive commentary through a further review of the submission following the February OCM. |

|             |                                                                                                             |
|-------------|-------------------------------------------------------------------------------------------------------------|
| Governance  | Governance prepared the submission obtaining feedback from different service areas through staff workshops. |
| Other Staff | A large group of staff provided input into the submission through staff workshops.                          |

## Legal compliance

Not applicable.

## Risk management consideration

| Risk and Consequence                                                                                                                      | Consequence rating | Likelihood rating | Overall analysis | risk | Mitigation and Actions                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------|------------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reputational</b><br>By submitting a position on the review of the Act the Town is contributing to the future role of local government. | Low                | Likely            | Low              |      | Providing a response to the Local Government Act Review enables the Town to contribute to the future purpose and role of the local government sector. |

## Financial implications

|                       |                                                                                 |
|-----------------------|---------------------------------------------------------------------------------|
| Current budget impact | Sufficient funds exist within the annual budget to address this recommendation. |
| Future budget impact  | Not applicable.                                                                 |

## Analysis

6. The submission, as presented, is the result of a collaborative effort between the Town's officers and elected members to produce a meaningful response to contribute to the modernisation of the sector.
7. While all survey questions have been considered, during the course of discussions held, many questions were raised which have been outlined under 'Further Comments' of each section.
8. The Town's position aims to be representative of the Town's mission and values. It seeks to present creative ideas for the future of the local government, and to advocate for further empowerment of the community.
9. It is recommended that the response to the Department's survey regarding phase two of the Local Government Act Review be endorsed for submission.

## Relevant documents

Not applicable.

## Further consideration

10. At its meeting held on 19 February 2019, Council resolved:

*That this item be deferred for further discussion at the February 2019 Workshop.*

Reason:

The review of the Local Government Act is a once in a generation opportunity for our community to have a say on Local Government reforms. I don't feel like at this point in time tonight, that we have, as a council group, maximised that opportunity. I don't consider the proposed submission that is contained within the papers is completely representative of the voices of all the council. The most important action that we could take at the moment, is to focus on our submission to the Department of Local Government, which is due by 31 March 2019 as opposed to ratifying a submission for WALGA so that they can raise it at their State Council meeting at the end of this week. My view is that the matter needs to be referred back to all Elected Members for further consideration. At it currently stands, this item on the agenda, I would feel unable to support all of the proposed responses to many of the survey questions, nor do I feel I would be in a position to support firstly places where our position appears to be stated as neutral, some of the commentary that is contained in the report and instances where the commentary would be somewhat contrary to the survey responses itself. In those circumstances, I think it is appropriate to take that extra time, since we do have it, in relation to our submission to the department, to make sure we have a truly representative submission.

11. The item was deferred to the 26 February 2019 Elected Member Workshop. Ensuing from the discussion, all elected members were given an additional week to further review the document, and submit their proposed changes.
12. It was further discussed at the Elected Member Workshop that a WALGA response will not be submitted as the deadline has since lapsed; however, the intent was still to submit a response to the Department of Local Government by its 31 March deadline.
13. The Town has since amended the attached response which is now presented for Council endorsement.

## 11 Chief Community Planner reports

### 11.1 56A (Lot 1) Hubert Street. East Victoria Park – Application for Residential Building (Short Term Accommodation)

|                            |                                                                                                                                                                                                                                 |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Location</b>            | East Victoria Park                                                                                                                                                                                                              |
| <b>Reporting officer</b>   | A. Thamm                                                                                                                                                                                                                        |
| <b>Responsible officer</b> | R. Cruickshank                                                                                                                                                                                                                  |
| <b>Voting requirement</b>  | Simple majority                                                                                                                                                                                                                 |
| <b>Attachments</b>         | <ol style="list-style-type: none"><li>1. Plan [11.1.1]</li><li>2. Propose and management plan for short-term accommodation [11.1.2]</li><li>3. Schedule of Submissions -56 Hubert Street, East Victoria Park [11.1.3]</li></ol> |

|                                                               |                                                                                                                                         |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Landowner</b>                                              | Lotus Perth Pty Ltd                                                                                                                     |
| <b>Applicant</b>                                              | Lotus Perth Pty Ltd                                                                                                                     |
| <b>Application date</b>                                       | 17 January 2019                                                                                                                         |
| <b>DA/BA or WAPC reference</b>                                | DA5.2019. 23.1                                                                                                                          |
| <b>MRS zoning</b>                                             | Urban                                                                                                                                   |
| <b>TPS zoning</b>                                             | Residential                                                                                                                             |
| <b>R-Code density</b>                                         | R30                                                                                                                                     |
| <b>TPS precinct</b>                                           | Precinct P10 'Shepperton'                                                                                                               |
| <b>Use class</b>                                              | Residential Building (Short Term Accommodation)                                                                                         |
| <b>Use permissibility</b>                                     | 'AA' (Discretionary) use                                                                                                                |
| <b>Lot area</b>                                               | 1012m <sup>2</sup>                                                                                                                      |
| <b>Right-of-way (ROW)</b>                                     | Yes – right of way at rear (ROW 57A)                                                                                                    |
| <b>Municipal heritage inventory</b>                           | No                                                                                                                                      |
| <b>Residential character study area/weatherboard precinct</b> | Yes - Residential Character Study Area                                                                                                  |
| <b>Surrounding development</b>                                | Single houses and grouped dwellings to north, east and south; Public car park and commercial to west on opposite side of Hubert Street. |

#### RECOMMENDATION

That Council approves the application submitted by Lotus Perth Pty Ltd (DA Ref: 5.2019.023.1) for Change of Use from Grouped Dwelling to Residential Building (Short Term Accommodation) at 56A (Lot 1) Hubert Street, East Victoria Park as indicated on the documents dated received 17 January 2019, in accordance with the provisions of the Town of Victoria Park Town Planning Scheme No. 1 and the Metropolitan Region Scheme, subject to the following conditions:

1. This approval is valid for a period of 12 months from the date of this approval, after which time the permitted use of the premises shall revert to a dwelling unless further development approval is obtained. Prior to or upon the expiry of this temporary approval, the owner/applicant must cease the development or submit a fresh application for development approval to continue the use.

2. A maximum of three rooms in the building are to be available for use as bedrooms at any one time, for a maximum of six occupants at any one time, with there being no more than one booking for the property at a time.
3. A minimum of three on-site car parking bays being available for use by guests and visitors at all times.
4. All resident, guest, staff or visitor car parking associated with the Residential Building (Short Term Accommodation) shall be contained on site. No consideration will be given to the parking of vehicles on-street or on Council verge areas.
5. A maximum of only one sign on the site not exceeding 0.2m<sup>2</sup> in area, and incorporated into a front fence, wall, structure or building that identifies the name and address of the Short-Term Accommodation is permitted.
6. The property, including the building surrounds and all garden areas, are to be kept in a clean, tidy and well-maintained state of repair at all times to the satisfaction of the Town.

#### Advice to Applicant

- i. Should the applicant be aggrieved by this decision a right of appeal may exist under the provisions of the Town Planning Scheme or the Metropolitan Region Scheme and the applicant may apply for review of the determination of Council by the State Administration Tribunal within 28 days of the date of this decision.
- ii. The applicant/owner should refer to the Requirements of Other Council Business Units, enclosed with this development approval, which are relevant to the submission of a building permit and/or the carrying out of the development for which this approval is granted. This development approval does not remove the need to obtain licences, permits or other forms of approval that may be required under other legislation or requirements of Council.
- iii. This approval is for the use of the building as a Residential Building (Short Term Accommodation) only. Any alternative use of the premises will require the submission of an application to Council for a change of use.
- iv. Any amendments or modifications to the approved drawings or documents forming part of this development approval may require the submission of an application for amendment to development approval and reassessment of the proposal.
- v. The development approval is granted on the merits of the application under the provisions of the Town of Victoria Park Town Planning Scheme No. 1 and does not constitute approval for the purposes of the Strata Titles Act 1985 or its subsidiary regulations nor affect any requirement under the by-laws of the body corporate in relation to a proposed development pursuant to such legislation.
- vi. Sound levels created are not to exceed the provisions of the *Environmental Protection (Noise) Regulations 1997*.

## Purpose

1. The application seeks to change the use of an existing dwelling, currently approved as a 'Grouped Dwelling', to a 'Residential Building (Short Term Accommodation)'. The proposed land use is an 'AA' discretionary land use under the Town's Town Planning Scheme (TPS) No.1.
2. While Council Officers have delegated authority to determine the application, in view of previous decisions of Council relating to other short-term accommodation proposals, and the current review of the relevant Council Policy, Council Officers have elected to not exercise the delegation and instead the matter is referred to Council for determination.

## In brief

3. The application seeks to change the use of an existing dwelling, currently approved as a 'Grouped Dwelling' to a 'Residential Building (Short Term Accommodation)'.
4. The intent is for the dwelling to be used for short-term accommodation catering for groups up to a maximum of six people. Three Bedrooms are to be used with a double bed in each room.
5. The proposed use of 'Residential Building (Short Term Accommodation)' is an 'AA' (discretionary) use.
6. Community consultation concluded on 21 February 2019. Two submissions have been received in relation to the development proposal, as noted in the attached schedule of submissions.
7. It is considered that the property will be appropriately managed and that any amenity impacts associated with the use can be managed through conditions of approval.
8. The proposal is recommended for Approval subject to conditions and advice notes, including the approval being for an initial 12-month period.

## Background

9. The dwelling at 56A Hubert Street, East Victoria Park was constructed circa 1981 alongside 56B Hubert Street.

## Application summary

10. The development application proposes a change of use from a 'Grouped Dwelling' to a 'Residential Building (Short Term Accommodation)', catering for groups of up to six people. Within three bedrooms.

Under the TPS1, a 'Residential Building' is defined as follows:

*"A building or portion of 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 person, a hotel, a motel or a residential school."*

11. The existing two storey building on the subject site is approved as a 'Grouped Dwelling' and has vehicle parking for three cars. One car can be located within the single garage and space for tandem parking within the driveway in front of the garage is also available.

## **Applicants' submission**

12. In support of the application, the applicant has submitted correspondence (see Attachment 3) which includes the following statements:

*"...Due to the short walking proximity to the train station. Albany Hwy café strip, shops and access to Curtin University to name a few, the property is in a great location. It is also only a short drive to the City and other tourist attractions. The plan is to use the property as a short-term accommodation aimed to cater for groups between 4 to 6 people or families who would benefit from staying in a house environment.*

*Visitors would have access to a full kitchen and laundry which is not normally available in traditional hotels and this will be more appealing for families especially ones with children. It allows them to appreciate local authentically fun, restaurants and shops to "live like a local" while visiting Perth. It is also their trip, bringing tourism's economic benefits to neighbourhood and small businesses not frequently visited by tourists.*

*The house itself consists of 3 bedrooms, ensuite, bathroom, a sitting room, laundry, kitchen, dining room and living room. It had a lockup garage and a capacity to park 2 more vehicles in the driveway. The occupancy for the house is 6 people or less...*

*...A property management will be appointed to manage the property. 24x7 Contact numbers will be provided to neighbours and guests to ensure any issue can be addressed immediately as they arise."*

13. A copy of the Management Plan was provided to the Town as part of the original application (see Attachment 3). The Management Plan provides information in relation to the following:

- control of noise of other disturbances
- complaints management procedure
- the use and on-going maintenance of the premises
- security of guests, residents and visitors
- noise control
- health and safety
- hygiene and comfort
- a code of conduct for short-term residents
- parking management plan

- compliance with house rules
- registration form
- guest register

14.The applicant advises that the Management Plan is to be made available to guests so they understand their obligations in terms of behaviour when staying at the property. The house rules are as follows:

- no parties, no outside visitors, no overnight guests without previous approval from the host
- do not engage in illegal activities anywhere on the property
- quiet hours: before 8am and after 9pm
- children must be supervised at all time by the parents.
- please lock all the windows and doors when leaving the property or during sleep
- please leave the key on the kitchen bench when leaving the property
- no smoking is allowed inside the property and no smoking in both front and backyard of the property
- no pet is allowed in the property
- please put all the non-recycled rubbish into the green bin
- please recycle the following items (will have a recycle bin instruction attached to rules) into the yellow-lid recycled bin
- please help to take both bins (yellow and green) out and place them on the verge on Tuesday night for Wednesday's collection
- please turn off all the electrical devices when leave the property
- please let the host know if break or damage anything on the property, we will arrange the replacement or repair
- please do not eat in the bedrooms

## Relevant planning framework

|                                                           |                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Legislation</b>                                        | <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>                                                                                                                                                                           |
| <b>State Government policies, bulletins or guidelines</b> | Not Applicable.                                                                                                                                                                                                                                     |
| <b>Local planning policies</b>                            | <ul style="list-style-type: none"> <li>• Local Planning Policy 3 'Non-Residential Uses in or Adjacent to Residential Areas' (LPP3)</li> <li>• Local Planning Policy 31 'Specialised Forms of Accommodation other than Dwellings' (LPP31)</li> </ul> |
| <b>Other</b>                                              | <ul style="list-style-type: none"> <li>• Draft revised Local Planning Policy 31 – Serviced Apartments and Residential Buildings including Short Term Accommodation (LPP31)</li> </ul>                                                               |

## General matters to be considered

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TPS precinct plan statements</b>     | <p>The following statements of intent contained within the Precinct Plan are relevant to consideration of the application.</p> <p><i>Future development should take advantage of the excellent accessibility available to the precinct due to the close proximity to major transportation networks, and to the city</i></p> <p><i>To ensure its cohesion as a residential locality, the only new non-residential activities to be permitted in the area should be those which predominantly function to provide for day-to-day local needs.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Local planning policy objectives</b> | <p>The following objectives of LPP 31 - 'Specialised Forms of Accommodation other than Dwellings' are relevant in determining the application:</p> <ul style="list-style-type: none"> <li>• to facilitate the development of appropriately located and high-quality accommodation other than permanent residential dwellings within the Town of Victoria Park</li> <li>• 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</li> <li>• 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</li> <li>• 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</li> </ul> <p>The following objectives of LPP 3 - 'Non-Residential Uses in or Adjacent to Residential Areas' are relevant in determining the application:</p> <ul style="list-style-type: none"> <li>• to ensure non-residential uses are compatible with the residential character, scale and amenity of surrounding residential properties</li> <li>• to minimise the impacts of non-residential development through appropriate and sufficient management of car parking and traffic generation, noise, visual amenity and any other form of emissions or activities that may be incompatible with surrounding residential uses</li> <li>• to avoid the concentration of non-residential uses where it would create a de-facto commercial area, isolate residential properties or contribute to the unplanned expansion of commercial or mixed-use zones into surrounding residential zoned land.</li> </ul> |

|                                                                                                   |                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Deemed clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015</b> | <p>The following are relevant matters to be considered in determining the application.</p> <p>(g) Any local planning policy for the Scheme area</p> <p>(m) The compatibility of the development with its setting</p> <p>(n) The amenity of the locality</p> <p>(y) Any submissions received on the application</p> |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Compliance assessment

15. The table below summarises the planning assessment of the proposal against the provisions of the Town of Victoria Park Town Planning Scheme No.1, the Town's local planning policies, the Residential Design Codes and other relevant documents, as applicable. In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the detailed assessment section following from this table.

| Change of use application |                                 |                                        |
|---------------------------|---------------------------------|----------------------------------------|
| Planning element          | Permissibility/deemed-to-comply | Requires the discretion of the Council |
| Land use                  |                                 | ✓                                      |
| Car parking               | ✓                               |                                        |

16. Due to the current review into the Town's LPP 31 – Serviced apartments and Residential Buildings including Short Term Accommodation, further assessment was undertaken under the draft provisions of the revised LPP 31 with the application being found to be consistent with the draft policy.

17. The proposed use is supported for the following reasons:

- The proposed development falls within close proximity of the East Victoria Park Shopping Area (District Centre Zone). Locating short term accommodation in proximity to this District Centre Zone will benefit the commercial businesses operating nearby while also allowing visitors the chance to experience the Town of Victoria Park and the range of goods and services on offer along the Albany Highway strip.
- The scale of the proposed Residential Building, with three bedrooms is considered to be of a scale that is comparable to other dwellings in the neighbourhood.
- The three on-site existing parking bays and the traffic generated is considered to be in keeping with that of a residential area. Noise generated at the proposed accommodation is intended to be controlled by a Management Plan that guests and visitors will be required to abide by.

## Strategic alignment

| Economic                                                                                                              |                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Strategic outcome                                                                                                     | Intended public value outcome or impact                                            |
| EC1 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship. | Diversifies accommodation available to tourists to locate and experience the Town. |

| Environment                                                                                                                                                                    |                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic outcome                                                                                                                                                              | Intended public value outcome or impact                                                                                                                        |
| EN1 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character. | The proposed use provides diversity in accommodation types within the Town and is to be appropriately managed to minimise any impact on surrounding properties |

## Engagement

| Internal Engagement             |                                                                                                                                            |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Stakeholder                     | Comments                                                                                                                                   |
| Building Department             | Do not object – no additional conditions.                                                                                                  |
| Environmental Health Department | Do not object – Recommend conditions related to compliance with the Environmental Protection (Noise) Regulations 1997 (Noise Regulations). |

| External Engagement   |                                                                                                                                                                                                                    |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stakeholders          | Owners and occupiers of adjoining properties.                                                                                                                                                                      |
| Period of engagement  | 6 February 2019 – 20 February 2019, 14 day advertising period as per Local Planning Policy 37 'Community Consultation on Planning Proposals'. Currently still being advertised at the time of writing this report. |
| Level of engagement   | Consult                                                                                                                                                                                                            |
| Methods of engagement | Written Submissions; Your Thoughts                                                                                                                                                                                 |
| Advertising           | Letters                                                                                                                                                                                                            |
| Submission summary    | No submissions received at the time of writing this report. Elected Members will be informed of any submissions received following closure of the consultation period.                                             |
| Key findings          | None.                                                                                                                                                                                                              |

## Risk management considerations

| Risk and Consequence                                                                                                                                                                                     | Consequence rating | Likelihood rating | Overall risk analysis | Mitigation and Actions                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Compliance</b><br>Non-compliance with the Management Plan and conditions of approval may result in complaints from adjoining property owners                                                          | Moderate           | Possible          | Moderate              | The recommendation that the development approval be granted for a period of 12 months will allow for reconsideration of a possible extension in light of any potential complaints that may be received by the Council along with supporting evidence. |
| <b>Reputation</b><br>The applicant / owner has a right of review to the State Administrative Tribunal (SAT) in relation to any conditions of approval, or if the application was refused by the Council. | Moderate           | Likely            | High                  | Ensure that Council is provided with information to make a sound recommendation based upon relevant planning considerations including the Scheme and applicable Local Planning Policies.                                                              |

## Financial implications

|                       |                                                                                 |
|-----------------------|---------------------------------------------------------------------------------|
| Current budget impact | Sufficient funds exist within the annual budget to address this recommendation. |
| Future budget impact  | Not applicable.                                                                 |

## Analysis

18. Town Planning Scheme No. 1 requires the exercise of discretion when considering the appropriateness of the proposed 'Residential Building (Short Term Accommodation)' use on a 'Residential' zoned lot, taking into consideration the amenity impact on the neighbouring properties.

19. As demonstrated by the assessments above, the proposal is also consistent with Local Planning Policy 31 and the revised draft of the same policy with respect to most provisions. This includes satisfying relevant criteria related to preferred locations. The intention outlined by the applicant is to utilise the existing three bedrooms for short term vacations by guests instead of the conventional long term (rental) arrangements.
20. In terms of the appropriateness of the use and potential amenity impacts, the applicant in their application dated received 17 January 2019, includes various information including a Management Plan, a code of conduct and procedures regarding complaints by both guests and/or neighbouring residents.
21. Based on the submitted information, it is considered that the use can be managed so as to minimise any impact on adjacent properties.
22. It is acknowledged that the dwelling could otherwise be occupied by up to six unrelated people on a permanent basis (i.e. for periods of six months or more), and that this would constitute a 'dwelling' and be permitted. However, in this case the proposed use is for temporary accommodation, and therefore the amenity and social impacts can be relatively different.
23. Having regard to the above, it is recommended that the application be conditionally approved. Consistent with previous approvals for short-term accommodation, it is recommended that the initial approval be for a 12-month period. This will allow for a review of the use and any resulting amenity impacts to be reviewed after 12 months, in order to determine whether or not to grant a further approval.

## **Relevant documents**

None.

## **Further consideration**

Resulting from questions asked at the Elected Member Briefing Session held on 5 March 2019 and the conclusion of the consultation period, the following additional information has been provided for clarity.

24. Two submissions were received at the conclusion of the community consultation period. Paragraph 6 above has been updated to reflect this. The two submissions are addressed and considered in a schedule of submissions (see attachment 11.1.3).

25. A question was raised as to whether the Town's current Policy requires the applicant to provide details of the name of the property manager. The Manager Development Services clarified that the current Policy does not specifically require this. It is noted that the draft amended Policy that has been developed and advertised for public comments contains the following provisions :

*"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."*

## 11.2 789 (Lot 103) Albany Highway - Application for Unlisted Use (Market)

|                            |                                                                                                                                                                                                                   |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Decision type</b>       | Quasi-judicial                                                                                                                                                                                                    |
| <b>Location</b>            | East Victoria Park                                                                                                                                                                                                |
| <b>Reporting officer</b>   | Sturt McDonald                                                                                                                                                                                                    |
| <b>Responsible officer</b> | Robert Cruickshank                                                                                                                                                                                                |
| <b>Voting requirement</b>  | Absolute majority                                                                                                                                                                                                 |
| <b>Attachments</b>         | <ol style="list-style-type: none"> <li>1. Aerial photo <b>[11.2.1]</b></li> <li>2. Development application lodged 29 November 2018 <b>[11.2.2]</b></li> <li>3. Schedule of submissions <b>[11.2.3]</b></li> </ol> |

|                                                               |                                                                            |
|---------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>Landowner</b>                                              | Oahu Management Pty Ltd                                                    |
| <b>Applicant</b>                                              | Wilfred Hendricks - Rotary Club of Vic Park, Ascot and South Perth         |
| <b>Application date</b>                                       | 29 November 2018                                                           |
| <b>DA/BA or WAPC reference</b>                                | 5.2018.906.1                                                               |
| <b>MRS zoning</b>                                             | Urban                                                                      |
| <b>TPS zoning</b>                                             | District Centre                                                            |
| <b>R-Code density</b>                                         | Not applicable                                                             |
| <b>TPS precinct</b>                                           | Precinct P11 'Albany Highway'                                              |
| <b>Use class</b>                                              | Unlisted use                                                               |
| <b>Use permissibility</b>                                     | At the discretion of Council                                               |
| <b>Lot area</b>                                               | 44792m <sup>2</sup>                                                        |
| <b>Right-of-way (ROW)</b>                                     | No                                                                         |
| <b>Municipal heritage inventory</b>                           | No                                                                         |
| <b>Residential character study area/weatherboard precinct</b> | No                                                                         |
| <b>Surrounding development</b>                                | Commercial (Albany Highway) and parks and recreation (John MacMillan Park) |

### RECOMMENDATION

That Council

1. Approves the application submitted by Wilfred Hendricks (DA Ref: 5.2018.906.1) for use of car park area as an Unlisted Use (Market) at 789 (Lot 103) Albany Highway, East Victoria Park, as indicated on the documents dated received 29 November 2018, in accordance with the provisions of the Town of Victoria Park Town Planning Scheme No. 1 and the Metropolitan Region Scheme, subject to the following conditions:

1.1 This development approval is valid for a maximum period of 18 months from the date of this approval, after which time the use shall cease operation, unless further development approval is granted.

1.2 Operation of the approved Sunday market/car boot sale is limited to the hours of 6am to 10am on Sundays, with the exception of days on which 'The Park Centre' opens prior to 11am. On days that 'The Park Centre' opens prior to 11am the market is not to operate.

1.3 All car bays within the designated market area are to be made clear and available for use by the general public by 11:00am on the days of operation.

1.4 The development must be carried out in accordance with the approved plans and details received 29 November 2018 at all times, unless otherwise authorised by the Town.

Advice notes:

- I. The applicant is advised that the proposed markets are required to provide toilets (including disability accessible facilities) for its patrons under applicable health legislation. Due to renovation works planned for the John MacMillan Park, the public toilets indicated in the site plan may not be available. Alternate access to toilets will need to be provided to comply.
  - II. The applicant is advised that any application to extend the 18 month approval will require community consultation. It is recommended that if seeking an extension to the approved timeframe, that this be submitted within 12 months of the date of this approval.
  - III. Please be advised that an application to extend the approved timeframe may be required to provide a management plan that addresses any operational issues identified over the previous months. Complaints/submissions received from the public regarding such issues will be a key consideration, as will any management plans/practices proposed to address these issues.
  - IV. Any amendments or modifications to the approved drawings forming part of this development approval may require the submission of an application for amendment to development approval and reassessment of the proposal.
  - V. If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of this determination.
2. Advises those persons who lodged a submission of Council's decision.

## **Purpose**

To consider an application for the establishment of a Sunday market/car boot sale in the carpark of The Park Centre shopping centre at 789 Albany Highway, East Victoria Park. At the time of this report being written the proposed activity is an 'Unlisted Use'. Council Officers do not have the delegated authority to determine applications involving an Unlisted Use.

## **In brief**

1. The application seeks approval to use a portion of 'The Park Centre' car park for the purpose of holding a Sunday market/car boot sale (from 6am to 10am) which is classified as an Unlisted Use.
2. Community consultation regarding the application commenced on 15 January 2019 and concluded on 5 February 2019. Five submissions were received during the consultation period, of which four submissions were in support of the proposal and one was neither objection nor support.
3. The proposal complies with the Town's Policy requirement's regarding car parking, and is considered to be consistent with the objectives and purposes of the District Centre zone.

