

agenda

Elected Members Briefing
Session



To: His Worship the Mayor and Councillors

Please be advised that an Elected Members Briefing Session will be held at **6.30pm** on **Tuesday 5 February 2019** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

A handwritten signature in black ink, appearing to read "A Vuleta", is written in a cursive style.

MR ANTHONY VULETA
CHIEF EXECUTIVE OFFICER

30 January 2019

ELECTED MEMBERS BRIEFING SESSION

Purpose of Elected Members Briefing Session (EMBS)

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

The EMBS:

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

Procedures for EMBS

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

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

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

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

2.2 Public Question & Public Statement Time

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

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

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

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

2.3 No Adverse Reflection

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

2.4 Town of Victoria Park Standing Orders Local Law 2011

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

3 ATTENDANCE

Mayor: Mr T (Trevor) Vaughan

Banksia Ward: Cr C (Claire) Anderson
Cr J (Julian) Jacobs
Cr R (Ronhhda) Potter
Cr K (Karen) Vernon

Jarrah Ward: Cr J (Jennifer) Ammons Noble
 Cr B (Bronwyn) Ife
 Cr B (Brian) Oliver
 Cr V (Vicki) Potter (Deputy Mayor)

Chief Executive Officer: Mr A (Anthony) Vuleta

Chief Operations Officer: Mr B (Ben) Killigrew
Acting Chief Financial Officer: Mr L (Luke) Ellis
Chief Community Planner: Ms N (Natalie) Martin Goode

Manager Development Services Mr R (Robert) Cruickshank
Senior Governance Officer Ms D (Danielle) Uniza
Secretary: Mrs A (Alison) Podmore

Public:

3.1 Apologies

3.2 Approved Leave of Absence

4 DECLARATIONS OF INTEREST

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

Declaration of Financial Interests

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

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

Declaration of Proximity Interest

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

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

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

Declaration of Interest affecting impartiality

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

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

5 PUBLIC QUESTION TIME

5.1 Responses to Questions Raised and Taken on Notice at the Elected Member Briefing Session held on Tuesday 4 December 2018

Sam Zammit

1. How long has Council owned the IGA laneway?

R. The Town of Victoria Park has owned the land since 1970, however it was decided to request a title search from Landgate to ensure that information provided was correct and factual. Due to a delay in receiving the information, it was decided to contact you and advise of the delayed response. The confirmation has since been received from Landgate, confirming the Town's ownership since 1970, as advised at the 11 December 2018 OCM.

With regard to the laneway (ROW 52) previously being a shop, the Town cannot confirm that this was the case as there are no records available.

Vince Maxwell

1. With regards to the salary bands in the Annual report and the staff whose salaries are displayed, are they in the same sort of proportions, percentage wise, roughly?

R. The information you have requested is restricted by legislation and confidentiality, however, I can advise generally that in addition to salary, additional benefits include superannuation and vehicle benefits. These have been explained further below:

Superannuation

The Town grants the employee superannuation contributions in accordance with the Superannuation Guarantee (Administration) Act 1992.

All employees covered under the Town of Victoria Park Enterprise Agreement are paid superannuation at the rate of 10.5% a year (or 1% above the government superannuation guaranteed rate) with direct incentives for length of continuous service with the Town and employee contribution as per the tables outlined in clause 38 of the Enterprise Agreement.

Vehicle benefit

The current vehicle benefit for Coordinators up to the Chief Executive Officer level ranges from \$10,000 to \$30,000 per annum. The vehicle benefit is paid fortnightly as an allowance.

5.2 Responses to Questions Raised at the Elected Members Briefing Session held Tuesday 5 February 2019

6 PUBLIC STATEMENT TIME

7 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Elected Members Briefing Session meeting held on Tuesday, 4 December 2018 be confirmed.

8 PRESENTATIONS

8.1 Petitions

Nil.

8.2 Presentations (Awards to be given to the Town)

Nil.

8.3 Deputations (Planning / External Organisations)

6.50pm Item 11.1 – Paul Cunningham from Rowe Group will be in attendance to discuss this application and answer any questions.

9 METHOD OF DEALING WITH AGENDA BUSINESS

10 CHIEF EXECUTIVE OFFICER REPORTS

10.1 2018 Annual Electors Meeting – Motions Carried

File Reference:	COR/10/0003~02
Appendices:	No
Date:	2 January 2019
Reporting Officer:	D. Uniza
Responsible Officer:	A. Vuleta
Voting Requirement:	Simple Majority
Executive Summary:	
Recommendation – That Council acknowledges the motions carried from the 2018 Annual Electors Meeting ('AEM').	
<ul style="list-style-type: none"> The Annual Electors Meeting was held on 18 December 2018. A total of 14 motions were moved by the approximately 23 electors in attendance of which 13 were carried. In accordance with Section 5.33 of the <i>Local Government Act 1995 (Act)</i>, decisions made at an electors' meeting are to be considered by Council at its next Ordinary Council Meeting. 	

TABLED ITEMS:

Nil.

BACKGROUND:

In accordance with Section 5.27 of the Act, each local government is to hold a general meeting of electors of a district once every financial year. The intent of the general meeting is to receive the local government's annual report for the previous financial year, and to consider general business as presented by electors in attendance.

At its Annual Electors' Meeting held on 18 December 2018, there were approximately 23 electors in attendance. There were 14 motions moved by electors present, of which 13 were carried. As required by Section 5.33 of the Act, Council is required to consider decisions made at the AEM at its next Ordinary Council Meeting.

DETAILS:

The following motions were presented by electors at the AEM:

No.	Motion	Outcome
1	That the Town of Victoria Park investigates employment of a sufficiently resourced permanent fulltime Local History Coordinator/librarian to oversee the development and curation of the Town's local history collection.	Carried

2	That the Town of Victoria Park investigates the implementation of live-streaming and or video broadcasting of all Ordinary Council Meetings and Elected Members Briefing on all of the Town's relevant and suitable media and communication platforms, and that all recordings whether visual or audio to be kept in accordance with relevant legislation, and also be made available in alternative formats within 21 working days via the Town's website and kept a the Town of Victoria Park Library online catalogue. Should the Town of Victoria Park cease to exist as a legal entity, that copies also be sent to the State Records Office as well as the Battye Library of Western Australia.	Carried
3	That the Town of Victoria Park investigates the re-introduction of Moreton Bay Fig Festival.	Carried
4	That the Town of Victoria Park investigates the development of a council policy statement related to Special Elector Meetings and Annual General Meeting of Electors to outline the legislative processes, scope, meeting venue, notice and timing of meetings, format of meeting, role of the person presiding, role of electors, consideration of motions moved at electors' meetings and definition and abbreviations with the policy statement, and that the policy statement document be made available on the Town's website and public library.	Carried
5	That the Town of Victoria Park investigates extending the opening hours of the Town of Victoria Park Library so that it opens on Sundays as well as the possibility of having an afterhour's library books return chute.	Carried
6	That the Town of Victoria Park investigates the employment of a qualified tree officer to oversee education and assist with the implementation of the Urban Forest Strategy.	Carried
7	That the Town considers changing the colour of the Town flag, to completely blue and change the size tree to three (3) times bigger than it is at the moment, so it can be seen by anyone passing and that the size of the letter of the Town of Victoria Park be increased.	Lost
8	That the Town installs an extra flagpole so that the Town's flag pole at the Administration Building.	Carried
9	That following the review of the Town's risk management process, that the risk matrix be bought to council for consideration and when it is approved, be published to allow the public community access to understand the value and the criteria by which its decisions have been taken.	Carried
10	That an upgrade of the laneway across Albany Highway, from King George Street to Leonard Street, be considered in next year's budget or if not, the following year.	Carried

11	That Council consider disassociating itself from that Fashion Festival following receipt of the closure report for this year.	Carried
12	That the Town set a goal to complete footpaths in residential areas on both sides of the street, and to ensure they are not built along the side of the road for safety reasons, but along the property line, where possible, to allow for space, for verge and trees, so as to ensure consistency with the majority of the streets in the Town.	Carried
13	That the Town reinvigorate its significant tree register with the aim to include significant trees on private and public property.	Carried
14	That the Town investigates all the available options for financially supporting people who have a significant trees, to ensure we are not limited in the options and the methods in which the Town may be able to look at supporting people that do that.	Carried

Legal Compliance:

While Section 5.33 of the Act requires that Council consider any decisions made at the AEM, the Town is not bound by decisions made at this meeting.

All decisions made must be considered by Council in light of both relevant information, and legal and professional advice provided.

Policy Implications:

The following motions have a policy implication:

No.	Description of Motion	Relevant Policy
9	Review of the Town's risk management process	Risk Management Policy

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Legal Not giving due consideration to decisions made at an Annual Electors' Meeting is a breach of the Act.	Moderate	Rare	Low	This report is intended to mitigate such risk.

<p>Legal Making a decision to move forward with any motion made at the AEM without appropriate legal, technical and professional advice could result in legal issues.</p>	High	Rare	Moderate	This report, and any subsequent reports to be provided in relation to the motions carried, are intended to mitigate such risk.
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Strategic Plan Implications:

S2 – An informed and knowledgeable community

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

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

En5 – Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed

CI2 – Everyone receives appropriate information in the most efficient and effective way for them

CI9 – Appropriate devolution of decision-making and service provision to an empowered community

Financial Implications:

Internal Budget:

While there is no financial implication at this time. Those decisions that Council considers necessary to proceed with may require allocation of additional funds in the future.

Sustainability Assessment:

External Economic Implications:

Nil.

Social Issues:

Giving due consideration to motions carried at the AEM is important in ensuring an empowered and engaged community.

Cultural Issues:

Nil.

Environmental Issues:

Nil.

COMMENT:

Each motion carried at the AEM has been considered by the Town. Any recommendations for further action are listed below. That said, it is important to note that some decisions that are operational in nature may be proposed to be handled administratively, whilst some decisions may require a further Council resolution. In the instances where a further Council resolution is required, a further report will be presented to Council for determination.

The officer's responses, as well as further action, are outlined below, to enable the Council to make an informed decision regarding each matter in the future.

MOTION 1	
<i>That the Town of Victoria Park to investigates employment of a sufficiently resourced permanent fulltime Local History Coordinator/librarian to oversee the development and curation of the Town's local history collection.</i>	
Officer Comment	Proposed Further Action
The current Local History Coordinator contract is due to end 30 March 2019. The position is included in the library Workforce Plan and Long Term Financial Plan.	That this matter be handled administratively. A business case has been prepared for consideration by Administration, for the recruitment of a full-time permanent Local History Coordinator.

MOTION 2	
<i>That the Town of Victoria Park investigates the implementation of live-streaming and or video broadcasting of all Ordinary Council Meetings and Elected Members Briefing on all of the Town's relevant and suitable media and communication platforms, and that all recordings whether visual or audio to be kept in accordance with relevant legislation, and also be made available in alternative formats within 21 working days via the Town's website and kept a the Town of Victoria Park Library online catalogue. Should the Town of Victoria Park cease to exist as a legal entity that copies also be sent to the State Records Office as well as the Battye Library of Western Australia.</i>	
Officer Comment	Proposed Further Action
The Town is largely in support of, and already in the process of investigating, the implementation of live-streaming for its Council meetings. One of the main issues in being able to carry out this facility, at current, is the need to upgrade the hardware in the Council Chamber. It is intended that this issue will be further considered in the second half of this year.	That this matter be handled administratively and the investigation to the implementation of live-streaming continue.

MOTION 3	
<i>That the Town of Victoria Park investigate the re-introduction of Moreton Bay Fig Festival.</i>	
Officer Comment	Proposed Further Action
<p>The Moreton Bay Fig Festival (MBFF) was a free family and children event held annually in October with a budget of \$24,000 and attendance was estimated to be around 2000-3000 people across a 4 hour event. Evaluation from previous events showed that families attending the event came from all around the Perth Metropolitan area. The budget was increased annually to keep up with increasing attendance and that outsourcing the event delivery in 2015 changed the event feel which received mixed responses from patrons, community groups and Town staff. EVOLVE feedback also showed that the community wanted smaller localised events. Therefore a smaller, localised event model has been delivered over the last financial year - Playtime in the Park. This event will be held in March 2019 at Read Park in Victoria Park. The Town is currently delivering a calendar of events for the 2018-19 financial year as agreed at Community Development Committee meeting April 2018.</p>	<p>That the Town conduct community consultation at upcoming 2019 events to gauge community interest in MBFF or a similar family themed event.</p> <p>That a further evaluative report be presented to Council following community consultation in November 2019.</p>

MOTION 4	
<i>That the Town of Victoria Park investigate the development of a council policy statement related to Special Elector Meetings and Annual General Meeting of Electors to outline the legislative processes, scope, meeting venue, notice and timing of meetings, format of meeting, role of the person presiding, role of electors, consideration of motions moved at electors' meetings and definition and abbreviations with the policy statement, and that the policy statement document be made available on the Town's website and public library.</i>	
Officer Comment	Proposed Further Action
<p>The Town is currently doing a wholesale review of its policy manual – whilst part of this review will be focused on updating existing policies, the other part is to identify policy gaps. The Town supports the above motion and intends to introduce such policy before the next Annual Electors' Meeting.</p>	<p>That a further report be presented to Council recommending the adoption of a 'Special and Annual Electors' Meeting Policy' before the next Annual Electors' Meeting.</p>

MOTION 5	
<i>That the Town of Victoria Park investigates extending the opening hours of the Town of Victoria Park Library so that it opens on Sundays as well as the possibility of having an afterhour's library books return chute.</i>	
Officer Comment	Proposed Further Action
<p>Currently 21 public libraries (234 public libraries in Western Australia) across WA are open on Sundays, generally for 3-4 hours.</p> <p>Radio Frequency Identification (RFID) technology enables library members to return items they have on loan outside of normal operating hours, if the library has a built in after-hours return chute.</p>	<p>That a business case be undertaken in 2018/19, taking into consideration Enterprise Agreement requirements, staffing, on-going and operational costs. The Business Case</p>

<p>Public consultation and member surveys undertaken during the internal 2018 Library Operational Review indicated that there was a direct desire for the introduction of Sunday opening hours and the installation of an after-hours return chute.</p>	<p>will be presented to the Town's C-Suite for consideration, including total budget requirement.</p> <p>As per the endorsed 2018/19 budget, the Town will be initiating RFID system in 2018/19, due for completion in 2019/20, which will include an after-hours return chute.</p>
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<p>MOTION 6 <i>That the Town of Victoria Park investigates the employment of a qualified tree officer to oversee education and assist with the implementation of the Urban Forest Strategy.</i></p>	
<p>Officer Comment</p> <p>The next phase of the Urban Forest Strategy (UFS) project is to develop an implementation plan which will provide detailed methods and costs to increase the canopy coverage within the Town to 20%. The Implementation Plan will be undertaken through the Transition to Implementation Working Group (TIWG). TIWG will provide a bridge between the adoption of the Strategy and development of the Implementation Plan.</p> <p>The Implementation Plan will provide a practical roadmap for the delivery of the UFS within the Town. This will encompass any consideration relating to staff and other resourcing requirements.</p>	<p>Proposed Further Action</p> <p>That the position determination be handled administratively as part of the implementation plan and a business case prepared accordingly.</p>

<p>MOTION 8 <i>That the Town installs an extra flagpole so that the Town's flag pole at the Administration Building.</i></p>	
<p>Officer Comment</p> <p>The installation of an additional flag pole is being investigated and quotations for the supply and installation of such a pole have been received by Operations.</p>	<p>Proposed Further Action</p> <p>That the Community Development Committee further reviews the process required to accommodate and administer future flag requests.</p>

MOTION 9	
<i>That following the review of the Town's risk management process, that the risk matrix be brought to council for consideration and when it is approved, be published to allow the public community access to understand the value and the criteria by which its decisions have been taken.</i>	
Officer Comment	Proposed Further Action
The, Town is conducting a wholesale review of its risk management framework, with a view to making risk management simple and accessible to all staff, Elected Members and the community. Whilst the review is still underway, it is intended that the revised risk management framework will be presented to Council for adoption by November 2019.	That a further report be presented to Council recommending the adoption of a revised risk management framework, which includes a risk matrix, by November 2019.

MOTION 10	
<i>That an upgrade of the laneway across Albany Highway, from King George Street to Leonard Street, be considered in next year's budget or if not, the following year.</i>	
Officer Comment	Proposed Further Action
<p>The laneway could be a candidate for minor upgrades and maintenance reviewal given its location adjacent to a Town carpark and connection between Leonard and King George Street.</p> <p>Significant upgrade of the laneway for activation purposes however, are not recommended for the following reasons:</p> <ul style="list-style-type: none"> • High development potential of adjacent private lots 1, 3 and 5 Leonard Street (potential for a laneway upgrade associated with the new context development of the lots would create). • Current poor interface between private commercial buildings and the laneway. • Lack of current prospects for the adjacent businesses to front the laneway. • Other potential public realm upgrades in the area are considered higher priority with a focus on increasing amenity and the experience of visitors along Albany Hwy. • Upgrade of the King Edward laneway is to be considered at a later stage in the public realm revitalisation of the area. • It should be noted that the community group the Vic Park Collective have conducted engagement and visioning sessions with the community asking them to imagine their vision for the public realm in this area. This report is currently being prepared and has the potential to inform Council of the appropriate works and activities to be proposed at this location. 	That the Town conduct further investigation into minor upgrades and a maintenance review of the locality.

MOTION 11 <i>That Council consider disassociating itself from that Fashion Festival following receipt of the closure report for this year.</i>	
Officer Comment	Proposed Further Action
A Telstra Perth Fashion Festival (TPFF) closure report is likely to be considered by the Economic Development Committee (EDC) in February 2019 which will be referred to Council. This report will make further detailed comment on the evaluation of the sponsorship agreement between the Town and TPFF as well as recommendations towards future sponsorships with TPFF.	That a final evaluation report be presented to the EDC in February 2019, with the recommendation that the report be referred to the March 2019 OCM.

MOTION 12 <i>That the Town set a goal to complete footpaths in residential areas on both sides of the street, and to ensure they are not built along the side of the road for safety reasons, but along the property line, where possible, to allow for space, for verge and trees, so as to ensure consistency with the majority of the streets in the Town.</i>	
Officer Comment	Proposed Further Action
<p>The Town typically only has budget for footpath renewal works and duplication of new path locations will be assessed on proven demand, to enhance accessibility or where the Town would like to establish or encourage access.</p> <p>At this point in time, there is no evidence of a high demand from the community for duplication of footpaths on their streets. In the longer term however, with higher density developments established, there may be a stronger appetite from property owners for duplicate footpaths which would be considered during the planning and building approvals process. The Town's Long Term Financial Plan and Asset Management Plans could then be adjusted in future to accommodate such a demand.</p>	That the Town continues to review its long term funding plan and delivery priority for pathway renewal, upgrade and new installation projects based on its current Integrated Movement Network Strategy, Bike Plan and Place Planning initiatives. Where new footpaths are proposed, community engagement will be carried out to determine whether they should be installed.

MOTION 13 <i>That the Town reinvigorates its significant tree register with the aim to include significant trees on private and public property.</i>	
Officer Comment	Proposed Further Action
The Town has updated the Significant Tree Register and made it publicly available.	That the Town advises residents of the Significant Tree Register being available on the website.

MOTION 14 <i>That the Town investigates all the available options for financially supporting people who have a significant trees, to ensure we are not limited in the options and the methods in which the Town may be able to look at supporting people that do that.</i>	
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Officer Comment	Proposed Further Action
The Town will ensure that this suggestion is discussed by the UFS implementation working group as a means of encouraging the retention of significant trees within private property.	That this matter be handled administratively and the investigation to the options to support residents with significant trees be investigated as part of the UFS implementation plan.

CONCLUSION:

In line accordance with Section 5.33 of the Act, it is recommended that Council acknowledges the decisions made at the 2018 Annual Electors Meetings. For the purposes of accountability, it is further recommended that Council endorses the following 'further actions' in relation to each of the motions carried.

RECOMMENDATION/S:

That Council:

1. Receives the 13 motions carried from the Annual Electors' Meeting held on 18 December 2018.
2. Acknowledges the following actions in response to the motions carried:

Motion	Further Action
MOTION 1 <i>That the Town of Victoria Park to investigates employment of a sufficiently resourced permanent fulltime Local History Coordinator/librarian to oversee the development and curation of the Town's local history collection.</i>	That the position determination be handled administratively as part of the review process and a business case prepared accordingly.
MOTION 2 <i>That the Town of Victoria Park investigates the implementation of live-streaming and or video broadcasting of all Ordinary Council Meetings and Elected Members Briefing on all of the Town's relevant and suitable media and communication platforms, and that all recordings whether visual or audio to be kept in accordance with relevant legislation, and also be made available in alternative formats within 21 working days via the Town's website and kept a the Town of Victoria Park Library online catalogue. Should the Town of Victoria Park cease to exist as a legal entity that copies also be sent to the State Records Office as well as the Battye Library of Western Australia.</i>	That this matter be handled administratively and the investigation to the implementation of live-streaming continue.

<p>MOTION 3 <i>That the Town of Victoria Park investigate the re-introduction of Moreton Bay Fig Festival.</i></p>	<p>That the Town conduct community consultation at upcoming 2019 events to gauge community interest in MBFF.</p> <p>That a further evaluative report be presented to Council following community consultation November 2019.</p>
<p>MOTION 4 <i>That the Town of Victoria Park investigate the development of a council policy statement related to Special Elector Meetings and Annual General Meeting of Electors to outline the legislative processes, scope, meeting venue, notice and timing of meetings, format of meeting, role of the person presiding, role of electors, consideration of motions moved at electors' meetings and definition and abbreviations with the policy statement, and that the policy statement document be made available on the Town's website and public library.</i></p>	<p>That a further report be presented to Council recommending the adoption of a 'Special and Annual Electors' Meeting Policy' before the next Annual Electors' Meeting.</p>
<p>MOTION 5 <i>That the Town of Victoria Park investigates extending the opening hours of the Town of Victoria Park Library so that it opens on Sundays as well as the possibility of having an after hour's library books return chute.</i></p>	<p>That a business case be undertaken in 2018/19, taking into consideration Enterprise Agreement requirements, staffing, on-going and operational costs. The Business Case will be presented to the Town's C-Suite for consideration, including total budget requirement. As per the endorsed 2018/19 budget, the Town will be initiating RFID system in 2018/19, due for completion in 2019/20, which will include an after-hours return chute.</p>

<p>MOTION 6 <i>That the Town of Victoria Park investigates the employment of a qualified tree officer to oversee education and assist with the implementation of the Urban Forest Strategy.</i></p>	<p>That the position determination be handled administratively as part of the implementation plan and a business case prepared accordingly.</p>
<p>MOTION 8 <i>That the Town installs an extra flagpole so that the Town's flag pole at the Administration Building.</i></p>	<p>That the Community Development Committee further review the process required to accommodate and administer future flag requests.</p>
<p>MOTION 9 <i>That following the review of the Town's risk management process, that the risk matrix be brought to council for consideration and when it is approved, be published to allow the public community access to understand the value and the criteria by which its decisions have been taken.</i></p>	<p>That a further report be presented to Council recommending the adoption of a revised risk management framework, which includes a risk matrix, by November 2019.</p>
<p>MOTION 10 <i>That an upgrade of the laneway across Albany Highway, from King George Street to Leonard Street, be considered in next year's budget or if not, the following year.</i></p>	<p>That the Town conduct further investigation into minor upgrades and a maintenance review of the site.</p>
<p>MOTION 11 <i>That Council consider disassociating itself from that Fashion Festival following receipt of the closure report for this year.</i></p>	<p>That a further report be presented to the Economic Development Committee at its February 2019 meeting recommending that the report be referred to Council in March 2019.</p>

<p>MOTION 12 <i>That the Town set a goal to complete footpaths in residential areas on both sides of the street, and to ensure they are not built along the side of the road for safety reasons, but along the property line, where possible, to allow for space, for verge and trees, so as to ensure consistency with the majority of the streets in the Town.</i></p>	<p>That the Town continues to review its long term funding plan and delivery priority for pathway renewal, upgrade and new installation projects based on its current Integrated Movement Network Strategy, Bike Plan and Place Planning initiatives. Where new footpaths are proposed, community engagement will be carried out to determine whether they should be installed.</p>
<p>MOTION 13 <i>That the Town reinvigorates its significant tree register with the aim to include significant trees on private and public property.</i></p>	<p>That the Town advises residents of the Significant Tree Register being available on the website.</p>
<p>MOTION 14 <i>That the Town investigates all the available options for financially supporting people who have a significant trees, to ensure we are not limited in the options and the methods in which the Town may be able to look at supporting people that do that.</i></p>	<p>That this matter be handled administratively and the investigation to the options to support people with significant trees be part of the implementation plan.</p>

10.2 Local Government Elections 2019 - Appointment of Western Australian Electoral Commission

File Reference:	GOV/7/20
Appendices:	No

Date:	2 January 2019
Reporting Officer:	L. O'Neill
Responsible Officer:	D. Uniza
Voting Requirement:	Absolute Majority

Executive Summary:

Recommendation – That Council appoints the Western Australian Electoral Commissioner to conduct the 2019 local government elections.

- The Electoral Commissioner for Western Australia wrote to the Chief Executive Officer (CEO) on 19 October 2018 to provide a cost estimate for the 2019 election, as well as the written agreement required by the Act in order to appoint the Commissioner to conduct the election.
- The Town has since 1994 conducted its elections through the WAEC utilising the postal vote method, which compared to a voting in person election, has a greater turnout.
- Council is required prior to each election to determine how it is to be conducted.

TABLED ITEMS:

Nil.

BACKGROUND:

Pursuant to the *Local Government Act 1995 (Act)*, elections are held every two years for around half of the Council. For the 2019 election, there will be an election for the position of Mayor of the Town, and two (2) Councillors from each ward (Banksia and Jarrah). Based upon the decision of Council in October 2018 following the review of wards and representation, this election will be on the same ward boundaries.

Elections, as prescribed in the Act, can be held in one of two ways:

1. A postal election where every elector mails their ballot and has the opportunity to return it in a large window envelope through the post or in person. Postal elections must be conducted by the WAEC under the Act.
2. An 'in-person voting' election where polling booths would be operated across the Town. The WAEC has indicated it would not run a voting in person election for the Town.

Since the inception of the Town in July 1994, the WAEC has conducted all elections as postal elections.

DETAILS:

The last voting in-person election held in the metropolitan area for a local government election was the Town of East Fremantle in 2013, which once it transitioned across to postal voting saw a significant increase in turnout, from 22% to 38.1%. The Town, itself, since it was established has never held its local government elections in-person.

As can be seen, it is likely that the best method to garner the strongest voter turnout is through postal voting. In the interest of increasing community engagement and participation, it is further suggested that the Town continues to explore ways to increase voter turnout. Statistics from the last election show that electors between 18 and 35 only represented 20% of the voting population whilst comprising over 33% of the eligible voters. It is proposed that the Town consider further ways to engage such voters to ensure that Council elections are representative of the Town's diverse population.

Legal Compliance:

[Section 4.20\(4\) of the Local Government Act 1995](#)

[Section 4.61\(2\) of the Local Government Act 1995](#)

Policy Implications:

Nil.

Risk Management Considerations:

Risk and consequence	Consequence + rating	Likelihood = rating	Overall risk analysis	Mitigation/Actions
Compliance Non-compliance in the appointment of the WAEC to conduct the election for the Town	High	Rare	Moderate	Council to appoint WAEC to conduct election via Council resolution.
Financial Impact Not appointing the WAEC to conduct the election may result in higher costs for the Town to conduct this in house.	Moderate	Rare	Low	Council to appoint WAEC to conduct election via Council resolution.

Strategic Plan Implications:

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

CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision-making.

CL9 – Appropriate devolution of decision-making and service provision to an empowered community.

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

Financial Implications:Internal Budget:

Funding will be allocated in the 2019/2020 budget for the 2019 Local Government Election. The WAEC has provided a cost estimate for the election for \$97,000.

Total Asset Management:

Nil.

Sustainability Assessment:External Economic Implications:

Nil.

Social Issues:

Nil.

Cultural Issues:

Nil.

Environmental Issues:

Nil.

COMMENT:

Given the significantly higher turnout in postal elections for local government it is advisable to continue to conduct these elections by post through appointment of the WAEC.

CONCLUSION:

The 2019 Ordinary Elections be conducted by the Electoral Commissioner as postal elections.

RECOMMENDATION/S:

That Council:

- 1. Appoints, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to the conduct the 2019 ordinary election together with any other elections or polls which may be required; and**
- 2. Decides, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election.**

(Absolute Majority required)

- 3. Investigates further options to better promote the 2019 local government election.**

10.3 Review of the Local Government Act 1995 – Phase Two Submissions

File Reference:	GOR/15/0003~05
Attachments	No
Appendices:	1. LG Act Review - Submission to DLGSC 2. LG Act Review - Submission to WALGA

Date:	22 January 2019
Reporting Officer:	L. O'Neill
Responsible Officer:	D. Uniza
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – That the Council endorses the submission to the Department of Local Government, Sport and Cultural Industries ('the Department') and Western Australian Local Government Association ('WALGA') relating to phase two of the review of the *Local Government Act 1995*, as included in [Appendix 1](#).

- The Department is undertaking a review of the *Local Government Act 1995* for the first time in over 20 years.
- The review is being conducted in two phases. The current phase of review being undertaken in Phase 2.
- As required by the Department, submissions regarding the review are due by 31 March 2019.

TABLED ITEMS:

Nil.

BACKGROUND:

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
- Elections

DETAILS:

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. The submission to WALGA is the Town's response to the positions it has presented.

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.

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.

The full response to the Department's survey is detailed in Appendix 1. The response to the WALGA position statements is detailed in Appendix 2.

Legal Compliance:

Legislation being reviewed is the *Local Government Act 1995* and its associated Regulations.

Policy Implications:

Nil.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Reputational 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.

Strategic Plan Implications:

In relation to the Strategic Community Plan 2017 – 2032 the following clauses under Civic Leadership are relevant:

CL4 Appropriate information management that is easily accessible, accurate and reliable;

CL8 Visionary civic leadership with sound and accountable governance that reflects objective decision-making; and

CL10 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:

The Town has taken a community-centred approach in its responses to the review. It advocates for initiatives that safeguard both community participation and engagement.

Cultural Issues:

Nil.

Environmental Issues:

Nil.

COMMENT:

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.

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.

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.

CONCLUSION:

It is recommended that the response to the Department's survey regarding phase two of the Local Government Act Review, and the WALGA position statement, be endorsed for submission.

RECOMMENDATION/S:**That Council**

1. Endorses the submission, as included in [Appendix 1](#), to the Department of Local Government, Sport and Cultural Industries relating to phase two of the review of the *Local Government Act 1995*.
2. Endorses the submission, as included in [Appendix 2](#), in response to the Western Australian Local Government Association's position statements.

10.4 Proposed Memorandum of Understanding between City of Perth, City of South Perth, City of Subiaco, City of Vincent and the Town of Victoria Park - Collaboration Opportunities on Strategic Issues Impacting Local Government

File Reference:	LEG/2/0001~07
Appendices:	Draft Memorandum of Understanding
Attachments:	No
Date:	3 January 2019
Reporting Officer:	D. Uniza
Responsible Officer:	A. Vuleta
Voting Requirement:	Simple Majority
Executive Summary:	
Recommendation – That Council supports the signing of a Memorandum of Understanding (MoU) between the City of Perth, City of South Perth, City of Subiaco, City of Vincent and the Town of Victoria Park	
<ul style="list-style-type: none"> • At its meeting held on 12 December 2018, the Inner-City Mayor’s group considered a draft MoU to create a strategic partnership between the cities of Perth, South Perth, Subiaco, Vincent and the Town of Victoria Park. • It was decided, by consensus, that the MoU be endorsed by each participating Council at their respective February ordinary council meetings. 	

TABLED ITEMS:

Nil.

BACKGROUND:

At its meeting held on 12 December 2018, the Inner-City Mayor’s group considered a draft MoU to create a strategic partnership between the cities of Perth, South Perth, Subiaco, Vincent and the Town of Victoria Park. It was decided, by consensus, that the MoU be endorsed by each participating Council at their respective February ordinary council meetings.

DETAILS:

The intent of the MoU is to create a partnership between the participating parties to explore possible collaboration opportunities on strategic issues impacting on local government. The MoU, while not legally binding, sets aside the working framework between the signatories.

The objective of the MoU is to allow each party to collaborate in multiple areas to enhance the capacity of each organisation in reaching strategic outcomes, whilst providing an opportunity to innovate in the sector. It is intended that the MoU will promote a ‘Greater Perth’ that is an appealing arts and culture destination for the local community, as well as international visitors. The areas of collaboration include, but are not limited to:

- Joint approach on shared issues
- Forums for executive stakeholders to share their strategic priorities regularly
- Information and resource sharing
- Development of strategies and processes for joint research, projects, sustainability initiatives, etc.

Participating in this MoU would require the Mayor, Chief Executive Officer, and relevant Chiefs, to attend regular meetings with the group to ensure accountability in delivering implementation plans for agreed initiatives, measuring and evaluating progress, and so that they may report back to Council.

The term for the MoU is for a period of three (3) years. That being said, as the MoU is non-binding, each party may terminate the MoU at any time during the term. Decisions made by parties to the MoU will be by consensus.

Legal Compliance:

As stipulated in Section 3 of the MoU, the agreement is non-binding, and merely outlines a working relationship framework between the parties. Binding obligations are only to arise if the signing parties decide to enter in a formal contract.