4. It is recommended that the application be approved subject to conditions, including the approval being for an 18 month period to allow for the proposal to be 'road tested' and any management/operational issues identified and resolved.

## Background

5. The site, 789 Albany Highway, has been the location of 'The Park Centre' shopping centre since 1977. A number of approvals have been issued in recent years for refurbishment of and upgrades to 'The Park Centre'. The subject site is in close proximity to John MacMillan Park. Capital works under the 'John Mactivation' project are planned to assist in revitalising the area and improve usage. John MacMillan Park is also utilised on Sunday's for the Vic Park Farmers Market.

## Application summary

6. The application seeks approval to use a portion of 'The Park Centre' car park (approximately 122 car bays, or 3000m<sup>2</sup>) for the purpose of holding a Sunday market/car boot sale, with sellers being limited to the sale of second-hand goods. This area is proposed to be roped off with bunting.
7. Proposed hours of operation are from 6am – 10am, with the 10am-11am period being allowed for pack up, clean up and departure of sellers.
8. The hours and days of operation proposed are such that they fall outside the opening hours of 'The Park Centre' shopping centre, which opens at 11:00am on most Sundays.
9. No food stalls, food vehicles or alcohol is proposed as part of the markets/car boot sale.
10. During market hours of operation, three Rotarians/volunteers are to be on site at all times managing the event(s). The applicant estimates the maximum number of visitors at any one time to be 300-400 people.

## Relevant planning framework

|                                |                                                                                                                                                                                                        |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Legislation</b>             | <i>Planning and Development Act 2005</i><br>Town Planning Scheme No.1 (TPS1)<br>TPS1 Precinct Plan P11 – 'Albany Highway'<br><i>Planning and Development (Local Planning Schemes) Regulations 2015</i> |
| <b>Local planning policies</b> | Local Planning Policy 23 – Parking Policy<br>Local Planning Policy 30 – Car Parking Standards for Development Along Albany Highway                                                                     |

## General matters to be considered

|                                     |                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TPS precinct plan statements</b> | The following statements of intent contained within the Precinct Plan is relevant to consideration of the application.<br><br><i>'The shopping areas are to be maintained as district centres offering a wide range of retail as well as community attractions including leisure and recreation uses, public/civic uses, community and social services'</i> |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Local planning policy objectives</b>                                                           | <p>The following objectives of Local Planning Policy [Local Planning Policy 23 – Parking Policy, is relevant in determining the application.</p> <p><i>'To ensure the adequate provision of parking for various services facilities and residential developments and to effectively manage parking supply and demand'</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Deemed clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015</b> | <p>The following are relevant matters to be considered in determining the application.</p> <p>(m) <i>the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development</i></p> <p>(n) <i>the amenity of the locality...</i></p> <p>(s) <i>the adequacy of –</i></p> <p style="padding-left: 40px;">(i) <i>the proposed means of access to and egress from the site; and</i></p> <p style="padding-left: 40px;">(ii) <i>arrangements for the loading, unloading, manoeuvring and parking of vehicles</i></p> <p>(y) <i>any submissions received on the application</i></p> |

## Compliance assessment

11. The table below summarises the planning assessment of the proposal against the provisions of the Town of Victoria Park Town Planning Scheme No.1, the Towns local planning policies, the Residential Design Codes and other relevant documents, as applicable. In each instance where the proposal requires the discretion of Council, the relevant planning element is discussed in the detailed assessment section following from this table.

| CHANGE OF USE APPLICATION |                                 |                                        |
|---------------------------|---------------------------------|----------------------------------------|
| Planning element          | Permissibility/deemed-to-comply | Requires the discretion of the Council |
| Land use                  |                                 | ✓                                      |
| Car parking               | ✓                               |                                        |

| Element  | Permissibility | Recommendation |
|----------|----------------|----------------|
| Land use | Discretionary  | Supported      |

12. The proposed use is supported for the following reasons:

- The proposal satisfies the car parking requirements outlined in Local Planning Policies 23 and 30. It is considered that the number of car bays on site are more than sufficient for the land uses taking place at any given time.
- Clause 16 of TPS1 outlines that Council may determine that a 'use-not-listed' is consistent with the objectives and purpose of the particular Zone and is therefore permitted. The following District Centre Zone statement of intent contained within the Precinct Plan is relevant in this regard:

*'This area shall be consolidated as a centre containing retail, civic, community, and recreational facilities. New development shall enhance the integration of these activities in the one general area, as well as providing various facilities to improve the public domain.'*

The proposed land use is considered to contribute positively to the civic, community and recreational activity of the area with associated activation benefits indirectly assisting retail and other businesses.

- If the proposed market/car boot sale were to commence without controls in place (particularly hours of operation), then some outcomes of the land use/activity (particularly car parking) could be adverse and contrary to the intent of the zone. Conditions of Development Approval, in addition to existing health legislation, are considered adequate means by which any adverse outcomes can be prevented.
- Clause 28 of TPS1 outlines that Council cannot grant development approval which involves an unlisted use unless it is satisfied, by an absolute majority, that the proposed development is consistent with the matters listed in deemed clause 67. Of the matters listed under deemed clause 67, the following matters are considered to be the most pertinent:
  - “(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality...*
  - (n) the amenity of the locality...*
  - (y) any submissions received on the application”*
- Although no submissions received indicated they were lodging an 'objection' to the proposal, the one submission that described its stance as 'neither support nor object' outlined concerns regarding operational matters such as the availability of toilets and the disposal of litter. As outlined above, conditions of Development Approval (in addition to existing health legislation) are considered adequate means by which operational matters can be resolved. It is also noted that the other four submissions received are in support of the proposal.
- The proposal is considered to contribute positively to the amenity of the locality and is compatible with its setting, including its relationship to Albany Highway, The Park Centre and John MacMillan Park.

## Strategic alignment

| Environment                                                                                                                                                                     |                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic outcome                                                                                                                                                               | Intended public value outcome or impact                                                                                                                        |
| EN01 - Land use planning that puts people first in urban design, allows for different housing options for people with different housing need and enhances the Town's character. | The proposed land use provides a different offering to that currently available in the Town and will add activity to this under the utilised part of the site. |

## Engagement

| Internal Engagement  |                                                                                                                                                                                                   |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stakeholder          | Comments                                                                                                                                                                                          |
| Environmental Health | <p>Toilet facilities (including disability accessible facilities) must be open at all times during operation.</p> <p>Recommend a time limited approval to reassess for any issues/complaints.</p> |

| External Engagement   |                                                                                                                                                                                                                            |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stakeholders          | Owners and occupiers of surrounding properties                                                                                                                                                                             |
| Period of engagement  | 15 January 2019 - 5 February 2019 (21 days)                                                                                                                                                                                |
| Level of engagement   | 2. Consult                                                                                                                                                                                                                 |
| Methods of engagement | Written submissions                                                                                                                                                                                                        |
| Advertising           | Advertising of the proposal comprised of letters being sent to owners and occupiers of surrounding properties (within 100m radius), signage installed on the site and advertisements being placed in the Southern Gazette. |
| Submission summary    | Five submissions received, four in support, one neither objecting nor supporting.                                                                                                                                          |
| Key findings          | Submissions received indicate general support but with some concerns raised regarding management/operational practices (see Attachment 2 for comments and Officers response)                                               |

## Legal compliance

Not applicable

## Risk management considerations

| Risk and Consequence                                                                                                                                  | Consequence rating | Likelihood rating | Overall analysis | Mitigation and Actions                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reputational</b><br>The proponent has a right of review to the State Administrative Tribunal against Council's decision, including any conditions. | Moderate           | Likely            | High             | Ensure that Council is provided with information to make a sound recommendation based upon relevant planning considerations including the Scheme and applicable Local Planning Policies. |

## Financial implications

|                       |                                                                                 |
|-----------------------|---------------------------------------------------------------------------------|
| Current budget impact | Sufficient funds exist within the annual budget to address this recommendation. |
| Future budget impact  | Not applicable.                                                                 |

## Analysis

13. The proposed land use has been assessed with two key aspects of the assessment forming the basis for the recommended approval. These two aspects are car-parking, and the appropriateness of the land use to the zone and its setting.
14. In regards to car parking, the proposal satisfies the requirements outlined in Local Planning Policies 23 and 30 by means of 'Reciprocal Parking'. In simple terms, reciprocal parking is where land uses for a given site provide a sufficient quantity of parking bays by having operating hours and associated demand for car parking that does not 'overlap'. In this case, the details provided by the applicant outline that the operation of the market/car boot sale and its occupation of 'the Park Centre' car bays will be during hours that the shopping centre is not open. If the proposed market/car boot sale were to operate after the shopping centre commenced trading on each Sunday, the proposal would not comply with parking requirements. The recommended conditions of approval seek to ensure that the reciprocal car parking element of the proposal is enforceable. With these conditions applied, Council Officers are of the view that the number of car bays on site are more than sufficient for the land uses taking place at any given time.
15. As outlined in the Compliance Assessment portion of this report Clause 16 and Clause 28 of TPS1 pose two different tests to determine whether a 'use-not-listed' should be approved. These tests are, respectively, whether the proposal is 'consistent with the objectives and purposed of the particular Zone' and whether the proposal is 'consistent with the matters listed in deemed clause 67.'
16. In regards to the objectives of the zone, the following District Centre Zone statement of intent contained within the Precinct Plan is relevant to consideration of the application :  
*'This area shall be consolidated as a centre containing retail, civic, community, and recreational facilities. New development shall enhance the integration of these activities in the one general area, as well as providing various facilities to improve the public domain.'*
17. The proposed land use is considered to contribute positively to the civic, community and recreational activity of the area with associated activation benefits indirectly assisting retail and other businesses.
18. In regard to the matters listed under deemed clause 67, the following matters are considered to be the most pertinent:  
*"(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality...*  
*(n) the amenity of the locality...*

(y) *any submissions received on the application"*

19. Although no submissions received indicated they were lodging an 'objection' to the proposal, the one submission that described its stance as 'neither support nor object' outlined concerns regarding operational matters such as the availability of toilets and the disposal of litter. It is noted that the other four submissions received are in support of the proposal.
20. It is acknowledged that if poorly managed, these matters could negatively upon the area. Furthermore, many (if not most) operational matters that relate to the amenity of the locality are addressed under separate legislation. A key example of this is the provision of toilets, which is addressed under both State and local health laws. Planning approval conditions which duplicate the controls of other legislation are often held to be invalid. As a recommended advice note to accompany any approval, the applicant is advised that the proposed markets are required to provide toilets (including disability accessible facilities) for its patrons under applicable health legislation. Due to renovation works planned for the John MacMillan Park, the public toilets indicated in the site plan may not be available. Alternate access to toilets will need to be provided to comply.
21. While confident that the proposal is compatible with its setting and is unlikely to have adverse impacts on the amenity of the locality, an 18 month timeframe limitation for this approval is recommended to allow for the proposal to be 'road tested' and any management/operational issues identified and resolved. If/when evaluating whether to extend the approval timeframe, nearby landowners and occupants will be able to provide feedback based on firsthand experience rather than expectations. 18 months, rather than 12 months, is recommended given the potential lead time for the use to commence.
22. In summary, the application is recommended for approval subject to conditions reflects that the proposal is considered to be consistent with both the objectives and purposes of the District Centre zone, and is consistent with the matters listed in deemed clause 67.

### **Relevant documents**

Not applicable.

## 12 Chief Operations Officer reports

### 12.1 Underground power works along Balbuk Way - Request from Golden River Development PTY LTD to contribute

|                            |                                                                                                                                                                                                                                                               |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Location</b>            | Burswood                                                                                                                                                                                                                                                      |
| <b>Reporting officer</b>   | Frank Squadrito                                                                                                                                                                                                                                               |
| <b>Responsible officer</b> | Ben Killigrew                                                                                                                                                                                                                                                 |
| <b>Voting requirement</b>  | Absolute majority                                                                                                                                                                                                                                             |
| <b>Attachments</b>         | <ol style="list-style-type: none"><li>1. Site Plan <b>[12.1.1]</b></li><li>2. Western Power design drawing MP 179972 REV A - APPROVED FOR CONSTRUCTION <b>[12.1.2]</b></li><li>3. Western Power Quote ( MP 179972) dated 07-02-2019 <b>[12.1.3]</b></li></ol> |

#### Recommendation

That Council

1. Supports an allocation of \$125,100 (excluding GST) in the 2019/2020 budget to fund underground power works along Balbuk Way, Burswood.
2. Considers allocation of \$125,100 (excluding GST) for the Balbuk Way Underground Power Project in the 2019/2020 budget.

#### Purpose

To secure a future funding allocation totalling \$125,100 (excluding GST) in the 2019/2020 budget so that a commitment from Council is provided for the Town's scope of works as detailed in the attached drawing No MP179972, provided by Western Power and dated February 2019.

Funding may be sourced from the Underground Power Reserve Account.

#### In brief

- One of the Town's ultimate goals is to move all of the overhead cables within the Town underground, including those located outside of residential streets.
- As part of the planned subdivision works within the Belmont Park Precinct D, underground power is being implemented by Western Power, on behalf of the developer Golden River Developments Pty Ltd (GRD) along Placid Avenue (which is effectively an extension of Balbuk Way).
- To reduce future power undergrounding cost, the Town requested the developer on the 31 August 2018 to consider extending their underground power works on Balbuk Way in a southerly direction by approximately 200m.
- As undergrounding works along Placid Avenue will be progressed by Western Power on behalf of the developer, the Town is expecting to be charged for the works on Balbuk Way at a lower rate than if it is to implement the works separately in future.

- To secure this cost saving arrangement now, Council is requested to commit to allocating in the 2019/20 budget the Town's portion of the cost for the proposed undergrounding works such that works can be progressed by Western Power for both Placid Avenue and Balbuk Way concurrently as one project.

## Background

1. Subdivision works in Belmont Park Precinct "D" have now commenced and several new roads are being planned for construction within the precinct. The scope for stage 1 works includes foreshore revegetation and stabilisation works, importing clean fill, removal of waste, demolition of existing horse stable buildings, stripping of existing pavements, removal of any trees and vegetation not being retained as part of the proposed works, modifications to the existing intersection of Balbuk Way/Placid Ave and services installation/decommissioning.
2. As a result of the various upgrades to support the precinct and its servicing requirements, underground power and removal of overhead distribution mains along Placid Avenue will be undertaken, this extends to the intersection of Balbuk Way, however falls short of undergrounding approximately 200m of overhead power lines. In September 2018 the Town was approached by the consulting Engineers working on behalf of Golden River Developments (GRD) to give authorisation with decommissioning old electrical infrastructure and installing underground power along Placid Avenue. The section along Balbuk Way was not part of the scope within GRD's area of responsibility. The total length of underground power to be undertaken as part of the project along its alignment is 345m of which approximately 200m is within the Towns scope to contribute if the project is pursued. At the time staff requested the area be considered in the costing scenario and potentially be split into two separable portions of works by Western Power so that funding could be discussed between the relevant parties.
3. A quote from Western Power dated 7 February 2019 indicates a total cost of \$266,164 (GST excluded) which details installing underground power over approximately 345m, decommissioning existing overhead distribution mains, construction of new substation and other ancillary items. The proposal put to Council is to cost share 60/40 Town/GRD for the undergrounding works which relates to the proportionate length of works for each party and is deemed fair. The cost of the substation component (~\$34,000) will be borne by GRD reducing the Town's share to \$125,100.
4. One of the main issues that is still yet to be resolved relates to land tenure of Balbuk Way. Main Roads WA currently owns Lot 3 on Deposited Plan 46306 which is a rectangular parcel of land encompassing the Balbuk Way access from the Graham Farmer Freeway on-ramp and extends further south where underground power is being considered for this project. Main Roads WA are in the process of formalising Lot 3 and dedicating it as road reserve with ultimate control being handed to the Town of Victoria Park. The nexus for Main Roads WA decision is that the road does not serve any purpose for them as it does not form part of a regional road network. Ultimately, it will serve future Belmont Park residents, events traffic for race day activities and recreational boating and river users. In respect to the above, technical staff will approach Main Roads WA representatives to consider co-funding with the Town although it is not known at this stage whether they will contribute.

## Strategic alignment

| Civic Leadership                                                                                             |                                                               |
|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Strategic outcome                                                                                            | Intended public value outcome or impact                       |
| CL3 - Well thought out and managed projects that are delivered successfully.                                 | Opportunity for co-funding and improving streetscape amenity. |
| CL6 - Finances are managed appropriately, sustainability and transparently for the benefit of the community. | Future planning in the area being considered.                 |

| Environment                                                                                                      |                                                                                      |
|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Strategic outcome                                                                                                | Intended public value outcome or impact                                              |
| EN5 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed. | Aesthetic value and rehabilitation of the foreshore will be a significant attractor. |

## Engagement

| Internal Engagement |                                                                                  |
|---------------------|----------------------------------------------------------------------------------|
| Stakeholder         | Comments                                                                         |
| Assets              | Supportive – Suggested funding the project from the underground reserves funding |
| Place Planning      | Supportive                                                                       |

| External Engagement   |                                                                                                                                                         |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stakeholders          | Golden River Development Pty Ltd/NS Projects on behalf of the Developer.                                                                                |
| Period of engagement  | Issue raised with Council on 21 August 2018 with negotiations continuing until a Council decision is made.                                              |
| Level of engagement   | 4. Collaborate                                                                                                                                          |
| Methods of engagement | Email correspondence with NS Projects on behalf of the Developer.                                                                                       |
| Advertising           | Not required for this scope of works                                                                                                                    |
| Submission summary    | Western Power have provided a quote dated 7 February 2019.                                                                                              |
| Key findings          | Potential cost sharing arrangement to be pursued between the Town of Victoria Park and Golden River Development Pty Ltd – Cost implication for council. |

| Other Engagement                                                                                 |                                                                                                                             |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Stakeholder                                                                                      | Comments                                                                                                                    |
| Western Power – Quote provider of underground infrastructure along Balbuk Way and Placid Avenue. | Total cost of the project is \$266,164. Town's contribution is \$125,022 which includes the removal of the substation cost. |
| Main Roads WA                                                                                    | Request consideration for MRWA to share some costs relating to a portion of land in their ownership                         |

## Legal compliance

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

## Risk management consideration

| Risk and Consequence                                                                                                                                                                                            | Consequence rating | Likelihood rating | Overall analysis | Mitigation and Actions                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reputational</b><br>Negative public perception towards the Town committing to funding as currently the foreshore is undeveloped, and no residents reside in Belmont Park                                     | Moderate           | Likely            | High             | Request funding from Main Roads so that the Town can reduce its contribution and ensure that the project cost will be significantly cheaper if undertaken in conjunction with the Developer's portion.         |
| <b>Poor aesthetic attributes –</b><br>Balbuk Way may remain with overhead power cable for the foreseeable future while the Developer is investing heavily in the area and enhancements to the foreshore reserve | Minor              | Likely            | Moderate         | As part of its long term asset planning, the Town will need to invest its own funds into the area once residents have moved in to live and work in the precinct. This includes undergrounding of power cables. |

|                                                                                                                                                            |          |                |      |                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Future cost implications.</b><br>Costs likely to rise due to inflation in years to come. An opportunity exists now to achieve economy of scale outcomes | Moderate | Almost certain | High | All projects are subject to inflation risk as costs rise and fall. The potential economy of scale benefits of progressing the project now in conjunction with the Developer's portion of works should be considered. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Financial implications

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Current budget impact | <p>Sufficient funds do not exist within the 2018-2019 annual budget.</p> <p>Main Roads WA who are the current owners of Lot 3 will be requested to contribute to the project, however at the time of writing the report they had not been approached formally. The amount requested will likely be 50% of the Towns contribution equating to approximately \$62,550. It should not be assumed that MRWA will contribute.</p>                                 |
| Future budget impact  | <p>New budget item in the 2019/2020 Financial Year requested to be allocated. The project description and associated budget will be as follows:</p> <ul style="list-style-type: none"> <li>• Increase expenditure: Balbuk Way – 200m of underground power installation - \$125,100</li> <li>• TO DE DETERMINED: Increase grant revenue: Main Roads WA \$62,550</li> <li>• Funding recommended to be allocated from the Underground Power Reserve.</li> </ul> |

## Analysis

5. Allocating future funding for the undergrounding of power along Balbuk Way and collaborating with the Developer of Belmont Park will bring some tangible savings including enhancements to the streetscape along Balbuk Way and Placid Avenue.
6. At this stage, the developer is committed to undertaking significant revegetation and stabilisation works along the nearby foreshore reserve to improve the natural and built environment, and aesthetics of the area.
7. Undertaking the Town's portion of the project in conjunction with that of the developers will provide the following benefits;
  - Opportunity for cost savings in terms of mobilisation of equipment, resources and future cost increases of materials

- Once the area is transformed as part of the Belmont Park Redevelopment, it will become a significant attractor on a regional scale and therefore enhancements works on streetscape of the adjoining streets and other facilities in the area will be highly appreciated by the community
  - Provision of continuity and consistency of services to eliminate interface issues associated with having one section along a carriageway streetscaped without any power poles and another section in close proximity having unsightly power poles.
8. If the Town does not wish to pursue the project in 2019/2020, the Developer will be informed of the Town's position and will continue to deliver their portion of works which excludes underground power along Balbuk Way. The Town will then be able to undertake the project at a future date, but likely at a higher cost and with more site constraints.

### **Relevant documents**

Not applicable.



## 13 Chief Financial Officer reports

### 13.1 2018-2019 Annual Budget Review

|                            |                                                                                                                                                                                             |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Location</b>            | Victoria Park                                                                                                                                                                               |
| <b>Reporting officer</b>   | Graham Pattrick                                                                                                                                                                             |
| <b>Responsible officer</b> | Luke Ellis                                                                                                                                                                                  |
| <b>Voting requirement</b>  | Absolute majority                                                                                                                                                                           |
| <b>Attachments</b>         | <ol style="list-style-type: none"><li>1. Variations to the Annual Budget 2018-2019<br/><b>[13.1.1]</b></li><li>2. 2018-2019 Annual Budget Review Report Final<br/><b>[13.1.2]</b></li></ol> |

#### Recommendation

That Council:

1. Adopts the actual opening position for the 2018-2019 financial year as being the same as the estimated opening position, noting there is no allocation of funds required as part of the 2018-2019 Annual Budget Review as contained within attachments, pursuant to Regulation 31 of the Local Government (Financial Management) Regulations 1996.
2. Adopts the 2018-2019 Annual Budget Review as contained within the attachments, pursuant to Regulation 33A of the Local Government (Financial Management) Regulations 1996.
3. Approves the amendments to the 2018-2019 Annual Budget, detailed in the 2018-2019 Annual Budget Review as contained within attachments, pursuant to Section 6.8 of the *Local Government Act 1995*.

#### Purpose

The Town has a legislative requirement to report to Council material variances which impact upon the budget and to provide recommendations on how to accommodate variations.

#### In brief

- The Annual Budget Review is an assessment by Council of how it is financially performing to date and is used to identify variations from the budget by the year end. It may include new works and/or services not identified in the adoption of the budget.
- The review also examines the opening position for the financial year, which is likely to vary between that which is used for the Annual Budget and that which occurs following the annual financial audit.
- Variations to the Annual Budget are addressed in this report, including the funding identified to accommodate these variations.

#### Background

- 1) The *Local Government (Financial Management) Regulations 1996* require that between 1 January and 31 March in each year, a local government is to carry out a review of its annual budget for that year.

- 2) The review of the forecast based on the financial statements to 31 December last year has identified areas where revenue and expense budgets will not be met by 30 June this year. Suitable expense savings and/or additional revenue sources have been identified to balance out variations. Funding sources are identified from savings or revenue (in excess of budget) projected to 30 June this year.
- 3) Additional works and/or services have also been identified and included within the review.
- 4) Material variances are identified and outlined where, for the period and management area being reported, the actual varies to the budget by an amount of (+) or (-) \$25,000.
- 5) Presented is the Annual Budget Review for the current financial year (as contained within the attachments).

## Strategic alignment

| Civic Leadership                                                                                             |                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic outcome                                                                                            | Intended public value outcome or impact                                                                                                                                    |
| CL10 - Legislative responsibilities are resourced and managed appropriately, diligently and equitably.       | The community can note that the Council has met its legislative responsibility.                                                                                            |
| CL6 - Finances are managed appropriately, sustainability and transparently for the benefit of the community. | The public have an opportunity to review the impact of Council's financial activity over the first six months of the financial year and any forecast change to the budget. |

## Engagement

| Internal Engagement      |                                                                                                                                                                                                                      |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stakeholder              | Comments                                                                                                                                                                                                             |
| All Service Area Leaders | All service area leaders reviewed the financial position of their area following the first six months of activity. Adjustments were made to align budgeted activity to actual results including forecast to 30 June. |
| All Managers             | Managers were responsible for reviewing areas within their portfolio.                                                                                                                                                |
| C Suite members          | All material variances were compiled and distributed to the C Suite for review and comment.                                                                                                                          |

## Legal compliance

[Regulation 31 of the \*Local Government \(Financial Management\) Regulations 1996\*](#)

[Regulation 33A of the \*Local Government \(Financial Management\) Regulations 1996\*](#)

[Section 6.8 \(1\) of the \*Local Government Act 1995\*](#)

## Risk management consideration

| Risk and Consequence                                                                     | Consequence rating | Likelihood rating | Overall risk analysis | Mitigation and Actions                                                                             |
|------------------------------------------------------------------------------------------|--------------------|-------------------|-----------------------|----------------------------------------------------------------------------------------------------|
| <b>Compliance</b><br>Council not accepting the Annual Budget Review                      | Moderate           | Unlikely          | Moderate              | Provide reasoning and detailed explanations to Council to enable informed decision making.         |
| <b>Financial impact</b><br>Misstatement or significant error in the Annual Budget Review | Major              | Unlikely          | Moderate              | Daily and monthly reconciliations.<br>Monthly reports to Council.<br>Internal and external audits. |

## Financial implications

|                       |                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Current budget impact | <p>A report on significant variances expected to 30 June this financial year, including explanation of the variances, is contained within the Appendices. All revenue and expense variances have been balanced with a net variance of \$nil.</p> <p>Variations to the Annual Budget, as outlined in the Review, have been made with regard to asset management requirements and principles.</p> |
| Future budget impact  | The proposed review will form the new budget once adopted.                                                                                                                                                                                                                                                                                                                                      |

## Analysis

- 6) The initial review of the Annual Budget by officers identified a forecasted a small deficit. The staff were able to find savings resulting in a \$nil forecasted budget variance.
- 7) The review seeks to identify and quantify:
  - a) the forecast year-end major variances from the Town's adopted budget
  - b) the actual opening position versus the budgeted opening position. The report then makes recommendation as to what action should be taken (if any) to address that change in the forecast year-end position
  - c) the forecast year-end surplus/deficit position, having regard for the above points. The report then makes recommendation as to what action should be taken (if any) to address that change in the forecast year-end position
- 8) The review process has been undertaken having regard for:
  - a) actual revenues and expenses for the first six months of this financial year together with committed expenses, including necessary indicators to inform forecasts for the remainder of the year
  - b) forecast revenue and expense levels for the remaining six months of the financial year
  - c) the completion of the annual financial year audit from the previous financial year
  - d) the more significant (in \$ terms) variances to budget rather than the many minor 'under and overs' that, history has shown, will largely balance out

9) The review:

- a) reports a forecast \$nil year-end surplus variance to the budget (a combination of revenue and expense items)
- b) provides explanatory commentary on the major forecast variances to budget
- c) is inclusive of the previous year-end closing position variance to budget, for Council's consideration and determination

10) The Annual Budget Review has had input from all management levels at the Town, with Senior Management supporting the values as included in the review.

11) Elected Members have also been privy to the higher order values comprising this review during January of this year. Comments and suggestions made during this time have, where appropriate and possible, been incorporated into the review outcomes.

12) Accordingly, it is therefore recommended that the review be accepted and the associated budgetary changes be approved.

### **Relevant documents**

Not applicable.

### **Further consideration**

Resulting from questions asked at the Elected Member Briefing Session held on 5 March 2019, the following additional information has been provided for clarity.

13) Attachment 2 Annual Budget Review has been amended with:

- a) more descriptive information regarding the completion of the reports and the associated dates.
- b) additional information added to enable easier identification of new works and initiatives
- c) minor changes to the variance descriptions.

## 13.2 Dog Exercise Areas

|                            |                                                                                                                                                                       |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Location</b>            | Town wide                                                                                                                                                             |
| <b>Reporting officer</b>   | Alan Bancroft                                                                                                                                                         |
| <b>Responsible officer</b> | Graham Pattrick                                                                                                                                                       |
| <b>Voting requirement</b>  | Absolute majority                                                                                                                                                     |
| <b>Attachments</b>         | <ol style="list-style-type: none"><li>1. Public submission <b>[13.2.1]</b></li><li>2. Dog Exercise Maps Layout with radius and town outline <b>[13.2.2]</b></li></ol> |

### Recommendation

That Council designates these parks and/or reserves as dog exercise areas, pursuant to section 31(3A) of the *Dog Act 1976*:

- a) Taylor Street Reserve - Taylor Street, Victoria Park
- b) Raphael Park - Bounded by Gloucester Street, Geddes Street, Washington Street and Armagh Street, Victoria Park
- c) Charles Paterson Park - Great Eastern Hwy and Craig Street, Victoria Park.
- d) Read Park - Albany Highway, Victoria Park
- e) Harold Rossiter Park - Kent Street, East Victoria Park
- f) Fraser Park - Fraser Park Road and Balmoral Street, East Victoria Park
- g) Kent Street Reserve (John MacMillan Park) - Between Kent Street and Sussex Street, East Victoria Park
- h) Higgins Park - Bounded by Hill View Terrace, Creaton Street, Playfield Street and Devenish Street, East Victoria Park
- i) Forward Street Reserve - Swansea Street, Forward Street and Welshpool Road, East Victoria Park
- j) John Bissett Park - Beatty Avenue, East Victoria Park
- k) Kate Street Reserve - Kate Street, East Victoria Park
- l) Edward Millen Park – Bounded by Baillie Avenue, Albany Highway and Hillview Terrace
- m) Houghton Reserve - Bounded by Hitchcock Street, Leyland Street and Boundary Road, Saint James
- n) Stiles Avenue Griffith Street Park - Stiles Avenue and Griffith's Street Burswood
- o) J A Lee Reserve - Bounded by Streatley Street, Goddard Street, Midgley Street and Gallipoli Street, Lathlain.
- p) Old Carlisle Bowls Club –Roberts Road and Planet Street, Lathlain
- q) Fletcher Park - Weston Street and Holden Street, Carlisle
- r) Parnham Park - Star Street and Oats Street, Carlisle
- s) Carlisle Reserve - Orrong Road and Cohn Street, Carlisle

### Purpose

To designate dog exercise areas within the Town.

### In brief

- A local government may, by absolute majority, declare dog exercise areas and prohibited areas, subject to the process required in section 31(3A) of the *Dog Act 1976*, and defined in section 1.4 of the *Local Government Act 1995*.
- The proposed dog exercise areas were advertised and the community were invited to complete submissions.
- 17 submissions were received from the community.

- A total of 19 parks/reserves are being recommended as being designated dog exercise areas in the Town of Victoria Park.

## Background

1. In 2013, the *Dog Act 1976* (the Act) was reviewed by the State Government and a number of amendments were made. As a result of those amendments to the Act, local laws can no longer be used to prescribe dog exercise areas and dog prohibited areas.
2. The Council, at its meeting held on the 14 August 2018, resolved in accordance with section 31 (3C) of the *Dog Act 1976* and pursuant to section 1.7 of the *Local Government Act 1995*, of its intention to specify public places that are under its care, control or management to be a dog exercise area.
3. The parks and reserves contained within the recommendation are the recommended dog exercise areas for the Town of Victoria Park.

## Strategic alignment

| Civic Leadership                                                                  |                                                                                                                                                         |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic outcome                                                                 | Intended public value outcome or impact                                                                                                                 |
| CL02 - A community that is authentically engaged and informed in a timely manner. | Through the local law process submissions are sought from the community and responded to, meeting the standards of the Town's customer service charter. |

| Environment                                                                                                       |                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Strategic outcome                                                                                                 | Intended public value outcome or impact                                                                                   |
| EN05 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed. | Dog exercise areas throughout the Town enable the fostering of a healthy well-managed environment maintained by the Town. |

| Social                     |                                                                                                                                                    |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic outcome          | Intended public value outcome or impact                                                                                                            |
| S01 - A healthy community. | For the provision of healthy and safe environments with in the community enabling pet owner to interact with their pets and enhance pet ownership. |

## Engagement

| External Engagement   |                                                                                                                                                                               |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stakeholders          | Dog Owners, Residents and Visitors                                                                                                                                            |
| Period of engagement  | 28 days, 25 August 2018 – 25 September 2018                                                                                                                                   |
| Level of engagement   | 2.Consult<br>3. Involve                                                                                                                                                       |
| Methods of engagement | The Community were advised of where a copy of the dog exercise areas may be inspected and invited written submissions of those areas to be made to the Town of Victoria Park. |

|                    |                                                                                                                                             |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Advertising        | Advertisements were placed in the Southern Gazette and Saturday's Western Australian newspapers.                                            |
| Submission summary | 17 Submissions were received                                                                                                                |
| Key findings       | Review the availability of educational programmes around responsible dog ownership, the use of dog exercise areas and how to report issues. |

## Legal compliance

Prior to the State Government making amendments to the Dog Act, dog exercise areas were prescribed in the Town's Dog Local Law. The provision allowing local governments to prescribe dog exercise areas in their Dog Local Law was substituted with local governments being required to define public places, or a class of public places, that are under the care, control or management of the local government, to be a dog exercise area.

### [Section 31 Dog Act 1976](#)

## Risk management consideration

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

|                                                                                                        |          |          |          |                                                                                                                             |
|--------------------------------------------------------------------------------------------------------|----------|----------|----------|-----------------------------------------------------------------------------------------------------------------------------|
|                                                                                                        |          |          |          | ownership and control                                                                                                       |
| <b>Personal injury</b><br>There is potential for harm when animals and humans interact with each other | Moderate | Possible | Moderate | Ranger park patrols<br><br>Information to be disseminated via Website, social media – responsible dog ownership and control |

## Financial implications

|                       |                                                                                 |
|-----------------------|---------------------------------------------------------------------------------|
| Current budget impact | Sufficient funds exist within the annual budget to address this recommendation. |
| Future budget impact  | Not applicable.                                                                 |

## Analysis

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

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

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

## Relevant documents

Nil.

## Further consideration

Resulting from questions asked at the Elected Member Briefing Session held on 5 March 2019, the following additional information has been provided for clarity.

### Dog exercise area criteria

1. In selecting an area to be designated a dog exercise area the following considerations apply:
  - a) Is there desire or objections from residents in proximity to proposed dog exercise area?
  - b) Is the location within 400meters radius of residential dwellings, to achieve maximum usage by pet owners within a reasonable distance of their residence?

- c) The type of facility, open park land, bushland, active sporting reserves configured as ovals/fields.
- d) Major or minor traffic routes in proximity.
- e) Conservation considerations such as bush land regeneration or native animals in the location.
- f) Preexisting usage of the location such as sports activities is the reserve suitable for multi usage.

2. Exception of EO Edwards Park

- a) GO Edwards Park has been a dog on leash area approximately 18 years and has been recommended to remain a dog on leash area.
- b) The reserve borders the lake with native bird life.
- c) The nearest dog exercise area where it is permitted to exercise dogs off leash is Charles Patterson Park, directly adjacent to GO Edwards Park.



## 14 Committee Reports

### 14.1 Finance and Audit Committee

#### 14.1.1 Schedule of accounts for 31 January 2019

|                        |                                                      |
|------------------------|------------------------------------------------------|
| <b>File Reference:</b> | FIN/11/0001~09                                       |
| <b>Attachments:</b>    | 1. Payment Summary Listing - January 2019 [14.1.1.1] |

|                                                                                                                                                                                                                                                                                                                                                                                       |                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Date:</b>                                                                                                                                                                                                                                                                                                                                                                          | 7 January 2019  |
| <b>Reporting Officer:</b>                                                                                                                                                                                                                                                                                                                                                             | Ann Thampoe     |
| <b>Responsible Officer:</b>                                                                                                                                                                                                                                                                                                                                                           | Graham Pattrick |
| <b>Voting Requirement:</b>                                                                                                                                                                                                                                                                                                                                                            | Simple majority |
| <b>Executive Summary:</b><br><b>Recommendation - That Council acknowledges the Schedule of Accounts paid for the month ended 31 January 2019.</b> <ul style="list-style-type: none"><li>• The accounts paid for 31 January 2019 as included in the appendices.</li><li>• Direct lodgement of payroll payments to the personal bank accounts of employees are also included.</li></ul> |                 |

#### **TABLED ITEMS:**

Nil.

#### **BACKGROUND:**

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

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

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

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

#### **DETAILS:**

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

| Fund                     | Reference       | Amounts          |
|--------------------------|-----------------|------------------|
| <b>Municipal Account</b> |                 |                  |
| Automatic Cheques Drawn  | 608494 - 608518 | 48,248           |
| Creditors – EFT Payments |                 | 4,111,375        |
| Payroll                  |                 | 1007,899         |
| Bank Fees                |                 | 6,577            |
| Corporate MasterCard     |                 | 6,204            |
|                          |                 | <b>5,180,303</b> |
| <b>Trust Account</b>     |                 |                  |
| Automatic Cheques Drawn  | 3637 – 3647     | 9,850            |
|                          |                 | <b>9,850</b>     |
|                          |                 |                  |

### Legal Compliance:

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

#### *6.10. Financial management regulations*

*Regulations may provide for —*

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

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

#### *13. Lists of Accounts*

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

### Policy Implications:

Nil

### Risk Management Considerations:

Three risks have been identified as outlined.

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

#### **Strategic Plan Implications:**

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

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

#### **Financial Implications:**

Internal Budget:

Nil

Total Asset Management:

Nil

#### **Sustainability Assessment:**

External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

## Environmental Issues:

Nil

### **COMMENT:**

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

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

### **FURTHER COMMENT:**

The members of the Finance and Audit Committee sought further information on a number of payments made in January 2019. The following list represents the questions and answers associated with the request for further information.

- Burgess and Sons - HR Services

*This payment was for investigation services relating to Human Resources.*

- Maia Financial - Equipment Hire

*Maia Financial provided leased equipment for the Town. The payment in January related to leased printers and spin bikes at the Leisurelife Centre.*

- Mr Kraft - Adopt a Verge - \$400 and \$500

*The two payments for Mr Kraft relate to two separate items. The \$400 payment is in for a crossover contribution. The \$500 payment is in relation to the Adopt a Verge rebate. The system only allows for one standard description so Adopt a Verge was chosen for the payment listing.*

- Can the description for Mr Kraft be amended to include both items?

*The standard description is used as it was one lump sum payment. The payment listing has been updated to include both items.*

- North City Holden - Vehicle Operating

*As per the approved capital works program for 2019, this payment is for the purchase of a vehicle to renew 125VPK.*

- What is the nature of the payments to Beaver Tree Services (~\$133k)?

*Beaver Tree Services are utilised for a number of works within the Town, namely scheduled tree pruning, tree removals and watering.*

*Beaver Tree Services are contracted to the Town under contract number CTVP/15/14. The contract was awarded after it was approved at the OCM held on 13 October 2015, following a tender process.*

- What is the payment to PWC (PricewaterhouseCoopers) for \$33,423 for?

*PWC were engaged to provide redevelopment and adaptive re-use options analysis for the Edward Millen redevelopment.*

**RECOMMENDATION/S FROM THE FINANCE AND AUDIT COMMITTEE:**

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

1. **The accounts paid for 31 January 2019 as included in the appendices; and**
2. **Direct lodgement of payroll payments to the personal bank accounts of employees.**



## 14.1.2 Financial statements for the month ending 31 January 2019

|                        |                |
|------------------------|----------------|
| <b>File Reference:</b> | FIN/11/0001~09 |
| <b>Attachments:</b>    | Nil            |

|                             |                  |
|-----------------------------|------------------|
| <b>Date:</b>                | 19 February 2019 |
| <b>Reporting Officer:</b>   | Ann Thampoe      |
| <b>Responsible Officer:</b> | Graham Pattrick  |
| <b>Voting Requirement:</b>  | Simple majority  |

### **Executive Summary:**

**Recommendation - That Council accepts the Financial Activity Statement Report – 31 January 2019, as attached to and forming part of this report.**

- The Financial Activity Statement Report is presented for the month ending 31 January 2019. The report complies with the requirements of Regulation 34 (Financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*.

### **TABLED ITEMS:**

Nil

### **BACKGROUND:**

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

### **DETAILS:**

Presented is the Financial Activity Statement Report – 31 January 2019.

#### Revenue

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

#### Expense

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

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

1. Period Variation

Relates specifically to the value of the variance between the Budget and Actual figures for the period of the Report.

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

**Legal Compliance:**

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

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

variances.

### Policy Implications:

Nil

### Risk Management Considerations:

| <b>Risk &amp; Consequence</b>                                                                                                                        | <b>Consequence + Rating</b> | <b>Likelihood = Rating</b> | <b>Overall Risk Analysis</b> | <b>Mitigation/Actions</b>                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Financial Impact:</b><br>Council not accepting budget amendment recommendation                                                                    | Moderate                    | Unlikely                   | Moderate                     | Provide reasoning and detailed explanations to Council to enable informed decision making.                       |
| <b>Compliance:</b><br>Financial statement not complying with the requirements of the <i>Local Government (Financial Management) Regulations 1996</i> | Moderate                    | Unlikely                   | Moderate                     | Internal review of monthly Financial activity statement.<br><br>External audits of monthly financial statements. |
| <b>Financial impact:</b><br>Misstatement or significant error in financial statements                                                                | Major                       | Unlikely                   | Moderate                     | Daily and monthly reconciliations.<br><br>Internal and external audits.                                          |
| <b>Financial Impact:</b><br>Fraud and illegal acts                                                                                                   | Catastrophic                | Rare                       | Moderate                     | Stringent internal controls.<br><br>Internal audits.<br>Segregation of duties.                                   |

### Strategic Plan Implications:

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

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

**Financial Implications:**Internal Budget:

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

Total Asset Management:

Nil

**Sustainability Assessment:**External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

**COMMENT:**

It is recommended that the Financial Activity Statement Report – 31 January 2019 be accepted.

**CONCLUSION:**

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

**FURTHER COMMENTS:**

The Finance and Audit Committee requested further information on the item.

- Can additional details be provided for the following unfavourable variations?

- Asset Planning —leases

*It is believed that this relates to the loss of revenue from a mobile phone tower at Lathlain Park.*

- Information Systems

*Additional projects were identified that caused an overspend. This will be rectified through the annual budget review. The projects included Accounts Payable Workflow (electronic invoice approvals) and online leave applications.*

- How is the Town tracking with claiming the \$8.1 million worth of grants and contributions?

*The majority of the grants and contributions relate to state government grants, black spot funding and funding from Main Roads. Some of these require a Council endorsement until the funds can be obtained. The Town is reasonably comfortable that most of the funds listed as grants and contributions will be received however, the Chief Operations Officer, Mr Ben Killigrew advised that more information could be provided.*

*Follow the Finance and Audit Committee meeting, the following information was provided:*

*The grant funding for the Lathlain Precinct is from two sources this financial year that totals \$4.4million.*

*From LotteryWest, an amount of \$1.8mil becomes available in April 2019 and is claimable following expenses incurred in Zone 2X. It is likely that expenditure for these works will carry over into 2019/2020, so a portion will be claimed 2019/2020.*

*The State Government grant through the former Department of Sport and Recreation (now Department of Local Government, Sport and Cultural Industries) is a grant funded over five years with a total value of \$10million, of which \$8million is in turn granted by the Town to the West Coast Eagles. The drawdown of the funding agreement must be acquitted by proof of expenditure. For the 2018/2019 financial year, the draw down not yet requested/justified is \$2.6million. This is \$2million for the West Coast Eagles' ovals floodlighting and the oval one scoreboard which is not completed but is likely to be completed for acquittal this financial year. The \$0.6million budgeted for this financial year for the Town will likely be expended and acquitted in Zones 2 and 2X.*

- How can additional IT projects be approved to go ahead before the mid-year budget review is approved by Council?

*In July 2018, the Town re-prioritised ICT projects for the 2018/2019 financial year to align with strategic objectives. This resulted in:*

- *a number of Council approved, and funded, projects no longer occurring this financial year*
- *a number of new projects being pre-approved to initiate this financial year*

*The intention was to use the funding from the delayed projects to fund the priority projects.*

*Without funding in the capital budget, purchases were made against the operating budget.*

*Post-budget review adoption, these purchases will be allocated to the correct capital budget work order.*

- The place management budget for Old Space New Places is favourable by \$77,000 however \$30,000 is being requested as part of the annual budget review. How much does it cost to design a laneway and what is the second project that is being considered for Old Space New Places?

*The Chief Operations Officer, Mr Ben Killigrew advised that the first project involved companies designing the laneway and then the Town choosing from those designs. He advised that more information would be provided.*

*Following the Finance and Audit Committee meeting, further information has been included below:*

*The current WO for Old Places New Spaces: Public Realm Upgrade Program: Project two includes a total amount of \$60,000. This project is at a high risk of not being completed this financial year, and there is a high likelihood of a carry forward request. Notwithstanding this, the budget of \$60,000 is considered to be accurate to undertake concept design, detailed design, tender documentation and construction project management of this future public realm upgrade (location yet to be determined and subject to Council approval).*

*There is a \$16,000 balance in the general ledger account that the above project sits within that is titled Place Management General Consultancy. \$5,000 of this balance is required for a separate project and a work order is currently being created for that.*

*That leaves an \$11,000 balance that could be returned as part of the annual budget review. Alternatively, Council may wish to take the \$60,000 (considering there is a high risk of a carry forward) as part of the annual budget review, and re-consider this project as part of the creation of the 2019/2020 budget.*

#### **RECOMMENDATION/S FROM THE FINANCE AND AUDIT COMMITTEE:**

**That Council, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, accepts the Financial Activity Statement Report – 31 January 2019 as attached to, and forming part of, this report.**



# ***Financial Activity Statement Report***

***For the month ended 31 January 2019***



## **Contents**

Statement of Financial Activity Variances

Proposed Budget Amendments

Accounting Notes

Service Unit Definitions

Statement of Financial Activity

Net Current Funding Position

Cash and Cash Investments

Receivables (Rates and Sundry Debtors)

Grants and Contributions

Reserve Funds

Capital Items



## Statement of Financial Activity Variances

### Material Variances Defined

For the purposes of reporting the material variances in the Statement of Financial Activity (by 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 \$58,347.
- 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 \$66,230.
- The variation predominantly relates to higher than anticipated revenue received from recreational swimming area due to a significant increase in patronage.
- Budget will be adjusted to account for the positive variance during the annual budget review process.

- **Corporate Funds**

- The period variation is favourable to period budget by \$131,563.
- 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 \$105,797.
- 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 \$92,637.
- The variation predominantly relates to the cancellation of the school holiday programme in December due to the refurbishment of the change rooms at Leisurelife and a decrease in attendance at Bingo program. 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 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 \$266,012.
- The variation predominantly relates to higher than anticipated infringement income. Late payment of parking infringements have also generated revenue related to additional court imposed charges.
- 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 \$42,374.
- 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 \$79,349.
- 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.

- **Waste Services**

- The period variation is favourable to period budget by \$53,398.
- The variation predominantly relates to higher than anticipated revenue received from rubbish and recycling charges.
- The budget will be adjusted to account for the positive variance during the annual budget review process.

#### **Operating Expense**

#### Chief Executive Office

- **Communication and Engagement**

- The period variation is favourable to period budget by \$78,088.
- The variation predominantly relates to a current vacancy within the area and lower than anticipated costs relating to advertising expenditure due to a cessation of a monthly print publication within Southern Gazette. Increased expenditure due to a recent addition to the staff full time equivalent will offset the savings.
- The budget will be adjusted to account for the positive variance during the annual budget review process.

- **Customer Relations**

- The period variation is favourable to period budget by \$57,204.
- The variation predominantly relates to a vacancy within the area. Increased costs relating to concierge service at the administration building will offset some of the under expenditure.
- The budget will be adjusted to account for the positive variance during the annual budget review process.

#### Community Planning

- **Building Services**

- The period variation is favourable to period budget by \$43,916.
- 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.
- The budget will be adjusted to account for the positive variance during the annual budget review process.

- **Community Development**

- The period variation is favourable to period budget by \$99,086
- 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
- The budget will be adjusted to account for the positive variance during the annual budget review process.

- **Environmental Health**

- The period variation is unfavourable to period budget by \$49,576.
- 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.
- The budget will be adjusted to account for the negative variance during the annual budget review process.

- **Healthy Community**

- The period variation is favourable to period budget by \$28,386.
- 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 \$38,212.
- 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 \$77,235.
- 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 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.

#### **Urban Planning**

- The period variation is favourable to period budget by \$63,921.
- The variation predominantly relates to underspend in consultancy costs due to budget timing of projects. Funds will be expended within the upcoming months. Lower than anticipated agency staff and recruitment costs due to the service area having a full complement of staff has also resulted in a minor variance. One fleet vehicle within the service area has been reduced decreasing vehicle operating cost for the area.
- The budget will be adjusted to account for the negative variance during the annual budget review process.

### Finance

- **Finance Office**

- The period variation is favourable to period budget by \$47,175.
- The variation predominantly relates to vacancies within the area. One of the vacant positions was filled in recently and the remaining position is expected to be filled in the near future.
- The estimated impact on the year end position is a decrease in expenditure of \$30,000

- **Information Systems**

- The period variation is unfavourable to period budget by \$105,694
- The variation predominantly relates to a number of new unplanned initiatives occurring this financial year and budget timing.
- The budget will be adjusted to account for the negative variance during the annual budget review process.

- **Leisurelife**

- The period variation is favourable to period budget by \$262,205.

- 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 for December.
- The budget will be adjusted to account for the positive variance during the annual budget review process.
- **Parking**
  - The period variation is favourable to period budget by \$40,864.
  - The variation predominantly relates to vacancies within the area. These vacancies have also led to less parking projects and associated lower project expenditure.
  - 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 \$59,117.
  - 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 \$234,325.
  - 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 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 \$666,446.
  - 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 \$76,117
  - 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.
  - The budget allocation will be adjusted to account for the delays during the annual budget review process

- **Waste Services**

- The period variation is favourable to period budget by \$659,545.
- The variation predominantly relates to lower than anticipated tip fees due to lower tons of waste and gate fees. There is also a budget timing variance relating to the payment of green/bulk verge collection costs.
- The budget will be adjusted to account for the positive variance during the annual budget review process.

## **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 \$533,250.
- The variation predominantly relates to minor delays in few capital projects (Leisurelife changeroom, purchase of Leisurelife gym equipment, Administration accessibility, 6 and 8 Kent Street renovation works and Aqualife plant room ultraviolet generators project). 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 \$441,103.
- 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 \$1,559,758.
- The variation predominantly relates to delays in some capital projects. Works relating to Peninsula to park project has had delays due to unplanned works by Water Corporation on Victoria Park drive. The project is now almost complete. Additional 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 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 \$1,390,253.
- 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. Most road resurfacing works were scheduled to be completed by early January 2019, but delays on contractor availability and Water Corporation works on Albany Highway has delayed the completion of these projects as planned. Drainage works on Bishopsgate has been delayed due to site access restrictions. Pavement upgrade on Shepperton Road and Miller street is expected to be carried forward to the next financial year as this project is staged over two years.
- 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.