Policy Implications:

Nil.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Legal Legal obligations arising from the MoU	High	Rare	Low	MoU stipulated that it is non-binding.
Financial Unbudgeted financial costs arising from MoU	Medium	Rare	Low	There is no financial commitment associated with the MoU. The only requirement is meeting attendance.

Strategic Plan Implications:

CI3 – Well thought out and managed projects that are delivered successfully.

CI8 – Visionary civic leadership with sound and accountable governance that reflects objective decision-making.

Financial Implications:

Internal Budget:

There is no requirement for a budget at this time.

Total Asset Management:

Nil.

Sustainability Assessment:

External Economic Implications:

It is anticipated that signing the MoU will enable in the Town to participate in a 'Greater Perth' approach to economic development, whilst ensuring that the Town's own economic development needs are addressed as part of the greater discourse.

Social Issues:

Part of the MoU proposes identifying opportunities for a collaborative approach to developing solutions to social issues, along with increasing community engagement as a whole.

Cultural Issues:

Nil.

Environmental Issues:

It is anticipated that signing the MoU will enable in the Town to participate in a 'Greater Perth' approach to environmental sustainability.

COMMENT:

At its meeting held on 12 December 2018, members of the Inner-City Mayors group, by consensus, agreed that each participating local government is to seek Council endorsement of the MoU at their February Ordinary Council Meeting.

It is believed that signing this MoU would be of benefit for the Town in cultivating strategic partnerships, and for inclusion in potential approach discussions on cross-boundary issues, such as: strategic transport planning, foreshore planning, and the sharing of services.

CONCLUSION:

As being part of this MoU is deemed to be beneficial to the Town, it is recommended that Council endorses the MoU and authorises the Chief Executive Officer to sign on behalf of the Town.

RECOMMENDATION/S:**That Council:**

- 1. Endorses the Memorandum of Understanding between City of Perth, City of South Perth, City of Subiaco, City of Vincent and the Town of Victoria Park for the purpose of joint collaboration opportunities on strategic issues impacting local government.**
- 2. Authorises the Chief Executive Officer to sign the Memorandum of Understanding on behalf of the Town.**

10.5 Proposed GEN2 Banner Masts and Flag Poles – Use Of

File Reference:	COR/13/20
Appendices:	1. Proposed GEN2 Hire and Use of Town Banner and Flag sites 2. Town Banner and Flag Sites Application Guidelines
Attachments:	Nil

Date:	24 January
Reporting Officer:	C. Parsons
Responsible Officer:	A. Vuleta
Voting Requirement:	Absolute Majority
Executive Summary:	
Recommendation – That Council repeals Policy GEN2 Banner Masts and Flag Poles – use of, and replace it with the proposed policy GEN2 Hire and Use of Town Banner and Flag sites, and amends the Schedule of Fees and Charges 2018-2019 accordingly.	
<ul style="list-style-type: none"> • The original Policy GEN2 Banner Masts and Flag Poles – use of, was first adopted by Council in August 2006 and reviewed in 2013 and 2015 • The Policy currently lacks clear objectives, scope, principles or criteria for application approval • The proposed policy provides greater detail, and is a complete re-draft to align with the Town’s updated Strategic Objectives and values. • The Schedule of Fees and Charges requires amendment to reflect accurate, up to date costs incurred by the Town in relation to erection and removal of banners at various sites 	

TABLED ITEMS:

Nil.

BACKGROUND:

This initial Policy GEN2 Banner Masts and Flag Poles – use of, was first adopted by Council in August 2006. It was reviewed in July 2013 and again in August 2015 with minor amendments that referenced changes to fees and charges only.

The Town is the primary user of available kedar edge banner signage frames found at various street intersection entry points to the Town, and street pole banner sites on Albany Highway.

On occasion, community groups such as the Vic Park Farmers Markets and Burswood Community Cinemas as well as commercial organisations such as Crown Perth have made application to use these signage sites, but infrequently. Other users have included government agencies which request to use the sites to broaden recognition of cyclical community celebrations such as Reconciliation Week.

To date, approval of written requests have been considered on a case by case basis by the Communication and Marketing team with responsibility for advertising in the Town, but without a clear process or criteria for assessment.

Interested parties who have made enquiries about advertising their events or businesses via this policy to use the street pole banners on Albany Highway in particular, are often deterred by the cost implications – which requires the Town to hire a cherry picker and engage a contractor for after-hours traffic management to erect and remove the banners, at a user pays charge as found in the Town's Schedule of Fees and Charges. This charge is \$1150 +GST per pole, in addition to flag design and print costs – which is cost prohibitive for many groups and organisations to advertise over short periods of time. The Schedule does not currently reflect cost recovery for kedar edge banner erection and removal at all.

In regard to the flag poles installed at the Town's Administration Centre, to date the Town's own branded flag has been replaced at this site on only three occasions with an alternative flag.

It was endorsed by Council in November 2017 to fly the rainbow flag to show support for the local LGBTQI community at the time of the Federal Government's Marriage Equality Vote.

The rainbow flag was recently flown again for a period of four weeks, following a Council resolution to celebrate Pride Month in November 2018.

In September 2018, application was made by the West Coast Eagles to fly its flag for 10 days during the weeks of the AFL preliminary and Grand Finals. Approval was given to show support to one of the Town's strategic partners in its accomplishments at the highest level of the Australian Rules Football League, along with other community activations and digital media promotion of these national sporting events.

DETAILS:

The policy *GEN2 Banner Masts and Flag Poles – use of*, as it stands, is not a statement of intent. It does not contain clear objectives, a scope, principles or criteria for application approval. The majority of content in the policy document is procedural.

It fails to decipher clearly who is eligible to apply and whether preference for approval is given to Town-based community groups or commercial organisations. There is also no consideration to aligning with the Town strategic objectives or values, or potential events already approved to be delivered in the Town or under sponsorship agreements.

In recent times it has caused confusion among community applicants, Council and staff with delegated authority to approve. This has resulted in inconsistencies in the application of the policy.

The revised version of the policy *GEN2 Hire and Use of Town Banner and Flag sites* now addresses these gaps and clearly defines the priorities, timeframes and principles for approved hire or use, in line with the Town's strategic objectives and values.

While some procedural information is included in the current policy document, a revision of these as found in Appendix 2 *Town Banner and Flag Sites Application Procedures* along with the revised policy, more clearly and thoroughly breaks down the process and timeframes for application use and approval, as well as design guidelines for applicants to follow and conditions for banner and flag display, that both the Town and applicants are accountable for.

The revised policy also addresses banners and flags separately – with banners being a form of larger signage, primarily for advertising and promotional purposes to raise awareness of an event. Sites available for hire include kedar edge banners (8 locations at high traffic intersections across the Town) and street pole banner sites along Albany Highway.

Raising a flag specifically is a symbolic statement of support for a cause, or statement of recognition for what an individual or organisation represents. In this way flags approved to be flown via application under this policy, should demonstrate a supported position or value held by Council.

In developing the revised policy, desktop research of several other local government policies of similar intent was conducted including that of the City of Perth, the City of South Perth, the Town of Bassendean and the City of Vincent.

As has been the case to date, the proposed revised policy would continue to be held on a user-pays principle that is cost neutral to the Town. Further exploration of the possibility to charge community groups and businesses additional advertising rates as a diversified revenue raising opportunity is not considered viable. This would likely lead to further requests to waiver fees in order to enable regular use of the policy and signage sites, with a view that Council's role is to support and enable such opportunities primarily to those who would least be able to afford it.

Even on a cost-neutral basis, the fees for erection and removal of banners at street pole sites in particular are cost prohibitive to most. There is more viability toward charging for advertising space on digital signage assets, rather than static ones. The Town currently only has digital signage at its leisure centres.

Legal Compliance:

Local Government Act 1995

Policy Implications:

The proposed revised proposed policy will provide greater clarity and transparency to community groups and businesses who wish to hire or use Town banner and flag sites for promotional purposes, and a better understanding of what may or may not be approved in line with the objectives and principles outlined. The policy will be supported by the draft *Town Banner and Flag Sites Application Procedures* shown in Appendix 2.

In November 2018 Council adopted *Local Planning Policy 38 – Signs*. This policy addresses the need to seek development approval for signs in accordance with the Town's *Signs Local Law, 2006*. The Local Law provides for regulation, control and management of signs within the Town.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Compliance Should the policy not be repealed and replaced ongoing issues for applicants seeking timely and consistent approval will continue to exist.	Moderate	Likely	Moderate	Repeal and replace the existing policy with the revised proposed policy.
Reputation Lack of transparency with unclear processes for approval	Moderate	Likely	Moderate	Repeal and replace the existing policy with the revised proposed policy.

Strategic Plan Implications:

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

CL1. Everyone receives appropriate information in the most efficient and effective way for them.

Financial Implications:Internal Budget:

Cost recovery for banner erection and removal are found in the Town's Schedule of Fees and Charges 2018-2019 under the Engineering section and relate only to street pole banners to recover costs for hiring a cherry picker and after-hours traffic management by a contractor. The rates advertised here do not currently reflect actual costs incurred. Actual costs have been determined to be less than currently advertised, at \$880 +GST per pole.

New fees and charges to recover costs for kedar edge banner erection and removal will also need to be included in the Schedule at a charge of \$70 + GST per site.

Total Asset Management:

In the near future all of the Town's signage assets will need to be reviewed to ensure consistency of signage style, refreshed brand compliance and messaging to align with the new Strategic Community Plan Vision and Mission statements, and with regard to maintenance or replacement of damaged or outdated signage. It is expected more digital signage options will be explored in this review.

Sustainability Assessment:External Economic Implications:

The Town operates in a competitive market for events, attractions and business growth. It is committed to supporting community groups and businesses prosper by bringing more vibrancy and visitors to the Town. There are economic opportunities, with tourism and

employment growth areas, and flow-on effects for local business with opportunities to advertise and promote themselves via street-side signage, however in the digital advertising age of today, the attractiveness of using standalone static print-based signage for short periods of time, is lessening rapidly.

Social Issues:

Potentially banners and flags with certain images, symbols and messages can be offensive to particular sectors of the community. The revised policy aims to address what is and is not acceptable to the Town, to gain application approval in line with the Town's strategic objectives and values.

Cultural Issues:

Nil.

Environmental Issues:

It may be stated that print, canvas and flag materials used for advertising purposes over short periods of time is harmful to the environment. Community members also often comment on the overuse of signage and advertising messages in the Town as 'visual pollution'.

COMMENT:

The Policy *GEN2 Banner Masts and Flag Poles – use of* as it stands is not a statement of intent and has caused confusion for applicants and Council in processing and approving requests for use of banner and flag sites in the Town. While community and commercial applications under this policy have been low over the years, the Town should be looking to make all its policies relevant, consistent and easy to understand with clear objectives and principles in line with the Town's strategic objectives and values.

The proposed revised policy will provide greater clarity and transparency to community groups and businesses who wish to hire or use Town banner and flag sites for promotional purposes, and a better understanding of what may or may not be approved in line with the objectives and principles proposed. The policy will be supported by the draft *Town Banner and Flag Sites Application Procedures*.

The rates advertised currently in the Town's Schedule of Fees and Charges do not reflect actual costs incurred. Actual costs have been determined to be less than currently advertised. Proposed changes to fees and charges are required to be advertised for a period of time before becoming operative.

RECOMMENDATION/S:

That Council:

- 1. Repeals Policy GEN2 Banner Masts and Flag Poles – use of, and replace it with the revised proposed policy GEN2 Hire and Use of Town Banner and Flag sites.**
- 2. Approves the proposed amendments and inclusions to the 2018-2019 Schedule of Fees and Charges as contained in this report, pursuant to Section 6.16 of the *Local Government Act 1995*.**

3. **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, pursuant to Section 6.19 of the *Local Government Act 1995*.**

11 CHIEF COMMUNITY PLANNER REPORTS

11.1 Report on Submissions – Scheme Amendment 78 to Town Planning Scheme No. 1 to Recode No. 384 (Lot 3) Berwick Street, East Victoria Park from Residential R30 to R40/R60

File Reference:	PLA/7/78
Appendices:	<ol style="list-style-type: none"> 1. Extract of Minutes of Ordinary Council Meeting dated 13 February 2018 - Scheme Amendment No. 78 (as initiated) 2. Extract of Minutes of Ordinary Council Meeting dated 13 November 2018 - Scheme Amendment No. 78 3. Rowe Group submission, on behalf of the landowner requesting modifications to Scheme Amendment 78 4. Traffic Impact Statement prepared by GTA Consultants 5. Site photos
Landowner: Applicant:	Berwick EVP Pty Ltd (Previously Hawkins and Strickland) I Birch
Application Date:	N/A
DA/BA or WAPC Ref:	N/A
MRS Zoning:	Urban
TPS Zoning:	Residential R30
TPS Precinct:	Precinct 12 – ‘East Victoria Park’
Use Class:	N/A
Use Permissibility:	N/A

Date:	22 January 2019
Reporting Officer:	A. Groom
Responsible Officer:	R. Cruickshank
Voting Requirement:	Simple Majority
Executive Summary:	<p>Recommendation – That Council agrees to modify Scheme Amendment 78, and undertakes further community consultation on the modified Scheme Amendment in accordance with Regulation 51 (1)(b) of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p> <ul style="list-style-type: none"> • Council resolved at its meeting in February 2018 to initiate Scheme Amendment 78 subject to it being advertised in accordance with the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> for 42 days. The Scheme Amendment was subsequently advertised with five (5) submissions being received. • The subject property was sold mid-2018 after the initiation of the Scheme Amendment. Rowe Group, on behalf of the new owner has requested to modify the Scheme Amendment to rezone the property from ‘Residential R30’ to ‘Residential R60’, remove the requirement to provide aged care/multiple dwellings, and to remove the proposed built form controls and instead have this determined through the preparation of a Local Development Plan. • The submission from Rowe Group includes the submission of a concept plan depicting lots for 52 grouped dwellings ranging in size from 120m² to 171m², as well as a Traffic Impact Statement.

- At the November 2018 Ordinary Council Meeting, Council resolved to note the submission from Rowe Group and to request Council Officers to give further consideration to Scheme Amendment 78 facilitating development of the site in a manner generally consistent with the concept plan prepared by Rowe Group.
- Following further review, Council Officers support modifications to Scheme Amendment 78.
- It is requested that Council agree to the modified Scheme Amendment and further community consultation for a period of 21 days.

TABLED ITEMS:

Nil

BACKGROUND:

The existing two storey building on the site was built by the Commonwealth Government to house the National Archives in 1974. The government sold the property in 2001 and has continued on leasing the building since this time, with the lease set to expire in early 2019.

At the Ordinary Council Meeting of 10 October 2017, Council considered a proposal for the potential recoding of the subject site from R30 to R40/60. Following preliminary community consultation on the proposal, Council, at the 13 February 2018 Ordinary Council Meeting, formally resolved to initiate Scheme Amendment 78 subject to specific design criteria being imposed including building design, vehicle access and occupancy restrictions.

Following initiation of the Scheme Amendment by Council on 13 February 2018, the subject site was sold. During the community consultation period a submission was received from Rowe Group acting on behalf of the new landowner. This was considered at the Ordinary Council Meeting of 13 November 2018 with Council resolving as follows:

That Council

1. *Notes the public submissions received on Amendment 78 to the Town of Victoria Park Town Planning Scheme No. 1.*
2. *Notes the submission from the Rowe Group, dated 11 October 2019, and request Council officers to give further consideration to Amendment 78 to facilitate the development of the site in a manner generally consistent with the concept plan submitted by Rowe Group.*
3. *Receives a further report once Council Officers have completed undertaking further assessment, as per part 2, so that Council can formally resolve whether to support (with or without modifications) or not support Amendment 78.*
4. *Advises the Western Australian Planning Commission of its resolution and requests that further time be approved for the Town to consider submissions in accordance with Regulation 50(1) of the Planning and Development (Local Planning Schemes) Regulations 2015.*

DETAILS:

The proposal is for the rezoning of the property located at No. 384 (Lot 3) Berwick Street, East Victoria Park (refer to map below, with the subject property being bordered by a red line and having the notation of R30 on it). The property has a land area of 11,029m² and while currently coded R30 is physically separated from other R30 coded land by other land uses.



The subject site is adjoined by:

- 'Parks and Recreation' land under the care of the Town of Victoria Park, along the south-east boundary (known as the 'Hillview Bushland');
- 'Public Purpose Use: Civic Use & Community Purpose' land (Edward Millen House and Park) including associated buildings occupied by the Department of Communities, along the north-east boundary; and
- 'Public Purpose Use: Primary School' land to the north-west boundary (Carson Street Primary School).

The residential development on the opposite side of Berwick Street is zoned Residential R20.

The main access to the site (National Archives) is currently from/to Berwick Street with access also being to Carson Street/Bailie Avenue through a driveway located between the primary school and the Edward Millen House.

The Scheme Amendment, as initiated, was premised upon a concept plan prepared for the previous landowners depicting the development of the site with the following:

- two (2) and three (3) storey buildings in a number of separate building blocks in an apartment form (one unit above another);

- potentially comprising aged persons' dwellings, a nursing home and/or standard residential dwellings;
- approximately 120 dwellings.

The Scheme Amendment was advertised for public comment, with a total of five (5) submissions being received, as detailed below.

Most notably, this includes a submission from Rowe Group, acting for the new landowner, accompanied by a written planning justification, concept plans and a Traffic Impact Statement, which are described further below.

The submission from Rowe Group dated 11 October 2018 partially states:

- *“An indicative concept design and indicative built form sketches for the subject site comprising 52 grouped dwellings based on a density code of R60.*
- *The grouped dwellings are envisaged to be a mix of two (2) and three (3) storey townhouses and terrace dwellings, with a combination of front and rear loaded products in a strata configuration.*
- *Public open space (POS) is not provided a “pocket” of POS in this locality would be a maintenance issue and a far better outcome would be for cash-in-lieu contribution to be made to the Town.*
- *The concept design proposes vehicular access and egress from Berwick Street and Bailie Avenue/Carson Street. It is not proposed that any restrictions be placed on the existing Bailie Avenue/Carson Street as is currently proposed in Amendment 78.*
- *The concept design has been prepared with the intent that development of the subject site is in accordance with an approved Local Development Plan (LDP), which would provide guidance on setbacks, garage locations, street frontage, landscaping and other elements which impact built form”.*

The submission requests that the Town consider modifying Scheme Amendment 78 as follows:

1. *Modifying Town Planning Scheme No. 1 Precinct Plan P12 ‘East Victoria Park Precinct’ by recoding the property known as No. 384 (Lot 3) Berwick Street, East Victoria Park from R30 to R60.*
2. *Modifying Town Planning Scheme No. 1 Precinct Plan P12 ‘East Victoria Park Precinct’ by inserting the following development standards for development of the property at No. 384 (Lot 3) Berwick Street:*

In relation to the land at No. 384 (Lot 3) Berwick Street, East Victoria Park, the following criteria are applicable to any development of the site:

- a. *Development shall be consistent with an approved Local Development Plan”.*

The Traffic Impact Statement dated 4 October 2018 partially states:

- *“The development should generate in the order of 310 vehicular trips per day with 23 of these in the AM peak and 31 in the PM peak.*
- *There is a proposed internal pedestrian network on all streets which will connect to external footpaths on Berwick Street.*
- *Internal streets will be bike friendly with bike parking expected to be provided internally for each dwelling.*

- *Rubbish trucks used by the Town of Victoria Park will be able to collect rubbish from the internal streets at bin pad locations and street verges”.*

Legal Compliance:

Town Planning Scheme Amendments are required to be undertaken in accordance with the provisions set out in Part 5 ‘Local Planning Schemes’ of the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Following a statutory public consultation period, Council is required to consider any submissions received and determine whether to adopt the proposed Scheme Amendment or recommend to the WAPC that the proposed Scheme Amendment be modified or not supported.

The Minister for Planning is ultimately responsible for determining the Scheme Amendment.

Regulation 50 (1) and (3) contained within part 5 – Division 1 of the *Planning and Development (Local Planning Schemes) Regulations 2015* requires ‘Consideration of submissions on standard amendments’ as follows:

- (1) *“In this regulation -
Consideration period, in relation to a standard amendment to a local planning scheme, means that period ending on the latest of the following days –
(a) the day that is 60 days after the end of the submission period for the amendment;
(b) the period that is 21 days after the receipt of a statement in respect of the amendment delivered under section 48F(2)(a) of the EP Act;
(c) the day that is 21 days after the receipt of a statement in respect of the amendment delivered under section 48G(3) of the EP Act is that statement is in response to a request by the local government made under section 48G(1) of the EP Act before the later of the days set out in paragraphs (a) and (b);
(d) a day approved by the Commission;*
- (3) *Before the end of the consideration period for a standard amendment to a local planning scheme, or a later date approved by the Commission, the local government must pass a resolution -
(a) to support the amendment without modification; or
(b) to support the amendment with proposed modifications to address issues raised in the submissions; or
(c) not to support the amendment.”*

Regulation 51 (1)(b) ‘Local government may advertise proposed modifications to standard amendments’ states:

- (1) *“A local government may decide to advertise a modification to a standard amendment to a local planning scheme if –
(a) the local government proposes the modifications to address issues raised in submissions made on the amendment; and
(b) the local government is of the opinion that the proposed modification to the amendment is significant.”*

Submissions:**Community Consultation:**

In accordance with Council's resolution of 13 February 2018 and the Local Planning Schemes Regulations, the Scheme Amendment was advertised for 42 days. It should be noted that commencement of the advertising process was delayed given the transfer of land ownership and Council Officers seeking direction as to whether the new landowner wished to proceed with the Scheme Amendment. The consultation period commenced on 4 September 2018 and concluded on 16 October 2018. A total of five (5) submissions were received, including one (1) letter of support, one (1) objection and one (1) submission requesting modifications to the initiated Scheme Amendment.

CONSULTATION SUBMISSIONS	
Comments Received	Officer's Comments
One submission from nearby resident objecting to the three (3) storey height.	Not supported. A building of two (2) to three (3) storeys height is considered acceptable given the site context.
One submission from the Water Corporation stating that the proposed changes to the Scheme do not appear to impact on the Water Corporation's infrastructure or operations.	Noted.
One submission from the Department of Education raising concern with regards to overlooking to the school, vehicle access via Baillie Avenue/Carson Street and use of school car park outside of school hours.	Noted. The Department of Education has advised that they do not object to the proposal subject to ensuring that the development does not result in any overlooking to the school and a traffic management plan is imposed. This is a matter for consideration as part of a future development application for the site.
One submission from Rowe Group on behalf of the new landowner requesting modifications to Amendment 78 (see Appendix 2).	Noted. Please refer the Comments section below for further information.
One supporting submission from a nearby resident	Noted.

In accordance with Regulation 51 (1)(b), it is intended to advertise the modified Scheme Amendment as it significantly varies from the initiated proposal presented to Council on 13 February 2018. The period for making submissions shall be for a period of 21 days.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation / Actions
Legal/ Compliance The Minister for Planning, Lands and Heritage is ultimately	Moderate	Unlikely	Moderate	Provide sufficient justification for the proposed

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation / Actions
responsible for approving Scheme Amendments. It is possible that the Minister may decide to refuse or modify the Amendment notwithstanding Council's resolution				Scheme Amendment.
Reputational Approval of the Amendment as initiated	Minor	Possible	Moderate	Further assess the merits and details of a modified Scheme Amendment

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.

Sustainability Assessment:External Economic Implications:

Nil.

Social Issues:

Nil.

Cultural Issues:

Nil.

Environmental Issues:

Nil.

COMMENT:

In the report presented to the Ordinary Council Meeting of 13 November 2018, Council Officers commented as follows: "Overall it is considered that there is merit in modifying the Amendment to address the matters raised in the submission from Rowe Group. However there is further assessment to be undertaken by Council Officers in relation to some of the more technical aspects such as vehicular access to/from the site, the appropriate density coding (R40, R50, R60 or a split coding) and any other built form controls". These are discussed further below.

Vehicular Access to/from the site

The site is currently accessed from/to Berwick Street which is a Primary Distributor Road under the Town's functional road hierarchy. In addition there is a secondary access, connecting the site with Carson Street and Baillie Avenue.

This Scheme Amendment as initiated by Council and advertised stated that:

“(h) Vehicle access to the site is to be the subject of a Traffic Impact and Road Safety Assessment. Vehicle access being to/from Berwick Street via a left-in/left-out arrangement, with the exception that Council may consider access to Baillie Avenue/Carson Street for emergency vehicles only.”

An amended Traffic Impact Statement was submitted by Rowe Group on the 20 December 2018 in support of the requested modifications. The Traffic Impact Statement is based upon the retention of the 7.2 metre wide crossover on Berwick Street as a full movement crossover, and retention of the two-way access from Baillie Avenue/Carson Street. This has been reviewed by Council's Technical Services, who have provided the following comments:

“As part of the traffic statement, the applicant advised that a 67% Berwick/33% Baillie/Carson traffic split based on “Berwick Street is the most convenient and efficient route to and from the Perth CBD and is expected to be utilised the most”. In terms of time and distance Google Maps indicates that:

- *Baillie Avenue to Perth CBD (via Shepperton Road) 16 min 8.2km (14 min without traffic)*
- *Berwick Street to Perth CBD (via Berwick Street) 15 min (8.1km)*

It could be argued that Baillie Avenue is the more convenient and efficient route to the Perth CBD due to there being less traffic lights than Berwick Street. The potentially difficult right turn onto Berwick Street during peak times could also make Baillie Avenue the more attractive route.

In regards to access operation, the Australian Standards requires that passing opportunities should be provided at least every 30m. The applicant has stated that “Baillie Avenue/Carson Street via a 5m wide 20m long section of the lot with a 4.8m wide roadway (to be retained as part of the development)”. However, the measured distance a vehicle would have to travel where the road is less than 5.5m wide is closer to 35m with no opportunities for vehicles to pass/negotiate.

In summary based on the Town's preference for use of distributor roads and the inadequate width of the proposed Baillie Avenue access, the proposed access to Baillie Avenue is not supported. The Town does support the current proposal for an all movement access onto Berwick Street.”

Density Coding

The Town previously initiated a proposal for an R40/R60 coding subject to the R60 density only being applied where the use is aged persons dwellings in a multiple dwelling form. Alternatively the R40 density coding would apply if the site was developed with standard residential dwellings with no occupancy restrictions. As part of the initiated proposal, the applicant presented two concept plans showing approximately 120 units ranging in height from two (2) storeys to three (3) storeys. These concepts were supported in principle as it

was determined that the size and location of the property, including the property being directly adjoined on all boundaries by non-residential land uses was capable of accommodating more intensive development on the site than that currently permitted under the R30 code.

Council Officers are supportive of modifications to rezone the site to an R60 density for the construction of Grouped Dwellings only. The R-Codes require a minimum and average lot size of 120m² and 150m² respectively for Grouped Dwellings at the R60 density. The concept plan proposes 52 lots ranging in size from 120m² to 171m². Of the existing site area, a total of 6,659m² would be assigned exclusively to the individual lots with the remaining 4,370m² being provided for new roads/laneways, footpaths, verges, bin collection points and 19 public visitor parking bays.

Based on the submission from Rowe Group, it is considered there is merit for the R60 density to be considered subject to only Grouped Dwellings being provided on the site.

Built Form

Rowe Group have advised that a Local Development Plan will be prepared to guide and coordinate the design and development on the subject site. Schedule 2, Part 6, clause 47 of the Regulations set out the instances when a Local Development Plan may be prepared including but not limited to:

- lots with an area less than 260m² and irregularly configured lots; and
- lots where specific vehicle access and egress control is required.

As the concept plan submitted as part of the Rowe Group submission details lots with areas less than 260m² and where specific vehicle access and egress controls are to be imposed, a Local Development Plan is considered necessary in this instance.

Generally, a Local Development Plan will address (but not limited to) the following matters:

- Streetscape – street setback, fencing, garages, primary frontage;
- Design elements – building envelopes, roof pitch, building height, unique design characteristics;
- Setbacks – to boundaries/public open spaces;
- Open space/Site coverage; and
- Incidental development – pools, store rooms.

A Local Development Plan will need to be prepared and approved prior to subdivision clearance and the development of the site.

CONCLUSION:

Following further assessment of the submission from Rowe Group, Council Officers recommend that the Scheme Amendment be modified and that further community consultation occur.

In accordance with part 5, Section 51(5) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the proposed modifications are considered to be significant modifications to the Scheme Amendment as previously advertised, and therefore it is intended that the modified Scheme Amendment be advertised for a period of 21 days. A further report will then be presented to Elected Members at a forthcoming meeting of the

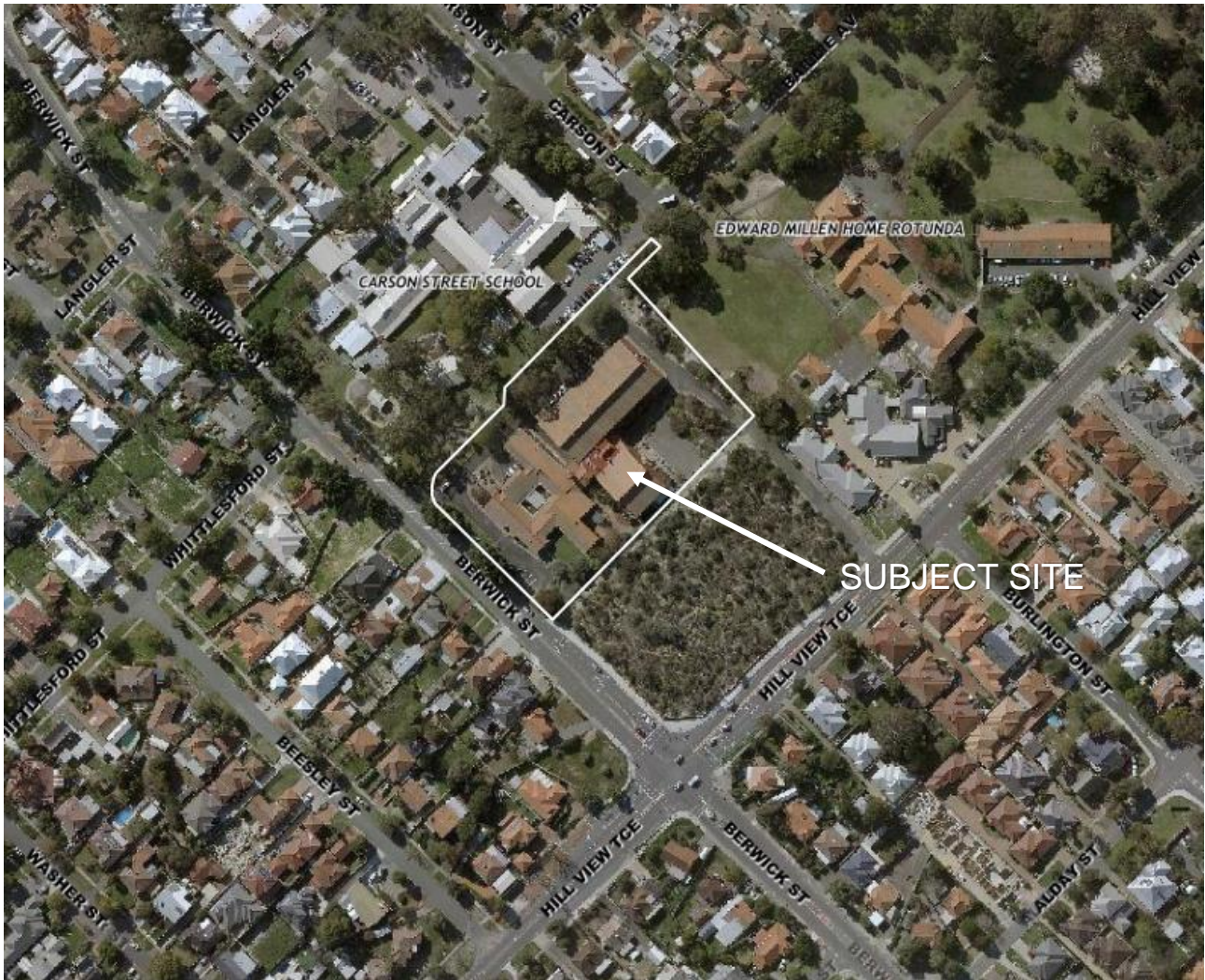
Council to consider any submissions received and determine whether or not to formally adopt the modified Amendment.

RECOMMENDATION/S:**That Council:**

1. Resolves to modify Scheme Amendment 78 to the following:
 - 1.1 Modify the Town Planning Scheme No. 1 Precinct Plan P12 'East Victoria Park' by recoding the property at No. 384 (Lot 3) Berwick Street, East Victoria Park from R30 to R60.
 - 1.2 Modify the Town Planning Scheme No. 1 Precinct Plan P12 'East Victoria Park' by inserting the following development standards for development of the property at No. 384 (Lot 3) Berwick Street, East Victoria Park:

In relation to the land at No. 384 (Lot 3) Berwick Street, East Victoria Park, the following provisions apply to the development of the land:

- (a) The site is to be developed with Grouped Dwellings in accordance with a Local Development Plan approved by the Town.
 - (b) The maximum building height being three (3) storeys.
 - (c) There being no vehicle access onto Carson Street/Baillie Avenue.
 - (d) Vehicle access to/from Berwick Street is to be the subject of a Traffic Impact and Road Safety Assessment report submitted at the subdivision application or Local Development Plan stage (whichever occurs first).
2. Considers the proposed modifications to be significant and resolves to advertise the modified Scheme Amendment for a period of 21 days, in accordance with Part 5, Division 3, regulation 51(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.
3. Receives a further report to consider any submissions received on the modified Scheme Amendment, following conclusion of the consultation period.