### 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<br>- Construction and Road Base<br>- Original Surface / Major Resurface |
|                         | Not depreciated<br>5 – 80 years<br>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 31 January 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.



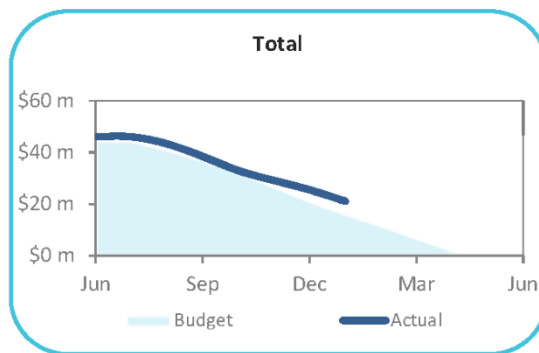
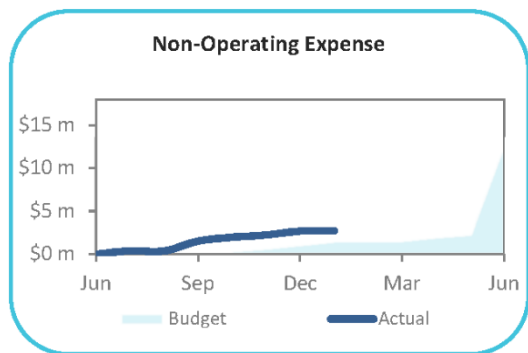
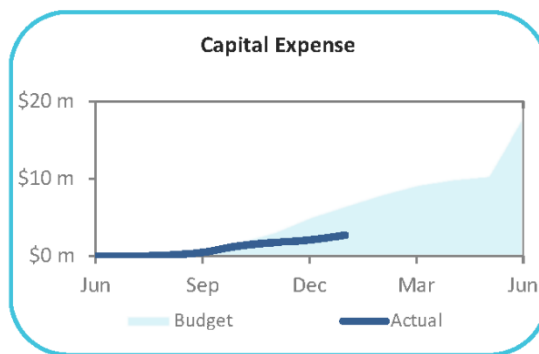
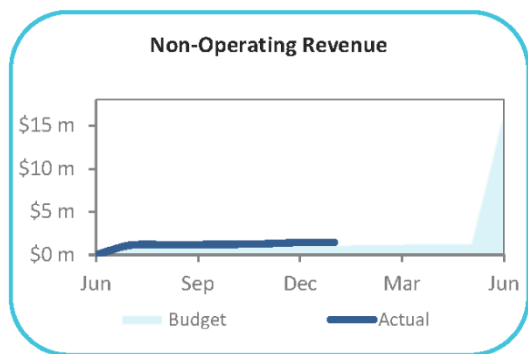
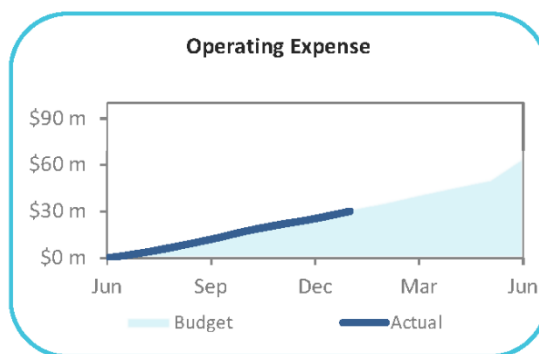
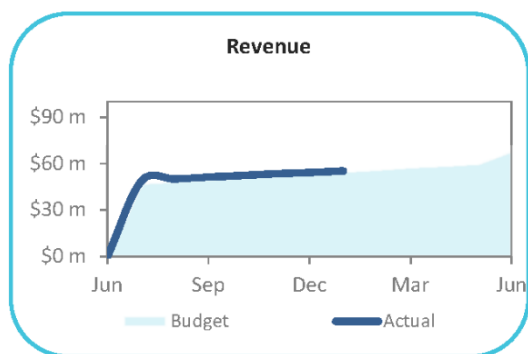
| Particulars               | Material Variance |   | Revised<br>Budget<br>\$ | 31 January 2019              |                              |            |
|---------------------------|-------------------|---|-------------------------|------------------------------|------------------------------|------------|
|                           | \$                | % |                         | Year-to-Date<br>Budget<br>\$ | Year-to-Date<br>Actual<br>\$ |            |
| Revenue                   |                   |   |                         |                              |                              |            |
| Chief Executive Office    |                   |   | 55,000                  | 4,730                        | 4,541                        |            |
| Chief Executive Office    |                   |   | 50,500                  | 4,450                        | 3,476                        |            |
| Communications and Engag  |                   |   | 1,000                   | 0                            | 647                          |            |
| Customer Relations        |                   |   | 0                       | 0                            | 0                            |            |
| Human Resources           |                   |   | 3,000                   | 0                            | 323                          |            |
| Leadership and Governance |                   |   | 500                     | 280                          | 94                           |            |
| Community Planning        |                   |   | 1,353,000               | 866,707                      | 924,343                      |            |
| Building Services         |                   |   | 370,500                 | 235,760                      | 216,683                      |            |
| Community Development     |                   |   | 268,500                 | 120,656                      | 117,829                      |            |
| Community Planning Office |                   |   | 1,000                   | 0                            | 518                          |            |
| Digital Hub               |                   |   | 1,500                   | 0                            | 3,554                        |            |
| Economic Development      |                   |   | 0                       | 0                            | 0                            |            |
| Environmental Health      |                   |   | 282,000                 | 265,410                      | 270,688                      |            |
| General Compliance        |                   |   | 10,000                  | 5,810                        | 7,943                        |            |
| Healthy Community         |                   |   | 27,500                  | 16,030                       | 19,340                       |            |
| Library Services          |                   |   | 31,500                  | 13,335                       | 19,735                       |            |
| Place Management          |                   |   | 0                       | 0                            | 0                            |            |
| Strategic Town Planning   |                   |   | 1,000                   | 0                            | 0                            |            |
| Urban Planning            | 58,347            | ▲ | 27.8%                   | 359,500                      | 209,706                      | 268,053    |
| Finance                   |                   |   | 57,733,500              | 51,729,475                   | 52,192,489                   |            |
| Aqualife                  | 66,230            | ▲ | 5.2%                    | 2,182,500                    | 1,262,398                    | 1,328,628  |
| Budgeting                 |                   |   | 1,622,500               | 383,600                      | 365,035                      |            |
| Corporate Funds           | 131,563           | ▲ | 0.3%                    | 48,124,500                   | 46,452,550                   | 46,584,113 |
| Finance Office            |                   |   | 1,000                   | 0                            | 518                          |            |
| Financial Services        | 105,797           | ▲ | 16.6%                   | 747,500                      | 637,250                      | 743,047    |
| Information Systems       |                   |   | 2,000                   | 1,120                        | 1,029                        |            |
| Leisurelife               | 92,637            | ▼ | 7.1%                    | 2,205,500                    | 1,308,122                    | 1,215,485  |
| Parking                   | 266,012           | ▲ | 16.7%                   | 2,734,000                    | 1,594,835                    | 1,860,847  |
| Ranger services           |                   |   | 114,000                 | 89,600                       | 93,787                       |            |
| Operations                |                   |   | 9,626,000               | 2,180,448                    | 2,126,295                    |            |
| Asset Planning            | 42,374            | ▼ | 23.1%                   | 1,019,500                    | 183,134                      | 140,760    |
| Environment               |                   |   | 0                       | 0                            | 0                            |            |
| Fleet Services            |                   |   | 10,500                  | 0                            | 11,940                       |            |
| Operations Office         |                   |   | 2,002,500               | 1,456                        | 518                          |            |
| Parks and Reserves        |                   |   | 3,151,000               | 323,070                      | 311,169                      |            |
| Project Management        |                   |   | 0                       | 0                            | 665                          |            |
| Street Improvement        |                   |   | 10,500                  | 6,132                        | 20,538                       |            |
| Street Operations         | 79,349            | ▼ | 8.5%                    | 2,640,500                    | 930,656                      | 851,307    |
| Waste Services            | 53,398            | ▲ | 7.3%                    | 791,500                      | 736,000                      | 789,398    |
| Total Revenue             |                   |   | 68,767,500              | 54,781,360                   | 55,247,667                   |            |

| Particulars               | Material Variance |   | Revised<br>Budget<br>\$ | 31 January 2019              |                              |             |
|---------------------------|-------------------|---|-------------------------|------------------------------|------------------------------|-------------|
|                           | \$                | % |                         | Year-to-Date<br>Budget<br>\$ | Year-to-Date<br>Actual<br>\$ |             |
| Operating Expense         |                   |   |                         |                              |                              |             |
| Chief Executive Office    |                   |   | (4,403,000)             | (2,588,870)                  | (2,467,567)                  |             |
| Chief Executive Office    |                   |   | (1,123,500)             | (583,380)                    | (588,439)                    |             |
| Communications and Engag  | 78,088            | ▼ | 17%                     | (841,500)                    | (466,835)                    | (388,747)   |
| Customer Relations        | 57,204            | ▼ | 11%                     | (878,500)                    | (531,315)                    | (474,111)   |
| Human Resources           |                   |   |                         | (844,000)                    | (509,930)                    | (498,988)   |
| Leadership and Governance |                   |   |                         | (715,500)                    | (497,410)                    | (517,281)   |
| Community Planning        |                   |   | (8,272,000)             | (4,570,366)                  | (4,308,064)                  |             |
| Building Services         | 43,916            | ▼ | 14%                     | (496,500)                    | (323,440)                    | (279,524)   |
| Community Development     | 99,086            | ▼ | 9%                      | (1,962,500)                  | (1,148,281)                  | (1,049,195) |
| Community Planning Office |                   |   |                         | (947,500)                    | (552,790)                    | (549,008)   |
| Digital Hub               |                   |   |                         | (153,000)                    | (83,734)                     | (92,282)    |
| Economic Development      |                   |   |                         | (194,500)                    | (90,520)                     | (70,234)    |
| Environmental Health      | 49,576            | ▲ | 13%                     | (652,000)                    | (378,550)                    | (428,126)   |
| General Compliance        |                   |   |                         | (249,500)                    | (145,460)                    | (131,576)   |
| Healthy Community         | 28,386            | ▼ | 19%                     | (261,000)                    | (152,961)                    | (124,575)   |
| Library Services          | 38,212            | ▲ | 6%                      | (1,243,500)                  | (683,310)                    | (721,522)   |
| Place Management          | 77,235            | ▼ | 49%                     | (302,500)                    | (156,760)                    | (79,525)    |
| Strategic Town Planning   |                   |   |                         | (726,000)                    | (222,530)                    | (214,388)   |
| Urban Planning            | 63,921            | ▼ | 10%                     | (1,083,500)                  | (632,030)                    | (568,109)   |
| Finance                   |                   |   | (21,912,500)            | (13,113,590)                 | (12,795,053)                 |             |
| Aqualife                  |                   |   |                         | (2,537,000)                  | (1,398,792)                  | (1,423,106) |
| Budgeting                 |                   |   |                         | (7,756,000)                  | (5,374,100)                  | (5,364,164) |
| Corporate Funds           |                   |   |                         | (558,000)                    | (196,600)                    | (191,536)   |
| Finance Office            | 47,175            | ▼ | 11%                     | (773,500)                    | (448,700)                    | (401,525)   |
| Financial Services        |                   |   |                         | (1,298,500)                  | (667,950)                    | (643,766)   |
| Information Systems       | 105,694           | ▲ | 7%                      | (2,966,000)                  | (1,620,780)                  | (1,726,474) |
| Leisurelife               | 262,205           | ▼ | 16%                     | (2,756,000)                  | (1,655,772)                  | (1,393,567) |
| Parking                   | 40,864            | ▼ | 3%                      | (2,442,500)                  | (1,254,796)                  | (1,213,932) |
| Ranger services           | 59,117            | ▼ | 12%                     | (825,000)                    | (496,100)                    | (436,983)   |
| Operations                |                   |   | (31,223,000)            | (12,264,675)                 | (10,604,052)                 |             |
| Asset Planning            | 234,325           | ▼ | 11%                     | (10,814,000)                 | (2,170,863)                  | (1,936,538) |
| Environment               |                   |   |                         | (185,500)                    | (84,813)                     | (102,436)   |
| Fleet Services            |                   |   |                         | 0                            | (210)                        | (4,906)     |
| Operations Office         |                   |   |                         | (2,820,000)                  | (426,675)                    | (414,168)   |
| Parks and Reserves        | 666,446           | ▼ | 22%                     | (4,981,500)                  | (3,075,399)                  | (2,408,953) |
| Project Management        |                   |   |                         | (1,901,500)                  | (620,530)                    | (604,741)   |
| Street Improvement        | 76,117            | ▼ | 13%                     | (1,165,000)                  | (587,696)                    | (511,579)   |
| Street Operations         |                   |   |                         | (2,854,500)                  | (1,511,800)                  | (1,493,587) |
| Waste Services            | 659,545           | ▼ | 17%                     | (6,501,000)                  | (3,786,689)                  | (3,127,144) |
| Total Operating Expense   |                   |   | (65,810,500)            | (32,537,501)                 | (30,174,736)                 |             |

| Particulars               | Material Variance |   | Revised<br>Budget<br>\$ | 31 January 2019              |                              |             |
|---------------------------|-------------------|---|-------------------------|------------------------------|------------------------------|-------------|
|                           | \$                | % |                         | Year-to-Date<br>Budget<br>\$ | Year-to-Date<br>Actual<br>\$ |             |
| <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)                    | (175,282)                    |             |
| 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       | 29,718            | ▼ | 14%                     | (976,500)                    | (205,000)                    | (175,282)   |
| Leisurelife               |                   |   |                         | 0                            | 0                            | 0           |
| Parking                   |                   |   |                         | (237,000)                    | 0                            | 0           |
| Ranger services           |                   |   |                         | 0                            | 0                            | 0           |
| Operations                |                   |   |                         | (17,052,000)                 | (6,528,200)                  | (2,555,947) |
| Asset Planning            | 533,250           | ▼ | 40%                     | (3,270,000)                  | (1,329,700)                  | (796,450)   |
| Environment               |                   |   |                         | 0                            | 0                            | 0           |
| Fleet Services            | 441,103           | ▼ | 60%                     | (934,500)                    | (731,500)                    | (290,397)   |
| Operations Office         |                   |   |                         | 0                            | 0                            | 0           |
| Parks and Reserves        | 1,559,758         | ▼ | 91%                     | (6,297,000)                  | (1,705,000)                  | (145,242)   |
| Project Management        | 71,000            | ▼ | 100%                    | (71,000)                     | (71,000)                     | 0           |
| Street Improvement        |                   |   |                         | 0                            | 0                            | 0           |
| Street Operations         | 1,390,253         | ▼ | 52%                     | (6,479,500)                  | (2,686,000)                  | (1,295,747) |
| Waste Services            |                   |   |                         | 0                            | (5,000)                      | (28,111)    |
| Total Capital Expense     |                   |   |                         | (18,403,500)                 | (6,733,200)                  | (2,731,229) |

| Particulars                              | \$ | Material Variance | % | 31 January 2019     |                     |
|------------------------------------------|----|-------------------|---|---------------------|---------------------|
|                                          |    |                   |   | Revised Budget      | Year-to-Date Budget |
|                                          |    |                   |   | \$                  | \$                  |
|                                          |    |                   |   |                     | Year-to-Date Actual |
|                                          |    |                   |   |                     | \$                  |
| <b><u>Non-Operating Revenue</u></b>      |    |                   |   |                     |                     |
| <b>Finance</b>                           |    |                   |   | <b>17,027,000</b>   | <b>1,231,000</b>    |
| Corporate Funds                          |    |                   |   | 17,027,000          | 1,247,949           |
| <b>Operations</b>                        |    |                   |   | <b>383,000</b>      | <b>205,000</b>      |
| Fleet Services                           |    |                   |   | 383,000             | 194,339             |
| <b>Total Non-Operating Revenue</b>       |    |                   |   | <b>17,410,000</b>   | <b>1,436,000</b>    |
| <b><u>Non-Operating Expense</u></b>      |    |                   |   |                     |                     |
| <b>Finance</b>                           |    |                   |   | <b>(12,932,500)</b> | <b>(2,698,750)</b>  |
| Corporate Funds                          |    |                   |   | (12,932,500)        | (2,704,631)         |
| <b>Total Non-Operating Expense</b>       |    |                   |   | <b>(12,932,500)</b> | <b>(2,698,750)</b>  |
| <b><u>Non-Cash Items Adjustments</u></b> |    |                   |   |                     |                     |
| Profit and Loss                          |    |                   |   | (1,607,500)         | (936,250)           |
| Depreciation                             |    |                   |   | 8,037,500           | (346,241)           |
| <b>Total Non-Cash Items Adjustments</b>  |    |                   |   | <b>6,430,000</b>    | <b>5,630,499</b>    |
| <b>Suspense Items Yet To Be Applied</b>  |    |                   |   | <b>0</b>            | <b>0</b>            |
| Opening Surplus / (Deficit)              |    |                   |   | 4,539,000           | 137,712             |
| Closing Surplus / (Deficit)              |    |                   |   | <b>0</b>            | <b>22,367,409</b>   |
|                                          |    |                   |   |                     | <b>31,040,328</b>   |

**Graphical Representation**



| Particulars                                             | Brought<br>Forward<br>1 July<br>\$ | 2018-2019<br>Revised<br>Budget<br>\$ | Year<br>To Date<br>Actual<br>\$ |
|---------------------------------------------------------|------------------------------------|--------------------------------------|---------------------------------|
| <b>Current Assets</b>                                   |                                    |                                      |                                 |
| Cash - Unrestricted                                     | 10,553,410                         | 7,903,757                            | 30,361,808                      |
| Cash - Reserves / Restricted                            | 31,086,162                         | 33,823,443                           | 32,247,148                      |
| Receivables and Accruals                                | 3,328,489                          | 2,000,000                            | 9,699,485                       |
| Inventories                                             | 9,470                              | 1,500                                | 9,470                           |
|                                                         | <b>44,977,531</b>                  | <b>43,728,700</b>                    | <b>72,317,912</b>               |
| <b>Less Current Liabilities</b>                         |                                    |                                      |                                 |
| Payables and Provisions                                 | (9,352,369)                        | (9,905,257)                          | (9,030,435)                     |
|                                                         | <b>(9,352,369)</b>                 | <b>(9,905,257)</b>                   | <b>(9,030,435)</b>              |
| <b>Net Current Asset Position</b>                       | <b>35,625,162</b>                  | <b>33,823,443</b>                    | <b>63,287,476</b>               |
| <b>Less</b>                                             |                                    |                                      |                                 |
| Cash - Reserves / Restricted                            | (31,086,162)                       | (33,823,443)                         | (32,247,148)                    |
| <b>Estimated Surplus / (Deficiency) Carried Forward</b> | <b>4,539,000</b>                   | <b>-</b>                             | <b>31,040,328</b>               |

### Cash and Investments Analysis

|                                  | Amount<br>Invested<br>\$ | Interest<br>Rate<br>% | Term<br>(Days) | Maturity<br>Date | Projected<br>Earnings<br>\$ | Percentage<br>of<br>Portfolio |
|----------------------------------|--------------------------|-----------------------|----------------|------------------|-----------------------------|-------------------------------|
| <b>Cash - Unrestricted</b>       |                          |                       |                |                  |                             |                               |
| <b>Bankwest</b>                  | <b>2,000,000</b>         |                       |                |                  | <b>41,425</b>               | <b>3%</b>                     |
| 4748890                          | 2,000,000                | 2.80                  | 270            | 24-May-19        | 41,425                      |                               |
| <b>CBA</b>                       | <b>13,361,808</b>        |                       |                |                  | <b>17,441</b>               | <b>21%</b>                    |
| At Call                          | 13,361,808               | Variable              | 11am           | Daily            | 17,441                      |                               |
| <b>ME Bank</b>                   | <b>7,000,000</b>         |                       |                |                  | <b>41,630</b>               | <b>11%</b>                    |
| 133559                           | 3,000,000                | 2.70                  | 115            | 20-May-19        | 25,521                      |                               |
| 133560                           | 4,000,000                | 2.45                  | 60             | 26-Mar-19        | 16,110                      |                               |
| <b>NAB</b>                       | <b>8,000,000</b>         |                       |                |                  | <b>91,291</b>               | <b>13%</b>                    |
| 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                      |                               |
| <b>Total Cash - Unrestricted</b> | <b>30,361,808</b>        |                       |                |                  | <b>191,787</b>              | <b>48%</b>                    |
| <b>Cash - Restricted</b>         |                          |                       |                |                  |                             |                               |
| <b>CBA</b>                       | <b>11,247,148</b>        |                       |                |                  | <b>171</b>                  | <b>18%</b>                    |
| At Call                          | 11,247,148               | Variable              | 11am           | Daily            | 171                         |                               |
| <b>Bankwest</b>                  | <b>14,000,000</b>        |                       |                |                  | <b>288,132</b>              | <b>22%</b>                    |
| 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                     |                               |
| <b>NAB</b>                       | <b>4,000,000</b>         |                       |                |                  | <b>97,644</b>               | <b>6%</b>                     |
| 57-186-2122                      | 4,000,000                | 2.70                  | 330            | 25-Jun-18        | 97,644                      |                               |
| <b>BOQ</b>                       | <b>3,000,000</b>         |                       |                |                  | <b>41,137</b>               | <b>5%</b>                     |
| 036670                           | 3,000,000                | 2.75                  | 182            | 17-Jun-19        | 41,137                      |                               |
| <b>Total Cash - Restricted</b>   | <b>32,247,148</b>        |                       |                |                  | <b>427,083</b>              | <b>52%</b>                    |
| <b>Total Cash - Invested</b>     | <b>62,608,956</b>        |                       |                |                  | <b>618,870</b>              | <b>100%</b>                   |
| <b>Cash on Hand</b>              | <b>9,005</b>             |                       |                |                  |                             |                               |
| <b>Total Cash</b>                | <b>62,617,961</b>        |                       |                |                  |                             |                               |

Cash and Investments Analysis

Portfolio Diversity

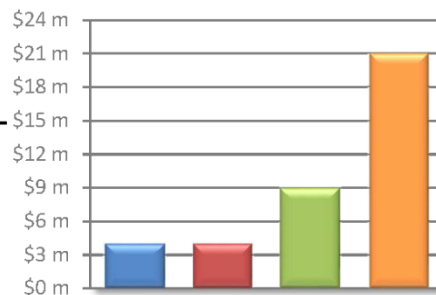
| Institution | %   |
|-------------|-----|
| Bankwest    | 26  |
| BOQ         | 5   |
| CBA         | 39  |
| ME Bank     | 11  |
| Suncorp     | 0   |
| NAB         | 19  |
|             | 100 |



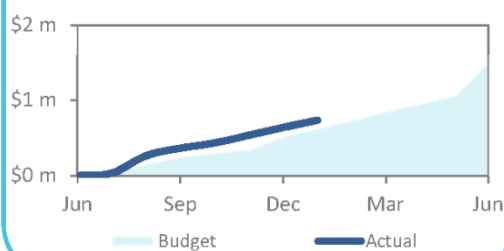
Investment Maturity Timing

| Maturity | \$ |
|----------|----|
|----------|----|

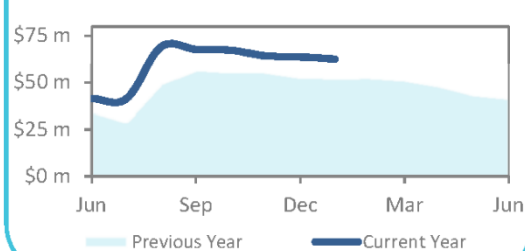
|               |                   |
|---------------|-------------------|
| Up to 30 days | 4,000,000         |
| 31 - 60 days  | 4,000,000         |
| 61 - 90 days  | 9,000,000         |
| 90+ days      | 21,000,000        |
| <b>Total</b>  | <b>38,000,000</b> |



Interest Earnings

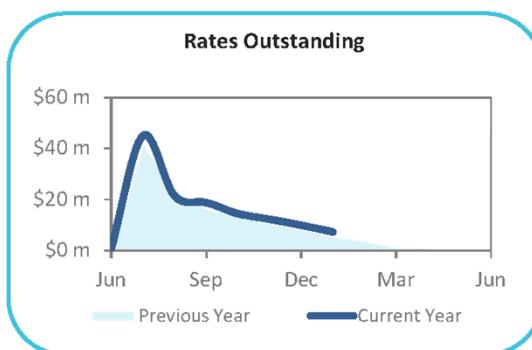


Total Cash Holdings

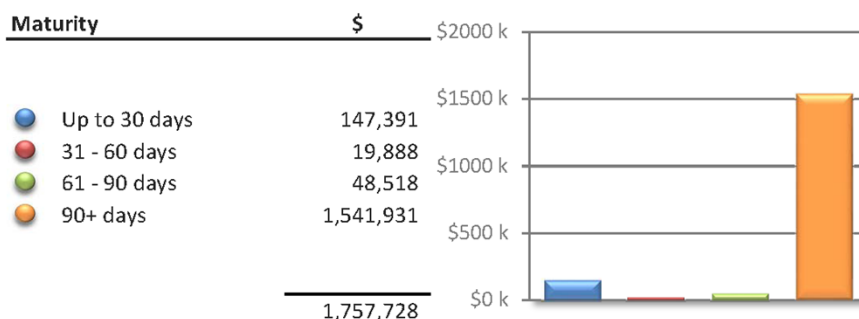


**Rates Outstanding (Not Including Deferrals or Associated Fees and Charges)**

|                                             |                   |
|---------------------------------------------|-------------------|
|                                             | <b>Total</b>      |
| Balance from Previous Year                  | 1,092,378         |
| Rates Levied - Initial                      | 45,627,053        |
| Rates Levied - Interims                     | 302,755           |
| <b>Total Rates Collectable</b>              | <b>47,022,186</b> |
| Current Rates Collected To Date             | 39,655,508        |
| <b>Current Rates Outstanding</b>            | <b>7,366,678</b>  |
| <b>% Rates Outstanding</b>                  | <b>15.7%</b>      |
| <b>% Rates Outstanding target less than</b> | <b>13.5%</b>      |