11.2 Preferred Model for the introduction of Third Party Appeal Rights for Decisions made by Development Assessment Panels – Submission to Western Australian Local Government Association (WALGA)

File Reference:	GOR/9/0006~26
Appendices:	Third Party Appeal Rights for decisions made by Development Assessment Panels.
Date:	18 January 2019
Reporting Officer:	N Martin Goode
Responsible Officer:	N Martin Goode
Voting Requirement:	Simple Majority
Executive Summary:	
Recommendation – That Council:	
<ol style="list-style-type: none"> 1. Advises the Western Australian Local Government Association of its support for the proposed model for the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels, as included in Appendix 1. 2. Proposes to the Western Australia Local Government Association that further consultation regarding specific details, and operation, of the model be undertaken with local government and the community, should it be considered for introduction into legislation. <ul style="list-style-type: none"> • WALGA resolved to undertake research regarding Third Party Appeals in Australia which resulted in the circulation of a discussion paper that was presented to Council in July 2017. • Workshops were conducted in November in 2017 involving several local governments to discuss 4 (four) options for Third Party Appeal Rights. • The option which received the greatest level of support from the workshops was Option 1 that involves the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels which WALGA formally supported in May 2018. • WALGA is now seeking comments from members on option 1 to provide more clarity on the exact details of the criteria that need to be established, before any system is implemented by the State Government. 	

TABLED ITEMS

Nil.

BACKGROUND:

In December 2016, WALGA resolved to undertake research regarding third party appeals around Australia and further consulted with its members regarding its current policy position.

WALGA prepared a discussion paper which provided background on the development of its position and a review of the arguments both for and against third party appeals which was then circulated to the local government sector for comment and feedback.

In July 2017, Council considered the discussion paper and resolved:

1. *“Council notes the WALGA discussion paper Third Party Appeal Rights in Planning;*
2. *Council supports the introduction into the State Administrative Tribunal of Third Party Appeal Rights for affected neighbours, community groups, or a Local Government in the case of a Local Government, Development Assessment Panel or Western Australian Planning Commission decision on development approvals and/or the conditions or absence of conditions of an approval;*
3. *The Town of Victoria Park administration forward the council resolution to WALGA before the comment period is closed; and*
4. *The reasoning supplied by Councillor Maxwell dated 16 June 2017 to be included in the Council report.”*

Local government sector feedback was presented to the WALGA State Council in September 2017 where the following was resolved:

- a) *“State Council notes that there is increased support for the introduction of some form of Third Party Appeal rights.*
- b) *WALGA undertakes further consultation with members on Third Party Appeal Rights, including Elected Member workshops, discuss the various concerns and suggestions raised in response to the discussion paper, the form and scope of any such appeal right should include the appropriate jurisdiction including JDAPS, SAT and WAPC to determine a preferred model.*
- c) *The findings to be distributed for comment and the Item then be reconsidered by State Council.*
- d) *WALGA continue to advocate that an independent review of decision making within the WA planning system is required, including the roles and responsibilities of State and Local Government and other decision making agencies, Development Assessment Panels and the State Administrative Tribunal appeal process.”*

In November 2017, two workshops hosted by WALGA were held and was attended by representatives from 25 local governments, to review four options and discuss the possible scope and form any such appeal rights should take in order to determine a preferred model for Third Party Appeal Rights in Planning in Western Australia.

The 4 options considered are summarised below:

1. Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels: Under this system, third party appeals would be broadly similar to the New South Wales system whereby appeal rights are limited to uses such as major developments where the development is high impact and possibly of state significance. This would include the ability to appeal amendments to an existing approval.
2. Support the introduction of Third Party Appeal Rights for decisions where discretion has been exercised under the R-Codes, Local Planning Policies and Local Planning Schemes: Under this system, third party appeals would be broadly similar to the Tasmanian system whereby third party appeals are limited to development applications where discretion has been exercised. This would include the ability to appeal an amendment to an existing approval.
3. Support the introduction of Third Party Appeal Right against development approvals: Including all development application approvals made by Local Governments, JDAPs and the Perth DAP, Metropolitan Development Authority or Western Australian

Planning Commission. This would include appeal rights for affected neighbours and community groups for applications and the ability to appeal amendments to an existing approval.

4. Support the introduction of Third Party Appeal Rights against development approvals and/or the conditions or absence of conditions of an approval: Under this system, third party appeals would be broadly similar to the Victorian system whereby the provision of third party appeal rights cover most development applications and the use of, or lack of, any conditions being imposed. This would include the ability to appeal an amendment to an existing approval.

The option which received the greatest level of support from the workshops was Option 1 that involves the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels. A summary of the most common remarks, both for and against, is provided below.

For	Against
Local Government would be able to appeal a DAP decision and defend the merits of their policies and enforceability of their conditions.	Will still require increased staff and resources.
Addresses community concerns that decisions are being made 'removed' from the local community, leading to improved community confidence in the system.	Possibility that the Minister could remove Elected Members from DAPs if Local Government can appeal anyway. Possible conflict of interest for Elected Member panellists.
More transparent process with more accountable DAP members, in both decision making and condition setting.	Elected Members may be pressured to initiate an appeal, rather than the community initiating an appeal.
Could allow for appeal on conditions that may have been removed from a RAR.	Reduces certainty in the decision making process.
Limits appeal rights to larger, more complex applications and would filter out 'smaller' impact applications which could potentially overburden system.	Only applies to DAP determinations, does not include applications for \$2-\$10 million that are determined by Council. If the applicant does not opt into DAPs then they avoid Third Party Appeal Rights.
A good first stage approach for the introduction of Third Party Appeal Rights - could be expanded later.	Possibility for more than one person to want to appeal - how to manage multiple appeals/appellants, and determine degree of impact?
May rarely be used in rural areas, is almost the status quo.	Could undermine the reason for DAPs being set up originally.
Likely that more applications will be decided by Council.	Adds another layer to an already complex system.

At the May 2018 WALGA State Council meeting, it was resolved to support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels (DAPs).

This new policy position was provided to the State Government and also submitted during the consultation on the Independent Review of the Planning System in July 2018 (the Green Paper).

The Minister for Planning replied, indicating that Third Party Appeal Rights are not included in the Green paper, as they would “*add unnecessary complexity and red tape to the planning framework, contrary to the intent of the review*”. This statement could perhaps be challenged as the objectives of the review was also about providing a modern and accountable planning system.

WALGA State Council resolved to further consult with members to provide more clarity on the exact details of the criteria that need to be established, before any system is implemented by the State Government. Therefore the preferred model included in Appendix 1 was prepared at a workshop with members, and is now circulated for further comment from the sector.

WALGA had requested comments from local government by 20 February 2019.

DETAILS:

The preferred model of Third Party Appeal Rights for decisions made by DAPs is included in Appendix 1 and includes information under the following headings:

1. Benefits of Third Party Appeal Right for decisions made by Development Assessment Panels
2. Appellants in a Third Party Appeal
3. If any appellant makes a submission
4. What can be appealed?
5. Timeframe to lodge an appeal
6. For procedural fairness reasons all parties should be involved.
7. Costs
8. Appeals Process Flow Chart

Legal Compliance:

Nil.

Policy Implications:

Nil.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Service Interruption The introduction of Third Party Appeals will increase the time until final approval for planning applications determined by DAPs that are subsequently subject to a third party appeal.	Moderate	Likely	High	Monitor impact on staff resources. If the resource impact is significant in order to maintain reasonable processing times: <ol style="list-style-type: none"> a. potentially increase staff resources; b. utilise consultancy resources;

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
				c. exempt further development application from requiring planning approval.
Financial The introduction of Third Party Appeals will likely result in increased costs to local government associated with the processing of planning applications.	Moderate	Likely	High	Local government could: <ul style="list-style-type: none"> a. absorb any increased costs as is currently the case with SAT applications; b. advocate for local government fees for SAT applications.

Strategic Plan Implications:

Environment:

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

Financial Implications:

Internal Budget:

Should legislation come into effect allowing Third Party Appeal Rights local governments are likely to incur additional administrative costs associated with processing of these State Administrative Tribunal (SAT) applications. There are also likely to be additional planning and/or associated consultancy resources required to assess the applications. The quantum of the additional costs/resources however is not known.

Total Asset Management:

Nil.

Sustainability Assessment:

External Economic Implications:

Any system that allows third party appeal rights is likely to result in additional cost and resource implications for local government, the development industry and the local community.

Social Issues:

Directly affected members of the local community will have the opportunity to appeal a DAP decision.

Cultural Issues:

Nil.

Environmental Issues:

Nil.

COMMENT:

It is considered that the preferred model represents a pragmatic approach to the introduction of Third Party Appeals in Western Australia. Whilst it is acknowledged there are a number of positives and negatives surrounding the model limiting the scope of Third Party Appeals to decisions made by Development Assessment Panels, the model provides local government with the opportunity to consider the operational implications before deciding whether to expand the scope or potentially not proceed with the introduction of Third Party Appeals in the Planning process.

While the model as described in Appendix 1 is a reasonable general overview of how the process might work, it lacks specific detail regarding the following matters:

1. Limiting Third Party Appeal applicants to those who made a submission may exclude adjoining/nearby owners and residents who are legitimately adversely affected by a development from lodging an application;
2. What specifically is defined as “valid planning grounds” i.e. definitions are required;
3. What specific process is followed during a Preliminary Hearing where applicants may be required to submit evidence to justify whether they have sufficient grounds to lodge an appeal;
4. What process local government should follow to determine whether they should lodge an appeal or not
5. Why multiple parties can’t lodge Third Party Appeals (e.g. respondent, community members and the local government).
6. What qualifications are required by a “Planning Assessor” who will be assessing whether a Third Party has reasonable grounds for appeal.

The Town looks forward to either WALGA and/or the State Government consulting with the local government sector and the community on the specific details of the model, should the preferred model be considered for introduction into legislation.

CONCLUSION:

Based on the above comments the preferred model still requires significantly more work in respect to details as to how this would be implemented through the DAP process.

As a starting point however, the preferred model represents a pragmatic approach where the interests all key stakeholders can be considered and implications arising evaluated before any decision is made to expand the scope of Third Party Appeals further.

RECOMMENDATION/S:**That Council:**

- 1. Advises the Western Australian Local Government Association of its support for the proposed model for the introduction of 'Third Party Appeal Rights for decisions made by Development Assessment Panels', as included in Appendix 1.**

- 2. Proposes to the Western Australia Local Government Association that further consultation regarding specific details, and operation, of the model be undertaken with local government and the community, should it be considered for introduction into legislation.**

12 CHIEF OPERATIONS OFFICER REPORTS

12.1 TVP/18/20 – GO Edwards Reserve Stages 2 & 3

File Reference:	TVP/18/20
Appendices:	No
Date:	14 January 2019
Reporting Officer:	P. Williams
Responsible Officer:	G Wilson
Voting Requirement:	Simple Majority
Executive Summary:	
<p>Recommendation – That Council accepts the tender submitted by Phase3 Landscape Construction Pty Ltd (ABN 55 126 011 621) for Tender requested through the Tenderlink for the Stage 2 & 3 Landscape upgrades to GO Edwards Reserve, Burswood.</p> <ul style="list-style-type: none"> • Submissions were invited for supply and construction of the landscape upgrades through Tenderlink, reference number TVP/18/20 G.O. Edwards Reserve Stage 2 & 3. • Three (3) submissions were received. • An evaluation of the submissions has been completed and it is recommended that Council accepts the submission from Phase3 Landscape Construction Pty Ltd and enters into a contract with them. 	

TABLED ITEMS:

Nil.

BACKGROUND:

GO Edwards Park is a prestigious passive park bounded by Great Eastern Highway, Burswood Road and Craig Street within the Town of Victoria Park. It comprises 10.37 hectares of high quality parkland containing many stately mature trees, open turf, playground and a wetland area. The reserve is a popular family destination and is frequently booked for weddings, events and functions.

In 2011, the Town engaged AECOM to undertake Water Quality Improvement Plan (WQIP) for the lake and a Landscape Concept Plan to enhance the parkland. The landscape design is to protect the natural environment and existing function of spaces, while taking into account the feedback from and requirements of the Town, the community, local interest groups and other stakeholders.

In 2015, the Town commissioned AECOM to undertake the detailed development design and staging plan for the area based on the Concept Plan and WQIP. The development was broken into five separable areas proposed for construction over a five year period.

Council committed funding in the 2017/18 budget for the construction of stage one and to progress the development of detailed design and specification for stages two and three. Stage 1 construction was completed in early 2018.

In 2018, the Town undertook a request for quote process for the stage 2 & 3 detailed design based on the AECOM detailed development design and staging plan. The Town entered into a contract with Josh Byrne & Associates for the detailed design and specification for Stages 2 & 3. Stages 2 & 3 design and specification was finalised in 2018.

DETAILS:

In accordance with Council Policy FIN4 Purchase of Goods and Services the Town issued a Request for Tender to commence Stage works. The tender was advertised in The West Australian newspaper and via Tenderlink on Saturday 1 December 2018 and closed on Thursday 21st December 2018.

Tenderers were required to complete and submit a price schedule for each of the two (2) stages.

Tenderers were required to calculate quantities based upon supplied GO Edwards Reserve Stage 2 & 3 Tender specifications and electronic design drawings.

Three (3) submissions were received for the tender TVP18/20 GO Edwards Park Landscaping Stage 2 & 3 from three (3) tenderers.

- Phase3 Landscape Construction Pty Ltd;
- Horizon West Landscape Constructions; and
- CIVCON Civil & Project Management Pty Ltd.

All submitted prices were excluding GST.

Description of compliance criteria

Compliance criteria for TVP/18/20 included submissions being able to demonstrate the below requirements:

- Agreement to comply with the Contractual Conditions of the Request for Tender as provided in Part 4 – General Conditions of Contract;
 - Provide a minimum of three (3) references;
 - Completion of the Offer Form and completion of pricing schedule submitted in the format required by the Principal;
 - Submit organisation profile;
 - Provide details of financial position;
 - Advise of any potential conflict of interest;
 - Provide quality assurance position;
 - Provide insurance details; and
- Implement the Disability Access and Inclusions Plan

Evaluation Process

Having assessed the compliance criteria, the Evaluation Panel proceeded to evaluate the submissions in accordance with the Qualitative and Price criterion nominated in the request for tender documents for TVP/18/20.

Tenders were assessed against the following weighted criteria:

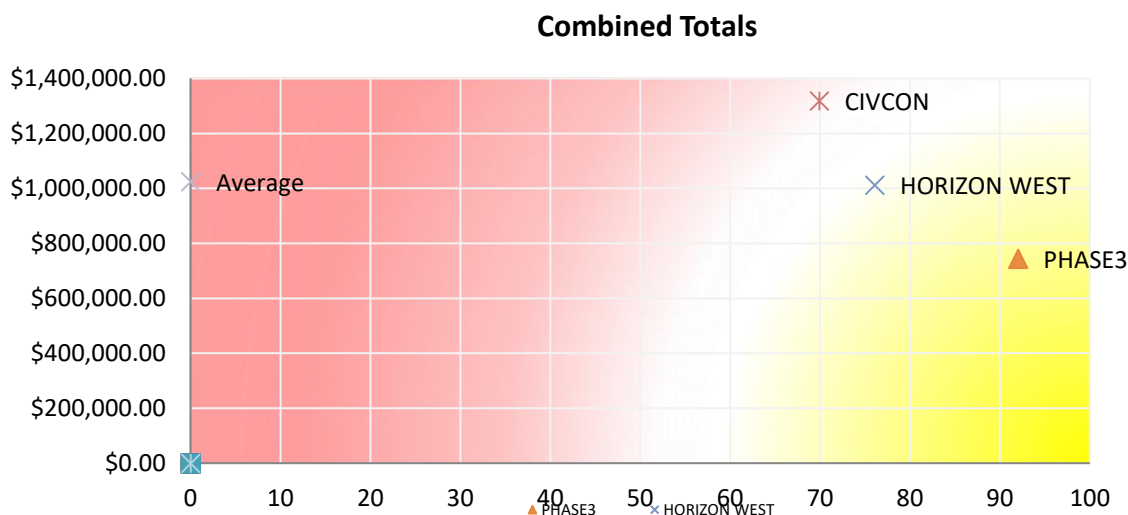
<p>Relevant Experience Describe your experience in completing /supplying similar Requirements. Respondents must, as a minimum, address the following information in an attachment and label it “Relevant Experience”:</p> <ul style="list-style-type: none"> i) Relevant industry experience (including public sector), including details of similar work undertaken; ii) The Tenderer’s involvement in these projects, including details of outcomes produced; iii) Past record of performance and achievement; iv) References from past and present clients; and v) Occupational safety and health track record. 	<p>Weighting 20%</p>
<p>Capability</p> <ul style="list-style-type: none"> i) Qualifications, skills and experience of key personnel. ii) Plant, equipment and staff resources available. iii) Percentage of operational capacity represented by this work. iv) Quality systems. <p>Tenderers must address the enquired information in an attachment and label it: (Capability)</p>	<p>Weighting 20%</p>
<p>Demonstrated Understanding Respondents should detail the process they intend to use to achieve the Requirements of the Specification. Areas that you may wish to cover include:</p> <ul style="list-style-type: none"> i) Level of understanding of Tender documents; ii) Level of understanding of work required; iii) Ability to meet delivery dates in regard to overall work commitments; iv) Warranties offered; and v) Warranties offered. <p>Supply details and provide an outline of your proposed methodology in an attachment labelled “Demonstrated Understanding”.</p>	<p>Weighting 20%</p>
<p>Tendered Fees and Price/s The price to supply the goods or services in accordance with the Request Rates or prices for variations</p>	<p>Weighting 40%</p>

The assessment of the submissions was formally undertaken by a panel of three (3) Town Officers:

1. Parks Project Officer;
2. Operations Engineer Support Officer; and
3. Parks Technical Officer

The Senior Procurement Officer was involved for advice and as probity advisor throughout the process.

After evaluating the tenders against the selection criteria, a consensus scoring meeting was held with the evaluation panel members.



The top three tenders are shown below:

Company	Ranking
CIVCON Civil & Project Management Pty Ltd	3
Horizon West Landscape Construction	2
Phase3 Landscape Construction Pty Ltd	1

Based on the above, the evaluation panel has identified Phase3 Landscape Construction Pty Ltd to be the most highly rated submission.

Legal Compliance:

Local Government Act 1995 Section 3.57.

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

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

Policy Implications:

Council Policy FIN4 Purchase of Goods and Services requires Council to invite tenders before the Town enters into a contract if the consideration under the contract is or expected to exceed \$150,000.

Council Policy FIN4 has been complied with.

Council Delegation 1.24 – Limits on Delegations to CEO requires all tenders exceeding \$200,000 to be brought before Council for determination.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
<p>Reputation Public dissatisfaction with design upgrades.</p> <p>Temporary reduced car park capacity & pedestrian access for duration of construction</p>	Low	Possible	Low	<p>Inform community of benefits project will deliver – new amenities, landscape enhancements, water quality improvements</p> <p>a) Place signs in car park in advance advising of works. b) Provide directions to alternate locations for parking</p>
<p>Financial Insufficient funds to complete project</p>	Low	Unlikely	Low	<p>Detailed design to ensure available budget duly informs tender submissions of achievable scope. Sufficient funds available in W1582</p>
<p>Compliance Project not completed in time</p>	Low	Unlikely	Low	<p>a) Estimated 120 days for completion. b) Monitor project progress on weekly basis</p>
<p>Environmental Contamination of GO Edwards Lake</p>	Low	Unlikely	Low	<p>Procedures in place to control dust, site waste and run off</p>

Strategic Plan Implications:

Under the Town's Strategic Community Plan 2017 – 2032, the GO Edwards Stags 2 & 3 works project aligns with the following Mission statements:

- **Social:** To promote sustainable, connected, safe and diverse places for everyone.
 - Strategic Outcomes S1 (A Healthy Community); S3 (An empowered community with a sense of pride, safety and belonging).
- **Economic:** To promote sustainable, diverse, resilient and prosperous places for everyone.
 - Strategic Outcomes EC1 (A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship); EC 2 (A clean, safe and accessible place to visit).

- Environment: To promote sustainable, connected, safe and diverse places for everyone.
 - Strategic Outcomes EN2 (A safe, interconnected and well maintained transport network that makes it easy for everyone to get around); EN3 (A place with sustainable and convenient transport options for everyone); EN6 (Appropriate, inviting and sustainable green spaces for everyone that are well maintained and managed); EN7 (Increased vegetation and tree canopy).
- Civic Leadership: To show leadership by communicating with, empowering and supporting people in the community.
 - Strategic Outcome CL3 – Well thought out and managed projects that are delivered successfully.

Financial Implications:Internal Budget:

The 2018/2019 Asset Capital works budget has an allocation of \$1,000,000 within Work Order 1582. This budget will cover this expenditure, as well as additional expenditure on developing the detailed design and specification for Stage four (4).

Total Asset Management:

Systematic approach to management of Council assets over their entire life from creation to disposal that results in the provision of an asset at a specified standard for the lowest possible cost.

Sustainability Assessment:External Economic Implications:

The development of a high quality regional passive recreation facility at GO Edwards Reserve is expected to increase the level of local and external patronage to the area and enhance the prospects of the nearby "Causeway Precinct" for redevelopment. It is reasonable to expect local businesses, tourism and developers will benefit from the investment.

Social Issues:

Expected extra park patronage would result in increased passive surveillance potentially leading to a decrease in antisocial behaviour. Provision of high quality passive recreation areas adds to the quality of community health and wellbeing.

Cultural Issues:

GO Edwards Park is an important entry point for the Town and this investment will further enhance this locality as an entry statement.

Environmental Issues:

Public Open Spaces provide a range of environmental benefits including but not limited to; being a food source and natural habitat for numerous fauna, thermal insulation and temperature modification, humidification of the air, filtration of stormwater runoff into lake, reduced soil erosion, shade and cooling, carbon dioxide and oxygen exchange, visual and noise screening.

COMMENT:

The three (3) submissions received met the compliance criteria and the evaluation concluded that Phase3 Landscape Construction Pty Ltd was the most advantageous tender for the Town.

CONCLUSION:

It is recommended that the Town accepts the submission from Phase3 Landscape Construction Pty Ltd.

RECOMMENDATION/S:

That Council:

1. **Accepts the tender from Phase3 Landscape Construction Pty Ltd (ABN 55 126 011 621) for the construction of the G.O. Edwards Reserve Stages 2 & 3 Landscape upgrades, pursuant to Section 3.57 of the *Local Government Act 1995*.**
2. **Authorises the Chief Executive Officer to execute a contract with Phase3 Landscape Construction Pty Ltd, for the construction of the G.O. Edwards Reserve Stages 2 & 3 Landscape upgrades for the lump sum price of \$743,754.27 plus GST.**

12.2 TVP/18/13 – Taylor Reserve & McCallum Park Stage 1 - River Edge

File Reference:	TVP/18/13
Appendices:	No
Attachments:	No

Date:	24 January 2019
Reporting Officer:	P. Williams
Responsible Officer:	G. Wilson
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – That Council accepts the tender submitted by MMM WA Pty Ltd (ABN 87 116 832 547) for Tender requested through the Tenderlink for the Stage 1 River Edge Upgrades to Taylor Reserve & McCallum Park, Victoria Park.

- Submissions were invited for supply and construction of the upgrades through Tenderlink, reference number TVP/18/13 Taylor Reserve & McCallum Park Stage 1 - River Wall Upgrades.
- Six (6) submissions were received.
- An evaluation of the submissions has been completed and it is recommended that the council accepts the submission from MMM WA Pty Ltd and enters into a contract with them.

TABLED ITEMS:

Nil.

BACKGROUND:

Foreshore Access and Management Plan

The Town of Victoria Park's connection to the river places a special need on management of water quality, vegetation, fauna and physical access to the foreshore, to enhance environmental and community benefits.

In 2015, the Town developed a Foreshore Access and Management Plan, which provided a framework for a coordinated and consistent approach to foreshore management in the Town. It aims to improve the environmental, recreational and aesthetic amenity of the asset, as well as improve accessibility for the community.

Taylor Reserve and McCallum Park Design

McCallum Park/Taylor Reserve is identified as a priority management site, according to the Swan River Trust (2008) Swan and Canning Rivers Foreshore Assessment and Management Strategy – Riverbanks and Shorelines ('FAMS').

After successfully obtaining \$32,750 assistance funding through the Department of Biodiversity, Conservation and Attractions' (DBCA) Riverbank Grants Scheme and entering into an associated Collaborative Arrangement, and working in accordance with the Town's Foreshore Access and Management Plan, the Town progressed design for one of our major foreshore areas, Taylor Reserve and McCallum Park.

More specifically, the design project comprised two components:

1. Conceptual design of the entire site (Concept Plan); and
2. Detailed design for the river edge treatments.

Following significant community consultation and subsequent revisions, the Concept Plan was endorsed by Council in March 2018.

Building on the Concept Plan, the Town then progressed the next element of the design project, which was detailed design for part of the concept - the river edge treatments.

River edge treatments include the following:

- Native edge – gentle grading to the river edge and reintroduction of native plantings and treatments. To ensure against erosion these areas will include boulders along the river edge to prevent wave action eroding it;
- Seating nodes and pause points – there are several areas that have been selected as reflective and passive gathering spaces within the areas along the river. These areas provide opportunity for users to reflect within a more intimate setting. Educational and interpretive signage is proposed within these areas to describe the history of the site (Aboriginal and European), and provide information on the native flora and fauna. Selected areas within the planting zones allow informal access to the river edge over cap rock boulders; and
- The beach and headlands (part of a later stage) – the beach and headland areas form part of the Activity Hub and provide direct universal access to the river.

In May 2018 the Detailed Design was endorsed by Council.

Stage One River Edge Treatment Implementation

Moving into Stage One implementation, the Town was supplied with the following package:

- D18/59280 – Drawings - Town of Victoria Park - Taylor Reserve and McCallum Park River Edge Stage One Drawing Packages;
- D18/52987 – Report - Town of Victoria Park - Taylor Reserve and McCallum Park Stage One River Edge Works Combined Pricing Schedule; and
- D18/52989 – Report - Town of Victoria Park - Taylor Reserve and McCallum Park Stage One River Edge Technical Specification.

In June 2018 the Town entered into a Collaborative Arrangement with DBCA for the Stage One works for the river edge. Under this Collaborative Arrangement, DBCA matched the municipal funded amount for the Taylor Reserve and McCallum Park River Edge project of \$304,000. This included necessary site environmental investigations, followed by implementation of Stage One works.

The budget for this project is \$608,000 (under WO 1741 – McCallum Park – River Wall – Foreshore Landscape).

The Town has undertaken Acid Sulphate Soil, Contaminated Site and Heritage investigations. DBCA approval for the commencement of works was also sought.

DETAILS:

In accordance with Council Policy FIN4 Purchase of Goods and Services the Town issued a Request for Tender to commence Stage One works. The tender was advertised in The West Australian newspaper and via Tenderlink on Saturday 5 January 2018 and closed on Tuesday 22 January 2018.

Tenderers were required to complete and submit a price schedule for the works.

Tenderers were required to calculate quantities based upon supplied Taylor Reserve & McCallum Park Stage One - River Edge Upgrades specifications and electronic design drawings.

Six (6) submissions were received for the tender TVP/18/30 Taylor Reserve & McCallum Park Stage 1 - River Edge Upgrades from six (6) tenderers.

- Phase3 Landscape Construction Pty Ltd;
- MMM WA Pty Ltd;
- Menchetti Consolidated Pty Ltd MG Group WA;
- Natural Area Holdings Pty Ltd;
- DB Cunningham Pty Ltd Advantearing Civil Engineers; and
- Remote Civil Group Pty Ltd.

All submitted prices are excluding GST.

Description of compliance criteria

Compliance criteria for TVP/18/30 included submissions being able to demonstrate the below requirements:

- Agreement to comply with the Contractual Conditions of the Request for Tender as provided in Part 4 – General Conditions of Contract;
 - Provide a minimum of three (3) references;
 - Completion of the Offer Form and completion of pricing schedule submitted in the format required by the Principal;
 - Submit organisation profile;
 - Provide details of financial position;
 - Advise of any potential conflict of interest;
 - Provide quality assurance position;
 - Provide insurance details; and
- Implement the Disability Access and Inclusions Plan

Evaluation Process

Having assessed the compliance criteria, the Evaluation Panel proceeded to evaluate the submissions in accordance with the Qualitative and Price criteria nominated in the request for tender documents for TVP/18/13. The criteria were point scored according to the weighting system which indicated the relative degree of importance of each criterion.

Tenders were assessed against the following weighted criteria:

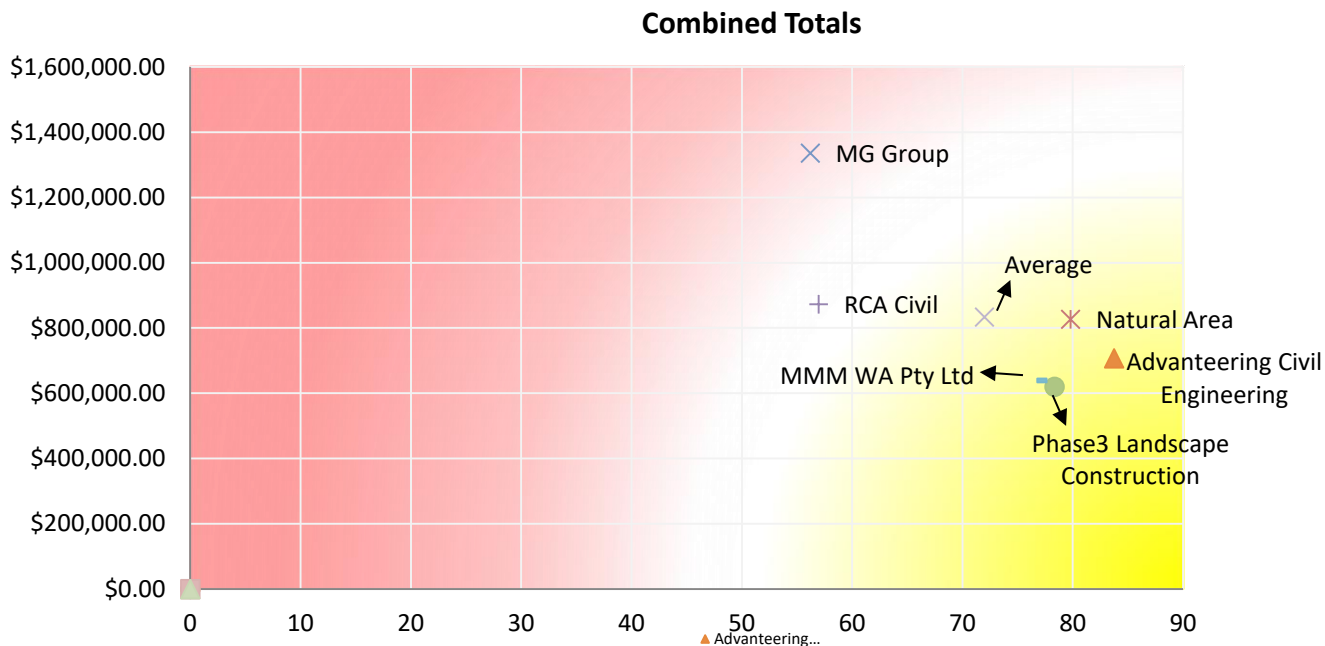
<p>Relevant Experience Describe your experience in completing /supplying similar Requirements. Respondents must, as a minimum, address the following information in an attachment and label it “Relevant Experience”:</p> <ul style="list-style-type: none"> i) Relevant industry experience (including public sector), including details of similar work undertaken; ii) The Tenderer’s involvement in these projects, including details of outcomes produced; iii) Past record of performance and achievement; iv) References from past and present clients; and v) Occupational safety and health track record. 	<p>Weighting 25%</p>
<p>Capability</p> <ul style="list-style-type: none"> i) Qualifications, skills and experience of key personnel. ii) Plant, equipment and staff resources available. iii) Percentage of operational capacity represented by this work. iv) Quality systems. <p>Tenderers must address the enquired information in an attachment and label it: (Capability)</p>	<p>Weighting 15%</p>
<p>Demonstrated Understanding Respondents should detail the process they intend to use to achieve the Requirements of the Specification. Areas that you may wish to cover include:</p> <ul style="list-style-type: none"> vi) Level of understanding of Tender documents; vii) Level of understanding of work required; viii) Ability to meet delivery dates in regard to overall work commitments; ix) Warranties offered; and x) Warranties offered. <p>Supply details and provide an outline of your proposed methodology in an attachment labelled “Demonstrated Understanding”.</p>	<p>Weighting 20%</p>
<p>Tendered Fees and Price/s The price to supply the goods or services in accordance with the Request Rates or prices for variations</p>	<p>Weighting 40%</p>

The assessment of the submissions was formally undertaken by a panel of three (3) Town Officers:

1. Parks Project Officer;
2. Environment Officer; and
3. DBCA Riverbank Project Officer

The Senior Procurement Officer was involved for advice and as probity advisor throughout the process.

After evaluating the tenders against the selection criteria, a consensus scoring meeting was held with the evaluation panel members.



The top three Tenderers are shown below:

Company	Ranking
MMM WA Pty Ltd	1
DB Cunningham Pty Ltd Advantearing Civil Engineers	2
Natural Area Holdings Pty Ltd	3

Based on the above, the evaluation panel has identified MMM WA Pty Ltd to be the most highly rated submission.

Legal Compliance:

Local Government Act 1995 Section 3.57.