**Sundry Debtors**

| Type                                   | Total            | 30 Days        | 60 Days       | 90 Days       | 90+ Days         |
|----------------------------------------|------------------|----------------|---------------|---------------|------------------|
| Grants and Subsidies                   | 34,994           | 34,994         | -             | -             | -                |
| Property Rent                          | 9,009            | 7,402          | -             | -             | 1,607            |
| Aqualife Fees                          | 41,108           | 39,774         | 1,034         | 300           | -                |
| Leisurelife Fees                       | 12,018           | 10,250         | 255           | 84            | 1,429            |
| Community Life Fees                    | 6,031            | 4,876          | -             | -             | 1,154            |
| Health Fees                            | 10,557           | 2,557          | -             | 1,014         | 6,986            |
| Other Fees and Charges                 | 41,112           | 41,112         | -             | -             | -                |
| Building and Planning Application Fees | 987              | 987            | -             | -             | -                |
| Infringements - Parking                | 1,476,282        | 3,240          | 17,100        | 41,920        | 1,414,022        |
| Infringements - Animals                | 63,525           | 2,200          | 1,200         | 200           | 59,925           |
| Infringements - General                | 36,174           | -              | 300           | -             | 35,874           |
| Infringements - Bush Fire              | 21,627           | -              | -             | 4,000         | 17,627           |
| Infringements - Health                 | 4,306            | -              | -             | 1,000         | 3,306            |
| <b>Total Sundry Debtors</b>            | <b>1,757,728</b> | <b>147,391</b> | <b>19,888</b> | <b>48,518</b> | <b>1,541,931</b> |

**Sundry Debtor Aged Analysis**


**Grants and Contributions**

| Details                           | Original<br>Budget | Revised<br>Budget | Receipt Status   |                  |
|-----------------------------------|--------------------|-------------------|------------------|------------------|
|                                   | \$                 | \$                | Invoiced         | Remaining        |
| <b>Operating Funding</b>          |                    |                   |                  |                  |
| <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           | 183,545          | 566,455          |
| Federal Local Road Grant          | 350,000            | 350,000           | 86,634           | 263,367          |
| <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           |
|                                   |                    |                   |                  | -                |
| <b>Non-Operating Funding</b>      |                    |                   |                  | -                |
| <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          |
|                                   |                    |                   |                  | -                |
| <b>Total Cash Deposits</b>        | <b>9,517,500</b>   | <b>9,517,500</b>  | <b>1,358,697</b> | <b>8,193,096</b> |

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**Reserve Funds Descriptions**

The purposes for which funds have been set aside by Council, in Reserve Funds, are outlined below -

**Building Renewal**

*To be used to fund renewal projects associated with Council's Building assets.*

**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<br>Opening<br>Balance<br>\$ | Transfer<br>to<br>Reserve<br>\$ | Transfer<br>from<br>Reserve<br>\$ | 31 January 2019<br>Balance<br>Actual<br>\$ | Balance<br>Budget<br>\$ | Annual<br>Revised<br>Budget<br>\$ |
|-----------------------------|------------------------------------|---------------------------------|-----------------------------------|--------------------------------------------|-------------------------|-----------------------------------|
| Building Renewal            | 487,366                            | 1,332                           | -                                 | 488,698                                    | 487,366                 | 525,366                           |
| Cash-in-Lieu                | -                                  | -                               | -                                 | -                                          | -                       | -                                 |
| Community Art               | 689,443                            | 1,884                           | -                                 | 691,327                                    | 689,443                 | 690,043                           |
| Drainage Renewal            | 225,520                            | 616                             | -                                 | 226,136                                    | 225,520                 | 225,920                           |
| Edward Millen Site          | 1,882,335                          | 3,984                           | -                                 | 1,886,319                                  | 1,882,335               | 1,458,678                         |
| Furniture and Equip Renewal | 599,407                            | 1,638                           | -                                 | 601,045                                    | 599,407                 | 599,907                           |
| Future Fund                 | 14,384,893                         | 39,317                          | -                                 | 14,424,210                                 | 14,384,893              | 13,658,793                        |
| Future Projects             | 4,079,640                          | 7,051                           | -                                 | 4,086,690                                  | 4,079,640               | 450,178                           |
| Harold Hawthorn - Carlisle  | 148,630                            | 406                             | -                                 | 149,036                                    | 148,630                 | 148,630                           |
| Information Technology Ren  | 661,800                            | 1,809                           | -                                 | 663,609                                    | 661,800                 | 665,400                           |
| Insurance Risk Reserve      | 396,930                            | 1,085                           | -                                 | 398,015                                    | 396,930                 | 397,230                           |
| Land Asset Optimisation     | 801,300                            | 1,083,472                       | -                                 | 1,884,772                                  | 801,300                 | 397,230                           |
| Other Infrastructure Renew  | 614,943                            | 1,681                           | -                                 | 616,624                                    | 614,943                 | 615,443                           |
| Parks Renewal               | 96,025                             | 262                             | -                                 | 96,287                                     | 96,025                  | 46,225                            |
| Pathways Renewal            | 419,697                            | 1,147                           | -                                 | 420,844                                    | 419,697                 | 420,397                           |
| Plant and Machinery         | 268,942                            | 735                             | -                                 | 269,677                                    | 268,942                 | 269,342                           |
| Renewable Energy            | 174,780                            | 478                             | -                                 | 175,258                                    | 174,780                 | 75,380                            |
| Roads Renewal               | 881,637                            | 2,410                           | -                                 | 884,047                                    | 881,637                 | 882,337                           |
| Underground Power           | 3,288,499                          | 8,988                           | -                                 | 3,297,487                                  | 3,288,499               | 3,241,999                         |
| Waste Management            | 984,375                            | 2,691                           | -                                 | 987,066                                    | 984,375                 | 985,175                           |
|                             | <b>31,086,162</b>                  | <b>1,160,987</b>                | <b>-</b>                          | <b>32,247,148</b>                          | <b>31,086,162</b>       | <b>25,753,673</b>                 |

## Capital Items

The following pages summarise the progress of the Capital Items.

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

### Item Timing

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

|                                                                                   |          |
|-----------------------------------------------------------------------------------|----------|
|  | 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 \$ |
|----------------------------------------------------------|-------------------------------------|------------------|-------------------|------------------------|
| <b>Land and Buildings</b>                                |                                     |                  | <b>3,036,500</b>  | <b>762,170</b>         |
| <b>Renewal - Land and Buildings</b>                      |                                     |                  |                   |                        |
| 6 Kent Street - Facility - Internal Renewal              | <input type="checkbox"/>            | ■■■□             | 222,500           | 176,688                |
| 8 Kent Street - Facility - Internal Renewal              | <input type="checkbox"/>            | ■■■□             | 193,500           | 175,775                |
| Administration Office - Ceiling - Lighting               | <input type="checkbox"/>            | ■■■■             | 20,000            | 17,790                 |
| Aqualife - First Aid Room - Refurbish                    | <input type="checkbox"/>            | ■■■■             | 20,000            | 14,485                 |
| Aqualife - Function Room - Renew Floor                   | <input type="checkbox"/>            | ■■■■             | 10,000            | 6,840                  |
| Aqualife - Plant Room - Ultraviolet Generators           | <input type="checkbox"/>            | ■□□□             | 125,000           | 0                      |
| Fletcher Park - Clubrooms - Plumbing Fixtures            | <input type="checkbox"/>            | □□□□             | 10,000            | 0                      |
| Fraser Park - Clubrooms - Painting                       | <input type="checkbox"/>            | ■□□□             | 10,000            | 0                      |
| Harold Hawthorne Centre - Various - Air Conditioning     | <input type="checkbox"/>            | ■□□□             | 100,000           | 0                      |
| Harold Rossiter Park - Clubrooms - Painting              | <input checked="" type="checkbox"/> | ■■■■             | 5,000             | 17,080                 |
| Higgins Park - Clubrooms - Painting                      | <input checked="" type="checkbox"/> | ■■■■             | 10,000            | 15,900                 |
| Leisurelife - Drama Room - Floor Reseal                  | <input type="checkbox"/>            | ■■■■             | 40,000            | 3,438                  |
| Leisurelife - Gym - Air Conditioning                     | <input type="checkbox"/>            | ■■■□             | 230,000           | 2,230                  |
| Leisurelife - Sports Court Major- Roller Door            | <input type="checkbox"/>            | ■■■■             | 7,000             | 5,020                  |
| Leisurelife - Toilets and Change Rooms - Renewal         | <input type="checkbox"/>            | ■■■□             | 261,500           | 122,758                |
| Library - Outdoor Staff Area - Courtyard Security        | <input type="checkbox"/>            | ■■■■             | 10,000            | 2,007                  |
| Library - Public Areas - Carpets                         | <input type="checkbox"/>            | □□□□             | 86,000            | 0                      |
| Library - Staff Kitchen - Refurbish                      | <input type="checkbox"/>            | □□□□             | 35,000            | 0                      |
| Library - Staff Locker Area - Compactus Area Ceiling     | <input type="checkbox"/>            | ■■■■             | 7,000             | 4,690                  |
| Library - Staff Office - Fit Out and Storage             | <input type="checkbox"/>            | □□□□             | 80,000            | 0                      |
| Reactive Building Renewal Works - Various - Allocation   | <input type="checkbox"/>            | □□□□             | 100,000           | 0                      |
| Taylor Reserve - Toilets - Renewal                       | <input type="checkbox"/>            | ■■■■             | 185,500           | 180,171                |
| <b>Upgrade - Land and Buildings</b>                      |                                     |                  |                   |                        |
| Administration Office - Facility - Accessibility Upgrade | <input type="checkbox"/>            | ■■■□             | 51,000            | 1,080                  |
| Land - 25 Boundary Road - Subdivision                    | <input type="checkbox"/>            | ■□□□             | 71,000            | 0                      |
| Leisurelife - First Aid Room - Lighting                  | <input type="checkbox"/>            | ■□□□             | 1,500             | 0                      |
| Kitchen Upgrade - Higgins Park Tennis Club               | <input checked="" type="checkbox"/> | ■■■■             | 0                 | 1,598                  |
| 874 Albany Highway - Accessibility                       | <input type="checkbox"/>            | ■■■■             | 15,000            | 14,621                 |
| <b>New - Land and Buildings</b>                          |                                     |                  |                   |                        |
| Lathlain Redevelopment (Zone 2) - Buildings              | <input type="checkbox"/>            | ■□□□             | 750,000           | 0                      |
| Lathlain Redevelopment (Zone 2x) - Buildings             | <input type="checkbox"/>            | ■□□□             | 380,000           | 0                      |

## Capital Items

| Particulars                                        | Budget Status                       | Completion Stage | Revised Budget \$ | Year-to-Date Actual \$ |
|----------------------------------------------------|-------------------------------------|------------------|-------------------|------------------------|
| <b>Plant and Machinery</b>                         |                                     |                  | <b>934,500</b>    | <b>318,508</b>         |
| <b>Renewal - Plant and Machinery</b>               |                                     |                  |                   |                        |
| 105 VPK - Holden Colorado Dual Cab Ute (Plant 397) | <input type="checkbox"/>            | □□□□             | 35,000            | 0                      |
| 107 VPK - Nissan X Trail Wagon (Plant 394)         | <input type="checkbox"/>            | □□□□             | 35,000            | 0                      |
| 119 VPK - Holden Colorado Dual Cab Ute (Plant 383) | <input type="checkbox"/>            | ■□□□             | 32,000            | 31,749                 |
| 121 VPK - Nissan Navara Dual Cab Ute (Plant 390)   | <input type="checkbox"/>            | □□□□             | 32,000            | 0                      |
| 123 VPK - Holden Cruze Wagon (Plant 361)           | <input checked="" type="checkbox"/> | ■□□□             | 25,000            | 25,272                 |
| 125 VPK - Nissan Navara Ute (Plant 389)            | <input checked="" type="checkbox"/> | ■□□□             | 32,000            | 32,642                 |
| 126 VPK - VW Caddy Rangers (Plant 375)             | <input type="checkbox"/>            | ■□□□             | 40,000            | 0                      |
| 129 VPK - VW Caddy Rangers (Plant 376)             | <input type="checkbox"/>            | ■□□□             | 40,000            | 0                      |
| 132 VPK - Holden Colorado Dual Cab Ute (Plant 392) | <input checked="" type="checkbox"/> | ■□□□             | 32,000            | 32,422                 |
| 141 VPK - Ford Transit (Plant 296)                 | <input type="checkbox"/>            | ■□□□             | 45,000            | 43,457                 |
| 162 VPK - Road Sweeper (Plant 341)                 | <input type="checkbox"/>            | ■□□□             | 380,000           | 0                      |
| 1EFR 960 - Hyundai Sedan (Plant 333)               | <input checked="" type="checkbox"/> | ■□□□             | 25,000            | 25,553                 |
| 1EFZ 074 - Hyundai Parking (Plant 335)             | <input checked="" type="checkbox"/> | ■□□□             | 25,000            | 26,638                 |
| 1EHK 762 - Hyundai Sedan (Plant 337)               | <input checked="" type="checkbox"/> | ■□□□             | 25,000            | 26,018                 |
| 1EIO 123 - VW Caddy Parking (Plant 342)            | <input type="checkbox"/>            | □□□□             | 45,000            | 0                      |
| 1EPG 777 - Hyundai i30 Parking (Plant 373)         | <input type="checkbox"/>            | □□□□             | 25,000            | 0                      |
| 1GEL 999 - Subaru (Plant 391)                      | <input type="checkbox"/>            | ■□□□             | 25,000            | 23,709                 |
| Electric Bicycles                                  | <input type="checkbox"/>            | ■□□□             | 10,500            | 3,704                  |
| Minor Plant Renewal - Parks                        | <input type="checkbox"/>            | ■□□□             | 13,000            | 11,448                 |
| Minor Plant Renewal - Street Improvement           | <input type="checkbox"/>            | ■□□□             | 13,000            | 7,786                  |
| Minor Plant - Bins                                 |                                     | □□□□             | 0                 | 28,111                 |
| <b>Furniture and Equipment</b>                     |                                     |                  | <b>336,500</b>    | <b>34,280</b>          |
| 6 and 8 Kent Street - Minor Expense - Allocation   | <input type="checkbox"/>            | □□□□             | 30,000            | 0                      |
| Administration Centre - Minor Expense - Allocation | <input type="checkbox"/>            | ■□□□             | 30,000            | 9,204                  |
| Aqualife - Crèche - Play Equipment                 | <input type="checkbox"/>            | □□□□             | 1,000             | 0                      |
| Aqualife - Function Room - Group Fitness Equipment | <input type="checkbox"/>            | □□□□             | 3,000             | 0                      |
| Aqualife - Minor Expense - Allocation              | <input type="checkbox"/>            | ■□□□             | 11,000            | 6,348                  |
| Depot - Minor Expense - Allocation                 | <input type="checkbox"/>            | ■□□□             | 10,000            | 0                      |
| Digital Hub - Minor Expense - Allocation           | <input type="checkbox"/>            | ■□□□             | 5,000             | 1,343                  |
| Leisure life - Minor Expense - Allocation          | <input type="checkbox"/>            | ■□□□             | 10,000            | 6,029                  |
| Leisurelife - Court 3 - Badminton Posts            | <input type="checkbox"/>            | ■□□□             | 4,000             | 0                      |
| Leisurelife - Court 3 - Equipment Storage          | <input type="checkbox"/>            | ■□□□             | 10,000            | 0                      |
| Leisurelife - Courts 1 and 2 - Volleyball Posts    | <input type="checkbox"/>            | ■□□□             | 4,500             | 0                      |
| Leisurelife - Gym - Gym Equipment                  | <input type="checkbox"/>            | ■□□□             | 165,000           | 6,695                  |
| Library - Minor Expense - Allocation               | <input type="checkbox"/>            | ■□□□             | 15,000            | 331                    |
| <b>Upgrade - Furniture and Equipment</b>           |                                     |                  |                   |                        |
| Depot - Pedestrian Gate - Security Upgrade         | <input type="checkbox"/>            | ■□□□             | 6,000             | 4,330                  |
| <b>New - Furniture and Equipment</b>               |                                     |                  |                   |                        |
| Parking - Enforcement - Parking Machine Cabling    | <input type="checkbox"/>            | □□□□             | 23,000            | 0                      |
| Parking - Enforcement - Recognition Equipment      | <input type="checkbox"/>            | □□□□             | 9,000             | 0                      |

### Capital Items

| Particulars                                        | Budget Status                       | Completion Stage                                                                                                                                | Revised Budget \$ | Year-to-Date Actual \$ |
|----------------------------------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------|
| <b>Information Technology</b>                      |                                     |                                                                                                                                                 | <b>976,500</b>    | <b>175,282</b>         |
| <b>Renewal - Information Technology</b>            |                                     |                                                                                                                                                 |                   |                        |
| Software - Customer Request Management System      | <input type="checkbox"/>            | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                                             | 150,000           | 0                      |
| System - Intranet and Portal                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                                  | 85,000            | 50,139                 |
| <b>Upgrade - Information Technology</b>            |                                     |                                                                                                                                                 |                   |                        |
| Hardware - Workstations and Peripherals            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                       | 10,000            | 2,454                  |
| Network - Aqualife                                 | <input type="checkbox"/>            | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                                             | 5,000             | 0                      |
| Software - Leisure Facilities Management           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>            | 95,000            | 52,300                 |
| Software - Library Management                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                       | 95,000            | 21,285                 |
| Software - Records Management                      | <input type="checkbox"/>            | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                                             | 60,000            | 0                      |
| System - Authority 7.x                             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                                  | 45,000            | 0                      |
| <b>New - Information Technology</b>                |                                     |                                                                                                                                                 |                   |                        |
| Software - Asset Management                        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                       | 190,000           | 22,440                 |
| Software - Minutes and Agendas                     | <input type="checkbox"/>            | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                                             | 50,000            | 24,968                 |
| Software - Mobile App Lighten Up                   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>            | 1,500             | 1,697                  |
| Software - Mobile Health                           | <input type="checkbox"/>            | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                                             | 100,000           | 0                      |
| System - RFID Self-Service Solution                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                                  | 90,000            | 0                      |
| <b>Roads</b>                                       |                                     |                                                                                                                                                 | <b>4,338,500</b>  | <b>963,795</b>         |
| <b>Renewal - Roads</b>                             |                                     |                                                                                                                                                 |                   |                        |
| Albany Highway - Duncan to Teddington - Seal       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 10,000            | 17,532                 |
| Albany Highway - Kent - Miller Roundabout - Seal   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                       | 68,500            | 0                      |
| Albany Highway - Service Lane to Shepperton - Seal | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                       | 36,000            | 0                      |
| Custance Street - Getting to Roberts - Seal        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>            | 36,500            | 50,664                 |
| Enfield Street - Goddard to Gallipoli - Seal       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>            | 142,000           | 130,701                |
| Enfield Street - Waller to Goddard - Seal          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>            | 33,000            | 15,793                 |
| Esperance Street - Berwick to End - Seal -         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>            | 97,000            | 22,591                 |
| Gloucester Street - Cargill to Leonard - Seal      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                       | 163,000           | 2,230                  |
| Hampton Road - Howick to Teague - Seal             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                       | 131,500           | 55,006                 |
| Hubert Street - Somerset to Oats - Seal            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>            | 76,500            | 29,490                 |
| Kate Street - Norseman to Lake View - Seal         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                       | 56,000            | 0                      |
| King George Street - Berwick to 60m South - Seal   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>            | 27,500            | 7,355                  |
| Maple Street - Gallipoli to End - Seal             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 144,500           | 104,412                |
| Oats Street - Mars to Planet - Seal                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                       | 131,500           | 965                    |
| Oats Street - Tuckett to Rutland - Seal            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                       | 158,500           | 2,040                  |
| Rathay Street - Berwick to Lansdowne - Seal        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                       | 127,000           | 1,635                  |
| Salford Street - Albany to Lichfield - Seal        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>                       | 72,500            | 1,375                  |
| Staines Street - Goddard to Gallipoli - Seal       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>            | 189,000           | 141,084                |
| Star Street - Mid Block to Archer - Seal           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>            | 119,500           | 24,591                 |

## Capital Items

| Particulars                                          | Budget Status                       | Completion Stage | Revised Budget \$ | Year-to-Date Actual \$ |
|------------------------------------------------------|-------------------------------------|------------------|-------------------|------------------------|
| <b>Upgrade - Roads</b>                               |                                     |                  |                   |                        |
| Hill View Terrace - Oats and Albany - Pavement       | <input type="checkbox"/>            | ■ ■ ■ ■          | 76,000            | 4,000                  |
| Hill View Terrace and Oats Street - Intersection     | <input type="checkbox"/>            | ■ ■ ■ ■          | 170,000           | 0                      |
| Kent and Hayman - Stage 1 - Pavement                 | <input type="checkbox"/>            | ■ ■ ■ ■          | 630,000           | 6,533                  |
| McCartney Crescent - Pavement                        | <input type="checkbox"/>            | ■ ■ ■ ■          | 22,500            | 15,150                 |
| Roberts Road and Orrong Road - Intersection          | <input type="checkbox"/>            | ■ ■ ■ ■          | 220,000           | 0                      |
| Rutland Avenue - Oats to Welshpool - Pavement        | <input type="checkbox"/>            | ■ ■ ■ ■          | 449,500           | 1,507                  |
| Shepperton and Miller - Stage 2 - Pavement           | <input type="checkbox"/>            | ■ ■ ■ ■          | 449,500           | 10,200                 |
| <b>New - Roads</b>                                   |                                     |                  |                   |                        |
| Cookham Road - Goddard to Gallipoli - Calming        | <input type="checkbox"/>            | □ □ □ □          | 24,000            | 0                      |
| Cornwall Street - Gallipoli to Castle - Calming      | <input type="checkbox"/>            | ■ ■ ■ ■          | 40,000            | 4,295                  |
| Egham Street - Goddard to Gallipoli - Calming        | <input type="checkbox"/>            | □ □ □ □          | 24,000            | 0                      |
| Gallipoli Street - Egham to Enfield - Calming        | <input checked="" type="checkbox"/> | ■ ■ ■ ■          | 23,000            | 92,384                 |
| Gallipoli Street - Egham to Howick - Calming         | <input checked="" type="checkbox"/> | ■ ■ ■ ■          | 23,000            | 98,628                 |
| Goddard Street - Egham to Howick - Calming           | <input checked="" type="checkbox"/> | ■ ■ ■ ■          | 24,000            | 49,688                 |
| Goddard Street - Midgley to Cookham - Calming        | <input checked="" type="checkbox"/> | ■ ■ ■ ■          | 24,000            | 46,178                 |
| Goddard Street - Saleham to McCartney - Calming      | <input type="checkbox"/>            | □ □ □ □          | 88,000            | 0                      |
| McCartney Crescent - Goddard to Roberts - Calming    | <input type="checkbox"/>            | ■ ■ ■ ■          | 51,500            | 12,806                 |
| Saleham Street - Goddard to Gallipoli - Calming      | <input type="checkbox"/>            | ■ ■ ■ ■          | 52,500            | 14,960                 |
| Staines Street - Rutland to Goddard - Calming        | <input type="checkbox"/>            | □ □ □ □          | 40,000            | 0                      |
| Streatley Road - Gallipoli to Castle - Calming       | <input type="checkbox"/>            | □ □ □ □          | 40,000            | 0                      |
| Various - Bike Plan Initiatives - On Road Facilities | <input type="checkbox"/>            | ■ ■ ■ ■          | 47,000            | 0                      |
| <b>Drainage</b>                                      |                                     |                  | <b>444,500</b>    | <b>63,367</b>          |
| <b>Renewal - Drainage</b>                            |                                     |                  |                   |                        |
| Hill View Terrace - Intersection Drainage            | <input type="checkbox"/>            | ■ ■ ■ ■          | 74,500            | 6,000                  |
| Pipe Renewal - Allocation                            | <input type="checkbox"/>            | ■ ■ ■ ■          | 40,000            | 12,983                 |
| Pit Renewal - Allocation                             | <input type="checkbox"/>            | ■ ■ ■ ■          | 20,000            | 3,080                  |
| Sump Renewal - Allocation                            | <input type="checkbox"/>            | ■ ■ ■ ■          | 35,000            | 27,202                 |
| <b>New - Drainage</b>                                |                                     |                  |                   |                        |
| Bishopsgate Street - Improvements                    | <input type="checkbox"/>            | ■ ■ ■ ■          | 235,000           | 0                      |
| Lake View Terrace - Improvements                     | <input type="checkbox"/>            | ■ ■ ■ ■          | 20,000            | 14,103                 |
| Right of Ways - Various                              | <input type="checkbox"/>            | ■ ■ ■ ■          | 20,000            | 0                      |

## Capital Items

| Particulars                                           | Budget Status                       | Completion Stage | Revised Budget \$ | Year-to-Date Actual \$ |
|-------------------------------------------------------|-------------------------------------|------------------|-------------------|------------------------|
| <b>Pathways</b>                                       |                                     |                  | <b>700,000</b>    | <b>112,711</b>         |
| <b>Renewal - Pathways</b>                             |                                     |                  |                   |                        |
| Berwick Street - Mackie to McMaster - Surface         | <input type="checkbox"/>            | ■ ■ ■ ■          | 16,500            | 15,864                 |
| Berwick Street - Whittlesford to Hillview - Surface   | <input type="checkbox"/>            | ■ ■ ■ ■          | 37,000            | 36,248                 |
| Gloucester Street - McMaster to King George - Surface | <input type="checkbox"/>            | ■ ■ ■ ■          | 17,000            | 9,018                  |
| Kitchener Avenue - Howick to Egham - Surface          | <input checked="" type="checkbox"/> | ■ ■ ■ ■          | 18,500            | 20,264                 |
| Lathlain Redevelopment (Zone 7) - Pathways            | <input type="checkbox"/>            | ■ □ □ □          | 150,000           | 0                      |
| Mint Street - Carnarvon to Shepperton - Surface       | <input checked="" type="checkbox"/> | ■ ■ ■ ■          | 20,500            | 25,872                 |
| <b>New - Pathways</b>                                 |                                     |                  |                   |                        |
| Goodwood Parade - Shared Path - Surface               | <input type="checkbox"/>            | ■ ■ □ □          | 400,000           | 5,445                  |
| Turner Avenue - Kent to Brodie Hall - Surface         | <input type="checkbox"/>            | □ □ □ □          | 40,500            | 0                      |
| <b>Parks</b>                                          |                                     |                  | <b>6,297,000</b>  | <b>145,242</b>         |
| <b>Renewal - Parks</b>                                |                                     |                  |                   |                        |
| George Street Reserve - Revegetation Project          | <input type="checkbox"/>            | ■ ■ □ □          | 60,000            | 19,243                 |
| GO Edwards Park - Renewal                             | <input type="checkbox"/>            | ■ □ □ □          | 1,000,000         | 18,926                 |
| Kensington Bushland - Information Shelters            | <input type="checkbox"/>            | ■ ■ □ □          | 7,000             | 1,065                  |
| Kent Street Reserve - Revegetation Project            | <input type="checkbox"/>            | □ □ □ □          | 10,000            | 0                      |
| Main and Arterial Roads - Landscaping and Planting    | <input type="checkbox"/>            | ■ □ □ □          | 10,000            | 0                      |
| McCallum Park - River Wall - Foreshore Landscape      | <input type="checkbox"/>            | ■ ■ □ □          | 608,000           | 34,305                 |
| Tree Plan - Tree Replanting                           | <input type="checkbox"/>            | ■ ■ □ □          | 78,000            | 3,227                  |
| <b>Upgrade - Parks</b>                                |                                     |                  |                   |                        |
| Fletcher Park - Cricket Nets                          | <input type="checkbox"/>            | ■ ■ ■ ■          | 70,000            | 65,416                 |
| Higgins Park - Tennis Courts                          | <input type="checkbox"/>            | □ □ □ □          | 100,000           | 0                      |
| John Macmillan Park - Redevelopment                   | <input type="checkbox"/>            | ■ ■ □ □          | 430,000           | 0                      |
| <b>New - Parks</b>                                    |                                     |                  |                   |                        |
| Kensington Bushland - Jirdarup Signage                | <input type="checkbox"/>            | ■ ■ □ □          | 24,000            | 2,724                  |
| Lathlain Redevelopment (Zone 2) - Parks               | <input type="checkbox"/>            | ■ □ □ □          | 1,533,000         | 0                      |
| Lathlain Redevelopment (Zone 2x) - Parks              | <input type="checkbox"/>            | ■ □ □ □          | 2,245,000         | 0                      |
| Peninsula to Park - Landscaping                       | <input type="checkbox"/>            | ■ ■ ■ ■          | 122,000           | 336                    |

## Capital Items

| Particulars                                        | Budget Status                       | Completion Stage | Revised Budget \$ | Year-to-Date Actual \$ |
|----------------------------------------------------|-------------------------------------|------------------|-------------------|------------------------|
| <b>Other Infrastructure</b>                        |                                     |                  | <b>1,339,500</b>  | <b>155,873</b>         |
| <b>Renewal - Other Infrastructure</b>              |                                     |                  |                   |                        |
| Car Parks - Car Park Kerbs - Allocation            | <input type="checkbox"/>            | ■ ■ ■ ■          | 5,000             | 0                      |
| Car Parks - GO Edwards No 17                       | <input checked="" type="checkbox"/> | ■ ■ ■ ■          | 33,000            | 54,274                 |
| Car Parks - Resurfacing - Allocation               | <input type="checkbox"/>            | ■ ■ ■ ■          | 20,000            | 5,205                  |
| Lathlain Redevelopment (Zone 7) - Carparks         | <input type="checkbox"/>            | ■ ■ ■ ■          | 350,000           | 0                      |
| Street Furniture - Bus Shelter - Allocation        | <input type="checkbox"/>            | ■ ■ ■ ■          | 55,000            | 0                      |
| Street Lighting - Albany Highway and Laneways      | <input type="checkbox"/>            | ■ ■ ■ ■          | 30,000            | 10,415                 |
| <b>Upgrade - Other Infrastructure</b>              |                                     |                  |                   |                        |
| Parking - Parking Meters - Upgrade                 | <input type="checkbox"/>            | ■ ■ ■ ■          | 130,000           | 0                      |
| Street Lighting - Leisurelife Car Park - Stage 2   | <input type="checkbox"/>            | ■ ■ ■ ■          | 65,000            | 63,091                 |
| <b>New - Other Infrastructure</b>                  |                                     |                  |                   |                        |
| Artworks - Allocation                              | <input type="checkbox"/>            | □ □ □ □          | 50,000            | 0                      |
| Lathlain Redevelopment (Zone 2) - Artwork          | <input type="checkbox"/>            | ■ □ □ □          | 33,000            | 0                      |
| Lathlain Redevelopment (Zone 2) - Carparks         | <input type="checkbox"/>            | ■ □ □ □          | 303,000           | 0                      |
| Lathlain Redevelopment (Zone 2x) - Artwork         | <input type="checkbox"/>            | ■ □ □ □          | 55,000            | 0                      |
| Parking - ACROD Bays - Allocation                  | <input checked="" type="checkbox"/> | ■ ■ ■ ■          | 12,000            | 18,331                 |
| Parking - Parking Meters                           | <input type="checkbox"/>            | □ □ □ □          | 75,000            | 0                      |
| Right of Way 51 - Resurface                        | <input type="checkbox"/>            | ■ ■ ■ ■          | 23,500            | 4,557                  |
| Street Furniture - Allocation                      | <input type="checkbox"/>            | ■ ■ ■ ■          | 15,000            | 0                      |
| Street Furniture - Bike Stations and Hoops         | <input type="checkbox"/>            | ■ ■ ■ ■          | 10,000            | 0                      |
| Street Lighting - Installation                     | <input type="checkbox"/>            | □ □ □ □          | 55,000            | 0                      |
| Street Lighting - Safety Improvements - Allocation | <input type="checkbox"/>            | □ □ □ □          | 20,000            | 0                      |

### 14.1.3 2018-2019 Schedule of Fees and Charges review

|                        |                |
|------------------------|----------------|
| <b>File Reference:</b> | FIN/11/0001~09 |
| <b>Attachments:</b>    | Nil            |

|                             |                   |
|-----------------------------|-------------------|
| <b>Date:</b>                | 6 February 2019   |
| <b>Reporting Officer:</b>   | Ann Thampoe       |
| <b>Responsible Officer:</b> | Graham Pattrick   |
| <b>Voting Requirement:</b>  | Absolute majority |

#### **Executive Summary:**

**Recommendation – That Council approves minor amendments to the 2018-2019 Schedule of Fees and Charges and that local public notice of the proposed minor amendments be given, in accordance with Section 6.19 of the *Local Government Act 1995*.**

- The 2018-2019 Schedule of Fees and Charges were reviewed as part of the Annual Budget Review.
- It is recommended that some minor amendments occur to the 2018-2019 Schedule of Fees and Charges.

#### **TABLED ITEMS:**

Nil.

#### **BACKGROUND:**

Section 6.16 of the *Local Government Act 1995* allows for the Schedule of Fees and Charges to be amended from time to time.

The 2018-2019 Schedule of Fees and Charges were reviewed as part of the Annual Budget Review. The review has identified instances where amendments are required to update fees based on operational reviews conducted during the first six months of the financial year.

Officers are seeking Council approval to amend the Schedule of Fees and Charges, including imposing a new fee.

The proposed amendments, and the reasoning for those amendments, has been provided by the responsible officers.

#### **DETAILS:**

A review has been conducted on the current Schedule of Fees and Charges levied by Council as part of the Annual Budget process. Officers, in reviewing the applicable fees and charges, have taken into consideration:

1. The cost to provide the service or good;
2. The importance of the service or goods to the community;
3. The price at which the service or goods could be provided by an alternative provider; and
4. Proposed changes to fees and charges imposed in accordance with other written law (statutory fees and charges).

The new fees and charges identified are listed below.

Community Development Officer – Clubs, Events and Bookings, has provided the following:

*The Town hosts a broad range of bookings each year from small scale bookings to large scale public events and depending on workflow and competing priorities parks and reserves booking approvals can take up to one to two weeks, sometimes longer if it is a large scale event. As a result, there is an increasing need to streamline processes and make the small scale bookings an easier process for the Town and for those wanting to book.*

*The current process to book a park or reserve for a small scale booking in the Town requires multiple touch points with Town staff and can include Customer Relations, Records, Community Development and Finance. To process a booking end to end can take anywhere between one to three hours with up to 10 staff members being involved in some way when you consider initial enquires, booking application forms, approval documents, invoice creation, key distribution, and bond retention and release.*

*The Town is proposing to trial an innovative marketplace platform that allows both businesses and Councils to share space online, take bookings by the hour, and streamline the way space (our parks and reserves) is typically managed, significantly reducing the time required to approve a booking.*

*The Town's current Schedule of Fees and Charges does not include hourly reserve hire fees and charges, only half day and full day rates. This can result in an applicant hiring a reserve for five hours and paying the same amount as someone who hires it for 12 hours. The Town is therefore requesting an update to the Schedule of Fees and Charges to include new hourly rates listed below.*

### **Sports Grounds and Reserves**

#### Active reserve proposed new fee

##### Casual Use

| Particulars                | Conditions          | GST Applicable | 2018-2019 |
|----------------------------|---------------------|----------------|-----------|
| Not for profit / charities | Per pitch, per hour | GST            | 10.25     |
| Individual                 | Per pitch, per hour | GST            | 15.40     |
| Commercial                 | Per pitch, per hour | GST            | 33.50     |

#### Passive reserve proposed new fee

##### Casual Hire

| Particulars                | Conditions         | GST Applicable | 2018-2019 |
|----------------------------|--------------------|----------------|-----------|
| Not for profit / charities | Per zone, per hour | GST            | 10.25     |
| Individual                 | Per zone, per hour | GST            | 18.00     |
| Commercial                 | Per zone, per hour | GST            | 43.65     |

### **Legal Compliance:**

Section 6.16 of the *Local Government Act 1995 (as amended)* (Imposition of Fees and Charges) states:

*(1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*\* Absolute majority required.*

(2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (b) supplying a service or carrying out work at the request of a person;
- (c) subject to section 5.94, providing information from local government records;
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed\* during a financial year; and
- (b) amended\* from time to time during a financial year.

\* Absolute majority required.

Section 6.19 of the *Local Government Act 1995 (as amended)* (Local government to give notice of fees and charges) states:

*If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —*

- (a) Its intention to do so; and*
- (b) The date from which it is proposed the fees or charges will be imposed.*

#### **Policy Implications:**

Nil

#### **Risk management considerations:**

| <b>Risk &amp; Consequence</b>                                                              | <b>Consequence + Rating</b> | <b>Likelihood = Rating</b> | <b>Overall Risk Analysis</b> | <b>Mitigation/Actions</b>                                                                                  |
|--------------------------------------------------------------------------------------------|-----------------------------|----------------------------|------------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Compliance:</b><br>Officers imposing fees and charges not previously imposed by Council | Minor                       | Possible                   | Moderate                     | Review appropriateness of current fee schedule, and seek to have Council impose new / amend previous fees. |
| <b>Financial Impact:</b><br>Council facilities not generating full revenue potential.      | Moderate                    | Possible                   | Moderate                     | Review appropriateness of current fee schedule, and seek to have Council impose new / amend previous fees. |

#### **Strategic Plan Implications:**

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

**Financial Implications:**Internal Budget:

Changes to the fees and charges will allow the Town to offer a streamlined and equitable service and continue to generate related revenue for small scale bookings on the Towns parks and reserves.

Total Asset Management:

Nil

**Sustainability Assessment:**

The Fees and Charges have been amended / proposed so as to consider the cost impact of providing those goods and services. This extends across the social, economic, environmental and governance assessment areas.

External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

**COMMENT:**

Officers have conducted reviews of the fees and charges as part of the Annual Budget Review process. The amendments / proposals requested are based on the recommendations received from the officers within Community Development.

Given the proposed new fees streamline the small scale bookings process by increasing accessibility and ease of use, it is requested that the Committee recommend to the Council to accept and confirm the changes / proposals to the 2018-2019 Fees and charges as contained in this report.

**CONCLUSION:**

The changes to the Schedule of Fees and Charges (as proposed) have taken into consideration all requirements as set forth by legislation, are considered fair and reasonable, and will assist in the continued delivery and operation of Council services and activities.

**RECOMMENDATION/S FROM THE FINANCE AND AUDIT COMMITTEE:**

That Council:

1. Pursuant to Section 6.16 of the *Local Government Act 1995 (as amended)* (Imposition of Fees and Charges), approves the proposed amendments and inclusions to the 2018-2019 Schedule of Fees and Charges as contained in this report; and
2. Pursuant to Section 6.19 of the *Local Government Act 1995 (as amended)* (Local government to give notice of fees and charges), gives local public notice of its intention to amend the 2018-2019 Schedule of Fees and Charges to be effective from the date of completion of the local public notice period.

## FURTHER CONSIDERATION

Resulting from questions asked at the Elected Member Briefing Session held on 5 March 2019, the following additional information has been provided for clarity.

Fees and charges for Active and Passive Reserves are listed in the Schedule of Fees and Charges in the Annual Budget Review under Sportsgrounds and Reserves. They are then then listed separately as Active Reserves and Passive Reserves only. In the previous version of this report both sections were listed as **Sportsgrounds and Reserves – Active Reserves** and **Sportsgrounds and Reserves – Passive Reserves**. This implied that some sportsgrounds were passive reserves, this is not the case and the report has been amended to be reflect this.

The tables under the Sportsgrounds and Reserves Section of this report were mistakenly placed under the wrong headings and have been changed to be under the correct headings.

Historically the active reserves fees and charges have only ever been listed as commercial, unincorporated community groups and individuals. To create consistency, it has been changed in the active reserve's table of this report to 'not for profit/registered charities', 'individuals' and 'commercial' for the hourly rate. This will be changed throughout the schedule of fees and charges for the half day and full day rates for the recommended 2019/2020 annual budget.

The difference between active and passive reserves is detailed below and is defined by the type of use that occurs at the park as to whether it would be considered active or passive.

**Active Reserves:** Parks and Reserves that are used predominately for sporting activity such as cricket, football and soccer.

**Passive Reserves:** Parks and Reserves that are predominately used for non-sporting activities such as picnics, weddings or public and private events.

The difference in pricing is attributed to the type of use at the facilities and the level of risk. There is an assumed lower level of risk of a sporting match taking place on an active reserve designed specifically for that purpose such as a corporate cricket match or game between friends.

There is an assumed higher level of risk of a public or private event taking place on a passive reserve depending on the circumstances and requirements of the event. This varies greatly between small scale community events such as birthday parties or movie nights to large scale public events such as the 4wd and Adventure Show.

The Community Development Officer – Clubs, Events and Bookings often receives enquires regarding usage of a park and if a formal booking is required.

- If exclusive use is not required and the intention is to use the park and amenities as they are then no booking is required.
- A booking is required when exclusive use is sought and the use of the park by the general public is restricted by that use. This can include vehicle access, bouncy castles, petting zoos, stalls or temporary structures.

#### 14.1.4 FIN12 - Transaction Card Policy

|                        |                                 |
|------------------------|---------------------------------|
| <b>File Reference:</b> | FIN/11/0001~09                  |
| <b>Attachments:</b>    | {attachment-list-do-not-remove} |

|                             |                  |
|-----------------------------|------------------|
| <b>Date:</b>                | 18 February 2019 |
| <b>Reporting Officer:</b>   | Ann Thampoe      |
| <b>Responsible Officer:</b> | Graham Pattrick  |
| <b>Voting Requirement:</b>  | Simple majority  |

##### **Executive Summary:**

##### **Recommendation - That Council adopts FIN12 – Transaction Card Policy.**

- This report presents a Transaction Card Policy for the use of credit cards in response to the Auditor General's report on "Controls over corporate credit cards".

##### **TABLED ITEMS:**

Nil

##### **BACKGROUND:**

In accordance with section 18 of the *Auditor General Act 2006*, section 7.12AJ of the *Local Government Act 1995* and Australian Auditing and Assurance Standards, effective controls over the use of corporate credit cards by local governments were assessed by the Office of Auditor General (OAG). The assessment was conducted through the review of the policies and practices of eight local governments, over the period 1 January 2017 to 30 September 2017.

The audit found local governments generally had satisfactory controls to manage the use of credit cards. There were shortcomings noted of varying significance however, did not find any inappropriate use of credit cards. The OAG made five recommendations based on the audit findings and they are listed below.

Local governments should:

- a) ensure policies specify requirements for all key credit card processes
- b) keep adequate records of all card transactions, including information that describes the nature/purpose of the expenditure and evidence of review and approval
- c) cancel redundant cards in a timely manner to avoid loss and/or misuse of cards
- d) regularly monitor outstanding transactions to identify and follow up on long outstanding unacquitted transactions
- e) ensure senior management periodically reviews credit card use, to confirm compliance with policies and to identify any abnormal trends. The results of these reviews should be documented and retained.

##### **DETAILS:**

Parliament gave the Auditor General the mandate to audit local governments to enhance accountability and transparency across the sector. The auditing of local governments by the Auditor General was advised to the sector through several circulars from the Minister and the OAG over 2016 and 2017, together with a guideline from the Department of Local Government, Sport

and Cultural Industries. As part of the audit process, the OAG conducted several performance audits and the first of such performance audits was the 'controls over corporate credit cards'.

The audit considered whether:

1. local governments have appropriate policies and administrative systems in place for corporate credit cards;
2. there are suitable controls in place to monitor the issue and use of corporate credit cards and the timely approval of card transactions; and
3. management periodically reviews its use of corporate credit cards and acts on any identified shortcomings.

The recommendations have been considered in line with the Town's current practices and controls and in response a Transaction Card Policy for credit cards is presented to Council.

The Transaction Card Policy provides an in-principle framework to guide the Chief Executive Officer when fulfilling his/her statutory duties for establishing and implementing appropriate systems and procedures for incurring expenditure and making payments specific to transaction cards.

### Legal Compliance:

[Local Government Act 1995 - Section 6.5](#)

[Local Government \(Financial Management\) Regulations 1996 – Regulation 5](#)

[Local Government \(Financial Management\) Regulations 1996 – Regulation 11](#)

### Policy Implications:

FIN4 – Procurement policy

### Risk Management Considerations:

Two risks have been identified as outlined.

| <b>Risk &amp; Consequence</b>                                                        | <b>Consequence<br/>+<br/>Rating</b> | <b>Likelihood<br/>=<br/>Rating</b> | <b>Overall Risk<br/>Analysis</b> | <b>Mitigation/Actions</b>                                                                                                                                                               |
|--------------------------------------------------------------------------------------|-------------------------------------|------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Compliance:</b><br>The policy being inconsistent with Act and Regulations.        | Major                               | Unlikely                           | Moderate                         | The proposed policy has been checked against relevant legislations to ensure compliance.                                                                                                |
| <b>Financial Impact:</b><br>The policy not providing clear guidelines on the use and | Major                               | Unlikely                           | Moderate                         | The policy and management practice was created utilising the Office of Auditor General's report on Controls over credit cards and guidelines received from the Western Australian Local |

| <b>Risk &amp; Consequence</b>             | <b>Consequence<br/>+<br/>Rating</b> | <b>Likelihood<br/>=<br/>Rating</b> | <b>Overall Risk<br/>Analysis</b> | <b>Mitigation/Actions</b>                                                                                                             |
|-------------------------------------------|-------------------------------------|------------------------------------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| controls expected for a transaction card. |                                     |                                    |                                  | Government Association (WALGA) to ensure that the policy is compliant and is easily applied in the day to day operations of the Town. |

### **Strategic Plan Implications:**

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

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

### **Financial Implications:**

Internal Budget:

Not applicable.

Total Asset Management:

Not applicable.

### **Sustainability Assessment:**

External Economic Implications:

Not applicable.

Social Issues:

Not applicable.

Cultural Issues:

Not applicable.

Environmental Issues:

Not applicable.

### **COMMENT:**

The proposed Transaction Card Policy has been prepared having sought input from various state departments and industry members and in particular the recommendations from the OAG's report into the controls over corporate credit cards.

## **CONCLUSION:**

The proposed Transaction Card Policy ensures compliance with the requirements of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulation 1996*, and provides the Chief Executive Officer a framework to establish and implement appropriate systems and procedures for incurring expenditure and making payments specific to transaction cards.

## **FURTHER COMMENT:**

The Finance and Audit Committee requested further information on this item.

- How will payments made by credit card be reported to Council?

*There are two options of how this information can be provided to Council.*

1. *Continue with the current practice of the credit card payment being shown as 'Corporate Master Card' in the 'Details' section of the Schedule of Accounts report that goes to Council every month*
2. *It is possible for a detailed transaction listing to be provided to the elected members either through the Elected Member's Hub or as an appendix to the financial report.*

- The Committee lacks oversight of what staff reimbursements relate to. Could more information be included on the payment listing for payments that are significant?

*The Acting Chief Financial Officer, Mr Graham Patrick advised that staff reimbursements are made when employees pay for work-related expenses themselves and are then reimbursed by the Town. Mr Patrick advised that further information could be provided for significant amounts.*

## **RECOMMENDATION/S FROM THE FINANCE AND AUDIT COMMITTEE:**

**That Council adopts FIN12 Transaction Card Policy, as included in Appendix 1.**

## 14.2 Future Planning Committee

### 14.2.1 Review of Local Planning Policies 8 and 34

|                        |                                                                                                                                                                                                                                                                                        |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Reference:</b> | PLA/6/44                                                                                                                                                                                                                                                                               |
| <b>Attachments</b>     | <ol style="list-style-type: none"><li>1. Current LPP 8 - Sunbury Park <b>[14.2.1.1]</b></li><li>2. Current LPP 34 - Sea Containers <b>[14.2.1.2]</b></li><li>3. Draft LPP 8 - Sunbury Park D Gs <b>[14.2.1.3]</b></li><li>4. Draft LPP 34 - Sea Containers <b>[14.2.1.4]</b></li></ol> |

|                             |                    |
|-----------------------------|--------------------|
| <b>Date:</b>                | 24 January 2018    |
| <b>Reporting Officer:</b>   | Leigh Parker       |
| <b>Responsible Officer:</b> | Robert Cruickshank |
| <b>Voting Requirement:</b>  | Simple Majority    |

#### **Executive Summary:**

**Recommendation - That Council approve that draft revised Local Planning Policies 8 'Sunbury Park Design Guidelines' and 34 'Sea Containers' as contained in the Attachments, be advertised for public comment for a minimum period of 21 days in accordance with deemed clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**

- 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.
- This report deals with a review of the following LPPs :
  - LPP 8 'Sunbury Park Site Design Guidelines'; and
  - LPP 34 'Sea Containers'.
- In reviewing the LPPs, consideration has been given to a number of matters including: 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 (where applicable); greater clarity in the objectives of the Policies; improving the presentation of the Policies.
- It is recommended that LPPs 8 and 34 be amended as detailed within the Officer's Report and the Attachments.
- It is recommended that draft revised LPPs 8 and 34 be advertised for public comment.

#### **TABLED ITEMS:**

Nil

#### **BACKGROUND:**

##### LPP 8 'Sunbury Park Design Guidelines'

LPP 8 previously formed part of the Town Planning Scheme No. 1 (TPS 1) Policy Manual and was adopted as part of Amendment 2 to TPS1 in October 1999. The Policy was prepared to guide the development of the Sunbury Park site, bound by Gresham Street, Kitchener Avenue, Miller Street and Sunbury Road and incorporating a number of adjacent in Gresham Street and Sunbury Road, Victoria Park.

The subject land was formerly the site of a non-conforming use factory building and following its demolition was the subject of a small lot subdivision, for redevelopment of the land into a medium density single residential neighbourhood comprised of townhouse style homes housing with a distinctly urban character. The design guidelines were considered necessary to guide development of the lots given their small size and the desire to create a well-defined and cohesive streetscape character as well as ensuring that the redevelopment of the land would respond appropriately to the surrounding locality in which it is situated.

Amendment 69 to TPS 1, which was gazetted on 2 December 2016, removed the subject Policy as well as all other Policies contained in the Policy Manual as forming part of the Town Planning Scheme. At the Ordinary Council Meeting on 9 February 2016, Council resolved to adopt a number of planning policies as Local Planning Policies, including LPP 8 the subject of this review.

#### LPP 34 'Sea Containers'

LPP 34 was originally adopted as an Administrative Policy (Council Policy PLNG8) on 11 November 2014. The policy was prepared in order to provide Council with a basis upon which to consider two applications for retrospective approval of sea containers that is had received around this time.