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

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

Policy Implications:

Council Policy FIN4 Purchase of Goods and Services requires Council to invite tenders before the Town enters into a contract if the consideration under the contract is or expected to exceed \$150,000.

Council Policy FIN4 has been complied with.

Council Delegation 1.24 – Limits on Delegations to CEO requires all tenders exceeding \$200,000 to be brought before Council for determination.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
<p>Reputational. Public dissatisfaction with design upgrades.</p> <p>Temporary reduced car parking, pedestrian access & Principal Shared Path access capacity for project duration</p>	Low	Possible	Low	<p>Inform community of benefits project will deliver – new amenities, landscape enhancements, water quality improvements</p> <p>a) Place signs in locations in advance advising of works. b) Provide directions to alternate locations for access</p>
<p>Financial Insufficient funds to complete project</p>	Low	Unlikely	Low	<p>Funds available in W1741 plus cost savings available with GO Edwards Park Capital Works W1582</p>
<p>Compliance Project not completed in time</p>	Low	Unlikely	Low	<p>a) Estimated 100 days for completion. b) Monitor project progress on weekly basis</p>
<p>Environmental Contamination of Swan River</p> <p>Acid Sulphate Soils exposed and leach into river.</p>	Medium	Possible	Medium	<p>Procedures in place to control dust, site waste and run off</p> <p>The Town has an Acid Sulphate Soil Management Plan that contractors are required to follow for the duration of project construction.</p>

Strategic Plan Implications:

Under the Town's Strategic Community Plan 2017 – 2032, the McCallum Park and Taylor Reserve Stage One River Edge works project aligns with the following Mission statements:

- **Social:** To promote sustainable, connected, safe and diverse places for everyone.
 - Strategic Outcomes S1 (A Healthy Community); S3 (An empowered community with a sense of pride, safety and belonging).
- **Economic:** To promote sustainable, diverse, resilient and prosperous places for everyone.
 - Strategic Outcomes EC1 (A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship); EC 2 (A clean, safe and accessible place to visit).
- **Environment:** To promote sustainable, connected, safe and diverse places for everyone.
 - Strategic Outcomes EN2 (A safe, interconnected and well maintained transport network that makes it easy for everyone to get around); EN3 (A place with sustainable and convenient transport options for everyone); EN6 (Appropriate, inviting and sustainable green spaces for everyone that are well maintained and managed); EN7 (Increased vegetation and tree canopy).
- **Civic Leadership:** To show leadership by communicating with, empowering and supporting people in the community.
 - Strategic Outcome CL3 – Well thought out and managed projects that are delivered successfully.

Financial Implications:Internal Budget:

Under the Collaborative Arrangement with the DBCA, implementation of the Taylor Reserve and McCallum Park Stage One river edge treatments involved the following party contributions:

Funding Partner	Contributing amount
Department of Biodiversity Conservation and Attractions grant funding	\$304,000
Town of Victoria Park	\$304,000

The total capital expenditure for the project for the 2018-2019 of \$608,000 within Work Order 1741 McCallum Park Foreshore Riverwall.

Total Asset Management:

The replacement of the existing river wall with low maintenance revetment wall consisting of layered armour rocks, geofabric and endemic plant species along this section of the foreshore will result in more sustainable asset management outcomes in future. The original \$304,000 of municipal capital works budget meant for upgrading a short section of the river wall is well used to match the \$304,000 grant provided by DBCA to achieve this significantly superior asset management outcome.

Sustainability Assessment:External Economic Implications:

The development of a high quality regional passive recreation facility at Taylor Reserve & McCallum Park is expected to increase the level of local and external patronage to the area.

It is reasonable to expect local businesses will benefit from this.

Social Issues:

The Town's connection to the river by land places a special need on management of water quality, vegetation, fauna and physical access to the foreshore, to enhance community benefit.

In accordance with the Town's Foreshore Access and Management Plan, the McCallum Park and Taylor Reserve River Edge Detailed Design, together with the greater site Concept Plan), together with Stage 1 river edge works will ensure that the foreshore asset is enhanced environmentally, aesthetically and with regards to community access and enjoyment.

The Town has been cognisant of existing users of the river, such as the WA Water Ski Association and Disabled Water Ski Club. These clubs are key user groups and, acknowledging this, the Town engaged with these clubs during the design process and will continue to do so going forward into river edge works.

Expected extra park patronage as a result of the site works would result in increased passive surveillance potentially leading to a decrease in antisocial behaviour. Provision of high quality passive recreation areas adds to the quality of community health and wellbeing.

Cultural Issues:

The Taylor Reserve and McCallum Park Stage One works provides Opportunity for the Town's community to connect with its river.

Consultation was conducted with Whadjuk Noongar consultants nominated by the South West Aboriginal Land and Sea Council (SWALSC). The Whadjuk Noongar consultants confirmed that the Swan River is a highly significant & important heritage. However, they said that they do not object to the proposed works; the area has already been disturbed and overall, they consider the proposed works to be an improvement on what currently exists and more in keeping with the general perspective of Care for Country.

The study area has been subject to land reclamation & other forms of ground disturbance, and it is considered that it is unlikely to contain in situ cultural materials.

Environmental Issues:

The remediation and environmental enhancement of the river edge is a key outcome, providing good opportunities for public education and interaction with the river.

River edge treatment will focus on the need for river access, coupled with shoreline stabilisation and habitat creation for wildlife. This includes:

- Repair or replacement of river walls where erosion has caused damage to the bank and existing infrastructure;
- Reintroduction of native plantings and treatments, fringing vegetation including dense sedge plantings where possible in front of walling; and
- Continuity with upstream (Burswood) and downstream (South Perth) foreshores.

COMMENT:

The six (6) submissions received met the compliance criteria and the evaluation concluded that MMM WA Pty Ltd was the most advantageous tender for the Town.

CONCLUSION:

It is recommended that the Town accepts the submission from MMM WA Pty Ltd.

RECOMMENDATION/S:**That Council:**

1. **Accepts the tender from MMM WA Pty Ltd (ABN 87 116 832 547) for the construction of the Taylor Reserve & McCallum Park Stage 1 - River Edge Upgrades, pursuant to Section 3.57 of the *Local Government Act 1995*.**
2. **Authorises the Chief Executive Officer to execute a contract with MMM WA Pty Ltd, for the construction of the Taylor Reserve & McCallum Park Stage 1 - River Edge Upgrades for the lump sum price of \$639 878.14 plus GST.**

12.3 TVP/19/04 Construction Works of Kent Street and Hayman Road Roundabout Upgrade

File Reference:	TVP/19/04
Appendices:	No
Attachments:	No

Date:	17 January 2019
Reporting Officer:	M. Pendlebury / D. Lau
Responsible Officer:	J. Wong
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – That the Council accepts the submission submitted by RCA Civil Group (ABN 9362 3775 146) for Request for Tender (RFT) issued through the Western Australia Local Government Association (WALGA) Preferred Supplier Arrangement for the construction of Kent Street and Hayman Road Roundabout Upgrade.

- Submissions were invited for upgrade of the roundabout through the Western Australia Local Government Association (WALGA) Preferred Supplier Arrangement for Road Building Materials and Related Services, C033_13. The WALGA e-Quotes environment was utilised to manage the RFT process, RFT reference number VP129009.
- Four (4) submissions were received.
- An evaluation of the submissions has been completed and it is recommended that the Council accepts the submission from RCA Civil Group and enters into a contract with them.

TABLED ITEMS:

Nil.

BACKGROUND:

In 2017, the Town applied for the State Black Spot Program for funding to make improvements to the Kent Street and Hayman Road roundabout following a higher than average number of right angle and rear end crashes occurring on approach to the roundabout. The Town was successful in having this project funded, with a two-third contribution secured from the State Black Spot Program up to a maximum contribution of \$420,000.

Following crash modelling and an investigation into different treatment options, it was determined that the installation of pre-deflections on the approaches to the roundabout provided the best solution to reduce crash rates and also gave highest benefit cost ratio. From this a concept design and later a detailed design was developed by Town Officers. This design then underwent an independent Road Safety Audit, as per the requirements of the State Black Spot Program, with minor recommended changes implemented into the final design. The City of South Perth was consulted during the design process and their comments were incorporated in the final design. Prior to the start of the construction works, the Town will liaise with the City of South Perth in regards to traffic management plan, schedule of works, communication plan requirements.

DETAILS:

As approved by Council Policy FIN4 Purchase of Goods and Services, the Town issued a tender request utilising the WALGA Preferred Supplier Arrangement (PSA) seeking Roadbuilding Materials and Related Services for the construction works of Kent Street and Hayman Road roundabout upgrade.

Suppliers were asked to include the works as per the designed drawings and to exclude pruning, tree removal, underground service relocation, and signage and line marking from their lump sum price. These exclusions will be carried out by the Town's Parks' contractor, service relocation by the respective service utility providers, and line marking and signs by Main Roads WA.

The request for tender was uploaded to the WALGA eQuotes website on 15 November 2018 and closed at 2pm on 7 December 2018 to the following companies:

- Asphaltech Pty Ltd;
- Certa Civil Works Pty Ltd;
- Densford Civil Pty Ltd;
- Downer Infrastructure;
- Dowsing Group;
- Griffin Civil;
- MMM (WA) Pty Ltd;
- RCA Civil Group;
- Roads2000 Pty Ltd;
- SuperCivil; and
- WCP Civil Pty Ltd.

Four (4) submissions were received from:

- Densford Civil Pty Ltd;
- Dowsing Group;
- RCA Civil Group; and
- WCP Civil Pty Ltd.

Description of compliance criteria

All suppliers on WALGA Preferred Supply Arrangement C033_13 have been pre-qualified via a robust Request for Tender process, conducted by WALGA, on behalf of Members. The Procurement Officer has reviewed this report, tender documents and provided comments.

Evaluation Process

Selection criteria for eQuote VP129009 included each submission being assessed against four criteria, listed below:

SELECTION CRITERIA	WEIGHTING (%)
Demonstrated Understanding Respondents should detail the process they intend to carry the construction works and achieve the Requirements of the Specification. Areas that you may wish to cover include: <ul style="list-style-type: none"> i) Scope of works ii) Construction Methodology 	Weighing 20%

Current Capability i) Organisation capacity ii) Capabilities iii) Qualifications, skills and experience of key personnel	Weighting 20%
Similar Experience Experience in carrying out similar sort of works	Weighting 20%
Price The price to supply the goods or services in accordance to requested Rates and a Bill of Quantities supplied	Weighting 40%

The assessment of the submissions was formally undertaken by a panel of three (3) Town Officers:

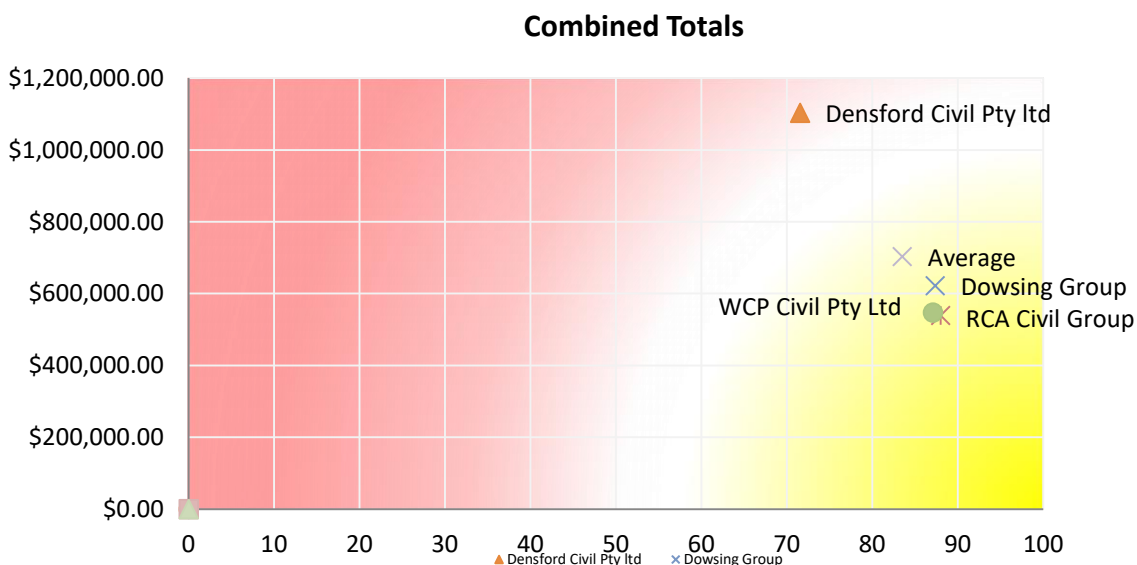
1. Street Operations Engineer;
2. Operations Engineer Support Officer; and
3. Parks Project Officer.

After evaluating the tenders against the selection criteria, a consensus scoring meeting was held with the evaluation panel members.

The four (4) qualitative ranks are shown below:

Company	Ranking
Densford Civil Pty Ltd	4
Dowsing Group	2
RCA Civil Group	1
WCP Civil Pty Ltd	3

After price evaluation, RCA Civil Group had the highest overall ranking. A graphical representation of the qualitative and price ranking is provided below.



Legal Compliance:

Local Government Act 1995 Section 3.57.

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

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

Section 11(2) (b) of the *Local Government (Functions and General) Regulations 1996* advises that tenders do not have to be publicly invited if goods or services are obtained through the WALGA Preferred Supplier Program Contracts.

Policy Implications:

Council Policy FIN4 Purchase of Goods and Services requires Council to invite tenders before the Town enters into a contract if the consideration under the contract is or expected to exceed \$150,000. The construction of the Kent Street and Hayman Road roundabout upgrade will exceed \$150,000 over the term of its contract, therefore the Tender exempt WALGA Preferred Supply Panel C033_12 was utilised.

Council Policy FIN4 has been complied with.

Council Delegation 1.24 – Limits on Delegations to CEO requires all tenders exceeding \$200,000 to be by Council determination. The total value of this contract is expected to exceed \$200,000 therefore it is required that this item be brought before Council for determination.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Financial/Legal inability to complete works without major variations	Moderate	Unlikely	Moderate	Evaluation of offer, financial capacity, capability, demonstrated understanding and experience of key staff.
Compliance No contract in place and expenditure exceed \$150,000 over a term	Major	Likely	High	Tender for contract as per Council Policy FIN4, or procurement via a Tender exempt option.

Strategic Plan Implications:

This initiative aligns with the following outcomes of the Town of Victoria Park Strategic Community Plan 2017-2032:

- Environment EN2 – A safe, interconnected and well maintained transport network that makes it easy for everyone to get around;
- Environment EN3 – A place with sustainable and convenient transport options for everyone;
- Economic EC2 – A clean, safe, and accessible place to visit; and
- Civic Leadership CL3 – Well thought out and managed projects that are delivered successfully.

Financial Implications:Internal Budget:

The 2018/2019 Asset Capital Works budget has an allocation of \$630,000 within Work Order 1983. This budget will cover this expenditure, as well as additional expenditure on the installation of a safety barrier and an underground service relocation. Included in this budget is funding from the State Black Spot Program for two-thirds of the total project cost to a maximum of \$420,000. The first 80% of the funding is expected to be received in the 2018-19 financial year and the remaining 20% in the 2019-2020 financial year.

Total Asset Management:

The Town's Strategic Community Plan 2017-2032 includes the following objective that relates to the management of Assets –

- Environment EN5 - Appropriate and sustainable facilities for everyone that are well-built, well maintained and well managed

The upgrade of the roundabout will be monitored to be built to the designed specifications. When construction is completed, the upgraded roundabout will be registered within the Town's asset management system and plans and maintained and managed accordingly.

Sustainability Assessment:External Economic Implications:

RCA Civil Group is a Perth-based civil construction company who employs local staff and engage other sub-contractors and small businesses.

Social Issues:

Upgrade of the roundabout is expected to lead to a safer road environment for road users

Cultural Issues:

Nil

Environmental Issues:

It is anticipated that the upgrade of the roundabout will reduce the number of right angle and rear end crashes occurring which will reduce the number of vehicle repairs or replacements being necessary.

COMMENT:

The Kent Street and Hayman Road roundabout upgrade provides an opportunity to improve safety at a busy intersection and reduce the number of crashes.

The four (4) submissions received met the compliance criteria and the evaluation concluded that RCA Civil Group was the most advantageous tender for the Town.

CONCLUSION:

It is recommended that the Town accepts the submission from RCA Civil Group.

RECOMMENDATION/S:**That Council:**

- 1. Accepts the submission by RCA Civil Group (ABN 9362 3775 146) for the construction of Kent Street and Hayman Road Roundabout Upgrade as the most advantageous response.**
- 2. Authorises the Chief Executive Officer to execute a contract with RCA Civil Group, for the construction of Kent Street and Hayman Road Roundabout Upgrade for the lump sum price of \$539,066.14 plus GST.**

12.4 Acceptance of grant funding – Main Roads Western Australia grants funding 2018 / 2019

File Reference:	ROA/19/0002~02
Appendices:	No
Attachments:	No

Date:	8 January 2019
Reporting Officer:	P. Bingham
Responsible Officer:	J. Wong
Voting Requirement:	Simple majority

Executive Summary:

Recommendation – That Council accepts the Metropolitan Regional Road Group (MRRG) Rehabilitation Program, Black Spot Program and Direct Grant funding for the 2018/2019 financial year totalling \$1,387,459 as approved and offered by the Minister for Transport through Main Roads Western Australia.

- The Town submitted two funding applications to Main Roads Western Australia in April 2017 and July 2017.
- Grants totalling \$960,533 have subsequently been offered in late 2018 for the construction of a range of projects in the 2018/19 financial year under the Black Spot Road Safety program.
- Grants totalling \$342,733 have also been offered for the construction of a range of projects in the 2018/19 financial year under the MRRG Road Rehabilitation program.
- A direct grant totalling \$84,193 has also been offered towards the road maintenance or renewal cost for the 2018/19 financial year to be spent at the Town's discretion.
- The 2018-2019 Annual Budget includes acceptance of these grants and associated works.

TABLED ITEMS:

Nil.

BACKGROUND:

Each year the Town is invited by Main Roads Western Australia (MRWA) to submit eligible road projects for grant funding under a number of their programs which fall under the State Roads to Local Government Agreement.

The Town submitted a number of its high priority, high cost projects mainly focused on road renewal and road safety upgrades.

The 2018/19 Local Government Roads Program was approved by the Minister for Transport on 7 November 2018. A description of the applicable funding programs are summarised below.

Black Spot Program

The Australian Government Black Spot Program was introduced as part of the Australian Government's commitment to reduce crashes on Australian roads. Black Spot projects target those road locations where serious crashes are occurring. By funding measures such

as traffic signals and roundabouts at dangerous locations, the program aims to reduce the risk of crashes. Programs of this sort have been very effective, saving lives and other associated costs as a result of the road upgrades or improvements undertaken.

Approved projects are funded depending on the statistics recorded including severity and frequency of crashes recorded over a five year period. The locations having the most severe crashes could attract Federal funding that covers 100% of project costs. Less important projects are funded by State Government on a 2:1 basis where the Town is only required to contribute one third of the total project cost.

Metropolitan Regional Road Group (MRRG) Rehabilitation Program

Guidelines have been created to provide the basis of an unbiased multi criteria assessment approach to determining the condition and importance of potential grant fundable road rehabilitation projects (typically road resurfacing). Each project is assessed using the approved accumulative points scoring system that considers road condition, surface age and volume of traffic.

Approved projects for this program are funded by State Government on a 2:1 basis where the Town is only required to contribute one third of the total project cost.

Direct Grant

Direct grants are allocated for routine maintenance on Local Government roads and are calculated on an annual basis using the Asset Preservation Model formula provided by the Western Australia Local Government Grants Commission.

To qualify for Direct Grant allocations, Local Governments must demonstrate that the previous year's allocation has been expended on roads in their district and that its road asset data has been updated annually.

DETAILS:

The Town's submissions for the two grant programs (MRRG and Blackspot) were made separately as there are different requirements to be fulfilled under each program. Projects for the MRRG Rehabilitation Program were submitted on 28 April 2017 and Black Spot projects submitted on 17 July 2017.

Where projects are deemed to be complex, MRWA require the design and construction of these projects to be staged over two years with 80% of funding being made available in the first year and 20% in the second year. It is noted that this could sometimes result in the perception of under expenditure during year one of the project that requires a carry forward amount for year two.

The following approved projects for the Black Spot program were not eligible for Federal funding and fall under the State program.

1 Intersection of Albany Highway & Oats Street & Hill View Terrace, East Victoria Park

The proposed improvements at this signalised intersection include the installation of walk/don't walk facilities and pram ramps/wheel chair access kerb ramps.

The project has an estimated cost of \$190,000. The State Government contribution is \$126,667 with a local government contribution of \$63,333.

As this project has now entered Year 2 of the works program, the remaining funding owed to the Town is \$25,333 (the final 20% of the overall \$126,667 grant).

2 Hayman Road and Kent Street Roundabout, Bentley

This intersection has a high proportion of right-angle crashes and rear-end crashes on approaches to the roundabout and so it is proposed to realign the approaches to reduce vehicle speeds entering the roundabout.

The project has an estimated cost of \$630,000. The State Government contribution is \$420,000 with a local government contribution of \$210,000.

As this project is in Year 1 of the works program, 80% of funding is currently available to claim which is \$336,000.

3 Intersection of Shepperton Road and Miller Street, Victoria Park

This signalised intersection has a high proportion of right-turn and through crashes on the Miller Street approaches and rear end crashes on the Shepperton Road approaches. There are queuing issues for right turns on Miller Street and so signal timing/phasing improvements will also be implemented subject to Main Roads WA's approval. There is also anecdotal evidence to suggest that the lack of a right turn signal at this intersection causes traffic to "rat run" through suburban roads.

The project has an estimated cost of \$1,123,500. The State Government contribution is \$749,000 with a local government contribution of \$374,500.

As this project is in Year 1 of the works program, 80% of funding is currently available to be claimed which is \$599,200. As the design, approval, procurement and construction processes will be extensive and the limited time until the end of the financial year most of this funding/revenue will be carried forward into the next financial year to be expended once construction commences.

The following projects have been approved for the Metropolitan Regional Road Group (MRRG) Rehabilitation program:

Road	Section	Estimated Cost	Grant Funding
Albany Highway	Kent St / Miller St Roundabout	\$68,700	\$45,800
Albany Highway	Service Lane Entry to Shepperton Rd	\$36,200	\$24,133
Star Street	270m SE of Roberts Rd to Archer St	\$119,300	\$79,533
Oats Street	Tuckett St to Rutland Ave	\$158,500	\$105,667
Oats Street	Mars St to SW of Planet St	\$131,400	\$87,600

Legal Compliance:

All works undertaken will comply with Austroads Guidelines and relevant Australian Standards relating to road infrastructure. Where projects impact MRWA controlled roads or infrastructure (i.e. traffic signals or roads managed by MRWA) their approval will be obtained prior to works commencing. This MRWA design review and approval process frequently takes many months and in some cases years and may affect the Town's forecast expenditure in any given financial year.

Policy Implications:

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

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Compliance Town is unable to complete projects and acquit funding	Moderate	Possible	Moderate	MRWA approvals have been progressed already and works scheduling discussed with Contractor for MRRG projects. Design and approvals for Black Spot projects are in progress.
Financial Construction costs exceed estimates	Moderate	Likely	High	MRWA are able to increase the funding allocation if variations are justified and unforeseen. Town may have to increase its contribution which would require budget reallocations.
Compliance Failure to attain engineering approvals from MRWA for Black Spot projects	Moderate	Possible	Moderate	Preliminary meetings have been held with MRWA to make them aware of upcoming projects and highlight potential issues. Projects may need to be withdrawn at a later date if approval is not granted.

Strategic Plan Implications:

The Town's Integrated Movement Network Strategy (IMNS) promotes developing road-based safety designs in major locations. Through the development of these schemes, the Town will actively contribute to the improvement of road safety in the whole Metropolitan Region as detailed in Strategy Element R10 – Safety.

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

Environment

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

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

Financial Implications:

Internal Budget:

The Town will need to fund at least 33% of the nominated project costs to secure the grant funding from approved projects under the programs. The funding arrangement would be:

Project	Program	Funding source for 2018/19		Comment
		ToVP (min.)	MRWA	
Intersection of Albany Highway & Oats Street & Hill View Terrace	Black Spot	\$12,667	\$25,333	Year 2 funding to complete project has been listed. Year 1 funding has been carried forward from 17/18 budget
Hayman Road and Kent Street Roundabout	Black Spot	\$168,000	\$336,000	Town's 2018/19 budget allows for 100% of funding to be acquitted this FY. MRWA have only released 80% at this time as per new policy to stage all projects.
Intersection of Shepperton Road and Miller Street	Black Spot	\$299,600	\$599,200	Funding unlikely to be acquitted in 2018/19 and will be carried forward to Year 2 of project
		\$480,267	\$960,533	

Project	Program	Funding source for 2018/19		Comment
		ToVP (min.)	MRWA	
Albany Highway – Kent St / Miller St Roundabout	MRRG	\$22,900	\$45,800	Resurfacing to be completed this FY
Albany Highway – Service Lane Entry to Shepperton Rd	MRRG	\$12,067	\$24,133	Resurfacing to be completed this FY
Star Street – 270m SE of Roberts Rd to Archer St	MRRG	\$39,767	\$79,533	Resurfacing to be completed this FY

Oats Street – Tuckett St to Rutland Ave	MRRG	\$52,833	\$105,667	Resurfacing to be completed this FY
Oats Street – Mars St to SW of Planet St	MRRG	\$43,800	\$87,600	Resurfacing to be completed this FY
		\$171,367	\$342,733	

Project	Funding source for 2018/19		Comment
	ToVP (min.)	MRWA	
Direct Grant	\$0	\$84,193	Used at the discretion of the Town
	\$0	\$84,193	

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

Total Asset Management:

The external grant funding received for road renewal works have been of major assistance in reducing the Town's annual road renewal expenditure

The MRRG Program uses Asset Management principles to rank and prioritise eligible projects and extend the service life of roads.

A scoring system is implemented in accordance with MRRG guidelines taking into account the following:

- Visual condition assessment of pavement;
- Assessment of pavement strength in relation to expected traffic loading and design life/age of pavement; and
- Assessment of suitable pavement rehabilitation option e.g.: resurfacing or reconstruction.

Sustainability Assessment:

External Economic Implications:

Nil.

Social Issues:

The nominated projects are expected to reduce road trauma by improving road safety. Additionally, the proposed upgrades at the intersection of Shepperton Road and Miller Street are expected to reduce "rat running" in surrounding suburbs and thus improve amenity for residents.

Cultural Issues:

Nil.

Environmental Issues:

The proposed upgrades at the intersection of Shepperton Road and Miller Street will include construction of a left turn lane within the Miller Street Reserve. Street Improvement staff have discussed with the Parks and Reserve department to ensure impacts are minimised and acceptable. Staff are endeavouring to retain the existing mature tree at this corner.

COMMENT:

Each of the submitted projects for the Black Spot program has been assessed during the application process to provide a positive cost-benefit ratio. The resulting road safety improvements should achieve the objective of reducing road trauma.

Projects submitted for the MRRG Program have been assessed as priorities to be rehabilitated and will improve the service life of the Town's assets.

CONCLUSION:

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

RECOMMENDATION/S:

That Council, accepts the Black Spot Program grant funding totalling \$960,533, Metropolitan Regional Road Group (MRRG) Rehabilitation Program grant funding totalling \$342,733 and Direct Grant totalling \$84,193 for the 2018/2019 financial year as approved and offered by Main Roads Western Australia.

12.5 Proposed Closure of Right of Way Bounded by Grantham Place, Harris Street, Mercury Street and Star Street (ROW17)

File Reference:	ROA/28/0017
Appendices:	No
Attachments:	No

Date:	15 January 2019
Reporting Officer:	T. McCarthy
Responsible Officer:	J. Wong
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – That Council approves the closure and disposal of the Right of Way (ROW) bounded by Grantham Place, Harris Street, Mercury Street and Star Street (ROW17).

- The owner of 42A Mercury Street has requested closure of ROW17, bounded by Grantham Place, Harris Street, Mercury Street and Star Street.
- The owner of 1 Harris Street previously submitted an objection to the proposed closure of the ROW, but has since reconsidered and made a submission supporting closure of the whole of the ROW.

TABLED ITEMS:

Nil.

BACKGROUND:

At its Ordinary Meeting held 10 July 2018, Council considered a request for closure of the subject ROW and resolved to refuse the request. Council also resolved that owners of properties adjoining the Right of Way bounded by Grantham Place, Harris Street, Mercury Street and Star Street, Carlisle (ROW17) be consulted to determine their views on whether a portion of that ROW could be considered by Council for partial closure as shown on Diagram 1 below.



Diagram 1: Proposed Closure ROW17

The owner of 42A Mercury Street, Carlisle, had previously made a request to the Town that the Right of way bounded by Grantham Place, Harris Street, Mercury Street and Star Street (ROW17) be considered for closure and disposal of the closed land.

Portion of ROW17, between Grantham Place and the western boundary of 7 Harris Street, was closed in 1994. It is understood that the remaining portion, the subject of this report, remained open due to an objection to closure lodged at the time by the then owner of 5 Harris Street. In considering a request for closure of a Right of Way, the Minister for Lands will generally not remove the rights of carriageway of those owners of adjoining properties who have the benefit of rights of carriageway under Section 167A of the *Transfer of Land Act 1893*. This would have been the case when the previous request for closure was considered by the City of Perth in 1994 and resulted in closure of portion of the Right of Way, rather than closure of the whole length of the Right of Way.

DETAILS:

The subject ROW is 52.27 metres long and 5.03 metres wide. Ownership is registered in the names of Cyril Ernest Peet, Mabel Peet and the Perpetual Trustees and Agency Co WA Ltd on Certificate of Title Volume 2209 Folio 943. It is unconstructed but is trafficable and is generally unused but is used occasionally with access via a sealed crossover from Mercury Street.

The subject ROW and affected adjoining properties are zoned Residential R30 in the Town of Victoria Park Town Planning Scheme No. 1.

Legal Compliance:

Any closure of a ROW needs to comply with the process detailed in Section 52 of the *Land Administration Act 1997*. Prior to any request for closure of a Right of Way being presented to the Minister for Lands for consideration, the local government is required to consult with owners of adjoining properties, providing details of the proposed closure and invite comment on the proposal.

Policy Implications:

The subject ROW is currently classified as “*Portion to remain open and ultimately be constructed*” under the R.O.W. Strategy Plan previously endorsed by Council.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Property If the Right of Way were to be closed and disposed of, some adjoining owners would lose the right of carriageway they currently have, and their occasional use of the Right of Way for access would no longer be available.	Low	Low	Low	Affected property owners have all been consulted and are aware of the right of carriageway implications if the Right of Way were to be closed and disposed of.

Strategic Plan Implications:

Nil.

Financial Implications:

Internal Budget:

Nil.

Total Asset Management:

If the subject ROW were to be closed and disposed of, the Town would not be liable for any future construction or maintenance costs for the ROW.

Sustainability Assessment:External Economic Implications:

Nil.

Social Issues:

Nil.

Cultural Issues:

Nil.

Environmental Issues:

Nil.

COMMENT:

Following the resolution of Council in July 2018 to refuse the request to close ROW17, further consultation with all adjoining owners was carried out in respect to consideration of partial closure of the ROW. Of the eight property owners contacted, seven responses were received. All responses received indicated support for the proposed closure and disposal of the ROW. The owner of 1 Harris Street, who had previously submitted an objection to the proposed closure of the Right of Way, has since re-considered and made a submission supporting closure of the whole of the ROW. It is therefore now recommended that the whole of the ROW be considered for closure and disposal.

Responses in support of the proposed closure and disposal of the Right of Way:

ADDRESS	OWNER'S COMMENT
7 Harris Street	No comment submitted.
1/3 Harris Street	No comment submitted.
2/3 Harris Street	No comment submitted.
3/3 Harris Street	No comment submitted.
10A Grantham Place	No comment submitted.
42A Mercury Street	No comment submitted.
1 Harris Street	I think it would be better to close all the ROW17 if you are closing any of it. At first survey I was worried about the cost so voted against it.

There were no responses objecting to the proposed closure and disposal of the ROW.

Urban Planning have no objection to the proposed closure, noting that the development potential of the adjoining lots will not be impacted and vehicular access will not be compromised

It is therefore recommended that Council approve the request for closure and disposal of the subject ROW.

CONCLUSION:

It is recommended that Council proceed with the request for closure of the whole of the subject Right of Way. All submissions received from owners of adjoining properties are in support of the closure and there were no submissions objecting to the proposed closure. There are no adjoining properties utilising the subject Right of Way for vehicle access, and it is unlikely that it would be utilised in the future for vehicle access as all adjoining properties, including those recently developed, have alternative vehicle access arrangements in place.

RECOMMENDATION/S:

That Council approves the closure and disposal of ROW17, being the Right of Way bounded by Grantham Place, Harris Street, Mercury Street and Star Street, Carlisle, as shown in Diagram 1.

12.6 TVP/18/12 for General Building Maintenance and Roofing repairs for Council Owned Buildings

Tender Number:	TVP/18/12
Appendices:	No
Attachments:	No

Date:	16 January 2019
Reporting Officer:	J. Robbins
Responsible Officer:	J. Wong
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – That Council awards the contract associated with Tender TVP/18/12 – General Building Maintenance and Roofing repairs for Council Owned Buildings, to AWB Building Co. (ABN: 70 167 698 964), with terms and conditions as outlined in the contract and this report’s recommendation as their offer has been evaluated as the most advantageous to the Town.