The policy established a general prohibition of sea containers in Residential areas, other than where the sea container is being used in connection with building works or is being used for the purposes of relocating personal effects for a maximum period of 7 days. It also allows for sea containers in other zones/areas subject to compliance with specific requirements.

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 LPP 34 the subject of this review.

#### **DETAILS:**

A review of LPP8 and LPP34 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 (where applicable);
- greater clarity in the objectives of the Policies; and
- improving the presentation of the Policies.

The review of each of the Policies is summarised as follows:

#### LPP 8 'Sunbury Park Site Design Guidelines'

Almost all lots within the Sunbury Park subdivision have been developed in accordance with the site design guidelines, with only one lot remaining to be developed. Notwithstanding, LPP 8 remains applicable in the case of additions or alterations to any of the existing dwellings and in the event an existing house (or other structures including garages, carports, outbuildings and front fences) is demolished or destroyed and new or replacement structure(s) of this kind are proposed.

Significant changes to the existing design guidelines are not considered necessary or appropriate given the almost complete build out of the locality and to ensure that any future development remains consistent with the now established built form and streetscape. Notwithstanding the review of the existing policy has identified the following:

- Contains minor spelling, grammatical and formatting/text alignment errors.
- Refers to policies contained in the former Scheme Policy Manual.
- Clause 4 'Approvals' is no longer applicable since the introduction of *the Planning and Development (Local Planning Schemes) Regulations 2015* (specifically Clause 63 of the deemed provisions), which are now the determinant of whether development approval is required. Therefore Clause 4 can be removed from the policy.
- Some provisions lack a clause letter and/or a designation of essential (E) or discretionary (D).
- There are minor inconsistencies between the numbering and (E)/(D) designations between Parts A and B of the guidelines.
- Does not reflect Council's consistent practice of consulting with adjoining property owners where a proposal does not meet the deemed-to-comply requirements of the Residential Design Codes with respect to visual privacy.
- Drawings S1 and S2 at end of policy are not clearly labelled, are duplicated and Drawing S1 displays an incorrect (formerly proposed) lot configuration for Lots 500 to 569 creating inconsistency the two diagrams and potential confusion for document users.

In view of the above the following revisions are proposed to LPP 8:

1. Incorporate standardised formatting changes consistent with all other reviewed policies;
2. Incorporate minor grammatical and formatting changes as identified in the Tracked Changes version of the Policy;
3. Remove reference to Scheme Policy Manual and old policy numbers;
4. Remove Clause 4 'Approvals' and renumber subsequent clause numbers accordingly;
5. Correct inconsistencies in clause lettering and apply designation of *Essential* (E) or *Discretionary* (D) to policy provisions that are currently missing them;
6. Update references to other Local Planning Policies;
7. Insert provision in Parts A and B in respect to visual privacy (refer proposed Clauses A8.3(b) and B8.3(b));
8. Increase the size of Drawings S1 and S2, include clear title/labels, and shade the lots within the subdivision that each diagram refers to;
9. Superimpose the actual lot configuration for Lots 500 to 569 on Drawing S1.
10. Delete duplication of Drawings S1 and S2.

### LPP 34 'Sea Containers'

Only a single development application for sea containers has been received since adoption of the original policy (PLNG 8) in November 2014. Prior to this, 5 development applications (2 retrospective) were received for sea container installations on both residential and non-residential properties.

The policy has proven useful in advising property owners of the circumstances in which a sea container may be temporarily located on a private property during the construction process or for the purposes of relocating goods/belongings to/from a property. The temporary use of sea containers in accordance with the policy is exempt from the requirement for development approval.

Approximately six compliance matters have been dealt with that relate to sea containers being placed on private property since the adoption of the policy. The policy has proven useful in effectively managing and resolving these matters, and giving accurate advice to the general public and property owners when complaints or queries are received by the Town's Compliance Officer.

The review of existing LPP 34 has not identified major shortcomings with the policy given its relatively recent introduction and its effectiveness in outlining permissible circumstances in which sea containers may be temporarily used without requiring development approval. However, its review has identified the following:

- Contains minor spelling, grammatical and formatting/text alignment errors.
- Refers to 'planning approval' rather than current terminology of 'development approval'; and
- There is currently an overlap between the provisions applying to residential versus non-residential circumstances. This occurs where a sea container is proposed on land zoned for residential purposes but is used for non-residential purposes, and where land is zoned for non-residential purposes but is used for wholly residential purposes. This is not consistent with the intent of the Policy. It is possible to resolve this by specifying that the provisions applying in relation to non-residential uses apply only where the land is both used and zoned for non-residential purposes (i.e. not an either/or scenario).

In view of the above the following revisions are proposed to LPP 8:

1. Incorporate standardised formatting changes consistent with all other reviewed policies and insert provision numbers and headings;
2. Update outdated terminology;
3. Simply/refine background information where relevant and reorganise explanatory content into an Introduction, Objectives and Policy Scope;
4. Amend the provisions applying to sea containers on non-residential land to clarify that they apply to land that is both used and zoned for non-residential purposes.

A copy of the proposed draft revised Policies are contained in the Appendices to this report. For comparison, the current and operative versions of the Policies are also contained as 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.

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.

## 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.

## Risk Management Considerations:

| Risk & Consequence                                                                                                                                                                           | Consequence + Rating | Likelihood = Rating | Overall Risk Analysis | Mitigation/ Actions                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------|-----------------------|-----------------------------------------------------------------------------------------|
| <b>Compliance:</b><br>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 Policies for the purposes of community consultation. |

## Strategic Plan Implications:

### Environment

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

### 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:**

The review of Local Planning 8 and 34 has resulted in a number of recommended changes to resolve issues of interpretation, address identified gaps or deficiencies, ensure alignment with relevant State legislation, provide greater clarity in their objectives and improve their presentation.

It is recommended that Council that draft revised Local Planning Policies 8 and 34 as attached to this report, be advertised for public comment. A further report will be presented to Council in the future following the conclusion of the advertising period, reporting on any submissions received, and seeking a final decision from Council as to whether or not to adopt the draft Policies (in their current revised form or in a further modified form).

**RECOMMENDATION FROM THE FUTURE PLANNING COMMITTEE:**

**That Council approve that draft revised Local Planning Policies 8 'Sunbury Park Design Guidelines' and 34 'Sea Containers' as contained in the Attachments, be advertised for public comment for a minimum period of 21 days in accordance with deemed clause 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**

## 14.3 Community Development Committee

### 14.3.1 Proposed Naming of Right of Way Bounded by Albany Highway, Mint Street, Hubert and Miller Street, East Victoria Park (ROW107) as "Isaia Lane"

|                        |                                                                                                                                                                                                                 |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Reference:</b> | ROA/28/0042                                                                                                                                                                                                     |
| <b>Attachments:</b>    | <ol style="list-style-type: none"><li>1. Image 1 - Clarevale Isaia PTY LTD building [14.3.1.1]</li><li>2. Image 2 - Clarevale Isaia PTY LTD building [14.3.1.2]</li><li>3. Map of location [14.3.1.3]</li></ol> |

|                             |                  |
|-----------------------------|------------------|
| <b>Date:</b>                | 13 February 2019 |
| <b>Reporting Officer:</b>   | Terry McCarthy   |
| <b>Responsible Officer:</b> | Ben Killigrew    |
| <b>Voting Requirement:</b>  | Simple Majority  |

#### **Executive Summary:**

**Recommendation – That Council request the approval of the Geographic Names Committee to apply the name "Isaia Lane" to the Right of Way bounded by Albany Highway, Mint Street, Hubert Street and Miller Street, East Victoria Park (ROW107).**

- A request has been submitted to the Town that the subject Right of Way be named.
- The name "Isaia Lane" is recommended as a preferred name for the subject Right of Way.

#### **TABLED ITEMS:**

Nil.

#### **BACKGROUND:**

It has been requested by a resident that the subject Right of Way be named. It is understood that residents have difficulty in directing friends, visitors, delivery drivers and trades people to properties which face the Right of Way. Naming the Right of Way would also be helpful for operators of emergency service vehicles, assisting them in locating properties more efficiently, particularly when searching for those properties which have frontage to and sole vehicle access from the Right of Way.

It has been suggested that the subject Right of Way be named "Isaia Lane" in recognition of the Isaia family-operated businesses at the corner of Miller Street and Albany Highway. The Isaia family owned and operated the Clarevale Isaia liquer manufacturing and wine and spirit retailing outlet and the adjoining Maria's Gift Shop from 1955 until the property was acquired by the State government and a roundabout built at the intersection in 2002.

The Clarevale Isaia establishment was a distinctive landmark in the area and is well remembered by many current and former residents, as well as by many people from outside the local area. The Isaia family were very well known and respected in the Town and operated the landmark business for many years.

The Isaia family planted the iconic pine tree at the park located at the corner of Albany Highway and Miller Street, in what was then the backyard of the liqueur shop outlet and their backyard. Precise date of planting of the tree is not known, but historical aerial photographs show that it was planted sometime between 1953 and 1965.

#### **DETAILS:**

Of the 17 commercial properties facing Albany Highway that abut the subject Right of Way, 16 use the Right of Way for vehicular access. Of the 14 residential properties facing Hubert Street that also abut the subject Right of Way, 8 use the Right of Way for sole vehicular access. There are a number of other properties which have secondary or optional vehicle access from the Right of Way. It is probable that there will be additional residential dwellings developed in the future which will have frontage to and sole vehicle access from the Right of Way.

The subject Right of Way, bounded by Albany Highway, Hubert Street, Mint Street, and Miller Street, East Victoria Park (ROW107), is paved and drained and is classified as "Essential for Access – To Remain Open" in the Right of Way Strategy Plan adopted by Council on 2 September 2003. It is improbable that the Right of Way would ever be considered for potential closure as there are now constructed dwellings taking sole vehicle access from it. The Right of Way is 396 metres long and 4.02 metres wide and runs parallel to Albany Highway and Hubert Street, and is accessible from both Miller Street and Mint Street.

The Right of Way is owned by the Town of Victoria Park on Certificate of Title Volume 1962 Folio 10.

#### **Legal Compliance:**

Any name proposed to be used in naming a Right of Way must be approved by the Geographic Names Committee.

#### **Policy Implications:**

Council Policy GEN4 Commemorative Recognition.

In past reports recommending the naming of Rights of Way, suggested names for Rights of Way were sought from the Local History Co-ordinator and the previous Culture and Local History Working Group (CLHWG). The Local History Co-ordinator has been consulted in respect to application of the name "Isaia Lane" and is supportive of the proposal.

#### **Risk Management Considerations:**

| <b>Risk &amp; Consequence</b>                                      | <b>Consequence + Rating</b> | <b>Likelihood = Rating</b> | <b>Overall Risk Analysis</b> | <b>Mitigation/Actions</b>                                                                                             |
|--------------------------------------------------------------------|-----------------------------|----------------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| The proposed name might possibly not be approved by the Geographic | Low                         | Low                        | Low                          | Re-apply to the Geographic Names Committee for approval of the proposed name or consider an alternative name for use. |

| <b>Risk &amp; Consequence</b> | <b>Consequence + Rating</b> | <b>Likelihood = Rating</b> | <b>Overall Risk Analysis</b> | <b>Mitigation/Actions</b> |
|-------------------------------|-----------------------------|----------------------------|------------------------------|---------------------------|
| Names Committee.              |                             |                            |                              |                           |

### **Strategic Plan Implications:**

Nil.

### **Financial Implications:**

#### Internal Budget:

If use of the proposed name for the Right of Way is approved by the Geographic Names Committee, street nameplates will need to be installed. These will be funded from the general account used for installation of street nameplates.

#### Total Asset Management:

Nil.

### **Sustainability Assessment:**

#### External Economic Implications:

Nil.

#### Social Issues:

Application and use of a name for the subject Right of Way will give a sense of place to those residents and business operators who use the Right of Way for sole vehicle access to their properties, and will also assist those residents who use the Right of Way for secondary vehicle access to their properties. Naming the Right of Way will also provide clarity for operators of emergency service vehicles, assisting them in locating properties more efficiently, particularly when searching for those properties which have frontage to and sole vehicle access from the Right of Way.

#### Cultural Issues:

Use of the name "Isaia Lane" for the Right of Way will recognise the significance of a former local landmark in the Town and the contribution made to the community by the Isaia family in the provision of retail outlets.

#### Environmental Issues:

Nil.

### **COMMENT:**

The owners of all properties bounded by Albany Highway, Mint Street, Hubert Street and Miller Street were advised by letter of the proposal to request Council endorsement of the name "Isaia Lane" and invited to make a submission if they wished to do so. The Isaia family was also contacted and invited to comment. Five responses, all in favour of the proposed name of "Isaia Lane," were received.

| Submission | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1          | <p>As the person requesting that the lane between Albany Hwy and Hubert Street be named.....pleased to see action has been taken and I feel Isaia is suitable along side the original shop and the named small grassed area.</p> <p>Thank you</p>                                                                                                                                                                                                                                                                                                                                     |
| 2          | <p>Thank you for the opportunity to contribute to the naming of our right of way. I was pleased to see the corner of Albany Highway and Miller St has already been given the name Isaia Corner and feel it is in keeping to name the lane Isaia Lane. It was great to see the photo sent with your letter.</p> <p>The "Lone Pine" (as we have called it for many years) is just poking into the second photo. We remember it well as in the front yard of Isaia's and also have fond memories of Maria's, a very catholic gift shop run by the wife! (Happy Hocker in the photo).</p> |
| 3          | <p>Re: Proposal to name ROW "ISAIA LANE"</p> <p>We received your letter today and we are delighted with the choice of name.</p> <p>We have lived in Town of Victoria Park for 36 years and fondly remember the Isaia business and the wonderful family they were.</p> <p>Please put us down as fully supporting the naming of our ROW "ISAIA LANE".</p>                                                                                                                                                                                                                               |
| 4          | <p>Thank you for your letter of the 27th September 2018 regarding naming Isaia Lane.</p> <p>I strongly agree that Isaia Lane is the appropriate name for the ROW indicated on the letter.</p> <p>Isaia was a prominent family and business in our community for many years, the name was well respected by locals and the many that came to the suburb to purchase gifts or chandeliers from Maria's Gift Shop or wines and liquors or visit the Isaia family.</p> <p>No other name would be better.</p>                                                                              |
| 5          | <p>Thank you kindly for your correspondence and thank you very much that "Isaia Lane" is a selected name for consideration.</p> <p>My brother and I, as well as our families, would be most honoured and happy for the lane to carry this name. Our grandparents lived in a house on Miller Street where the park is now, also, our grandfather together with the family later on in 1955 built their factory on Albany Highway and began the business "R.Isaia &amp; Sons", later known as "Clarevale Isaia" also located on this site. Next door to</p>                             |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Clarevale Isaia was a gift shop opened by our aunt, another Isaia member. There really is so much history for the Isaia family in that block.</p> <p>Our father, the late James (Jim) Isaia was an active community member and together with the fact the business was such an iconic business on that corner with the clock and map of Australia proudly perched high on the facade in Victoria Park, we find it very fitting for the name to be used and remembered.</p> <p>Our father together with our grandfather planted the tall tree that is still found on the corner.</p> <p>We truly hope the name "Isaia Lane" will be endorsed.</p> |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Any name proposed to be used in naming a Right of Way must be approved by the Geographic Names Committee. The Committee has produced a "Principles, Guidelines and Procedures" handbook for reference when considering names for roads, Rights of Way, private roads and parks. The guiding principles for the Committee when approving a name for use as published in the handbook are:

- *New names and changes of names shall have strong local community support.*
- *Names in public use shall have primary consideration.*
- *Name duplication and dual naming should be avoided, especially those in close proximity.*
- *Names of living individuals should be used only in exceptional circumstances.*
- *Names characterised as follows are to be avoided, where possible:*
  - incongruous; given and surname combinations; qualified names; double names; corrupted, unduly cumbersome, obscene, derogatory or discriminating names; and commercialised names.*
- *Preferred sources of names are:*
  - Descriptive names appropriate to the features, pioneers, war casualties and historical events connected with the area, and names from Aboriginal languages currently or formerly identified with the general area.*
- *Generic terms must be appropriate to features described.*
- *New names proposed must be accompanied by exact information as to location, feature identification, origin, or if alteration is proposed, by a rationale.*
- *The use of the genitive apostrophe is to be avoided (eg. Butcher's).*

- *Hyphenated words in place names shall only be used where they have been adopted in local usage. (eg. City of Kalgoorlie-Boulder)*

The handbook states that the guidelines for selection of names require that *"name duplication within local governments or adjoining local governments shall be avoided. When a duplicated name is proposed elsewhere, it must not be duplicated more than 5 times in the metropolitan region, must be at least 10km from the existing duplication and must have a different road type."* The handbook provides guidelines on the naming of laneways and Rights of Way and states:

*"The increase in urban density in new development and urban redevelopment has resulted in many narrow short lanes and rights-of-way requiring names. The naming of such roads is supported with a preference for use of the road type Lane and short names. Laneways will normally only be named if a name is required for addressing purposes. The leg of a battleaxe lot is not a laneway."*

It was previously recommended by the then Culture and Local History Working Group (CLHWG) to use names of midwives and nurses who worked in the local area. Most of the names of nurses and midwives who were active in the Victoria Park area that have been discovered have been allocated in the naming of Rights of Way. There may be one or two which are still available for use, subject to further research. At the July 2015 Ordinary Council Meeting, during discussion about naming of a Right of Way, an Elected Member suggested that the Town move away from using nurses and midwives names and that other names should be used.

Selection of suitable names for use as laneway names can be quite difficult, as all the requirements of the Geographical Names Committee must be met. It can be quite difficult to find a name that is not already in use within 10 kilometres, is not already used multiple times within the metropolitan area, is the surname of a person who has given valuable community service, is not a given name, and is the surname of a person who has been deceased for two years or longer.

Suggestions for names to be put forward for naming of Rights of Way have in the past sometimes been provided by residents when requesting that a particular Right of Way be named. In this instance no other name as an alternative to the name "Isaia Lane" was suggested by any resident.

It is recommended that Council approve the use of the name "Isaia Lane" and that the Geographic Names Committee be requested to approve the name "Isaia Lane" for the subject Right of Way.

## **CONCLUSION:**

In order to have a name approved for the subject Right of Way and in recognition of the distinctive landmark business that the Isaia family operated in the Town for many years, it is recommended that the Geographic Names Committee be requested to approve application of the name "Isaia Lane" to the Right of Way bounded by Albany Highway, Mint Street, Hubert Street and Miller Street, East Victoria Park (ROW107).

**RECOMMENDATION FROM THE COMMUNITY DEVELOPMENT COMMITTEE:**

**That Council request the approval of the Geographic Names Committee to apply the name “Isaia Lane” to the Right of Way bounded by Albany Highway, Mint Street, Hubert Street and Miller Street, Street, East Victoria Park.**



## 14.4 Economic Development Committee

### 14.4.1 Adoption of the Economic Development Strategy – Pathways to Growth 2018-2023

|                        |                                                                                                                                          |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Reference:</b> | ECO/10/2                                                                                                                                 |
| <b>Attachments:</b>    | 1. Adoption of Economic Development Strategy [14.4.1.1]<br>2. EDC Report - Adoptions of EDS - Public Consultation submissions [14.4.1.2] |

|                             |                      |
|-----------------------------|----------------------|
| <b>Date:</b>                | 18 February 2019     |
| <b>Reporting Officer:</b>   | Lisa Tidy            |
| <b>Responsible Officer:</b> | Natalie Martin Goode |
| <b>Voting Requirement:</b>  | Simple Majority      |

#### **Executive Summary:**

#### **Recommendation – that Council:**

- 1 Adopt the Economic Development Strategy: Pathways to Growth 2018 – 2023;**
  - 2 Acknowledge the submissions received during the public advertising period; and**
  - 3 Notes that the Economic Development Strategy: Pathways to Growth 2018 – 2023 supersedes the Economic Strategy and Tourism Plan 2013 – 2020.**
- After a review of the Economic Strategy and Tourism Plan 2013-2020, the need for a new strategy was identified. This resulted in the Economic Development Strategy: Pathways to Growth 2018-2023 being developed.
  - The Economic Development Strategy is reflective of the current economic environment and aims to build on the Town's strengths and future opportunities thus increasing the competitiveness of the Town of Victoria Park.
  - The Economic Development Strategy provides seven pathways for growth with each pathway providing actions that can be embedded in the projects and plans being undertaken across the organisation.

#### **TABLED ITEMS:**

Nil

#### **BACKGROUND:**

The Town's Economic Development Strategy 'Pathways to Growth 2018 - 2023' (the Strategy) has been developed to guide economic growth in the Town of Victoria Park. The Town's Corporate Business Plan identifies the development of a new Economic Development Strategy as a key deliverable for 2019. The development of the Draft Strategy has been informed by:

- Research undertaken by the Town in collaboration with consultants using a variety of data sources;
- A comprehensive literature review;
- Internal stakeholder consultation; and
- Information gathered from the local business community during 'Evolve', an extensive and

intensive consultation process that included one-on-one business consultation with approximately 100 businesses and a subsequent business survey which was completed by seventy local businesses.

The Strategy is a high level document that provides a roadmap for the Town to capitalise on its significant economic drivers, while also focusing on the retention and growth of existing small to medium enterprises, which are (and will remain) the backbone of the local economy.

The Strategy provides seven (7) pathways for economic growth. These pathways have been designed to influence and be embedded in the suite of operations and projects currently in action across the organisation.

The Town's Place Planning team will be responsible for embedding these across the relevant plans and projects being undertaken by the Town.

The Strategy was endorsed by Council at the 11 September 2018 Ordinary Meeting of Council (OCM) for the purpose of public advertising. Minor changes have been made to the Strategy based on the public submissions received.

#### **DETAILS:**

The Strategy provides a five year vision and blueprint for sustainable economic growth in the Town. The Strategy outlines seven central pathways to achieve this growth:

- Pathway 1: Leadership
- Pathway 2: Identity
- Pathway 3: Local to Global Connections
- Pathway 4: Smart Town- Digital Innovations
- Pathway 5: Competitive Business Environment
- Pathway 6: High Value Precincts
- Pathway 7: High Value Sectors

In total, there are 51 action items under these pathways.

The Strategy seeks to enhance the importance of the entertainment, leisure, education, retail and hospitality precincts within the Town. These precincts contribute to the growth and distinctiveness of the Town's neighbourhoods and are an essential part of the future local economy.

The Strategy also focuses on several emerging sectors which are important to the Town because of the contribution they make to the cultural vitality of the broader Perth region. The emergent growth sectors include:

- Tourism, sport, leisure and events;
- Knowledge industries and biopharmaceuticals; and
- Retail and hospitality

The Strategy includes an Implementation Framework with each of the actions identified as either quick wins, ongoing practices, short-term, medium-term or long-term projects.

It is proposed that progress reporting to Council will occur on an annual basis via the Annual Report. The Economic Development Strategy is designed to be a living document and will be subject to an annual review that will include:

- A review of the Town's local economy and relevant mega and micro trends;
- Any new regulatory improvements that should be an area of focus for the Town;
- Internal consultation;
- Changes to the direction of the organisation via the Strategic Community plan or Corporate Business Plan.

### **Community Consultation**

Following the endorsement of the Strategy at the 11 September 2018 Ordinary Council Meeting the Strategy was publicly advertised for 42 days. The Strategy was launched at the Town's Breakfast with Ben Wyatt event at Optus Stadium on 16 October 2018, and advertised online via YourThoughts with the support of a targeted social media campaign.

A total of 5 submissions were received and are summarised in Appendix 2.

### **Legal Compliance:**

Nil

### **Policy Implications:**

Nil

### **Risk Management Considerations:**

| <b>Risk &amp; Consequence</b>                                                                                                                                                  | <b>Consequence + Rating</b> | <b>Likelihood = Rating</b> | <b>Overall Risk Analysis</b> | <b>Mitigation/Actions</b>                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----------------------------|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reputational.</b><br>Negative public perception if projects are not implemented correctly or action items are not delivered within the timeframe mentioned in the Strategy. | Minor                       | Likely                     | Moderate                     | <ul style="list-style-type: none"><li>• Actively promote projects completed by the Town, and outcomes achieved in the draft Strategy.</li><li>• Report annually to Council on the progress of the Strategy.</li></ul> |

### **Strategic Plan Implications:**

Strategic Community Plan 2017-2032

## Strategic Economic Outcomes:

- **Ec1:** A desirable place for commerce and tourism that support equity, diverse local employment and entrepreneurship.
- **Ec2:** A clean, safe and accessible place to visit.

## Financial Implications:

### Internal Budget:

Sufficient funds are set aside in the Economic Development service unit budget to progress the draft Strategy to finalisation. Funding for projects arising from the Strategy will be planned and determined on a project-by-project basis.

### Total Asset Management:

Nil

## Sustainability Assessment:

### External Economic Implications:

This Strategy has local business, growth, employment and tourism implications. It aims to enhance the local economy, focussing on high value precincts and sectors and positioning the Town as a place where business can prosper.

### Social Issues:

With a focus on promoting and positioning the Town as Western Australia's sports and events capital, residents and visitors will have the opportunity to experience new tourism offerings and events. By taking a place-based across the organisation, outcomes can be achieved for residents and businesses in the Town's significant precincts.

### Cultural Issues:

The Strategy acknowledges the Town has become increasingly multicultural, with actions items designed to enable the Town to enhance its vibrant, safe and culturally diverse lifestyle.