- Submissions were invited for the supply of qualified skilled labour and equipment to undertake regular, planned and corrective maintenance activities to the Town’s buildings ensuring minimal disruptions to the operation of these facilities.
- Submissions were required to include a schedule of rates for general building maintenance activities and roofing repair services as detailed in the price schedule.
- Eleven (11) submissions were received.
- An evaluation of the tender submissions against the prescribed criteria has been completed and it is recommended that Council accepts the submission from AWB Building Co. and enters into a contract with them.

BACKGROUND:

The Town of Victoria Park currently contracts out the general building maintenance and roofing repair services to several contractors.

Due to this being difficult to manage, and also to ensure the Town maintains a consistent level of service to our facilities and patrons, it was decided to incorporate these services under one contract. It also makes the procurement of these services more streamlined and efficient, as well as being more cost effective to the Town.

Other benefits afforded to the Town resulting from the engagement of maintenance service contractors are:

- Quality workmanship and a value for money approach to all maintenance work undertaken;
- Accurate and regular reporting of corrective maintenance actions to ensure efficient and sustainable maintenance activities, services and outcomes having been provided to the Town’s buildings;
- Efficient response times to service calls to minimise disruption and well maintained facilities; and
- Ability to display initiative in communications and liaison with the Town’s representatives and stakeholders in all matters regarding the maintenance service contract.

DETAILS:

The Town seeks to appoint the services of a qualified skilled general maintenance and roofing repairs contractor to provide a centralised service with a single point of responsibility for the general maintenance of Council owned buildings. The successful contractor would provide the following services:

- rectification works in accordance with rectification schedules;
- weekly maintenance program in accordance with operation and maintenance schedules/manuals (including preventative maintenance to avoid breakdowns);
- inspect and ensure efficient operation;
- effective breakdown call out response and rectification; and
- provide a maintenance record system.

TVP/18/12 was advertised in the West Australian on Saturday 27th November 2018 with the closing date being 2pm on Tuesday 13th November 2018. A total of twelve (12) submissions were received.

This Contract requires the Contractor to, at all times, observe and comply with the requirements and provisions of all relevant Acts, Ordinances, Regulations, By-Laws, orders and rules and all requirements of any Authority that are applicable to the Work.

Description of compliance criteria

Compliance criteria for TVP/18/12 included submissions being able to demonstrate the below requirements:

- Agreement to comply with the Contractual Conditions of the Request for Tender as provided in Part 4 – General Conditions of Contract;
- Provide a minimum of three (3) references;
- Completion of the Offer Form and completion of pricing schedule submitted in the format required by the Principal;
- Submit organisation profile;
- Provide details of financial position;
- Advise of any potential conflict of interest;
- Provide quality assurance position;
- Provide insurance details; and
- Implement the Disability Access and Inclusions Plan.

Selection Criteria

The tender states that the Contract may be awarded to a sole or panel of Tenderer(s) who best demonstrates the ability to provide quality products and/or services at a competitive price. The tendered prices were assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Town has adopted a best value for money approach to this Request. This means that, although price was considered, the tender containing the lowest price was not necessarily be accepted, nor was the tender ranked the highest on the qualitative criteria.

A scoring system was used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provided all the information requested was be assessed as satisfactory. The extent to which a Tender demonstrates greater satisfaction of each of these criteria resulted in a greater score. The aggregate score of each Tender was used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

Evaluation Process

Selection criteria for TVP/18/12 included each submission being assessed against three (3) qualitative criteria, listed below:

<p>Relevant Experience</p> <ul style="list-style-type: none"> i) Provide details of similar work; ii) Provide scope of the Respondent's involvement including details of outcomes; iii) Provide details of issues that arose during the project and how these were managed; iv) Demonstrate competency and proven track record of achieving outcomes; and v) Demonstrate sound judgement and discretion 	<p>Weighting 40%</p>
<p>Current Capability:</p> <ul style="list-style-type: none"> i) Organisation's capacity and capability ii) Organisation's structure iii) Organisation's vision and mission alignment iv) Plant, equipment and materials; and v) Any contingency measures or back up of resources including personnel (where applicable). 	<p>Weighting 30%</p>
<p>Demonstrated Understanding</p> <ul style="list-style-type: none"> xi) A project schedule/timeline (where applicable); xii) The process for the delivery of the goods/services; xiii) Training processes (if required); and xiv) A demonstrated understanding of the scope of work 	<p>Weighting 30%</p>

The assessment of the submissions was formally undertaken by a panel of three (3) Town Officers:

1. Building Asset Officer;
2. GIS Asset Officer; and
3. Building officer.

The Senior Procurement Officer was involved for advice and as probity advisor throughout the process.

The Town received eleven submissions.

After evaluating the tenders against the compliance and qualitative criteria, the submitted schedule of rates was then considered. A consensus scoring meeting was held with the evaluation panel members and Senior Procurement Officer. The top five (5) qualitative ranks are shown below:

Company	Rank
AWB Building Co	1
A E Hoskins	2
Walcott Ind	3
Schlager Group	4
WoodCourt Pty Ltd	5

AWB Building Co. achieved the highest score in the evaluation based on qualitative criteria and further assessment considering the pricing schedules. The submission made by AWB Building Co, is therefore determined as offering the best value for money for these services.

Legal Compliance:

Local Government Act 1995 Section 3.57.

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

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

Policy Implications:

Council Policy ENG14 Asset Management Infrastructure requires Council to sustainably provide and manage infrastructure assets that support the delivery of agreed services in line with its Strategic Vision for current and future stakeholders.

Council Policy FIN4 Purchase of Goods and Services requires Council to invite tenders before the Town enters into a contract if the consideration under the contract is or expected to exceed \$150,000. The provision of TVP/18/12 General Maintenance and Roofing repairs is likely exceed \$150,000 3 year contract term, therefore it is deemed necessary to enter into a contract.

Council Policy FIN4 has been complied with.

Council Delegation 1.24 – Limits on Delegations to CEO requires all tenders exceeding \$200,000 to be by Council determination. The value of the total contract over three years with further extension options is expected to exceed \$200,000 over this period, therefore it is required that this item be brought before Council for determination.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Compliance No contract in place and expenditure exceeds \$150,000 over a term	Major	Likely	High	Tender for contract as per Council Policy FIN4

Service Interruption Lag times or times of inconvenience getting contractor on site for works affecting use of facilities.	Moderate	Possible	Moderate	Engage a general maintenance contractor that complies with service level response times. Monitor response rate and report to Manager Technical Services by exception.
Reputational Facilities not maintained well	Moderate	Possible	Moderate	Engage a general maintenance contractor to carry out necessary preventative maintenance activities and act on reactive maintenance within specified response times. Undertake performance reviews on a regular basis. Exception reports related to contractor's performance to be provided to Manager Technical Services.

According to the AS/NZS ISO 31000:2009, Risk is defined as the 'effect of uncertainty on objectives'.

Risk management covers all the processes involved in identifying, assessing and judging risks, assigning ownership, taking actions to mitigate or anticipate them, and monitoring and reviewing progress. Risk is now a major factor to be considered when preparing a report for Council's consideration.

Strategic Plan Implications:

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

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

Financial Implications:

Internal Budget:

The 2018/2019 operating budget has an expense allocation for each building for reactive and preventative maintenance of the Town's Council facilities. General building maintenance work and repairs make up a portion of these expenses.

An estimated expenditure based on previous years' totals is approximately \$190,000.

Total Asset Management:

Scheduled maintenance and inspection schedules for Town assets including general maintenance and roofing repairs ensures buildings are regularly maintained/serviced, reducing the likelihood of reactive works. Preventative maintenance activities reduces potential risks as well as extending the life of an asset, therefore reducing unnecessary early replacement of asset and ensures best efficiency over its useful life.

Sustainability Assessment:External Economic Implications:

Nil.

Social Issues:

The Town provides well maintained, safe and clean facilities to enable a range of services to be offered to the Community.

Cultural Issues:

Nil.

Environmental Issues:

Nil.

COMMENT:

Following the Tender evaluation meeting regarding TVP/18/12 General Building Maintenance and Roofing Repairs for Council owned buildings, the submission made by AWB Building Co. as assessed against the qualitative criteria and pricing information submitted by other tenderers, was deemed the best value for money and most advantageous tender for the Town.

CONCLUSION:

It is recommended that the submission from AWB Building Co be accepted as the most advantageous to the Town.

RECOMMENDATION/S:**That Council:**

1. **Accepts the tender submitted by AWB Building Co (ABN: 70 167 698 964) TVP/18/12 General Building Maintenance and Roofing Repairs for Council Owned Buildings, as the most advantageous tender.**
2. **Authorises the Chief Executive Officer to execute a contract with AWB Building Co (ABN: 70 167 698 964), for General Building Maintenance and Roofing repairs for Council Owned Buildings, under the following contractual arrangements:**
 - 2.1 **Pricing as contained within the TVP/18/12 tender submitted; and**
 - 2.2 **Contract Term of three (3) years with two options for a further term of one (1) year period each, at the absolute discretion of the Principal.**

12.7 Execution of the Public Transport Authority's Licence to Occupy for the Rutland Avenue Shared Path Project

File Reference:	TAT/4/25
Appendices:	Licence to Occupy – L 7500 Oats St Carlisle
Attachments:	No

Date:	17 January 2019
Reporting Officer:	P. Bingham
Responsible Officer:	J. Wong
Voting Requirement:	Simple Majority

Executive Summary:

That Council authorises the Chief Executive Officer and Mayor to execute a 'licence to occupy' agreement with the Public Transport Authority for the Rutland Avenue Shared Path project.

- A small portion of the Town's proposed shared path on Rutland Avenue is located within the rail reservation at Oats Street, Carlisle.
- The Public Transport Authority have prepared a Licence to Occupy Agreement ('the Agreement') which needs to be executed to allow the Town to construct a path within the rail reserve.
- The Agreement is to be executed by the Town before imminent construction works can commence.

TABLED ITEMS:

Nil

BACKGROUND:

The Town of Victoria Park and the Department of Transport have partnered to deliver improved walking and cycling facilities along Rutland Avenue. The aim of this project is to provide a safe and convenient connection for pedestrians and bike riders between the existing Principal Shared Paths along the Graham Farmer Freeway and Welshpool Road.

This Rutland Avenue Shared Path project has been split into four sections due to budget constraints, with the section from Welshpool Road to Oats Street being the subject of this report.

The northern end of the project includes an upgraded crossing point of Oats Street at the railway crossing intersection. Due to site constraints and the need to maintain adequate traffic lane widths, a portion of the proposed shared path has to encroach into the rail reserve which is managed by the Public Transport Authority (PTA).

DETAILS:

Negotiations with PTA have been ongoing since April 2017 regarding the land access. An agreement has finally been reached where the PTA will now allow the Town to construct a portion of the shared path within the rail reserve subject to the execution of the Agreement.

A Licence to Occupy (reference L 7500) has subsequently been prepared by PTA's Property Management department. The Agreement must be executed before construction works can commence. The extent of the subject land is approximately 69m² and is shown on a drawing appended to the licence.

The term of licence is ten (10) years commencing on 1st November 2018 and ending on 31st October 2028. The licence fee payable by the Town is \$1.00 each year payable, if and when demanded. Six months before the licence expiry, the Town will be approached by PTA's appointed agent to determine whether licence renewal is required. The negotiations then commence for the Town to enter into a new licence if required.

At the October 2018 Ordinary Council Meeting under Item 12.4, Council resolved to authorise the Chief Executive Officer to execute a contract with Dowsing Group, for the construction of the Rutland Avenue Shared Path from Welshpool Road to Oats Street.

Legal Compliance:

Local Government Act 1995 Section 5.42.

Register of Delegation of Authority –Delegation 30.2 'Sign Formal Contract Documents and Affix Common Seal' grants delegation to the CEO on condition that the contract has received prior Council approval.

Policy Implications:

Nil.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Compliance Execution of licence without appropriate delegation	Moderate	Unlikely	Moderate	Do not proceed to execute licence without Council resolution

Strategic Plan Implications:

The Town's Integrated Movement Network Strategy (IMNS) and Bike Plan promote improved cycling infrastructure in order to encourage greater uptake of cycling to complement Community Wellbeing, improved transport network and safe, attractive streetscapes. The Town is committed to delivering the project which is listed as an action project in the Towns Integrated Movement Network Strategy developed in June 2013. Strategy element, CW4 states the following: "supports the general increase of off-road shared paths throughout the Town and supports the extension of the Principal Shared Path network along the urban rail corridor".

This initiative also aligns with the following outcomes of the Town of Victoria Park Strategic Community Plan 2017-2032:

- Environment EN2 – A safe, interconnected and well maintained transport network that makes it easy for everyone to get around;
- Environment EN3 – A place with sustainable and convenient transport options for everyone;
- Environment EN5 - Appropriate and sustainable facilities for everyone that are well-built, well maintained and well managed ;
- Economic EC2 – A clean, safe, and accessible place to visit; and
- Civic Leadership CL3 – Well thought out and managed projects that are delivered successfully.

The Joint Bike Plan between the City of South Perth and Town of Victoria Park also identifies Rutland Avenue from Welshpool Road to Riversdale Road as a long term strategic route.

Financial Implications:

Internal Budget:

In the event that PTA demand the licence fee of \$1, it can be funded from the Street Operations operating budget.

Total Asset Management:

The construction of the shared path will be supervised and monitored to ensure that it is built to the designed specifications. When construction is completed, the shared path will be added to the Town's asset management plans and maintained and managed accordingly.

Sustainability Assessment:

External Economic Implications:

Improved cycling infrastructure is likely to yield results in terms of positive outcomes for cyclists and a corresponding increased use of bicycles for transport. It is anticipated that this will have a positive effect on the businesses and services within the Town due to its commitment to infrastructure that support alternative modes of transport.

Social Issues:

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

Cultural Issues:

Nil.

Environmental Issues:

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

COMMENT:

Preparations for the construction works are currently on hold until the licence is executed. As the construction works are in the vicinity of the railway, PTA require other approvals in relation to construction processes but will not consider the Town's Contractor's submissions until the licence is in place. It is highly likely that the timeframe for DoT and PTA approvals will lead to carry forwards for this project (or similar...)

CONCLUSION:

It is recommended that the Town executes the Carlisle L7500 Licence to Occupy to allow preparations for the construction works to proceed.

RECOMMENDATION/S:

That Council authorises the Chief Executive Officer and Mayor to execute the Public Transport Authority's Licence to Occupy Agreement for the Rutland Avenue Shared Path project, as included in Appendix 1.

13 CHIEF FINANCIAL OFFICER REPORTS

13.1 Trial of Altered User Pays Parking Arrangements

File Reference:	TAT/15/8
Appendices:	<ol style="list-style-type: none"> 1. Strategic Context of the Parking Management Plan 2. Total Estimated Cost of Trial 3. Average Occupancy Hotspots
Attachments:	No

Date:	24 January 2019
Reporting Officer:	A. Rainbow
Responsible Officer:	L. Ellis
Voting Requirement:	Absolute Majority
<p>Executive Summary: Recommendation - That Council:</p> <ol style="list-style-type: none"> 1. Approves minor amendments to the 2018-2019 Schedule of Fees and Charges and the advertising of the proposed minor amendments be given in accordance with Section 6.19 of the <i>Local Government Act 1995</i>, by Absolute Majority 2. Approves the implementation of the proposed Phase 2 component of the Parking Trial, including installation of signage, sensors and reprogramming of ticket machines <ul style="list-style-type: none"> • At the Special Council Meeting held on 18 December 2018, Council resolved to implement free Sunday parking on Albany Highway, for January 2019 (Phase A) and report to the Ordinary Council Meeting in February 2019 outlining the details of a parking trial (Phase B). • A six (6) month parking trial has be developed, with the intent of recording utilisation and stay data (occupancy) so that, following an assesment of the data, a further report recommending further options to effectively manage parking within the Town can be produced. 	

TABLED ITEMS:

Nil.

BACKGROUND:

At the Special Council Meeting held 18 December 2018, Council resolved the following.

1. *Implement free parking for the four Sundays in January 2019 (6th, 13th, 20th and 27th) in the Albany Highway paid parking zones (Hotspots two and three in the Parking management Plan) (Phase A);*
2. *Develop, utilising Council's Parking Review and Resolution Framework, a trial to test the effectiveness of paid parking, occupancy and the relationship to price and free time periods in the Albany Highway paid parking zones (Hotspots two and three) (Parking Trial), with the goal to commence the trial by 28 February 2019 and run for a period of six months from commencement (Phase B); and*

3. *Provide a report to the Ordinary Council Meeting in February 2019 outlining the details of the Parking Trial, the costs of conducting the Parking Trial and how those costs have been calculated, with a recommendation for adoption by Council.*

At its Ordinary Council Meeting held 13 November 2012, Council resolved to adopt a [Parking Management Plan](#) ('PMP'). As shown in Appendix 1, the Strategic Context of the PMP is that it delivers outcomes shown in the Town's [Integrated Movement Network Strategy](#) ('IMNS'). The IMNS itself is informed by the Activity Centres Strategy ('ACS'), and the draft Local Planning Strategy. At the management practice level, Place Designations and the PMP inform the Town's Parking Provision.

The PMP implementation is via four levels of parking management supported by ongoing data collection;

1. The first level is unmanaged parking, this requires officers to respond to public complaints of illegal or unsafe parking. This level of management costs the Town to provide enforcement, but equitable access to the Town's limited parking spaces is not managed.
2. If parking data such as customer, safety and traffic flow concerns demonstrate that intervention is required, the second level of formalised parking is implemented. This consists of minimal management such as marked bays and identified no stopping/parking areas (signs and lines). Minimal enforcement is required with drive-by inspections by Officers. This approach can be seen in Berwick Street.
3. If parking data such as customer, safety, traffic flow and length of stay concerns demonstrate that further intervention is required, the third level of parking management, restricted parking, is implemented. An example of this is Victoria Park Station (including Lathlain Place). These restrictions consist of time restricted and/or permit bays which require regular timed inspection and technology such as the Town's Licence Plate Recognition (LPR) vehicle.
4. If parking data such as parking review counts demonstrate that further intervention is required, the final level of user pays parking is implemented, subject to Council endorsement and investment is made into user pays parking infrastructure. The intent, as outlined with the PMP is to achieve 90% occupancy.

Implementation of Phase A

Phase A of the Council resolution, free Sunday parking along Albany Highway (Hotspots two and three in the Parking Management Plan), was implemented on the 6, 13, 20 and 27 January 2019, with the intent to acknowledge local businesses for patience during the recent disruptions owing to roadworks.

DETAILS:

In accordance with Council's endorsed approach to a Temporary Trial of Altered Paid Parking (Phase B) Officers have developed a trial, intended to record utilisation and stay data (occupancy) that, following assessment will enable a further report recommending options to effectively manage parking within the Town.

The recommended trial utilises two methods, price variation and free time variation in the identified testing zones. The recommended approach is to trial two pricing and free period structures concurrently against a control (no change to pricing or free periods) to ensure that behaviour change can be isolated from unrelated factors such as weather or holiday periods.

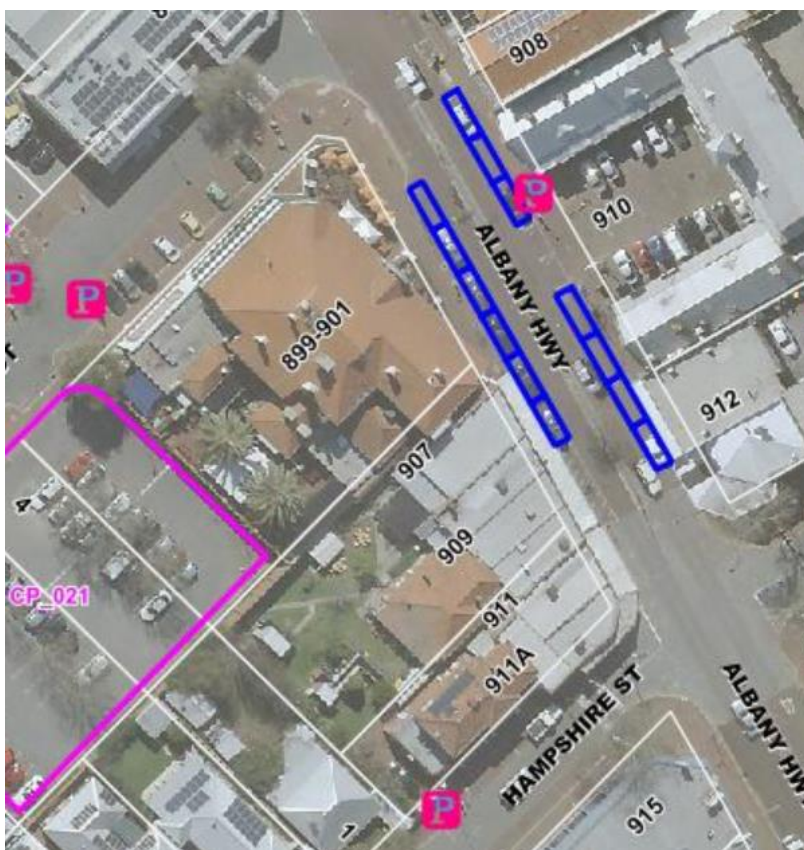
Table 1 shows the control (no change from endorsed practises) and the two recommended trials split into periods throughout the day and the associated historical occupancy informing the price or time variation.

Table 1 – Recommended Trial Particulars

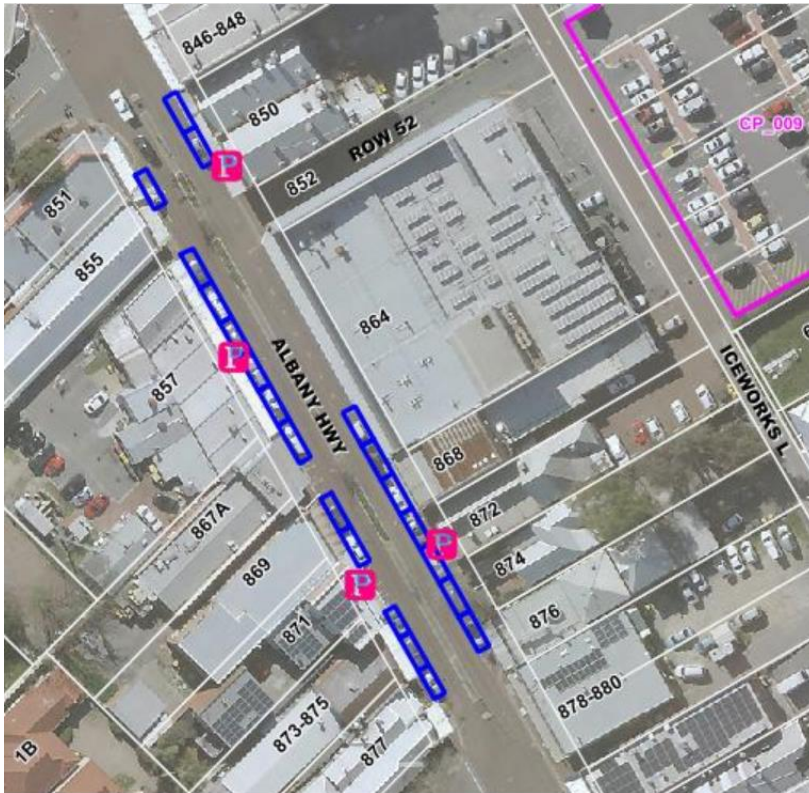
		Control (current)		Trial 1		Trial 2	
		Zone 1 – Albany Highway from Westminster Street to Hampshire Street		Zone 2 – Albany Highway from Basinghall Street to Canterbury Terrace;		Zone 3 – Albany Highway from Canterbury Terrace to Westminster Street; and	
Time period	Occupancy	Pricing	Free Period	Pricing	Free Period	Pricing	Free Period
8am-11am	10%-50%	2.20	30min	2.20	60min	1.10	30min
11am-2pm	50%-80%	2.20	30min	2.20	15min	3.30	30min
2pm-5pm	40%-50%	2.20	30min	2.20	60min	1.10	30min
5pm-8pm	50%-70%	2.20	30min	2.20	15min	3.30	30min

The following three (3) zones were identified for the trial:

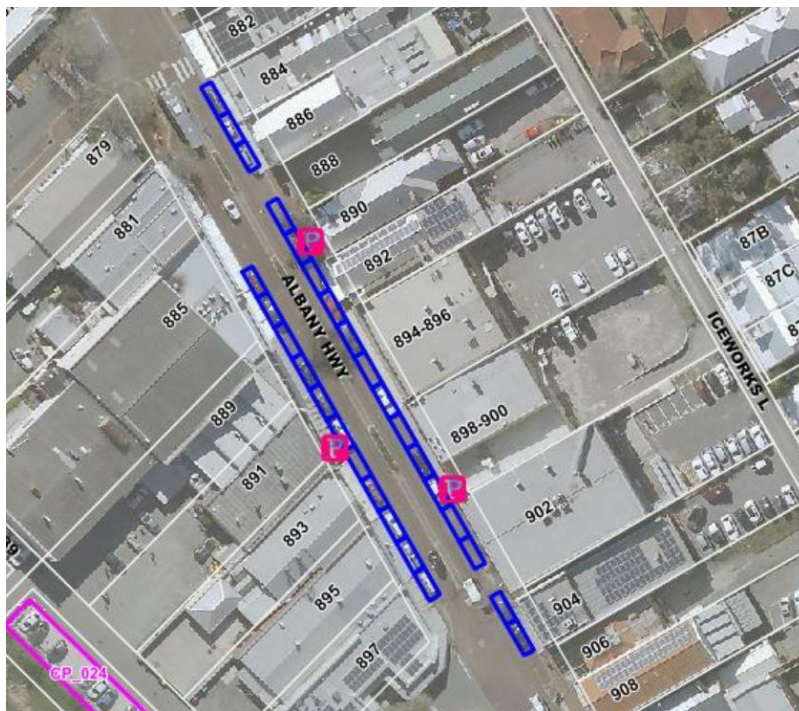
Zone 1 Albany Highway from Westminster Street to Hampshire Street consists of 13 parking bays with one ticket machine.



Zone 2 – Albany Highway from Basinghall Street to Canterbury Terrace consists of 21 parking bays with four ticket machines.



Zone 3 – Albany Highway from Canterbury Terrace to Westminster Street
Consists of 28 parking bays with three ticket machines.



In order to undertake the recommended trial a number of operational tasks are required:

Reprogramming of Ticket Machines

The Town's ticket machine supplier has tested and confirmed that the Town's ticket machines can be reprogrammed to support both Trial 1 and Trial 2 pricing structures shown within Table 1.

Signage Amendments

Signage changes are required within the trial zones to communicate the free time periods, one at commencement and a second at the completion of the trial.

Installation of Parking Sensors

To gather robust data within the trial parking sensors are required, these sensors measure the real-time occupancy of each parking bay over the full 24 hour period, this can be used to generate specific per bay occupancy data and inform any recommended changes to the operating hours of parking restrictions.

Community Engagement and Feedback

Signage, visits to businesses in close proximity to the trial and electronic media such as Facebook and the Town's website will be utilised to communicate that a trial will be undertaken.

It needs to be clear to businesses owners and visitors using the identified parking areas that conditions have changed (i.e. a parking trial is in progress), the information should be general in nature to avoid inadvertently altering visitor behavior impacting the validity of the data collected.

Education and Enforcement

Vehicles will receive an initial warning for expired parking tickets for visitors that may be unaware of the trial. These warnings will inform users of the trial zones and refer to the new signage. The Town's standard approach will be taken for vehicles showing no ticket or for safety related parking offences.

Monitor

During the trial, data will be collected from the Town's foot traffic counter, surveys directed at patrons using the parking trial zones and parking effectiveness surveys with businesses and parking occupancy reports. Summaries of the trial will be presented on the Town's website on a monthly basis.

Review and report

At the conclusion of the trial, data analysis will be undertaken on the complete set of information gathered through the monitoring of the trial to produce a further report on options to improve the effectiveness of parking management.

Legal Compliance:

- Town of Victoria Park Parking and Parking Facilities Local Law 2008
- Town of Victoria Park Parking and Parking Facilities Amendment Local Law 2009
- Town of Victoria Park Parking and Parking Facilities Amendment (General) Local Law 2013
- Section 6.16 of the *Local Government Act 1995 (as amended)* (Imposition of Fees and Charges)
- Section 6.19 of the *Local Government Act 1995 (as amended)* (Local government to give notice of fees and charges).

Policy Implications:

Nil.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Reputational Misalignment of endorsed strategic position and Council directed operational practices	Minor	Likely	Moderate	Clear identification of trial parameters, the intent and the end date.
Reputational Lack of awareness of changes within the community, businesses and visitors to the Town.	Minor	Likely	Moderate	Engage the businesses directly affected by the trial Direct community and visitors to information provided on signage in trial zones
Financial Reduction in income generation	Insignificant	Likely	Low	The risk is acceptable and will be managed within the endorsed budget on a bottom line basis

Strategic Plan Implications:

- EC2 - A clean, safe and accessible place to visit.
- EN2 - A safe, interconnected and well-maintained transport network that makes it easy for everyone to get around.
- EN3 - A place with sustainable, safe and convenient transport options for everyone.
- CL6 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.
- CL8 - Visionary civic leadership with sound and accountable governance that reflects objective decision making.

Financial Implications:

Pursuant to Section 6.16 of the *Local Government Act 1995 (as amended)* (Imposition of Fees and Charges), Council endorsement of the proposed amendments and inclusions as outlined in Table 2 to the 2018-2019 Schedule of Fees and Charges is required.

Table 2 – Recommended Parking Trial Pricing

Particulars	Conditions	2019/20	GST Applicable	Proposed
Parking Trial Zone				
Per hour, or part thereof	Restrictions Apply	2.20	GST	1.10 - 3.30
First 15 - 60 minutes	Restrictions Apply	0.00	GST	0.00

Internal Budget:

The financial impact and the basis on which it was calculated is identified within Appendix 2 showing income and expenditure. These totals can be managed within the endorsed 2018/19 budget on a bottom line basis.

Total Asset Management:

Nil

Sustainability Assessment:

Given the six month period of the trial, and the short distance over which the trial is conducted, there is unlikely to be any significant adverse impacts on East Victoria Park.

External Economic Implications:

The changes to parking in the two trial zones could have both positive and negative implications to local businesses:

- Increased demand due to lower prices may result in fewer turnover in bays, extending the stay of those who are parked and reducing the frequency or volume of visitors to businesses
- An extended free parking period may result in unintentional shopping (i.e. people having more time to stroll along the strip and pop into shops because they feel they have additional time), which may have positive impacts on business patronage and profits.

Social Issues:

The Town's adopted [Parking Management Plan](#) is part of the Town's [Integrated Movement Network Strategy](#) with the aim of supporting equitable access to limited parking resources for the benefit of the community. Careful consideration should be given to any short-term changes to the management of parking within the Town to ensure that future access equity is maintained and parking is, as often as possible, available to residents, businesses and visitors.

Cultural Issues:

Nil

Environmental Issues:

The recommended changes in the trial zones may increase the turnover of parking bays at peak times. This can have the effect of reducing the likelihood of drivers looking for parking and looping through nearby parking areas, reducing traffic congestion additional distances travelled and reducing traffic congestion. This, in turn, is likely to reduce vehicle emissions, noise pollution and the perception of wasting driver time and resources (fuels).

COMMENT:

The objective of the endorsed PMP is to ensure that equitable access to limited parking resources is managed, that it's residents, customers and visitors to the Town can access convenient parking at all times.

Following the introduction of the PMP and implimentation of paid parking there has been little change to the levied prices and no further assesment of the impact of free time periods provided within the Town to meet the endorsed objective of 90% occupancy (1 bay in 10 available).

Current literature and contemporary parking management suggests that pricing can be the main leaver to achieve optimum movement through a traffic network and ensure ongoing equitable access to limited parking resources. This demand-based approach to pricing is seen in emerging business practices delivered by companies such as Uber with its demand-based pricing for ride sharing.

The trial is intended to gather sufficient data to allow an assessment of the impacts of price and free time changes suggested within the Town, its endorsed PMP and to enable a dynamic and responsive approach to parking management aimed at assisting local businesses and maintaining effective access to, and movement along the Towns traffic network.

The recommended trial aims to gather data while limiting any negative impacts through;

- Infringements will be limited to people without tickets or for safety issues, within the trial zones, visitors who overstay will be provided warnings with detailed information designed to educate
- The number of bays impacted by higher prices is limited to six (6) hours per days and totals 28 of the approx. Two hundred (200) paid parking bays within Hotspots 2 & 3 and more than four hundred (400) free parking bays nearby.
- While a small number of parking bays will be levied at higher rates at peak times, these same bays will be levied at lower rates in offpeak times.
- An ongoing monthly summary of results will be provided on the Town's website to provide transparency and education.
- To ensure a consistent customer experience visitors will be required to collect a ticket regardless of free time periods or prices. This approach aims to reduce any customer confusion throughout the trial.

The data gathered will inform a further report that would provide an Australian first and Town wide responsive on-street pricing and free time matrix (table 3) aimed at encouraging visitations to the Town and its businesses where there is measured low parking occupancy.

Table 3 - Indicative pricing matrix

Measured Occupancy	Fee	Free Time Period
Under 50%	Low (\$1.10)	Long (60min)
50%-80%	Medium (\$2.20)	Short (30min)
Over 80%	High (\$3.30)	Minimal (15min)

The recommended trial zones were selected due to the consistency and reliability of the visitor patterns (demonstrated in Appendix 3), the varied mix of businesses and the high level of free parking available within the area. The scope and scale of the trail has been

selected to ensure it can be delivered within the timeframes and in a cost-effective manner. While the operational paid parking periods have not been amended the recommended installation of parking sensors will enable assessment of occupancy beyond the current operating hours to ensure that the hours of operation are aligned to the objective of the PMP.

Please note that due to the use of external suppliers for the installation of parking sensors, new signage and reprogramming of ticket machines, a leadtime of 2 - 4 weeks is required to implement the recommended trial.

CONCLUSION:

The implementation of the recommended trial will enable robust, objective data collection to inform a more contemporary, agile and effective mechanism to meet the objectives of the endorsed PMP. More responsive management of parking within the Town will better assist local businesses while maintaining equitable access to, and movement along the Towns traffic network. Please note that the implementation of recommended trial requires a leadtime of two to four weeks.

RECOMMENDATION/S:**That Council**

- 1. Approves minor amendments to the 2018-2019 Schedule of Fees and Charges and the advertising of the proposed minor amendments be given in accordance with Section 6.19 of the *Local Government Act 1995*, by an Absolute Majority.**
- 2. Approves the implementation of the proposed Phase 2 component of the Parking Trial, including installation of signage, sensors and reprogramming of ticket machines.**

14 COMMITTEE REPORTS

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

File Reference:	FIN/11/0001~09
Appendices:	Payment summary listing – November 2018
Attachments:	No

Date:	4 December 2018
Reporting Officer:	A. Thampoe
Responsible Officer:	G. Patrick
Voting Requirement:	Simple Majority
Executive Summary:	
Recommendation – That Council acknowledges the Schedule of Accounts paid for the month ended 30 November 2018.	
<ul style="list-style-type: none"> • The accounts paid for 30 November 2018 are included in the appendices. • Direct lodgement of payroll payments to the personal bank accounts of employees are also included. 	

TABLED ITEMS:

Nil.

BACKGROUND:

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

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

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

The list will then be presented at the next Ordinary Meeting of the Council following its preparation, 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 follows -

Fund	Reference	Amounts
Municipal Account		
Automatic Cheques Drawn	608469 – 408479	18,101
Creditors – EFT Payments		4,883,796
Payroll		1,035,939
Bank Fees		1,041
Corporate MasterCard		4,970
		5,943,847
Trust Account		
Automatic Cheques Drawn	3616 – 3625	15,048
		15,048

Legal Compliance:

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

6.10. Financial management regulations

Regulations may provide for —

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

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

13. Lists of Accounts

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

Policy Implications:

Nil

Risk Management Considerations:

Three risks have been identified as outlined.

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

Strategic Plan Implications:

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

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

Financial Implications:

Internal Budget:

Nil

Total Asset Management:

Nil

Sustainability Assessment:

External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

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

In anticipation of committee members raising questions about the schedule of accounts, please note that 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 November 2018. The following list represents the questions and answers associated with the request for further information.

- Fines Enforcement Registry – Financial services - \$61,849.00

This is the payment for lodgement fees for outstanding infringements for collection by the Fines Enforcement Registry. Total outstanding infringements lodged were 974.

- Nites Electrical – Electrical services and maintenance - \$44,618.39

As per the approved capital works program, this is for payment of works in relation to the Leisurelife carpark lighting upgrade.

RECOMMENDATION 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 30 November 2018 as included in the [appendices](#); and
2. Direct lodgement of payroll payments to the personal bank accounts of employees.

14.2 Recommendation from the Finance and Audit Committee - Financial statements for the month ending 30 November 2018

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

Date:	12 December 2018
Reporting Officer:	A. Thampoe
Responsible Officer:	G. Pattrick
Voting Requirement:	Simple majority

Executive Summary:

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

- The Financial Activity Statement Report is presented for the month ending 30 November 2018. The report complies with the requirements of Regulation 34 (Financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*.

TABLED ITEMS:

Nil

BACKGROUND:

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

DETAILS:

Presented is the Financial Activity Statement Report – 30 November 2018.

Revenue

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

Expense

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

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

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

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

Legal Compliance:

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

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

Policy Implications:

Nil

Risk Management Considerations:

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

Strategic Plan Implications:

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

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

Financial Implications:Internal Budget:

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

Total Asset Management:

Nil.

Sustainability Assessment:External Economic Implications:

Nil.

Social Issues:

Nil.

Cultural Issues:

Nil.

Environmental Issues:

Nil.

COMMENT:

It is recommended that the Financial Activity Statement Report – 30 November 2018 be accepted.

CONCLUSION:

The Financial Activity Statement Report – 30 November, complies with the requirements of Regulation 34 (Financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*. It is therefore recommended that the Financial Activity Statement Report – 30 November be accepted.

FURTHER COMMENT:

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

- What does the word 'total' at the bottom of page 37 of the financial statements mean in regards to the graphs?

Total refers to the cumulative total of revenue, operating expenditure, capital expenditure, non-operating expenditure and non-operating revenue.

- What is the breakdown for the year to date of how much parking revenue is for tickets bought and how much is for infringements paid?

The year to date revenue from user pays parking is \$492,945. The year-to-date revenue from parking infringements issued is \$694,492.

RECOMMENDATION/S FROM THE FINANCE AND AUDIT COMMITTEE:

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



Financial Activity Statement Report

For the month ended 30 November 2018



Contents

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Statement of Financial Activity Variances

Material Variances Defined

For the purposes of reporting the material variances in the Statement of Financial Activity (by Service Unit) (as contained in this document), the following indicators, as resolved, have been applied –

Revenues (Operating and Non-Operating)

Service Unit material variances will be identified where, for the period being reviewed, the actual varies to budget by an amount of (+) or (-) \$25,000 and, in these instances, an explanatory comment will be provided.

Expenses (Operating, Capital and Non-Operating)

Service Unit material variances will be identified where, for the period being reviewed, the actual varies to budget by an amount of (+) or (-) \$25,000 and, in these instances, an explanatory comment will be provided.

Before commenting on each of the specific material variances identified it is important to note that, whilst many accounts will influence the overall variance, only those accounts within the affected Service Unit that significantly contribute to the variance will be highlighted.

For the purposes of explaining each variance, a multi-part approach has been taken. The parts are –

1. Period Variation – Relates specifically to the value of the variance between the Budget and Actual figures for the period being reviewed.
2. Primary Reason – Explains the primary reasons for the period variance. As the review is aimed at a higher level analysis, only major contributing factors are reported.
3. Budget Impact – Forecasts the likely \$ impact on the year end surplus or deficit position. It is important to note that values in this part are indicative only at the time of reporting, for circumstances may subsequently change.

Material Variances Explained

The Financial statements are presented based on the new organisational structure

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

Revenue

Chief Executive Officer

No material variance to report

Community Planning

No material variance to report

Finance

- **Aqualife**

- The period variation is favourable to period budget by \$40,073.
- The variation predominantly relates to higher than anticipated revenue received from learn to swim and health and fitness programs. Attendance in the Aquatic area has also exceeded target generating additional income.
- The estimated impact on the year end position is an increase in revenue of \$30,000.

- **Parking**

- The period variation is favourable to period budget by \$120,363.
- The variation predominantly relates to higher than anticipated paid parking and infringement income. Late payment of parking infringements have also generated revenue related to additional court imposed charges.
- The estimated impact on the year end position is an increase in revenue of \$90,000.

Operations

No material variance to report

Operating ExpenseChief Executive Office

- **Customer Relations**

- The period variation is favourable to period budget by \$27,998.
- The variation predominantly relates to a vacancy within the area.
The estimated impact on the year end position is a reduction in expenditure of \$20,000.

Community Planning

- **Environmental Health**

- The period variation is unfavourable to period budget by \$33,537.
- The variation predominantly relates to an upsurge of cases that resulted in prosecutions which has led to an increase in use of legal services.
The estimated impact on the year end position is an increase in expenditure of \$20,000.

- **Library Services**

- The period variation is unfavourable to period budget by \$39,923.
- 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 estimated impact on the year end position is an increase in expenditure of \$30,000.

Finance

- **Aqualife**

- The period variation is unfavourable to period budget by \$32,672.
- The variation predominantly relates to staff rosters exceeding budgeted hours across multiple departments (Gym, Recreational Swimming and Learn to swim). Variance is expected to reduce through roster amendments by June 2019.
- The estimated impact on the year end position is an increase in expenditure of \$25,000.
- **Information Systems**
 - The period variation is unfavourable to period budget by \$55,621
 - The variation predominantly relates to a number of new unplanned initiatives occurring this financial year.
 - The estimated impact on the year end position is an increase in expenditure of \$50,000.
- **Leisurelife**
 - The period variation is favourable to period budget by \$93,031.
 - The variation predominantly relates to efficiencies in rostering across customer service, crèche and health and fitness areas.
 - The estimated impact on the year end position is a reduction in expenditure of \$60,000.
- **Parking**
 - The period variation is favourable to period budget by \$99,817.
 - The variation predominantly relates to vacancies within the area. These vacancies have also led to less parking projects and associated lower project expenditure.
 - The estimated impact on the year end position is a reduction in expenditure of \$70,000.

Operations

- **Parks and Reserves**

- The period variation is favourable to period budget by \$143,568.
- The variation predominantly relates to delays in works such as road reserve maintenance and programmed kerb and footpath spraying been delayed due to weather.
- The estimated impact on the year end position is nil as this is a timing variance.

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 \$249,474.
- The variation predominantly relates to minor delays in few capital projects (Leisurelife changeroom, Leisurelife gym equipment). These projects are currently underway.
- The estimated impact on the year end position is nil as this is a timing variance.

Non-Operating Revenue

Finance

No material variance to report.

Operations

No material variance to report.

Non-Operating Expenses

Finance

No material variance to report.

Proposed Budget Amendments

No proposed budget amendments.

Accounting Notes

Significant Accounting Policies

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

(a) Basis of Preparation

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

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

(b) The Local Government Reporting Entity

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

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

(c) 2018 - 2019 Actual Balances

Balances shown in this document as 2018 - 2019 Actual are subject to final adjustments.

(d) Rounding Off Figures

All figures shown in this document, other than a rate in the dollar, are rounded to the nearest dollar.

(e) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(f) Superannuation

The Council contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

(g) Goods and Services Tax

Revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the statement of financial position are stated inclusive of applicable GST. The net amount of GST recoverable from, or payable to, the ATO is included with receivables on payables in the statement of financial position. Cash flows are presented on a Gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(h) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and that are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown as short term borrowings in current liabilities.

(i) Trade and Other Receivables

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(j) InventoriesGeneral

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Revenue arising from the sale of property is recognised as at the time of signing an unconditional contract of sale. Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(k) Fixed Assets

Each class of fixed asset is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost, or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in the period in which they are incurred.

Revaluation

Certain asset classes may be re-valued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes, where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity; all other decreases are recognised in profit or loss. Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the re-valued amount of the asset.

Those assets carried at a re-valued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be re-valued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

Land Under Roads

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government. Council has elected not to recognise any value for land under roads acquired on or before 30 November 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16 (a) (i) prohibits local governments from recognising such land as an asset. In respect of land under roads acquired on or after 1 August 2008, as detailed above, Local Government (Financial Management) Regulation 16 (a) (i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4 (2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail. Consequently, any land under roads acquired on or after 1 September 2008 is not included as an asset of the Council.

Depreciation of Non-Current Assets

All non-current assets having a limited useful life (excluding freehold land) are systematically depreciated over their useful lives in a manner that reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use. Depreciation is recognised on a straight-line basis, using rates that are reviewed each reporting period. Major depreciation periods are:

Buildings	40 years
Furniture and Equipment	5 – 10 years
Plant and Machinery	2 – 10 years
Sealed Roads	- Clearing and Earthworks - Construction and Road Base - Original Surface / Major Resurface
	Not depreciated 5 – 80 years 5 – 80 years
Drainage	5 – 80 years
Pathways	5 – 80 years
Parks and Reserves	5 – 80 years

Asset residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount. Gains and losses on disposals are determined by comparing proceeds with the carrying amount. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

Capitalisation Threshold

Expenditure on capital items under \$2,000 is not individually capitalised. Rather, it is recorded on an Asset Low Value Pool listing.

(I) Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted). Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method or cost. Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

- a. the amount in which the financial asset or financial liability is measured at initial recognition;
- b. less principal repayments;
- c. plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method; and
- d. less any reduction for impairment.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

Financial assets at fair value through profit and loss

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current. They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain, or loss, pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other financial assets are classified as non-current.

Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in profit or loss. Any cumulative decline in fair value is reclassified to profit or loss at this point.

Derecognition

Financial assets are derecognised where the contractual rights for receipt of cash flows expire or the asset is transferred to another party, whereby the Council no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(m) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired. Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116). For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset. At the time of adopting the Annual Budget, it was not possible to estimate the amount of impairment losses (if any) as at 30 November 2018. In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Annual Budget.

(n) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(o) Employee Benefits

Provision is made for the Council's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may not satisfy vesting requirements. Those cash flows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows.

(p) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(q) Provisions

Provisions are recognised when:

- a. The Council has a present legal or constructive obligation as a result of past events;
- b. for which it is probable that an outflow of economic benefits will result; and
- c. that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(r) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on the Council's intentions to release for sale.

(s) Comparative Figures

Where required, comparative figures have been adjusted to conform to changes in presentation for the current reporting period.

(t) Budget Comparative Figures

Unless otherwise stated, the Budget comparative figures shown in this Budget document relate to the original Budget estimate for the relevant item of disclosure.

Service Unit Definitions

The Town operations, as disclosed in this report, encompass the following service-oriented Service Units –

Chief Executive Office

Chief Executive Office

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

Communications and Engagement

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

Customer Relations

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

Leadership and Governance

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

Human Resources

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

Community Planning

Building Services

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

Community Development

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

Community Planning Office

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

Digital Hub

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

Economic Development

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

Environmental Health

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

General Compliance

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

Healthy Community

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

Library Services

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

Place Management

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

Strategic Town Planning

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

Urban Planning

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

Finance

Aqualife

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

Budgeting

The Budgeting Area includes the administration of non-cash expenditure and revenue associated with local government accounting requirements, including profit and loss and depreciation.

Corporate Funds

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

Finance Office

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

Financial Services

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

Information Systems

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

Leisurelife

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

Parking

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

Rangers

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

Operations

Asset Planning

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

Environment

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

Fleet Services

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

Operations Office

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

Parks and Reserves

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

Project Management

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

Street Improvement

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

Street Operations

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

Waste

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



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

Particulars	Material Variance		Revised Budget	30 November 2018	
	\$	%		Year-to-Date Budget	Year-to-Date Actual
	\$	%	\$	\$	\$
Revenue					
Chief Executive Office			55,000	4,570	2,727
Chief Executive Office			50,500	4,370	1,662
Communications and Engag			1,000	0	647
Customer Relations			0	0	0
Human Resources			3,000	0	323
Leadership and Governance			500	200	94
Community Planning			1,353,000	684,975	759,395
Building Services			370,500	168,400	188,187
Community Development			268,500	100,010	106,829
Community Planning Office			1,000	0	358
Digital Hub			1,500	0	3,529
Economic Development			0	0	0
Environmental Health			282,000	241,650	260,193
General Compliance			10,000	4,150	5,655
Healthy Community			27,500	11,450	13,789
Library Services			31,500	9,525	15,076
Place Management			0	0	0
Strategic Town Planning			1,000	0	0
Urban Planning			359,500	149,790	165,780
Finance			57,733,500	50,157,398	50,302,532
Aqualife	40,073	▲	2,182,500	821,852	861,925
Budgeting			1,622,500	0	0
Corporate Funds			48,124,500	46,344,950	46,345,713
Finance Office			1,000	0	358
Financial Services			747,500	681,750	689,250
Information Systems			2,000	800	803
Leisurelife			2,205,500	926,877	903,191
Parking	120,363	▲	2,734,000	1,319,169	1,439,532
Ranger services			114,000	62,000	61,760
Operations			9,626,000	1,971,413	2,019,926
Asset Planning			1,019,500	133,610	120,490
Environment			0	0	0
Fleet Services			10,500	0	10,815
Operations Office			2,002,500	1,040	358
Parks and Reserves			3,151,000	317,975	308,623
Project Management			0	0	461
Street Improvement			10,500	4,380	20,358
Street Operations			2,640,500	779,408	799,084
Waste Services			791,500	735,000	759,736
Total Revenue			68,767,500	52,818,356	53,084,580



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

Particulars	Material Variance		30 November 2018		
	\$	%	Revised Budget \$	Year-to-Date Budget \$	Year-to-Date Actual \$
Operating Expense					
Chief Executive Office			(4,403,000)	(1,909,595)	(1,856,505)
Chief Executive Office			(1,123,500)	(416,700)	(426,470)
Communications and Engag			(841,500)	(295,660)	(278,510)
Customer Relations	27,998	▼	(878,500)	(376,635)	(348,637)
Human Resources			(844,000)	(372,450)	(349,176)
Leadership and Governance			(715,500)	(448,150)	(453,711)
Community Planning			(8,272,000)	(3,061,308)	(3,026,695)
Building Services			(496,500)	(219,990)	(195,210)
Community Development			(1,962,500)	(651,501)	(645,541)
Community Planning Office			(947,500)	(394,850)	(408,056)
Digital Hub			(153,000)	(59,092)	(73,150)
Economic Development			(194,500)	(71,090)	(51,765)
Environmental Health	33,537	▲	(652,000)	(273,530)	(307,067)
General Compliance			(249,500)	(103,900)	(93,935)
Healthy Community			(261,000)	(107,615)	(88,200)
Library Services	39,923	▲	(1,243,500)	(504,850)	(544,773)
Place Management			(302,500)	(59,760)	(47,866)
Strategic Town Planning			(726,000)	(173,680)	(153,940)
Urban Planning			(1,083,500)	(441,450)	(417,193)
Finance			(21,912,500)	(5,808,111)	(5,610,997)
Aqualife	32,672	▲	(2,537,000)	(1,011,948)	(1,044,620)
Budgeting			(7,756,000)	(11,500)	0
Corporate Funds			(558,000)	(140,250)	(118,649)
Finance Office			(773,500)	(320,500)	(299,378)
Financial Services			(1,298,500)	(524,250)	(502,056)
Information Systems	55,621	▲	(2,966,000)	(1,323,200)	(1,378,821)
Leisurelife	93,031	▼	(2,756,000)	(1,140,747)	(1,047,716)
Parking	99,817	▼	(2,442,500)	(1,017,716)	(917,899)
Ranger services			(825,000)	(318,000)	(301,857)
Operations			(31,223,000)	(7,299,840)	(7,056,039)
Asset Planning			(10,814,000)	(1,435,295)	(1,411,630)
Environment			(185,500)	(62,755)	(79,897)
Fleet Services			0	(150)	(2,941)
Operations Office			(2,820,000)	(323,345)	(298,540)
Parks and Reserves	143,568	▼	(4,981,500)	(1,703,685)	(1,560,117)
Project Management			(1,901,500)	(433,200)	(416,766)
Street Improvement			(1,165,000)	(397,902)	(380,681)
Street Operations			(2,854,500)	(1,005,800)	(986,374)
Waste Services			(6,501,000)	(1,937,708)	(1,919,093)
Total Operating Expense			(65,810,500)	(18,078,854)	(17,550,236)



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

Particulars	Material Variance		30 November 2018		
	\$	%	Revised Budget \$	Year-to-Date Budget \$	Year-to-Date Actual \$
Capital Expense					
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)	(80,000)	(55,951)
Aqualife			0	0	0
Budgeting			0	0	0
Corporate Funds			0	0	0
Finance Office			0	0	0
Financial Services			0	0	0
Information Systems			(976,500)	(80,000)	(55,951)
Leisurelife			0	0	0
Parking			(237,000)	0	0
Ranger services			0	0	0
Operations			(17,052,000)	(2,051,750)	(1,725,736)
Asset Planning	249,474	▼ 31%	(3,270,000)	(805,500)	(556,026)
Environment			0	0	0
Fleet Services			(934,500)	(226,500)	(207,540)
Operations Office			0	0	0
Parks and Reserves			(6,297,000)	(125,000)	(106,527)
Project Management			(71,000)	(18,750)	0
Street Improvement			0	0	0
Street Operations			(6,479,500)	(876,000)	(855,642)
Waste Services			0	0	0
Total Capital Expense			(18,403,500)	(2,131,750)	(1,781,686)



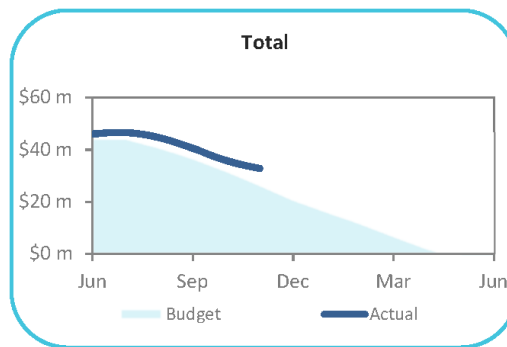
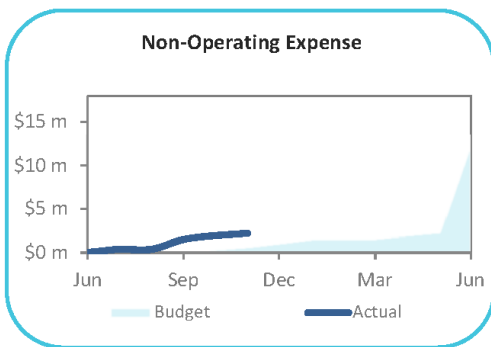
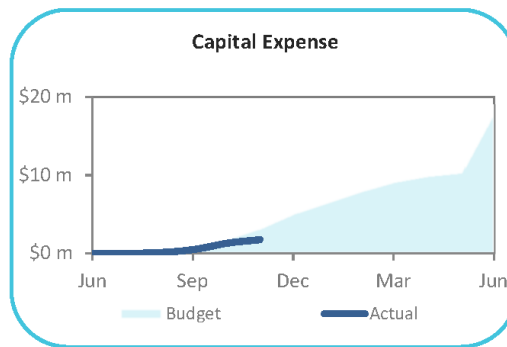
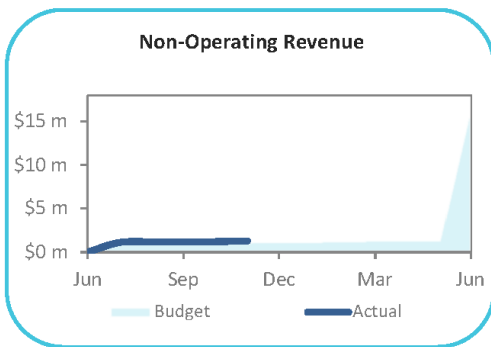
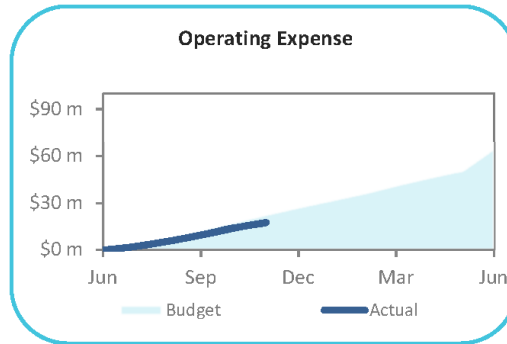
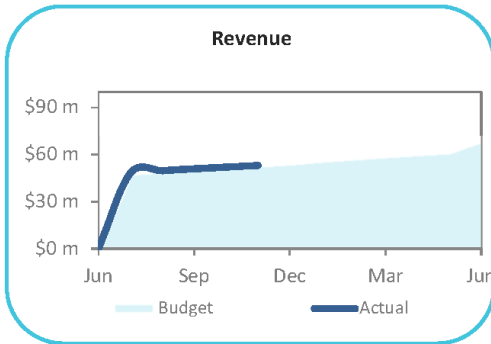
Statement of Financial Activity
For the period 1 July 2018 to 30 November 2018

Particulars	Material Variance	Revised Budget	30 November 2018	
			Year-to-Date Budget	Year-to-Date Actual
	\$	\$	\$	\$
Non-Operating Revenue				
Finance		17,027,000	1,081,000	1,081,282
Corporate Funds		17,027,000	1,081,000	1,081,282
Operations		383,000	180,000	192,239
Fleet Services		383,000	180,000	192,239
Total Non-Operating Revenue		17,410,000	1,261,000	1,273,521
Non-Operating Expense				
Finance		(12,932,500)	(2,200,750)	(2,224,189)
Corporate Funds		(12,932,500)	(2,200,750)	(2,224,189)
Total Non-Operating Expense		(12,932,500)	(2,200,750)	(2,224,189)
Non-Cash Items Adjustments				
Profit and Loss		(1,607,500)	(668,750)	0
Depreciation		8,037,500	3,226,250	0
Total Non-Cash Items Adjustments		6,430,000	2,557,500	0
Suspense Items Yet To Be Applied		0	0	154,631
Opening Surplus / (Deficit)		4,539,000	4,539,000	4,539,000
Closing Surplus / (Deficit)		0	38,764,502	37,495,621



*Statement of Financial Activity
For the period 1 July 2018 to 30 November 2018*

Graphical Representation





*Net Current Funding Position
For the period 1 July 2018 to 30 November 2018*

Particulars	Brought Forward 1 July \$	2018-2019 Revised Budget \$	Year To Date Actual \$
Current Assets			
Cash - Unrestricted	10,553,410	7,903,757	32,188,613
Cash - Reserves / Restricted	31,086,162	33,823,443	32,182,123
Receivables and Accruals	3,328,489	2,000,000	14,971,475
Inventories	9,470	1,500	9,470
	<u>44,977,531</u>	<u>43,728,700</u>	<u>79,351,681</u>
Less Current Liabilities			
Payables and Provisions	(9,352,369)	(9,905,257)	(9,673,938)
	<u>(9,352,369)</u>	<u>(9,905,257)</u>	<u>(9,673,938)</u>
Net Current Asset Position	<u>35,625,162</u>	<u>33,823,443</u>	<u>69,677,743</u>
Less			
Cash - Reserves / Restricted	(31,086,162)	(33,823,443)	(32,182,123)
Estimated Surplus / (Deficiency) Carried Forward	<u>4,539,000</u>	<u>-</u>	<u>37,495,620</u>



Cash and Cash Investments
For the month ended 30 November 2018

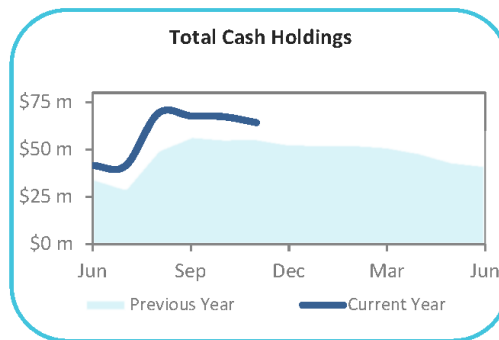
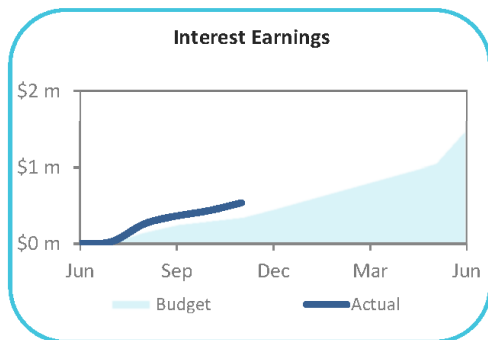
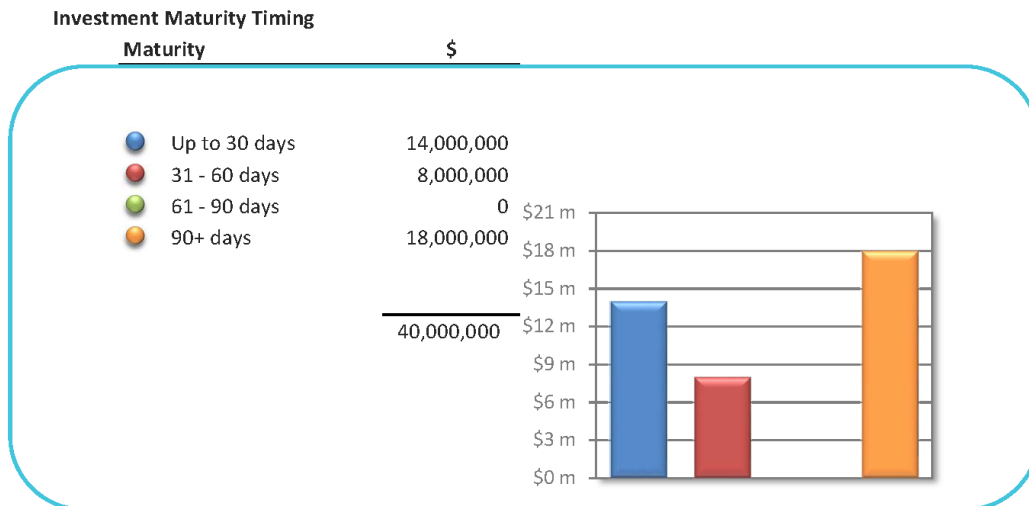
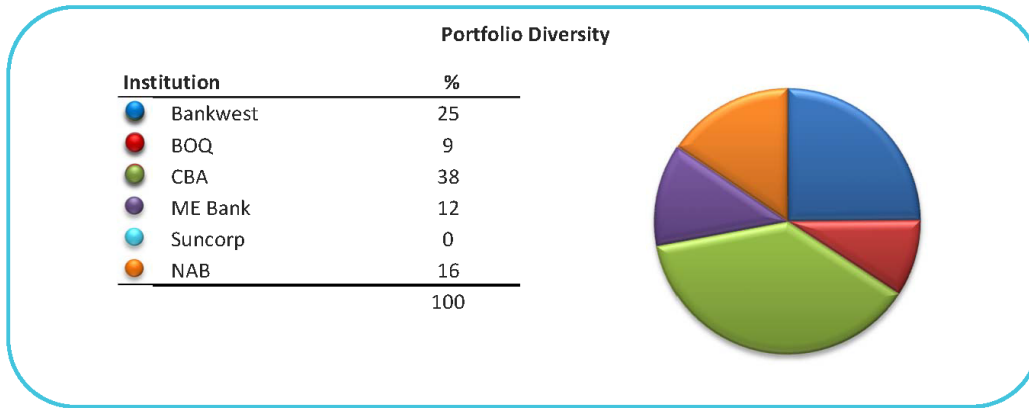
Cash and Investments Analysis

	Amount Invested \$	Interest Rate %	Term (Days)	Maturity Date	Projected Earnings \$	Percentage of Portfolio
Cash - Unrestricted						
Bankwest	2,000,000				41,425	3%
4748890	2,000,000	2.80	270	24-May-19	41,425	
BOQ	3,000,000				18,863	5%
34857	3,000,000	2.55	90	17-Dec-18	18,863	
CBA	18,188,613				16,062	28%
At Call	18,188,613	Variable	11am	Daily	16,062	
ME Bank	5,000,000				20,055	8%
35869	5,000,000	2.40	61	14-Jan-19	20,055	
NAB	4,000,000				61,890	6%
57-576-8731	2,000,000	2.70	330	25-Jun-19	48,822	
70-095-1739	2,000,000	2.65	90	18-Dec-18	13,068	
Total Cash - Unrestricted	32,188,613				158,295	50%
Cash - Restricted						
CBA	6,182,123				95	10%
At Call	6,182,123	Variable	11am	Daily	95	
Bankwest	14,000,000				288,132	22%
4739557	4,000,000	2.80	270	26-Apr-19	82,849	
4748889	5,000,000	2.80	270	24-May-19	103,562	
4756710	5,000,000	2.72	273	18-Jun-19	101,721	
NAB	6,000,000				110,712	9%
57-186-2122	4,000,000	2.70	330	25-Jun-18	97,644	
70-095-1739	2,000,000	2.65	90	17-Dec-18	13,068	
BOQ	3,000,000				18,863	5%
34858	3,000,000	2.55	90	17-Dec-18	18,863	
ME Bank	3,000,000				29,589	5%
034460	3,000,000	2.40	150	24-Jan-19	29,589	
Total Cash - Restricted	32,182,123				447,391	45%
Total Cash - Invested	64,370,736				605,686	98%
Cash on Hand	9,005					
Total Cash	64,379,741					



*Cash and Cash Investments
For the month ended 30 November 2018*

Cash and Investments Analysis

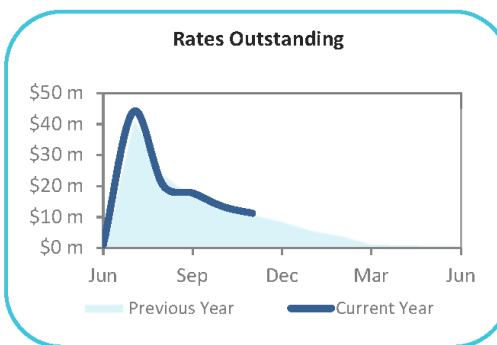




*Receivables (Rates and Sundry Debtors)
For the month ended 30 November 2018*

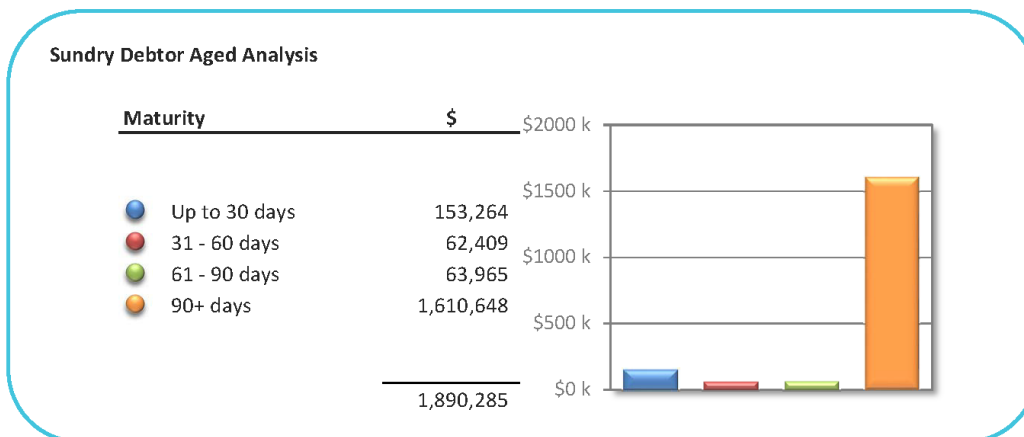
Rates Outstanding (Not Including Deferrals or Associated Fees and Charges)

	Total
Balance from Previous Year	1,092,378
Rates Levied - Initial	45,627,053
Rates Levied - Interims	227,674
Total Rates Collectable	46,947,104
Current Rates Collected To Date	35,703,901
Current Rates Outstanding	11,243,203
% Rates Outstanding	23.9%
% Rates Outstanding target less than	24.9%



Sundry Debtors

Type	Total	30 Days	60 Days	90 Days	90+ Days
Grants and Subsidies	-	-	-	-	-
Property Rent	3,307	1,700	-	-	1,607
Aqualife Fees	25,006	25,006	-	-	-
Leisurelife Fees	13,752	11,851	473	348	1,081
Community Life Fees	4,918	3,855	-	852	210
Health Fees	18,617	2,142	2,296	14,094	85
Other Fees and Charges	766	661	-	-	105
Building and Planning Application Fees	10,680	10,680	-	-	-
Infringements - Parking	1,692,390	94,920	59,640	48,671	1,489,159
Infringements - Animals	60,415	200	-	-	60,215
Infringements - General	36,904	-	-	-	36,904
Infringements - Bush Fire	19,226	1,250	-	-	17,976
Infringements - Health	4,306	1,000	-	-	3,306
Total Sundry Debtors	1,890,285	153,264	62,409	63,965	1,610,648





Grants and Contributions
For the month ended 30 November 2018

Grants and Contributions

Details	Original	Revised	Receipt Status	
	Budget	Budget	Invoiced	Remaining
	\$	\$		
Operating Funding				
<u>Community Development</u>				
Community Grants	25,000	25,000	-	25,000
Lotterywest Grants	10,000	10,000	-	10,000
Sponsorship	2,500	2,500	-	2,500
State Government Grants	3,500	3,500	-	3,500
<u>Corporate Funds</u>				-
Federal Assistance Grant	750,000	750,000	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
				-
Non-Operating Funding				-
<u>Asset Planning</u>				-
State Government Grant	751,000	751,000	-	751,000
<u>Parks and Reserves</u>				-
Recreation Capital Grants	304,000	304,000	304,000	-
State Government Grant	2,790,000	2,790,000	-	2,790,000
<u>Street Operations</u>				-
Federal Government Capital Grants	65,000	65,000	-	65,000
MRRG Road Rehabilitation Grants	374,500	374,500	175,412	199,088
MRWA Black Spot Grants	971,000	971,000	168,000	803,000
MRWA Other Grants	40,000	40,000	-	40,000
State Government Grant	303,000	303,000	-	303,000
Transport Grants	456,000	456,000	112,000	344,000
				-
Total Cash Deposits	9,517,500	9,517,500	1,326,884	8,224,909



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



*Reserve Funds
For the month ended 30 November 2018*

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
For the month ended 30 November 2018

Reserve Funds Transactions

	Annual Opening Balance \$	Transfer to Reserve \$	Transfer from Reserve \$	30 November 2018 Balance Actual \$	30 November 2018 Balance Budget \$	Annual Revised Budget \$
Building Renewal	487,366	245	-	487,611	487,366	525,366
Cash-in-Lieu	-	-	-	-	-	-
Community Art	689,443	347	-	689,790	689,443	690,043
Drainage Renewal	225,520	114	-	225,634	225,520	225,920
Edward Millen Site	1,882,335	734	-	1,883,069	1,882,335	1,458,678
Furniture and Equip Renewal	599,407	302	-	599,709	599,407	599,907
Future Fund	14,384,893	7,241	-	14,392,134	14,384,893	13,658,793
Future Projects	4,079,640	1,298	-	4,080,938	4,079,640	450,178
Harold Hawthorn - Carlisle	148,630	75	-	148,705	148,630	148,630
Information Technology Renewal	661,800	333	-	662,133	661,800	665,400
Insurance Risk Reserve	396,930	200	-	397,130	396,930	397,230
Land Asset Optimisation	801,300	1,081,686	-	1,882,986	801,300	397,230
Other Infrastructure Renewal	614,943	310	-	615,253	614,943	615,443
Parks Renewal	96,025	48	-	96,073	96,025	46,225
Pathways Renewal	419,697	211	-	419,908	419,697	420,397
Plant and Machinery	268,942	135	-	269,077	268,942	269,342
Renewable Energy	174,780	88	-	174,868	174,780	75,380
Roads Renewal	881,637	444	-	882,081	881,637	882,337
Underground Power	3,288,499	1,655	-	3,290,154	3,288,499	3,241,999
Waste Management	984,375	496	-	984,871	984,375	985,175
	31,086,162	1,095,961	-	32,182,123	31,086,162	25,753,673



Capital Items

The following pages summarise the progress of the Capital Items.

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

Item Timing

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

- Behind
- On-Track
- In-Front

Budget Status

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

- Over budget
- On budget
- Under budget

Completion Stage

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

- Not commenced
- Commenced
- ■ □□ Half-way completed
- ■ ■ □ Nearing completion
- ■ ■ ■ Completed



Capital Items Progress
For the month ended 30 November 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Land and Buildings			3,036,500	536,062
Renewal - Land and Buildings				
6 Kent Street - Facility - Internal Renewal	□	■ ■ □ □	222,500	130,775
8 Kent Street - Facility - Internal Renewal	□	■ ■ □ □	193,500	130,775
Administration Office - Ceiling - Lighting	□	■ □ □ □	20,000	2,790
Aqualife - First Aid Room - Refurbish	□	■ ■ □ □	20,000	0
Aqualife - Function Room - Renew Floor	□	■ ■ □ □	10,000	6,840
Aqualife - Plant Room - Ultraviolet Generators	□	□ □ □ □	125,000	0
Fletcher Park - Clubrooms - Plumbing Fixtures	□	□ □ □ □	10,000	0
Fraser Park - Clubrooms - Painting	□	■ □ □ □	10,000	0
Harold Hawthorne Centre - Various - Air Conditioning	□	■ □ □ □	100,000	0
Harold Rossiter Park - Clubrooms - Painting	□	■ □ □ □	5,000	0
Higgins Park - Clubrooms - Painting	□	■ □ □ □	10,000	0
Leisurelife - Drama Room - Floor Reseal	□	■ ■ □ □	40,000	3,438
Leisurelife - Gym - Air Conditioning	□	■ ■ □ □	230,000	990
Leisurelife - Sports Court Major- Roller Door	□	■ ■ □ □	7,000	5,020
Leisurelife - Toilets and Change Rooms - Renewal	□	■ ■ □ □	261,500	55,958
Library - Outdoor Staff Area - Courtyard Security	□	■ ■ □ □	10,000	2,007
Library - Public Areas - Carpets	□	□ □ □ □	86,000	0
Library - Staff Kitchen - Refurbish	□	□ □ □ □	35,000	0
Library - Staff Locker Area - Compactus Area Ceiling	□	■ □ □ □	7,000	0
Library - Staff Office - Fit Out and Storage	□	□ □ □ □	80,000	0
Reactive Building Renewal Works - Various - Allocation	□	□ □ □ □	100,000	0
Taylor Reserve - Toilets - Renewal	□	■ ■ □ □	185,500	180,171
Upgrade - Land and Buildings				
Administration Office - Facility - Accessibility Upgrade	□	■ □ □ □	51,000	1,080
Land - 25 Boundary Road - Subdivision	□	■ □ □ □	71,000	0
Leisurelife - First Aid Room - Lighting	□	■ □ □ □	1,500	0
Kitche Upgrade - Higgins Park Tennis Club	☒	■ ■ ■ ■	0	1,598
874 Albany Highway - Accessibility	□	■ ■ □ □	15,000	14,621
New - Land and Buildings				
Lathlain Redevelopment (Zone 2) - Buildings	□	□ □ □ □	750,000	0
Lathlain Redevelopment (Zone 2x) - Buildings	□	□ □ □ □	380,000	0



Capital Items Progress
For the month ended 30 November 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Plant and Machinery			934,500	207,540
Renewal - Plant and Machinery				
105 VPK - Holden Colorado Dual Cab Ute (Plant 397)	□	□□□□	35,000	0
107 VPK - Nissan X Trail Wagon (Plant 394)	□	□□□□	35,000	0
119 VPK - Holden Colorado Dual Cab Ute (Plant 383)	□	■□□□	32,000	31,749
121 VPK - Nissan Navara Dual Cab Ute (Plant 390)	□	□□□□	32,000	0
123 VPK - Holden Cruze Wagon (Plant 361)	□	■□□□	25,000	0
125 VPK - Nissan Navara Ute (Plant 389)	□	■□□□	32,000	0
126 VPK - VW Caddy Rangers (Plant 375)	□	□□□□	40,000	0
129 VPK - VW Caddy Rangers (Plant 376)	□	■□□□	40,000	0
132 VPK - Holden Colorado Dual Cab Ute (Plant 392)	☒	■□□□	32,000	32,422
141 VPK - Ford Transit (Plant 296)	□	■□□□	45,000	43,457
162 VPK - Road Sweeper (Plant 341)	□	■□□□	380,000	0
1EFR 960 - Hyundai Sedan (Plant 333)	☒	■□□□	25,000	25,553
1EFZ 074 - Hyundai Parking (Plant 335)	☒	■□□□	25,000	26,638
1EHK 762 - Hyundai Sedan (Plant 337)	☒	■□□□	25,000	26,018
1EIO 123 - VW Caddy Parking (Plant 342)	□	□□□□	45,000	0
1EPG 777 - Hyundai i30 Parking (Plant 373)	□	□□□□	25,000	0
1GEL 999 - Subaru (Plant 391)	□	■□□□	25,000	0
Electric Bicycles	□	■□□□	10,500	3,704
Minor Plant Renewal - Parks	□	■□□□	13,000	10,213
Minor Plant Renewal - Street Improvement	□	■□□□	13,000	7,786
Furniture and Equipment			336,500	19,964
6 and 8 Kent Street - Minor Expense - Allocation	□	□□□□	30,000	0
Administration Centre - Minor Expense - Allocation	□	■□□□	30,000	7,363
Aqualife - Crèche - Play Equipment	□	□□□□	1,000	0
Aqualife - Function Room - Group Fitness Equipment	□	□□□□	3,000	0
Aqualife - Minor Expense - Allocation	□	■□□□	11,000	95
Depot - Minor Expense - Allocation	□	■□□□	10,000	0
Digital Hub - Minor Expense - Allocation	□	■□□□	5,000	1,343
Leisure life - Minor Expense - Allocation	□	■□□□	10,000	139
Leisurelife - Court 3 - Badminton Posts	□	■□□□	4,000	0
Leisurelife - Court 3 - Equipment Storage	□	■□□□	10,000	0
Leisurelife - Courts 1 and 2 - Volleyball Posts	□	■□□□	4,500	0
Leisurelife - Gym - Gym Equipment	□	■□□□	165,000	6,695
Library - Minor Expense - Allocation	□	□□□□	15,000	0
Upgrade - Furniture and Equipment				
Depot - Pedestrian Gate - Security Upgrade	□	■□□□	6,000	4,330
New - Furniture and Equipment				
Parking - Enforcement - Parking Machine Cabling	□	□□□□	23,000	0
Parking - Enforcement - Recognition Equipment	□	□□□□	9,000	0



Capital Items Progress
For the month ended 30 November 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Information Technology			976,500	55,951
Renewal - Information Technology				
Software - Customer Request Management System	□	□□□□	150,000	0
System - Intranet and Portal	□	■□□□	85,000	0
Upgrade - Information Technology				
Hardware - Workstations and Peripherals	□	■□□□	10,000	2,454
Network - Aqualife	□	□□□□	5,000	0
Software - Leisure Facilities Management	□	■□□□	95,000	51,800
Software - Library Management	□	■□□□	95,000	0
Software - Records Management	□	□□□□	60,000	0
System - Authority 7.x	□	■□□□	45,000	0
New - Information Technology				
Software - Asset Management	□	□□□□	190,000	0
Software - Minutes and Agendas	□	□□□□	50,000	0
Software - Mobile App Lighten Up	☒	■□□□	1,500	1,697
Software - Mobile Health	□	□□□□	100,000	0
System - RFID Self-Service Solution	□	■□□□	90,000	0
Roads			4,338,500	618,968
Renewal - Roads				
Albany Highway - Duncan to Teddington - Seal	☒	■□□□	10,000	17,532
Albany Highway - Kent - Miller Roundabout - Seal	□	■□□□	68,500	0
Albany Highway - Service Lane to Shepperton - Seal	□	■□□□	36,000	0
Custance Street - Getting to Roberts - Seal	☒	■□□□	36,500	50,664
Enfield Street - Goddard to Gallipoli - Seal	□	■□□□	142,000	90,240
Enfield Street - Waller to Goddard - Seal	□	■□□□	33,000	0
Esperance Street - Berwick to End - Seal -	□	■□□□	97,000	0
Gloucester Street - Cargill to Leonard - Seal	□	■□□□	163,000	2,230
Hampton Road - Howick to Teague - Seal	□	■□□□	131,500	11,855
Hubert Street - Somerset to Oats - Seal	□	■□□□	76,500	0
Kate Street - Norseman to Lake View - Seal	□	■□□□	56,000	0
King George Street - Berwick to 60m South - Seal	□	■□□□	27,500	0
Maple Street - Gallipoli to End - Seal	□	■□□□	144,500	104,412
Oats Street - Mars to Planet - Seal	□	■□□□	131,500	965
Oats Street - Tuckett to Rutland - Seal	□	■□□□	158,500	2,040
Rathay Street - Berwick to Lansdowne - Seal	□	■□□□	127,000	1,635
Salford Street - Albany to Lichfield - Seal	□	■□□□	72,500	1,375
Staines Street - Goddard to Gallipoli - Seal	□	■□□□	189,000	2,599
Star Street - Mid Block to Archer - Seal	□	■□□□	119,500	0



Capital Items Progress
For the month ended 30 November 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Upgrade - Roads				
Hill View Terrace - Oats and Albany - Pavement	□	■ ■ □ □	76,000	0
Hill View Terrace and Oats Street - Intersection	□	■ □ □ □	170,000	0
Kent and Hayman - Stage 1 - Pavement	□	■ ■ □ □	630,000	6,533
McCartney Crescent - Pavement	□	■ □ □ □	22,500	9,700
Roberts Road and Orrong Road - Intersection	□	■ ■ □ □	220,000	0
Rutland Avenue - Oats to Welshpool - Pavement	□	■ ■ □ □	449,500	507
Shepperton and Miller - Stage 2 - Pavement	□	■ □ □ □	449,500	0
New - Roads				
Cookham Road - Goddard to Gallipoli - Calming	□	□ □ □ □	24,000	0
Cornwall Street - Gallipoli to Castle - Calming	□	■ □ □ □	40,000	4,295
Egham Street - Goddard to Gallipoli - Calming	□	□ □ □ □	24,000	0
Gallipoli Street - Egham to Enfield - Calming	☒	■ ■ ■ □	23,000	90,884
Gallipoli Street - Egham to Howick - Calming	☒	■ ■ ■ □	23,000	97,870
Goddard Street - Egham to Howick - Calming	☒	■ ■ ■ ■	24,000	49,688
Goddard Street - Midgley to Cookham - Calming	☒	■ ■ ■ □	24,000	46,178
Goddard Street - Saleham to McCartney - Calming	□	□ □ □ □	88,000	0
McCartney Crescent - Goddard to Roberts - Calming	□	■ ■ ■ ■	51,500	12,806
Saleham Street - Goddard to Gallipoli - Calming	□	■ ■ ■ ■	52,500	14,960
Staines Street - Rutland to Goddard - Calming	□	□ □ □ □	40,000	0
Streatley Road - Gallipoli to Castle - Calming	□	□ □ □ □	40,000	0
Various - Bike Plan Initiatives - On Road Facilities	□	■ □ □ □	47,000	0
Drainage			444,500	42,930
Renewal - Drainage				
Hill View Terrace - Intersection Drainage	□	■ □ □ □	74,500	6,000
Pipe Renewal - Allocation	□	■ ■ □ □	40,000	1,160
Pit Renewal - Allocation	□	■ ■ □ □	20,000	0
Sump Renewal - Allocation	□	■ ■ □ □	35,000	21,667
New - Drainage				
Bishopsgate Street - Improvements	□	■ ■ □ □	235,000	0
Lake View Terrace - Improvements	□	■ □ □ □	20,000	14,103
Right of Ways - Various	□	■ □ □ □	20,000	0



Capital Items Progress
For the month ended 30 November 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Pathways			700,000	112,711
Renewal - Pathways				
Berwick Street - Mackie to McMaster - Surface	<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
New - Pathways				
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
Parks			6,297,000	106,527
Renewal - Parks				
George Street Reserve - Revegetation Project	<input type="checkbox"/>	■□□□	60,000	3,416
GO Edwards Park - Renewal	<input type="checkbox"/>	■□□□	1,000,000	18,075
Kensington Bushland - Information Shelters	<input type="checkbox"/>	■□□□	7,000	0
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	16,058
Tree Plan - Tree Replanting	<input type="checkbox"/>	■□□□	78,000	3,227
Upgrade - Parks				
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
New - Parks				
Kensington Bushland - Jirdarup Signage	<input type="checkbox"/>	■□□□	24,000	0
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 Progress
For the month ended 30 November 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Other Infrastructure			1,339,500	81,033
Renewal - Other Infrastructure				
Car Parks - Car Park Kerbs - Allocation	□	■ ■ □ □	5,000	0
Car Parks - GO Edwards No 17	□	■ ■ ■ □	33,000	0
Car Parks - Resurfacing - Allocation	□	■ ■ □ □	20,000	2,970
Lathlain Redevelopment (Zone 7) - Carparks	□	□ □ □ □	350,000	0
Street Furniture - Bus Shelter - Allocation	□	■ ■ □ □	55,000	0
Street Lighting - Albany Highway and Laneways	□	■ ■ □ □	30,000	10,415
Upgrade - Other Infrastructure				
Parking - Parking Meters - Upgrade	□	■ □ □ □	130,000	0
Street Lighting - Leisurelife Car Park - Stage 2	□	■ ■ □ □	65,000	63,091
New - Other Infrastructure				
Artworks - Allocation	□	□ □ □ □	50,000	0
Lathlain Redevelopment (Zone 2) - Artwork	□	□ □ □ □	33,000	0
Lathlain Redevelopment (Zone 2) - Carparks	□	□ □ □ □	303,000	0
Lathlain Redevelopment (Zone 2x) - Artwork	□	□ □ □ □	55,000	0
Parking - ACROD Bays - Allocation	□	■ ■ □ □	12,000	0
Parking - Parking Meters	□	□ □ □ □	75,000	0
Right of Way 51 - Resurface	□	■ ■ ■ □	23,500	4,557
Street Furniture - Allocation	□	■ □ □ □	15,000	0
Street Furniture - Bike Stations and Hoops	□	■ □ □ □	10,000	0
Street Lighting - Installation	□	□ □ □ □	55,000	0
Street Lighting - Safety Improvements - Allocation	□	□ □ □ □	20,000	0

14.3 Recommendation from the Finance and Audit Committee - Schedule of accounts for 31 December 2018

File Reference:	FIN/11/0001~09
Appendices:	Payment summary listing – December 2018
Attachments:	No

Date:	7 January 2019
Reporting Officer:	A. Thampoe
Responsible Officer:	G. Pattrick
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation - That the Finance and Audit Committee recommends that Council, acknowledges the Schedule of Accounts paid for the month ended 31 December 2018.

- The accounts paid for 31 December 2018 as included in the appendices.
- Direct lodgement of payroll payments to the personal bank accounts of employees are also included.

TABLED ITEMS:

Nil.

BACKGROUND:

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

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

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

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

DETAILS:

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

Fund	Reference	Amounts
Municipal Account		
Automatic Cheques Drawn	608480 – 608493	15,287
Creditors – EFT Payments		2,975,106
Payroll		1,036,579
Bank Fees		7,232
Corporate MasterCard		5,290
		4,039,494
Trust Account		
Automatic Cheques Drawn	3626 – 3636	18,300
		18,300

Legal Compliance:

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

6.10. Financial management regulations

Regulations may provide for —

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

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

13. Lists of Accounts

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

Policy Implications:

Nil

Risk Management Considerations:

Three risks have been identified as outlined.

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

Strategic Plan Implications:

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

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

Financial Implications:

Internal Budget:

Nil

Total Asset Management:

Nil

Sustainability Assessment:

External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

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

In anticipation that 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 December 2018. The following list represents the questions and answers associated with the request for further information.

- Civica Software & IT Solutions - \$31,204.72
This invoice relates to TRIM and Ezescan licensing for the Town.
- Data#3 Limited Software & IT - \$16,940.00
This invoice relates to work for a desktop renewal project and the implementation of a deployment system for a standard operating environment.
- Dept of Mines, Industry - Levy Payments - \$23,211.27
This relates to Building Services Levy payments for November. Previously the supplier was named Department of Commerce however, they have had a restructure and we now pay Department of Mines, Industry Regulation and Safety for the same levies collected. This changed occurred in October 2018.
- Eastern Metropolitan Regional Council - Planning and Building Services - \$18,390.90
This is for payment for participation in the 2018/2019 water quality and conversation program facilitated by EMRC. The standard description has been updated to "Environmental Services" to better reflect the payment.
- Fowler Group Properties - Rates Refund - \$15,406.45
This is for a refund of a rates payment. This relates to multiple properties which were subdivided and rerated/valued which resulted in a credit to be refunded.
- Highcity Holdings - Rates Refund - \$14,167.30
This is for a refund of a rates payment. The tenant of the property and the owner both paid so the overpayment credit was refunded.
- Hoskins Investments - Construction Services - \$99,000.00
This payment relates to progress payments for works at 6 and 8 Kent Street as per the approved capital works program.

- McLeods - Legal Services - \$9,192.51
This amount relates to seven invoices for matters involving parking prosecution, governance and planning/building.
- McLeods - Legal Services - \$1,890.90
This payment relates to a single invoice for a matter relating to IT.
- Paperbark Technologies - Environmental Services - \$12,301.50
This payment is in relation to street tree audits. Throughout the year, in each of the eleven precincts, the Town conducts audits on street trees in order to determine the overall health and safety of trees and to make any recommendations for planned maintenance.
- Weston Road Systems - Engineering & Surveying Services - \$10,802.00, \$2,458.50 and \$15,009.50
These payments relate to multiple invoices (14) for road, path and carpark maintenance works for tactile pram ramp installation and line marking for roads and car parks.
- Aha Consulting - Community Engagement Services - \$29,524.00
This is for payment of facilitation and engagement for the West Coast Eagles Community Benefits Strategy citizen's panel.
- Carbon Neutral Ltd - Environmental Services - \$6,298.05
This is a payment to Carbon Neutral for their environmental program, which enables the Town to offset its 2017/2018 fleet vehicle omissions with biodiverse *WA plantings*.
- Flyt Pty Ltd - Transport Services - \$5,940.00
Flyt were engaged to provide a capacity and level of service assessment for Shepperton Road/Miller Street intersection as required by Main Roads. This is *as per the approved capital works program*.
- Veev Group Pty Ltd - Project Management Services - \$45,453.38
We have engaged the project management services of Veev for a range of IT projects. These payments will continue for some time as they work through the project requirements and near completion.

This particular payment relates to three separate invoices for works relating to the specific projects of Asset Management System, Intranet and Councillor Portal and SteerCo Programme.

- *Marlbroh Bingo Enterprises - Bingo Costs - \$6,453.10*

This payment relates to two invoices for expenditure in relation to the bingo program at Leisurelife. This includes bingo books, bingo pens, instant win cards and payment of the required bingo levy.

- *Reino International Pty Ltd - Parking Equipment and Supplies - \$80,521.20*

Reino are contracted to provide equipment and associated licenses for the Town's parking management. This payment relates to two invoices. One being for \$38,412 is for our Auto Issue licenses - this is required software in order to perform mobile infringing. The other for \$42,109 is paying for our six month license fee for the PEMS software program. This is a software suite which allows for a wide variety of reporting and data to be provided from parking *machines*.

- *Specialty Timber Flooring WA - Facility Maintenance Services - \$11,305.80*

This is for payment of flooring works as per the approved capital works program *for the Leisurelife Centre drama room and Aqualife Centre function room*.

- *Should the payment of \$110,000 for Victoria Park Centre for the Arts be described as 'operating subsidy'?*

Yes. This is for the operating subsidy approved at December 2018 OCM. The standard description has been updated to 'subsidy' to better reflect the payment.

- Can you please advise if the following entries are for Community Grants approved in December 2018:

- *Conservations Volunteers - Human Resource Services - \$5,500 - their Community Grant was \$5,000*

Yes, this relates to their community grant of \$5,000. The amount of \$5,500 includes the GST component. The description has been updated to 'Community Grant' to better reflect the payment.

- *Green Skills - Agency and Contract Staff - \$3,212 - their Community Grant was \$2,920*

Yes, this relates to their community grant of \$2,920. The amount of \$3,212 includes the GST component. The description has been updated to 'Community Grant' to better reflect the payment.

- *Harold Hawthorne - Community Grant - \$1,225 & \$701.44 - their Community Grant was \$3,300*

These two payments relate to a Senior's Week event –named 55+ in the Park. Harold Hawthorne Centre facilitated activities and catering and this is to pay for their services. The approved community grant of \$3,300 was paid to the centre in January 2019 and will show on the financials for that month. The description has been updated to 'Event Performance and Activity' to better reflect the payment.

- Why was the following cheque cancelled?

00003616 Harry Perkins Institute of Medical 6-Nov-18 (6,000.00) 21-Dec-18

This bond refund cheque was raised in November 2018 and posted to the nominated address provided by the customer. Unfortunately, the company looking after this for Harry Perkins (Causeforce) closed the office which the cheque was sent and there has been no record of it being received. For this reason, the cheque was cancelled and a new one reissued and forwarded to the new address.

RECOMMENDATION/S:

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

1. **The accounts paid for 31 December 2018 as included in the [appendices](#); and**
2. **Direct lodgement of payroll payments to the personal bank accounts of employees.**

14.4 Recommendation from the Finance and Audit Committee - Financial statements for the month ending 31 December 2018

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

Date:	30 January 2019
Reporting Officer:	A. Thampoe
Responsible Officer:	G. Pattrick
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation - That Council, accepts the Financial Activity Statement Report – 31 December 2018, as attached to and forming part of this report.

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

TABLED ITEMS:

Nil.

BACKGROUND:

Each month the Town is 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 December 2018.

Revenue

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

Expense

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

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

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

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

Legal Compliance:

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

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

Policy Implications:

Nil

Risk Management Considerations:

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

Strategic Plan Implications:

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

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

Financial Implications:Internal Budget:

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

Total Asset Management:

Nil

Sustainability Assessment:External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

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

CONCLUSION:

The Financial Activity Statement Report – 31 December, 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 December be accepted.

FURTHER COMMENT:

The members of the Finance and Audit Committee sought further information on financial statements for December 2018. The following list represents the questions and answers associated with the request for further information.

- Regarding the unfavourable variation for Leisurelife, is the \$84,219 wholly related to the cancellation of the holiday programs? What was the income for the holiday program in that period the previous year, and the projected income from that program over this time for 2018?

The Acting Chief Financial Officer, Mr Luke Ellis, took the question on notice.

RECOMMENDATION/S FROM 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 December 2018 as attached to, and forming part of, this report.



Financial Activity Statement Report

For the month ended 31 December 2018



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 –

4. Period Variation – Relates specifically to the value of the variance between the Budget and Actual figures for the period being reviewed.
5. 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.
6. 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 \$42,782.
- The variation predominantly relates to higher than anticipated revenue received from Development application fees.
- The budget will be adjusted to account for the positive variance during the annual budget review process.

Finance

- **Leisurelife**

- The period variation is unfavourable to period budget by \$84,219.
- The variation predominantly relates to the cancellation of the school holiday programme in December due to the refurbishment of the change rooms at Leisurelife.
- 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 \$184,978.
- The variation predominantly relates to higher than anticipated paid parking and 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 \$32,583.
- 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.

Operating Expense

Chief Executive Office

- **Communication and Engagement**

- The period variation is favourable to period budget by \$44,143.
- The variation predominantly relates to a current vacancy within the area. 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 \$39,019.
- The variation predominantly relates to a vacancy within the area.
- The budget will be adjusted to account for the positive variance during the annual budget review process.

Community Planning

- **Environmental Health**

- The period variation is unfavourable to period budget by \$31,100.
- The variation predominantly relates to an upsurge of cases that resulted in prosecutions which has led to an increase in use of legal services.
- The budget will be adjusted to account for the negative variance during the annual budget review process.

- **Library Services**

- The period variation is unfavourable to period budget by \$38,624.
- 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.

Finance

- **Aqualife**

- The period variation is unfavourable to period budget by \$34,510.
- The variation predominantly relates to staff rosters exceeding budgeted hours across multiple departments (Gym, Recreational Swimming and Learn to swim). Variance is expected to reduce through roster amendments by June 2019.
- The budget will be adjusted to account for the negative variance during the annual budget review process.

- **Information Systems**

- The period variation is unfavourable to period budget by \$85,791
- The variation predominantly relates to a number of new unplanned initiatives occurring this financial year and budget timing. Unplanned projects are expected
- 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 \$209,612.
- 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 \$174,009.
- 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.

Operations

- **Parks and Reserves**

- The period variation is favourable to period budget by \$429,333.
- The variation predominantly relates to delays in works such as road reserve maintenance, delays to watering season and delays in the implementation of the Urban Forest Strategy.
- 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 \$429,333.
- The variation predominantly relates to delays in works such as road reserve maintenance, delays to watering season and delays in the implementation of the Urban Forest Strategy.
- The budget will be adjusted to account for the positive variance during the annual budget review process.

- **Waste Services**

- The period variation is favourable to period budget by \$610,449.
- 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 \$634,659.
- The variation predominantly relates to minor delays in few capital projects (Leisurelife changeroom, Leisurelife gym equipment). These projects are currently underway.
- 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 \$873,722.
- 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 budget will be adjusted to account for the positive variance during the annual budget review process.

• **Street Operations**

- The period variation is favourable to period budget by \$802,884.
- The variation predominantly relates to delays in some capital projects. 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 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.

Accounting Notes

Significant Accounting Policies

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

(a) Basis of Preparation

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

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

(b) The Local Government Reporting Entity

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

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

(c) 2018 - 2019 Actual Balances

Balances shown in this document as 2018 - 2019 Actual are subject to final adjustments.

(d) Rounding Off Figures

All figures shown in this document, other than a rate in the dollar, are rounded to the nearest dollar.

(e) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(f) Superannuation

The Council contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

(g) Goods and Services Tax

Revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the statement of financial position are stated inclusive of

applicable GST. The net amount of GST recoverable from, or payable to, the ATO is included with receivables on payables in the statement of financial position. Cash flows are presented on a Gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(h) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and that are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown as short term borrowings in current liabilities.

(i) Trade and Other Receivables

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(j) Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Revenue arising from the sale of property is recognised as at the time of signing an unconditional contract of sale. Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(k) Fixed Assets

Each class of fixed asset is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost, or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials

used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in the period in which they are incurred.

Revaluation

Certain asset classes may be re-valued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes, where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity; all other decreases are recognised in profit or loss. Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the re-valued amount of the asset.

Those assets carried at a re-valued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be re-valued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

Land Under Roads

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government. Council has elected not to recognise any value for land under roads acquired on or before 31 December 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16 (a) (i) prohibits local governments from recognising such land as an asset. In respect of land under roads acquired on or after 1 August 2008, as detailed above, Local Government (Financial Management) Regulation 16 (a) (i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4 (2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail. Consequently, any land under roads acquired on or after 1 September 2008 is not included as an asset of the Council.

Depreciation of Non-Current Assets

All non-current assets having a limited useful life (excluding freehold land) are systematically depreciated over their useful lives in a manner that reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of

acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use. Depreciation is recognised on a straight-line basis, using rates that are reviewed each reporting period. Major depreciation periods are:

Buildings		40 years
Furniture and Equipment		5 – 10 years
Plant and Machinery		2 – 10 years
Sealed Roads	- Clearing and Earthworks	Not depreciated
	- Construction and Road Base	5 – 80 years
	- Original Surface / Major Resurface	5 – 80 years
Drainage		5 – 80 years
Pathways		5 – 80 years
Parks and Reserves		5 – 80 years

Asset residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount. Gains and losses on disposals are determined by comparing proceeds with the carrying amount. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

Capitalisation Threshold

Expenditure on capital items under \$2,000 is not individually capitalised. Rather, it is recorded on an Asset Low Value Pool listing.

(I) Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted). Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method or cost. Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

- a. the amount in which the financial asset or financial liability is measured at initial recognition;
- b. less principal repayments;

- c. plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method; and
- d. less any reduction for impairment.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

Financial assets at fair value through profit and loss

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current. They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain, or loss, pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss. Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other financial assets are classified as non-current.

Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in profit or loss. Any cumulative decline in fair value is reclassified to profit or loss at this point.

Derecognition

Financial assets are derecognised where the contractual rights for receipt of cash flows expire or the asset is transferred to another party, whereby the Council no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(m) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired. Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116). For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset. At the time of adopting the Annual Budget, it was not possible to estimate the amount of impairment losses (if any) as at 31 December 2018. In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Annual Budget.

(n) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

(o) Employee Benefits

Provision is made for the Council's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may not satisfy vesting requirements. Those cash flows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows.

(p) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(q) Provisions

Provisions are recognised when:

- a. The Council has a present legal or constructive obligation as a result of past events;
- b. for which it is probable that an outflow of economic benefits will result; and
- c. that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(r) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on the Council's intentions to release for sale.

(s) Comparative Figures

Where required, comparative figures have been adjusted to conform to changes in presentation for the current reporting period.

(t) Budget Comparative Figures

Unless otherwise stated, the Budget comparative figures shown in this Budget document relate to the original Budget estimate for the relevant item of disclosure.

Service Unit Definitions

The Town operations, as disclosed in this report, encompass the following service-oriented Service Units –

Chief Executive OfficeChief Executive Office

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

Communications and Engagement

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

Customer Relations

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

Leadership and Governance

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

Human Resources

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

Community Planning

Building Services

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

Community Development

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

Community Planning Office

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

Digital Hub

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

Economic Development

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

Environmental Health

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

General Compliance

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

Healthy Community

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

Library Services

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

Place Management

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

Strategic Town Planning

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

Urban Planning

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

Finance

Aqualife

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

Budgeting

The Budgeting Area includes the administration of non-cash expenditure and revenue associated with local government accounting requirements, including profit and loss and depreciation.

Corporate Funds

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

Finance Office

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

Financial Services

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

Information Systems

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

Leisurelife

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

Parking

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

Rangers

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

Operations

Asset Planning

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

Environment

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

Fleet Services

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

Operations Office

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

Parks and Reserves

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

Project Management

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

Street Improvement

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

Street Operations

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

Waste

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



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

Particulars	Material Variance		Revised Budget	31 December 2018	
	\$	%		Year-to-Date Budget	Year-to-Date Actual
	\$	%	\$	\$	\$
Revenue					
Chief Executive Office			55,000	4,650	2,886
Chief Executive Office			50,500	4,410	1,822
Communications and Engag			1,000	0	647
Customer Relations			0	0	0
Human Resources			3,000	0	323
Leadership and Governance			500	240	94
Community Planning			1,353,000	785,341	842,145
Building Services			370,500	202,080	199,030
Community Development			268,500	111,083	113,571
Community Planning Office			1,000	0	438
Digital Hub			1,500	0	3,529
Economic Development			0	0	0
Environmental Health			282,000	262,280	263,798
General Compliance			10,000	4,980	6,799
Healthy Community			27,500	13,740	15,399
Library Services			31,500	11,430	17,051
Place Management			0	0	0
Strategic Town Planning			1,000	0	0
Urban Planning	42,782	▲	359,500	179,748	222,530
Finance			57,733,500	51,208,280	51,321,554
Aqualife			2,182,500	1,056,175	1,044,741
Budgeting			1,622,500	348,800	334,312
Corporate Funds			48,124,500	46,456,750	46,476,475
Finance Office			1,000	0	438
Financial Services			747,500	704,000	715,758
Information Systems			2,000	960	594
Leisurelife	84,219	▼	2,205,500	1,143,293	1,059,074
Parking	184,978	▲	2,734,000	1,427,002	1,611,980
Ranger services			114,000	71,300	78,182
Operations			9,626,000	2,067,326	2,046,966
Asset Planning	32,583	▼	1,019,500	158,372	125,789
Environment			0	0	0
Fleet Services			10,500	0	10,895
Operations Office			2,002,500	1,248	438
Parks and Reserves			3,151,000	320,460	310,881
Project Management			0	0	563
Street Improvement			10,500	5,256	20,538
Street Operations			2,640,500	833,490	818,218
Waste Services			791,500	748,500	759,644
Total Revenue			68,767,500	54,065,597	54,213,551



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

Particulars	Material Variance		Revised Budget	31 December 2018		
	\$	%		Year-to-Date Budget	Year-to-Date Actual	
	\$	%	\$	\$	\$	
Operating Expense						
Chief Executive Office			(4,403,000)	(2,186,185)	(2,112,074)	
Chief Executive Office			(1,123,500)	(500,040)	(499,328)	
Communications and Engag	44,143	▼	12%	(841,500)	(374,405)	(330,262)
Customer Relations	39,019	▼	9%	(878,500)	(435,270)	(396,251)
Human Resources				(844,000)	(418,690)	(403,664)
Leadership and Governance				(715,500)	(457,780)	(482,569)
Community Planning			(8,272,000)	(3,738,252)	(3,658,336)	
Building Services				(496,500)	(246,210)	(222,244)
Community Development				(1,962,500)	(895,891)	(884,725)
Community Planning Office				(947,500)	(473,820)	(473,968)
Digital Hub				(153,000)	(71,163)	(83,548)
Economic Development				(194,500)	(83,930)	(61,087)
Environmental Health	31,100	▲	10%	(652,000)	(326,790)	(357,890)
General Compliance				(249,500)	(124,680)	(109,330)
Healthy Community				(261,000)	(130,538)	(106,807)
Library Services	38,624	▲	7%	(1,243,500)	(590,250)	(628,874)
Place Management				(302,500)	(88,260)	(64,199)
Strategic Town Planning				(726,000)	(194,980)	(174,903)
Urban Planning				(1,083,500)	(511,740)	(490,761)
Finance			(21,912,500)	(7,646,512)	(7,299,497)	
Aqualife	34,510	▲	3%	(2,537,000)	(1,210,170)	(1,244,680)
Budgeting				(7,756,000)	(777,800)	(772,035)
Corporate Funds				(558,000)	(182,800)	(164,302)
Finance Office				(773,500)	(374,600)	(350,349)
Financial Services				(1,298,500)	(591,100)	(573,729)
Information Systems	85,791	▲	6%	(2,966,000)	(1,470,040)	(1,555,831)
Leisurelife	209,612	▼	15%	(2,756,000)	(1,445,446)	(1,235,834)
Parking	174,009	▼	14%	(2,442,500)	(1,221,256)	(1,047,247)
Ranger services				(825,000)	(373,300)	(355,491)
Operations			(31,223,000)	(9,449,487)	(8,339,394)	
Asset Planning				(10,814,000)	(1,648,354)	(1,632,007)
Environment				(185,500)	(72,909)	(94,117)
Fleet Services				0	(100,180)	(101,936)
Operations Office				(2,820,000)	(375,010)	(351,615)
Parks and Reserves	429,333	▼	19%	(4,981,500)	(2,294,542)	(1,865,209)
Project Management				(1,901,500)	(515,040)	(491,396)
Street Improvement				(1,165,000)	(462,903)	(445,018)
Street Operations				(2,854,500)	(1,230,100)	(1,218,095)
Waste Services	610,449	▼	22%	(6,501,000)	(2,750,449)	(2,140,000)
Total Operating Expense			(65,810,500)	(23,020,436)	(21,409,300)	



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

Particulars	Material Variance		Revised Budget	31 December 2018		
	\$	%		Year-to-Date Budget	Year-to-Date Actual	
	\$	%	\$	\$	\$	
Capital Expense						
Chief Executive Office			0	0	0	
Chief Executive Office			0	0	0	
Communications and 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)	(135,000)	(147,170)	
Aqualife			0	0	0	
Budgeting			0	0	0	
Corporate Funds			0	0	0	
Finance Office			0	0	0	
Financial Services			0	0	0	
Information Systems			(976,500)	(135,000)	(147,170)	
Leisurelife			0	0	0	
Parking			(237,000)	0	0	
Ranger services			0	0	0	
Operations			(17,052,000)	(4,309,500)	(1,954,510)	
Asset Planning	634,659	▼	52%	(3,270,000)	(1,211,000)	(576,341)
Environment				0	0	0
Fleet Services				(934,500)	(231,500)	(208,775)
Operations Office				0	0	0
Parks and Reserves	873,722	▼	89%	(6,297,000)	(985,000)	(111,278)
Project Management				(71,000)	(21,000)	0
Street Improvement				0	0	0
Street Operations	802,884	▼	43%	(6,479,500)	(1,861,000)	(1,058,116)
Waste Services				0	0	0
Total Capital Expense				(18,403,500)	(4,444,500)	(2,101,680)



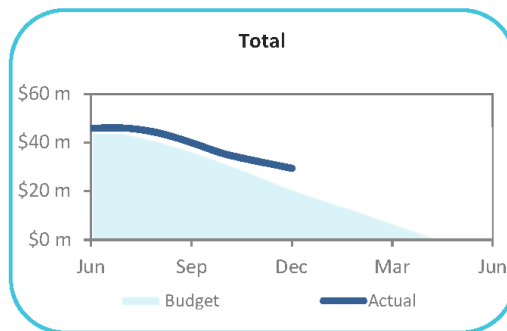
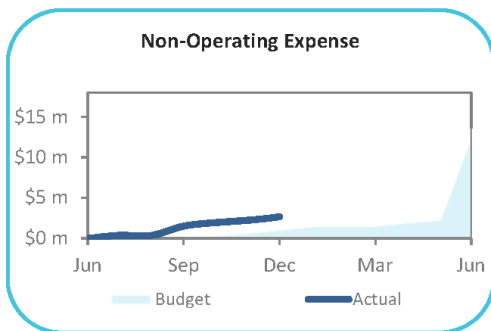
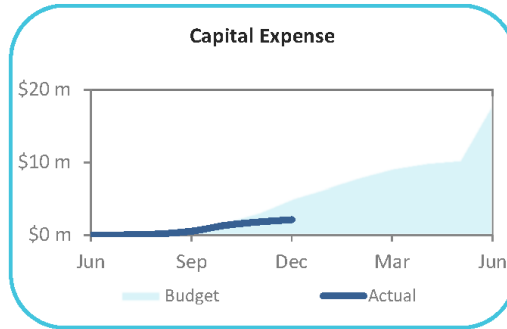
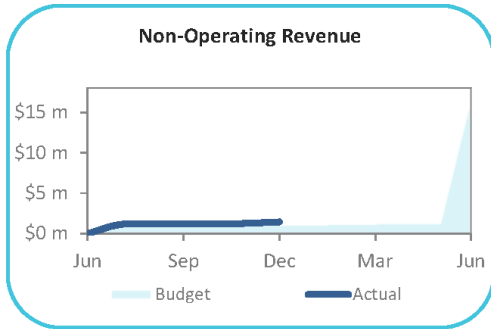
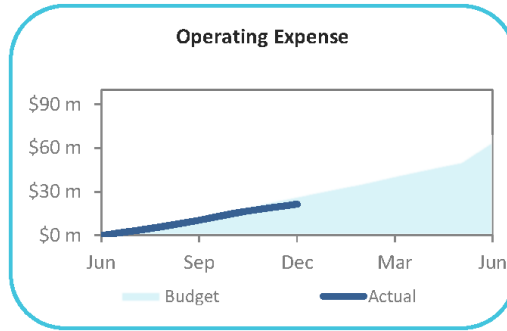
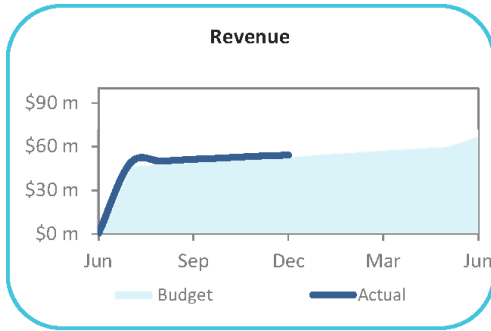
Statement of Financial Activity
For the period 1 July 2018 to 31 December 2018

Particulars	Material Variance	31 December 2018		
		Revised Budget	Year-to-Date Budget	Year-to-Date Actual
	\$ %	\$	\$	\$
Non-Operating Revenue				
Finance		17,027,000	1,231,000	1,247,949
Corporate Funds		17,027,000	1,231,000	1,247,949
Operations		383,000	182,000	192,239
Fleet Services		383,000	182,000	192,239
Total Non-Operating Revenue		17,410,000	1,413,000	1,440,188
Non-Operating Expense				
Finance		(12,932,500)	(2,648,500)	(2,671,703)
Corporate Funds		(12,932,500)	(2,648,500)	(2,671,703)
Total Non-Operating Expense		(12,932,500)	(2,648,500)	(2,671,703)
Non-Cash Items Adjustments				
Profit and Loss		(1,607,500)	(802,500)	(324,848)
Depreciation		8,037,500	3,871,500	841,947
Total Non-Cash Items Adjustments		6,430,000	3,069,000	517,098
Suspense Items Yet To Be Applied		0	0	150,920
Opening Surplus / (Deficit)		4,539,000	4,539,000	4,539,000
Closing Surplus / (Deficit)		0	32,973,161	34,678,073



*Statement of Financial Activity
For the period 1 July 2018 to 31 December 2018*

Graphical Representation





*Net Current Funding Position
For the period 1 July 2018 to 31 December 2018*

Particulars	Brought Forward 1 July \$	2018-2019 Revised Budget \$	Year To Date Actual \$
Current Assets			
Cash - Unrestricted	10,553,410	7,903,757	31,605,172
Cash - Reserves / Restricted	31,086,162	33,823,443	32,214,220
Receivables and Accruals	3,328,489	2,000,000	12,692,595
Inventories	9,470	1,500	9,470
	44,977,531	43,728,700	76,521,457
Less Current Liabilities			
Payables and Provisions	(9,352,369)	(9,905,257)	(9,629,163)
	(9,352,369)	(9,905,257)	(9,629,163)
Net Current Asset Position	35,625,162	33,823,443	66,892,294
Less			
Cash - Reserves / Restricted	(31,086,162)	(33,823,443)	(32,214,220)
Estimated Surplus / (Deficiency) Carried Forward	4,539,000	-	34,678,074



Cash and Cash Investments
For the month ended 31 December 2018

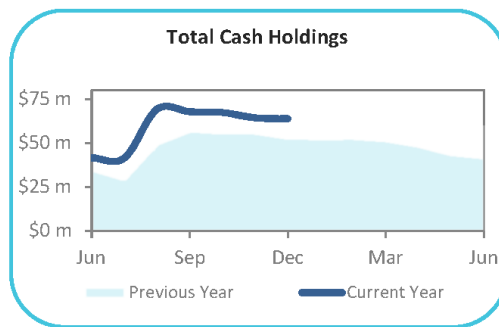
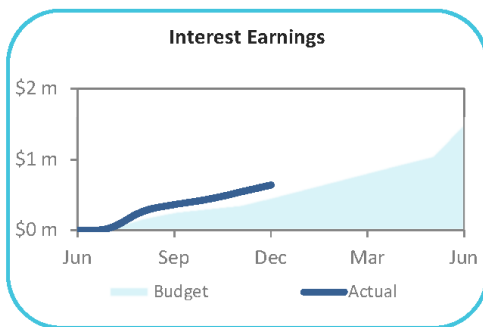
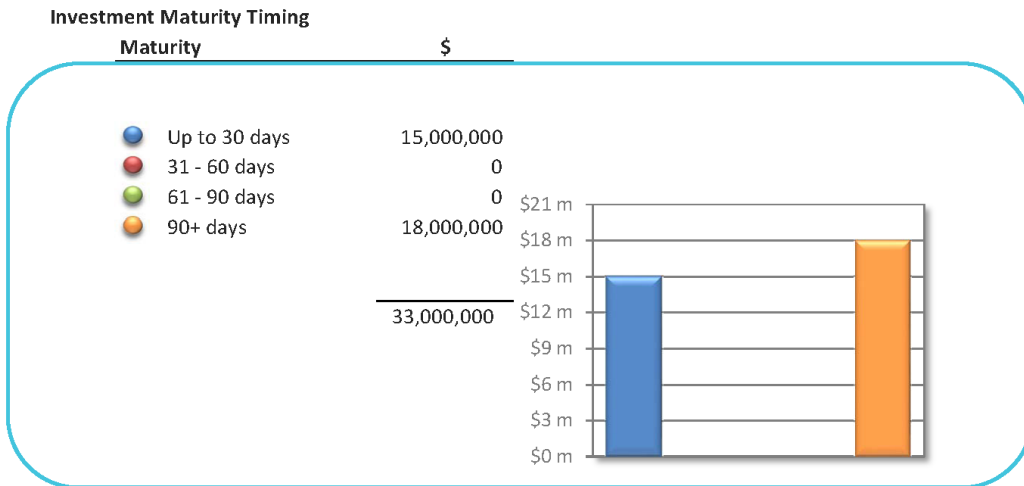
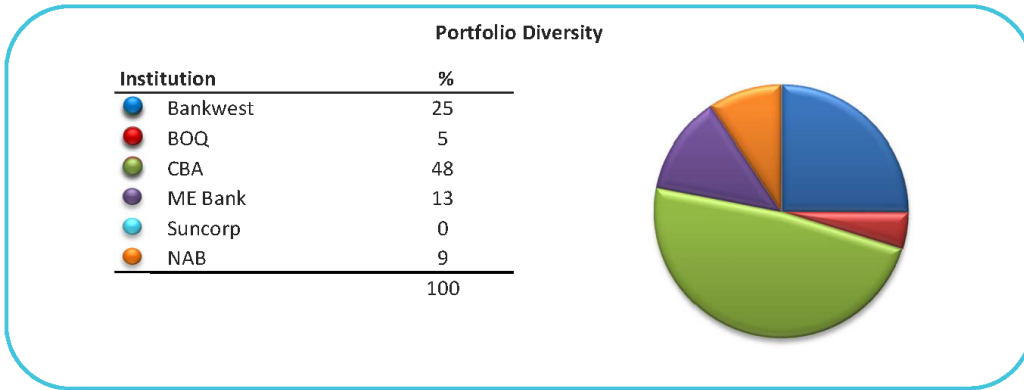
Cash and Investments Analysis

	Amount Invested \$	Interest Rate %	Term (Days)	Maturity Date	Projected Earnings \$	Percentage of Portfolio
Cash - Unrestricted						
Bankwest	2,000,000				41,425	3%
4748890	2,000,000	2.80	270	24-May-19	41,425	
CBA	22,605,172				17,441	35%
At Call	22,605,172	Variable	11am	Daily	17,441	
ME Bank	5,000,000				20,055	8%
35869	5,000,000	2.40	61	14-Jan-19	20,055	
NAB	2,000,000				48,822	3%
57-576-8731	2,000,000	2.70	330	25-Jun-19	48,822	
Total Cash - Unrestricted	31,605,172				127,742	50%
Cash - Restricted						
CBA	8,214,220				171	13%
At Call	8,214,220	Variable	11am	Daily	171	
Bankwest	14,000,000				288,132	22%
4739557	4,000,000	2.80	270	26-Apr-19	82,849	
4748889	5,000,000	2.80	270	24-May-19	103,562	
4756710	5,000,000	2.72	273	18-Jun-19	101,721	
NAB	4,000,000				97,644	6%
57-186-2122	4,000,000	2.70	330	25-Jun-18	97,644	
BOQ	3,000,000				18,863	5%
34858	3,000,000	2.55	90	17-Dec-18	18,863	
ME Bank	3,000,000				29,589	5%
034460	3,000,000	2.40	150	24-Jan-19	29,589	
Total Cash - Restricted	32,214,220				434,398	46%
Total Cash - Invested	63,819,392				562,141	98%
Cash on Hand	9,005					
Total Cash	63,828,397					



*Cash and Cash Investments
For the month ended 31 December 2018*

Cash and Investments Analysis

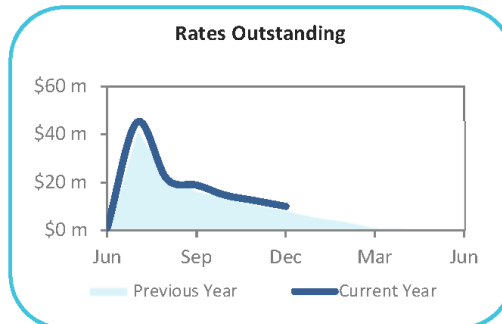




*Receivables (Rates and Sundry Debtors)
For the month ended 31 December 2018*

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

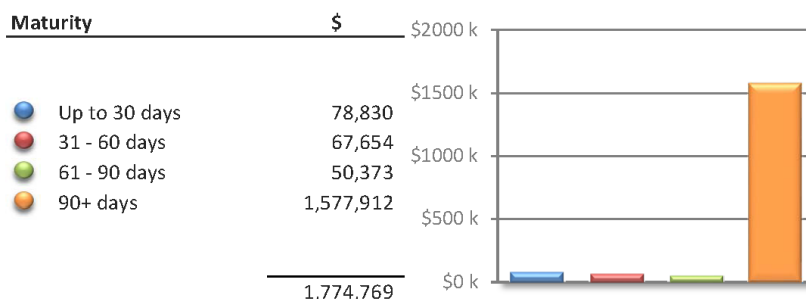
	Total
Balance from Previous Year	1,092,378
Rates Levied - Initial	45,627,053
Rates Levied - Interims	276,967
Total Rates Collectable	46,996,397
Current Rates Collected To Date	37,017,715
Current Rates Outstanding	9,978,682
% Rates Outstanding	21.2%
% Rates Outstanding target less than	20.0%



Sundry Debtors

Type	Total	30 Days	60 Days	90 Days	90+ Days
Grants and Subsidies	-	-	-	-	-
Property Rent	2,043	69	-	367	1,607
Aqualife Fees	38,584	37,734	850	-	-
Leisurelife Fees	12,503	10,990	84	-	1,429
Community Life Fees	5,343	3,871	409	-	1,062
Health Fees	13,814	485	1,792	2,056	9,481
Other Fees and Charges	2,375	2,270	-	-	105
Building and Planning Application Fees	13,142	11,192	1,950	-	-
Infringements - Parking	1,561,322	9,720	57,619	47,950	1,446,033
Infringements - Animals	61,395	1,000	200	-	60,195
Infringements - General	37,066	-	-	-	37,066
Infringements - Bush Fire	22,877	1,500	3,750	-	17,627
Infringements - Health	4,306	-	1,000	-	3,306
Total Sundry Debtors	1,774,769	78,830	67,654	50,373	1,577,912

Sundry Debtor Aged Analysis





*Grants and Contributions
For the month ended 31 December 2018*

Grants and Contributions

Details	Original	Revised	Receipt Status	
	Budget	Budget	Invoiced	Remaining
	\$	\$		
Operating Funding				
<u>Community Development</u>				
Community Grants	25,000	25,000	-	25,000
Lotterywest Grants	10,000	10,000	-	10,000
Sponsorship	2,500	2,500	-	2,500
State Government Grants	3,500	3,500	-	3,500
<u>Corporate Funds</u>				-
Federal Assistance Grant	750,000	750,000	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
				-
Non-Operating Funding				-
<u>Asset Planning</u>				-
State Government Grant	751,000	751,000	-	751,000
<u>Parks and Reserves</u>				-
Recreation Capital Grants	304,000	304,000	304,000	-
State Government Grant	2,790,000	2,790,000	-	2,790,000
<u>Street Operations</u>				-
Federal Government Capital Grants	65,000	65,000	-	65,000
MRRG Road Rehabilitation Grants	374,500	374,500	175,412	199,088
MRWA Black Spot Grants	971,000	971,000	168,000	803,000
MRWA Other Grants	40,000	40,000	-	40,000
State Government Grant	303,000	303,000	-	303,000
Transport Grants	456,000	456,000	112,000	344,000
				-
Total Cash Deposits	9,517,500	9,517,500	1,326,884	8,224,909



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
For the month ended 31 December 2018*

Reserve Funds Transactions

	Annual Opening Balance \$	Transfer to Reserve \$	Transfer from Reserve \$	31 December 2018 Balance Actual \$	31 December 2018 Balance Budget \$	Annual Revised Budget \$
Building Renewal	487,366	782	-	488,148	487,366	525,366
Cash-in-Lieu	-	-	-	-	-	-
Community Art	689,443	1,106	-	690,549	689,443	690,043
Drainage Renewal	225,520	362	-	225,882	225,520	225,920
Edward Millen Site	1,882,335	2,338	-	1,884,673	1,882,335	1,458,678
Furniture and Equip Renewal	599,407	961	-	600,368	599,407	599,907
Future Fund	14,384,893	23,074	-	14,407,967	14,384,893	13,658,793
Future Projects	4,079,640	4,138	-	4,083,778	4,079,640	450,178
Harold Hawthorn - Carlisle	148,630	238	-	148,868	148,630	148,630
Information Technology Reserve	661,800	1,062	-	662,862	661,800	665,400
Insurance Risk Reserve	396,930	637	-	397,567	396,930	397,230
Land Asset Optimisation	801,300	1,082,568	-	1,883,868	801,300	397,230
Other Infrastructure Renewal	614,943	986	-	615,929	614,943	615,443
Parks Renewal	96,025	154	-	96,179	96,025	46,225
Pathways Renewal	419,697	673	-	420,370	419,697	420,397
Plant and Machinery	268,942	431	-	269,373	268,942	269,342
Renewable Energy	174,780	280	-	175,060	174,780	75,380
Roads Renewal	881,637	1,414	-	883,051	881,637	882,337
Underground Power	3,288,499	5,275	-	3,293,774	3,288,499	3,241,999
Waste Management	984,375	1,579	-	985,954	984,375	985,175
	31,086,162	1,128,059	-	32,214,220	31,086,162	25,753,673



Capital Items

The following pages summarise the progress of the Capital Items.

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

Item Timing

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

- Behind
- On-Track
- In-Front

Budget Status

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

- Over budget
- On budget
- Under budget

Completion Stage

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

- Not commenced
- Commenced
- Half-way completed
- Nearing completion
- Completed



*Capital Items Progress
For the month ended 31 December 2018*

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Land and Buildings			3,036,500	543,992
Renewal - Land and Buildings				
6 Kent Street - Facility - Internal Renewal	<input type="checkbox"/>	■ ■ ■ □	222,500	130,775
8 Kent Street - Facility - Internal Renewal	<input type="checkbox"/>	■ ■ ■ □	193,500	130,775
Administration Office - Ceiling - Lighting	<input type="checkbox"/>	■ ■ ■ □	20,000	2,790
Aqualife - First Aid Room - Refurbish	<input type="checkbox"/>	■ ■ ■ □	20,000	0
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 type="checkbox"/>	■ ■ □ □	5,000	0
Higgins Park - Clubrooms - Painting	<input type="checkbox"/>	■ ■ ■ ■	10,000	0
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	57,958
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
Upgrade - Land and Buildings				
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
New - Land and Buildings				
Lathlain Redevelopment (Zone 2) - Buildings	<input type="checkbox"/>	□ □ □ □	750,000	0
Lathlain Redevelopment (Zone 2x) - Buildings	<input type="checkbox"/>	□ □ □ □	380,000	0



Capital Items Progress
For the month ended 31 December 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Plant and Machinery			934,500	208,775
Renewal - Plant and Machinery				
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 type="checkbox"/>	■□□□	25,000	0
125 VPK - Nissan Navara Ute (Plant 389)	<input type="checkbox"/>	■□□□	32,000	0
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	0
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
Furniture and Equipment			336,500	32,349
6 and 8 Kent Street - Minor Expense - Allocation	<input type="checkbox"/>	□□□□	30,000	0
Administration Centre - Minor Expense - Allocation	<input type="checkbox"/>	■□□□	30,000	7,604
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	0
Upgrade - Furniture and Equipment				
Depot - Pedestrian Gate - Security Upgrade	<input type="checkbox"/>	■□□□	6,000	4,330
New - Furniture and Equipment				
Parking - Enforcement - Parking Machine Cabling	<input type="checkbox"/>	□□□□	23,000	0
Parking - Enforcement - Recognition Equipment	<input type="checkbox"/>	□□□□	9,000	0



Capital Items Progress
For the month ended 31 December 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Information Technology			976,500	147,170
Renewal - Information Technology				
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	49,145
Upgrade - Information Technology				
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 type="checkbox"/> <input type="checkbox"/>	95,000	51,800
Software - Library Management	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	95,000	19,635
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
New - Information Technology				
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	0
Software - Mobile App Lighten Up	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" 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
Roads			4,338,500	761,427
Renewal - Roads				
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	94,426
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	0
Esperance Street - Berwick to End - Seal -	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	97,000	0
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	12,228
Hubert Street - Somerset to Oats - Seal	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	76,500	978
Kate Street - Norseman to Lake View - Seal	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" 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 type="checkbox"/> <input type="checkbox"/>	27,500	7,036
Maple Street - Gallipoli to End - Seal	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input 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 type="checkbox"/> <input type="checkbox"/>	189,000	119,657
Star Street - Mid Block to Archer - Seal	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	119,500	170



Capital Items Progress
For the month ended 31 December 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Upgrade - Roads				
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	9,700
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	5,400
New - Roads				
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
Drainage			444,500	46,435
Renewal - Drainage				
Hill View Terrace - Intersection Drainage	<input type="checkbox"/>	■ □ □ □	74,500	6,000
Pipe Renewal - Allocation	<input type="checkbox"/>	■ ■ ■ □	40,000	1,160
Pit Renewal - Allocation	<input type="checkbox"/>	■ ■ ■ □	20,000	0
Sump Renewal - Allocation	<input type="checkbox"/>	■ ■ ■ □	35,000	25,172
New - Drainage				
Bishopgate 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 Progress
For the month ended 31 December 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Pathways			700,000	112,711
Renewal - Pathways				
Berwick Street - Mackie to McMaster - Surface	<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
New - Pathways				
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
Parks			6,297,000	111,278
Renewal - Parks				
George Street Reserve - Revegetation Project	<input type="checkbox"/>	■■■□□	60,000	6,342
GO Edwards Park - Renewal	<input type="checkbox"/>	■■■□□	1,000,000	18,226
Kensington Bushland - Information Shelters	<input type="checkbox"/>	■■■□□	7,000	0
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	16,825
Tree Plan - Tree Replanting	<input type="checkbox"/>	■■■□□	78,000	3,227
Upgrade - Parks				
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
New - Parks				
Kensington Bushland - Jirdarup Signage	<input type="checkbox"/>	■■■□□	24,000	907
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 Progress
For the month ended 31 December 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Other Infrastructure			1,339,500	137,543
Renewal - Other Infrastructure				
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
Upgrade - Other Infrastructure				
Parking - Parking Meters - Upgrade	<input type="checkbox"/>	■ □ □ □	130,000	0
Street Lighting - Leisurelife Car Park - Stage 2	<input type="checkbox"/>	■ ■ ■ ■	65,000	63,091
New - Other Infrastructure				
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 type="checkbox"/>	■ ■ ■ □	12,000	0
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

14.5 Recommendation from the Finance and Audit Committee - 31 Rushton Street, Burswood - Victoria Park Croquet Club relocation to co-locate with Higgins Park Tennis Club

File Reference:	CUP/10/26#14
Appendices:	<ol style="list-style-type: none"> 1. Combined letter of support for option 6 from Victoria Park Croquet Club and Higgins Park Tennis Club 2. Options 4 - 6 site plans 3. Photos of trees and cricket nets 4. Six development options analysis table
Attachments:	No

Date:	17 December 2018
Reporting Officer:	J. Morellini
Responsible Officer:	B. Killigrew
Voting Requirement:	Absolute majority

Executive Summary:

Recommendation – That Council approve option six, as contained within this report, with regards to the relocation of the Victoria Park Croquet Club to co-locate with the Higgins Park Tennis Club, including all associated budget amendments and additional conditions.

- The strategic direction for co-location of sporting and community groups, where possible, is a preferred solution for long-term financial management of the Town's assets. This is highlighted in the Town's Social Infrastructure Plan and is a key objective of the Town's Strategic Community Plan.
- The approval for a multi-purpose facility that the Victoria Park Croquet Club can be relocated to has been the subject of several Council reports since 2000.
- With the Town endorsing the Land Asset Optimisation Strategy in September 2013, the land that the Victoria Park Croquet Club currently occupies provided strategic justification for investigations of a re-location solution.
- The Higgins Park Tennis Club has a club room facilities, storage, change rooms, a newly-renovated kitchen and bar function area which can accommodate the Victoria Park Croquet Club. There is no immediate need to build or upgrade any clubrooms with the options presented.
- A Local Jobs Local Projects grant is currently approved for the Higgins Park Tennis Club to replace four grass courts with plexi-cushion hard courts and flood lighting. The grant is \$100,000 and the Town previously agreed to match this figure. There is \$100,000 in the existing parks capital works budget. This was approved as per Council resolution, 8 March 2016, conditional on another \$100,000 to come direct from the Higgins Park Tennis Club. Endorsement of the recommendation from this report will replace the previous Council resolution for Higgins Park Tennis Club being required to contribute \$100,000.
- A potential replacement of the lease with a new occupation licence will be needed to be provided to both the Higgins Park Tennis Club and Victoria Park Croquet Club to allow co-location. The management body and scheduling of use will be coordinated by both clubs as a condition of the proposed capital expenditure.

TABLED ITEMS:

Nil.

BACKGROUND:

In 2013, Council received a Land Asset Optimisation Strategy which highlighted a number of land holdings under ownership of the Town that, if optimised, could assist in achieving revenue diversification and development of economic resilience for the Town of Victoria Park. With the appointment of a Property Development Manager in December 2016, a Land Asset Optimisation