### Environmental Issues:

Nil

## COMMENT:

Based on the submissions received during the public advertising period the following changes have been made to the Strategy:

- Several spelling and grammatical errors and duplication of text have been rectified;
- Figures have been updated to reflect recent minor revisions to data;
- The numbering of action items has been updated;
- The following former action items have been moved under Pathway 5 where there is better alignment:
  - Former Action 12.1 *Develop an ongoing business engagement program for broader business consultations throughout the sector;*

- Former Action 11.3 *Engage with the Western Australian and Federal Government agencies to leverage grants and assistance and training programs.*
- Former Action 11.4 *Support and build networks of information and ideas sharing between public sector, research organisations and the private sector.*
  - *Convene an annual program of events to connect firms with each other and the broader community;*
  - *Work with start-ups to link them with industry and research networks to assist commercialisation and funding;*
  - *Link knowledge based firms to innovation, training, master classes and mentoring programs.*
- Action 11.7 *Build the reputation of the Town as a great place for investment by identifying and promoting our business success stories.*
- Additional information has been added about Oats Street Station under *Emergent Precincts: Carlisle* in Pathway 6.
- The original action item 11.10 has been removed and replaced with:
  - Action 7.18 *Implement a Shopfront Improvement Grant Scheme*

More specific details about the changes that have been made as a result of public advertising can be found in Appendice 2.

## **CONCLUSION:**

The Strategy provides a roadmap to deliver on the Town's strategic economic aim in the Strategic Community Plan, which is to '*promote sustainable, diverse, resilient and prosperous places for everyone*'.

This Strategy is a living document, open to review when it becomes apparent there are changes to the local economy, micro or mega trends, regulatory improvements or organisational direction. The Town's Place Planning team will be responsible for ensuring the Strategy and its seven pathways are embedded in the actions of the wider administration.

Minor amendments to the Strategy have been made based on five submissions received during the public advertising period.

It is recommended that Council adopt the Draft Economic Development Strategy – Pathways to Growth 2018 - 2023.

## **RECOMMENDATION FROM THE ECONOMIC DEVELOPMENT COMMITTEE:**

### **That Council:**

- 1. Adopts the Draft Economic Development Strategy – Pathways to Growth 2018 – 2023 as contained in the appendices;**
- 2. Acknowledges the five (5) submissions received during the public advertising period; and**
- 3. Notes that the Economic Development Strategy: Pathways to Growth 2018 – 2023 supersedes the Economic Strategy and Tourism Plan 2013 – 2020.**

## 14.4.2 Evaluation Report – Telstra Perth Fashion Festival Sponsorship 2018

|                        |                                                                       |
|------------------------|-----------------------------------------------------------------------|
| <b>File Reference:</b> | CRM/25/19                                                             |
| <b>Attachments:</b>    | 1. Town Of Victoria Park TPF Post Event Report 2018 <b>[14.4.2.1]</b> |

|                             |                      |
|-----------------------------|----------------------|
| <b>Date:</b>                | 7 February 2019      |
| <b>Reporting Officer:</b>   | Kaitlyn Griggs       |
| <b>Responsible Officer:</b> | Natalie Martin Goode |
| <b>Voting Requirement:</b>  | Simple Majority      |

### **Executive Summary:**

#### **Recommendation – That Council**

- 1. Receives the evaluation report, as included in appendix 1;**
- 2. Acknowledges that the sponsorship provided to the Fashion Council WA did not achieve the outcomes sought or meet the expectations of the Town;**
- 3. Acknowledges the significant community dissatisfaction with this sponsorship arrangement; and**
- 4. Takes into consideration the above three matters with regard to any future sponsorship approaches to the Town from Telstra Perth Fashion Festival or the Fashion Council WA.**

### **TABLED ITEMS:**

Nil

### **BACKGROUND:**

The Town sponsored the 2017 Telstra Perth Fashion Festival (TPFF) delivered by Fashion Council WA (FCWA) to the value of \$57,000 in 2017/18. At the Ordinary Council Meeting on 10 April 2018 a resolution was made for the Chief Executive Officer to negotiate an acceptable outcome pertaining to the 2017 sponsorship agreement, as the Town was not satisfied with the outcomes of the sponsorship agreement as delivered by FCWA.

In response, FCWA offered the Town, at nil cost, to deliver on the original outcomes at the 2018 event. At the Ordinary Council Meeting on 14 August 2018 Council resolved the following:

1. Approves the Supporting Partner proposal as detailed in the report with Fashion Council WA for the Town, at nil cost, to be an acceptable outcome based on the original agreed deliverables within the 2017 sponsorship agreement;
2. Requests the Administration to prepare documentation to legally formalise the following terms of the Supporting Partner proposal:
  2. Rights of Association
    - 2.1 FCWA grants Town of Victoria Park the right to utilise the following terms:
      - a) Supporting Partner of the Telstra Perth Fashion Festival 2018 Future Runway;
      - b) Supporting Partner of the Telstra Perth Fashion Festival 2018 International Runway (working title); and
      - c) Or other terms as agreed by TPF and QT Perth.

2.2 Access to royalty free content:

- a) Town of Victoria Park will receive access to the FCWA and Event trademarks including TPFF to use to promote association with the Events (e.g. social media, newsletters);
- b) Access to non-exclusive use of TPFF campaign, runway and back of house images: and
- c) Town of Victoria Park understands that FCWA approval must be sought prior to publication of any marketing collateral featuring the FCWA logos, trademark, trade names and other intellectual property registered or unregistered, owned by, or licensed to FCWA and PFF including Telstra Perth Fashion Festival Logo and campaign images.

3. Tickets

3.1 FCWA will provide Town of Victoria Park with a package of 60 x tickets (30 x general access double passes) to TPFF 2018 International Runway at Fashion Paramount. Town of Victoria Park may choose to use tickets for constituent competition; and

3.2 10% partner discounted code for Town of Victoria Park business and residential constituents to purchase TPFF tickets.

4. Advertising and Promotion

4.1 Town of Victoria Park will receive:

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

4.2 Digital Media

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

#### 4.3 Product Placement

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

#### 5. Dedicated Account Manager

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

Additionally, at the Annual Electors Meeting held on 18 December 2018, a motion was carried *'that Council consider disassociating itself from that Fashion Festival following receipt of the closure report for this year' [2018]*.

The purpose of this evaluation report is to acquit the outcomes from the 14 August Ordinary Council Meeting report 14.4.

#### DETAILS:

The following table provides a summary of the actions completed as part of the 2018 TPFF, as per the 14 August 2018 Ordinary Council Meeting resolution;

| Actions                                                                                                                                                                                                                                                      | Status    | Financial | Comments                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2.</b><br>Requests the Administration to prepare documentation to legally formalise the following terms of the Supporting Partner proposal                                                                                                                | Completed | NIL       | Formal contract was provided from the Town to FCWA                                                                                                              |
| <b>3.1</b><br>FCWA will provide Town of Victoria Park with a package of 60 x tickets (30 x general access double passes) to TPFF 2018 International Runway at Fashion Paramount. Town of Victoria Park may choose to use tickets for constituent competition | Completed | NIL       | The tickets were provided to the Town eight days later than agreed, therefore the short time frame was prohibitive for media coverage and community involvement |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |     |               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|---------------|
| <b>3.2</b><br>10% partner discounted code for Town of Victoria Park business and residential constituents to purchase TPFf tickets.                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Completed | NIL | Task complete |
| <b>4.1 Town of Victoria Park will receive:</b><br>a) Brand logo recognition on the TPFf and FCWA website with a hyperlink to Town of Victoria Park preferred website;<br>b) Brand logo recognition on all marketing collateral related to the Future Runway and International Runway event including: <ul style="list-style-type: none"> <li>• Future Runway and International Runway media wall;</li> <li>• Digital logo reels at both Future Runway and International Runway; and</li> <li>• Invitations, signage etc relating to Future Runway and International Runway.</li> </ul> | Completed | NIL | Task complete |
| <b>4.2 Digital Media</b><br>a) Minimum of 1 Town of Victoria Park fashion related feature in Front Row EDM (4,500+ data base);<br>b) Minimum of 1 dedicated Town of Victoria Park post/story on TPFf and FCWA social media channels. Post to include Town of Victoria Park businesses / assets venue or merchandise etc;<br>c) Minimum 3 social media posts on TPFf channels including Town of Victoria Park handles, hashtag (combined 56,000 followers); and<br>d) Town of Victoria Park acknowledges that FCWA has final content approval for marketing content featured on         | Completed | NIL | Task complete |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |     |                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----|---------------------------------------------------------------------------------------------------------------------------|
| FCWA and TPF online channels including e-Newsletter and social media.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                     |     |                                                                                                                           |
| <b>4.3 Product Placement</b><br>a) Town of Victoria Park will have the opportunity to promote Town of Victoria Park businesses by inviting them to provide relevant product / merchandise for VIP gift bags at events (minimum multiples of 250 per show);<br>b) Participating businesses contribution will be recognised with an image of the gift bag from each night's show featuring the product will be posted to TPF social media with the business tagged in the image; and<br>c) All gift bag merchandise to be delivered to address below by 3 September: | Completed           | NIL | This was offered but due to the limited notice from FCWA this was not taken up by businesses                              |
| <b>5.1</b><br>A dedicated and experienced account manager will be responsible for the delivery of Town of Victoria Park sponsorship assets.                                                                                                                                                                                                                                                                                                                                                                                                                        | Partially completed | NIL | The Town had to follow up with and liaise with several FCWA staff members to deliver on various elements of the agreement |

#### **Legal Compliance:**

Nil

#### **Policy Implications:**

##### *REC5-Sponsorship*

The objective of this policy is to maximise opportunities for collaboration/partnerships between the Town of Victoria Park and organisations (business and community) with an aim to increase the economic vibrancy by raising the profile of the Town and achieving the Town's marketing and communications objectives.

## Risk Management Considerations:

| <b>Risk &amp; Consequence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Consequence + Rating</b> | <b>Likelihood = Rating</b> | <b>Overall Risk Analysis</b> | <b>Mitigation/Actions</b>                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----------------------------|------------------------------|--------------------------------------------------------------------------------------------|
| <p><b>Risk</b><br/>The Town sponsoring future FCWA projects, especially TPFF.</p> <p><b>Consequence:</b><br/><b>Financial impact</b><br/>Failure to achieve return on investment again. Community perception relating inappropriate management of rate payers funds.</p> <p><b>Reputational damage</b><br/>Significant reputational damage as the community would lose faith in the Town's ability to administer the Sponsorship program and rate payer's funds appropriately.</p> | Major                       | Likely                     | High                         | For the Town to advise FCWA that it will not enter future sponsorship agreements for TPFF. |

## Strategic Plan Implications:

### Strategic Outcomes

- S3 - An empowered community with a sense of pride, safety and belonging
- S4 - A place where all people have an awareness and appreciation of arts, culture, education and heritage
- Ec1 – A desirable place for commerce and tourism that support equity, diverse local employment and entrepreneurship
- Cl9 – Appropriate devolution of decision making and service provision to an empowered community

**Financial Implications:**Internal Budget:

Nil

Total Asset Management:

Nil

**Sustainability Assessment:**External Economic Implications:

The intention of sponsoring externally organised events is to stimulate economic growth by involving local businesses, attracting people to the Town and enhancing our reputation as a destination of choice.

Social Issues:

As the tier of government closest to the community, local government plays an important role in shaping and supporting commerce and tourism locally.

Cultural Issues:

Nil

Environmental Issues:

Nil

**COMMENT:**

The motion carried at the AGM of Electors in December 2018 demonstrates community unhappiness with the time and investment by the Town in the sponsorship agreement with FCWA for TPFF. FCWA has completed all deliverables with the exception of one partially completed deliverable, as stated in the 14 August 2018 OCM report. As such no further action is required on the matter of the original 2017 Sponsorship Agreement, as any further action would result in a nil return or benefit to the community.

**CONCLUSION:**

Due to lack of measurable return on investment for the broader Town of Victoria Park community, along with the level of community disappointment with the Town's sponsorship of the 2017 TPFF, it is recommended that the Town does not partner with or sponsor future Telstra Perth Fashion Festival events.

**OFFICER RECOMMENDATION:**

1. That the Economic Development Committee receives the evaluation report;
2. That the Economic Development Committee recommends to Council that Administration informs Fashion Council WA that the Town will not enter into future sponsorship opportunities with Fashion Council WA in relation to Telstra Perth Fashion Festival.

## **RECOMMENDATION FROM THE ECONOMIC DEVELOPMENT COMMITTEE:**

**That Council receives the evaluation report, as included in appendix 1;**

### **FURTHER COMMENT:**

Upon request of the Committee, the Town's officers have given due consideration to motion 11 as carried at the Annual Electors Meeting on 18 December 2018, and propose that the additional point be included to the Committee recommendation, as outlined in the alternate officer recommendation below.

## **ALTERNATE OFFICER RECOMMENDATION**

**That Council**

- 1. Receives the evaluation report, as included in appendix 1;**
- 2. Acknowledges that the sponsorship provided to the Fashion Council WA did not achieve the outcomes sought or meet the expectations of the Town;**
- 3. Acknowledges the significant community dissatisfaction with this sponsorship arrangement; and**
- 4. Take into consideration the above three matters with regards to any future sponsorship approaches to the Town from Telstra Perth Fashion Festival or the Fashion Council WA.**



## **15 Applications for leave of absence**

### **RECOMMENDATION**

**That leave of absence be approved for Cr Bronwyn Ife, 13 April 2019 to 28 April 2019 inclusive.**



## 16 Motion of which previous notice has been given

### 16.1 Cr C Anderson - WALGA Zone Meeting Motion on LG Disability Access and Inclusion Groups

In accordance with clause 4.3 of the *Town of Victoria Park Standing Orders Local Law 2011*, Cr C Anderson has submitted a notice of motion for the following:

#### Recommendation

That Council puts forward a motion to the WALGA Southeast Metropolitan Zone meeting, through its appointed delegates, to invite local government access and inclusion advisory group members to attend the quarterly Access and Inclusion Network Group meetings.

#### Reason

The *Disability Services Act 1993* (amended 2004) requires state government agencies and local government authorities to develop and implement a Disability Access and Inclusion Plan (DAIP). DAIPs provide a significant mechanism to assist public authorities to identify and remove barriers to people with disability in their services, events, information, buildings and facilities, consultation and complaints processes and employment.

WALGA currently has an access and inclusion networking group for officers which meet quarterly. However, local government advisory groups are currently not invited to participate in this networking. My intention is to expand the current quarterly meeting format to include LG disability advisory groups. Many members on these advisory groups have personal experience living with a disability, have a family member with a disability or are carers.

#### Strategic alignment

| Social                                                                    |                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic outcome                                                         | Intended public value outcome or impact                                                                                                                                                                              |
| S03 - An empowered community with a sense of pride, safety and belonging. | Extending networking opportunities to the access and inclusion group networking group from just officers to also allow attendance from members of access and inclusion groups will produce a more inclusive outcome. |

## OFFICER RESPONSE TO NOTICE OF MOTION

|                     |                 |
|---------------------|-----------------|
| Reporting officer   | Danielle Uniza  |
| Responsible officer | Anthony Vuleta  |
| Voting requirement  | Simple majority |

### Officer comment

1. The Western Australian Local Government Association (WALGA) is a peak industry body that advocates on behalf of its local government members, including the Town. While WALGA offers many services that help assist local governments in performing their duties, they also hold networking events across many disciplines which include the Access and Inclusion Network Group.
2. As stipulated in the Notice of Motion, the current Access and Inclusion Network Group is only attended by, and open to, local government officers. While contact has been made with WALGA to determine the possibility of exploring a broader Access and Inclusion Network Group, the query has yet to be resolved.
3. In regards to the submitting a motion to the South East Metropolitan Zone meeting, WALGA has advised that the deadline to make a submission for its upcoming 20 March meeting was on 6 March. As such, this notice of motion will need to be submitted at its next meeting scheduled for 26 June.
4. Should the motion be successful and WALGA choose to extend its Access and Inclusion Network Group to both advisory group and elected members, this will be a good opportunity for the Town's own Access and Inclusion Group, and elected members, to be able to learn from the sector and keep abreast of trends and best practice models within this area.

### Legal compliance

Not applicable.

### Risk management consideration

| Risk and Consequence                                                                                                                                                 | Consequence rating | Likelihood rating | Overall analysis | risk | Mitigation and Actions                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------|------------------|------|---------------------------------------------------------------------------------|
| <b>Reputational</b><br>While the Town may advocate its position to the WALGA Zone Meeting, the decision will still be up to that group, and the WALGA State Council. | Minor              | Likely            | Moderate         |      | Ensure that the Town's position is effectively communicated to the Zone meeting |

### Financial implications

|                |        |                                                                                 |
|----------------|--------|---------------------------------------------------------------------------------|
| Current impact | budget | Sufficient funds exist within the annual budget to address this recommendation. |
| Future impact  | budget | Not applicable.                                                                 |

### Relevant documents

None.



## 16.2 Notice of Motion - Cr R Potter - Commemorative Tree Planting Program

In accordance with clause 4.3 of the Town of Victoria Park Standing Orders Local Law 2011, Cr Ronhhda Potter has submitted the following notice of motion:

### Motion

That Council

1. Requests the CEO to investigate the viability of implementing a Memorial/Commemorative Tree Planting Program that:
  - a. Allows the public to make an application for a tree to be planted within the Town for commemorative or memorial purposes
  - b. Aligns with the Urban Forest Strategy
2. Requests the Chief Executive Officer to present a further report back to Council at its July 2019 Ordinary Council Meeting outlining:
  - a. The costs associated with implementing a Memorial/Commemorative Tree Planting Program
  - b. The possibility of developing and implementing a Memorial/Commemorative Tree Planting Program by June 2020

### Reason

In November of last year, sadly I lost my father who lived in Coolgardie and was subsequently buried there, however with most of his family living here in Perth I found it difficult to not have a place where I could go to reflect on his passing.

I was gifted a tree with the potential to grow up to 10 metres and was not able to plant this in my own yard.

With our diminishing tree canopy in mind and my Dad's love of nature I asked if I could plant this tree within the town (as my father did grow up in this area) they did plant it at Rayment Park, with this in mind I considered and have spoken to others within our community others who have be in the same situation as myself and have decided to put forward this motion.

### Aligns with Urban Forest Strategy Outcomes

SO1 – Plant and protect sufficient trees by 2020 to achieve the 20% tree canopy target as supported by council

SO2 – Maximise community involvement and collaboration

SO3 – Increase tree diversity, whilst favouring local, endemic and West Australian species that also support wildlife.

## Strategic alignment

| Civic Leadership                                                                                              |                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Strategic outcome                                                                                             | Intended public value outcome or impact                                                                                              |
| CL3 – Well thought out and managed projects that are delivered successfully.                                  | Ensuring the report includes and shares information around costings and timelines.                                                   |
| CL06 - Finances are managed appropriately, sustainability and transparently for the benefit of the community. | Ensuring the report includes and shares information around costings (and any savings) to the Town for this program to our community. |
| CL09 - Appropriate devolution of decision-making and service provision to an empowered community.             | Identifying possible partnerships with stakeholders within the town utilising an Asset-Based Community Development approach.         |

| Environment                                                                                                       |                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Strategic outcome                                                                                                 | Intended public value outcome or impact                                                                                                     |
| EN06 - Appropriate, inviting and sustainable green spaces for everyone that are well maintained and well managed. | In accordance with the intent of the UFS, a tree planting program that will contribute to increasing our tree canopy cover from 10% to 20%. |
| EN07 - Increased vegetation and tree canopy.                                                                      | As above.                                                                                                                                   |

| Social                                                                                                    |                                                                                                           |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Strategic outcome                                                                                         | Intended public value outcome or impact                                                                   |
| S03 - An empowered community with a sense of pride, safety and belonging.                                 | Allowing for participants to have a sense of "ownership", pride and responsibility for their environment. |
| S04 - A place where all people have an awareness and appreciate of arts, culture, education and heritage. | Recognising the importance of the family history of people within our community.                          |

## Officer response to notice of motion

|                            |                            |
|----------------------------|----------------------------|
| <b>Decision type</b>       | Executive                  |
| <b>Location</b>            | Town-wide                  |
| <b>Reporting officer</b>   | Brendan Nock/Gregor Wilson |
| <b>Responsible officer</b> | Ben Killigrew              |
| <b>Voting requirement</b>  | Simple majority            |

## Officer comment

The Town appreciates the intent of a Memorial Tree Planting Program. With the appropriate administrative controls in place, it is feasible that the Town could consider a program to plant or designate approved locations for memorial trees. Planting trees also aligns with the broader aim of the Town's Urban Forest Strategy. However, our recommendation is to investigate a Memorial Tree program within the currently established Urban Forest Strategy Implementation Working Group which includes community members and that will seek broader community feedback on the implementation plan. If supported by them group and the community, the proposal will be included within the implementation plan which will be brought to Council for endorsement in June 2019.

## **Logistical Considerations**

There are a number of important logistical considerations that need to be addressed should the Town implement a Memorial Tree Planting Program. The Town has not had the opportunity to properly investigate all of these and there has been no consultation with the community, however some may include:

- how the Town will administer the program (e.g. application through Town website; assessed by dedicated officer)
- Memorial tree species should comply with existing park or reserve planting design. As such, the Town should have final approval of the siting and exact location and installation details
- what tree species will be on offer (e.g. appropriate tree species for that can be planted within public localities)?
- funding for the program (e.g. solely funded by the Town, or a financial contribution from the applicant)
- ongoing maintenance of the tree (e.g. does the Town cover the cost?)
- are Memorial trees considered 'significant trees' and accordingly added to the Significant Tree Register?
- There are likely to be ramifications if/when the tree dies or when the Town needs to manage the tree's canopy or remove the tree for operational reasons in the future.
- are Memorial trees identified by a commemorative plaque or other identification? If so, do style guidelines need to be developed and followed?
- do the plaques need to be a standard size and standard wording (E.g. In memorial of ...)

A policy may need to be developed to assist administration of a Memorial Tree Planting program and it would be preferable to consult with the community on this prior to implementation due to the emotive nature of the initiative. This policy should provide guidance on the standards needed to be achieved to gain approval to plant a memorial tree within the Town (potentially with a plaque) within a park and reserve and the design, installation and management responsibilities of successful applicants (and potentially plaque donors).

There are several Western Australian Councils and State Government Departments that have memorial tree planting programs or have to manage memorials and associated policy, such as the Shire of Serpentine-Jarrahdale, the City of Stirling and Main Roads WA. The learnings of these organisations will assist the Town in its investigation.

## **Next Steps**

It is recommended that the Memorial Tree program be investigated by the Urban Forest Strategy Implementation Working Group and discussed within their report to Council to ensure community consideration of the initiative and prevent duplication of effort. The working group is due to provide an implementation plan by June 2019 which is later than the proposed May deadline requested in the Notice of Motion.

## **Legal compliance**

Not applicable.

## Risk management considerations

| Risk and Consequence                                                                                       | Consequence rating | Likelihood rating | Overall analysis | risk Mitigation and Actions                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------|--------------------|-------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Property</b><br>Planted trees need to be removed for operational reasons or die and need to be removed. | High               | Likely            | High             | <ol style="list-style-type: none"> <li>1. Establish a policy that clearly outlines the administrative procedure.</li> <li>2. Clear communication re: conditions and process within application.</li> </ol> |
| <b>Reputational</b><br>Applicant unhappy with tree species offered, location or installation details       | Medium             | Likely            | High             | <ol style="list-style-type: none"> <li>1. Establish a policy that clearly outlines the administrative procedure.</li> <li>2. Clear communication re: conditions and process within application.</li> </ol> |
| <b>Financial</b><br>Tree maintenance becomes difficult for the Town                                        | Medium             | Moderate          | Medium           | Town will monitor the program and report regularly on the uptake. A pilot may be run initially so that the Town can establish demand before implementing the program in full.                              |
| <b>Financial</b><br>Memorial plaque is damaged                                                             | Medium             | Moderate          | Medium           | Applicant is made aware that any costs involved with replacement of a plaque are their responsibility.                                                                                                     |
| <b>Environment</b><br>Memorial becomes significant to relatives and becomes                                | Medium             | Moderate          | Medium           | <ol style="list-style-type: none"> <li>1. Establish a policy that clearly outlines the administrative procedure.</li> </ol>                                                                                |

|                                                                                                            |  |  |  |                                                                       |
|------------------------------------------------------------------------------------------------------------|--|--|--|-----------------------------------------------------------------------|
| frequent meeting place and/or includes paraphernalia potentially detracting from amenity of a public space |  |  |  | 2. Clear communication re: conditions and process within application. |
|------------------------------------------------------------------------------------------------------------|--|--|--|-----------------------------------------------------------------------|

## Financial implications

|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Current budget impact | Sufficient funds exist within the annual budget to investigate this recommendation within the Urban Forest Strategy Implementation Working Group. If performed outside of this group there will be a staff time impact that, although not deemed major in impact, will cause delays to our current program.                                                                                                                                                                                                                                                                                                                                                                                                   |
| Future budget impact  | <p>The aforementioned investigation would inform the financial implication of implementing a memorial Tree Planting Program. However it is likely that, if included in the UFS implementation plan, that the budget would be included within the UFS program and future capital and operational/maintenance budgets.</p> <p>It is anticipated that the passing of the recommendation will result in funds being required in future budgets to administer the program, purchase trees and associated maintenance. However, this cost may also be offset (at least partially) should a charge be applied to the applicant. For instance, the cost of a plaque would be the responsibility of the applicant.</p> |

## Relevant documents

Not applicable.

**17 Questions from members without notice**

**18 New business of an urgent nature**

**19 Public question time**

**20 Public statement time**

**21 Meeting closed to the public**

**21.1 Matters for which the meeting may be closed**

**21.1.1 TVP/19/01 Lathlain Precinct Redevelopment Project Zone 2, 2X;  
Construction Tender**

**21.2 Public reading of resolutions which may be made public**

**22 Closure**

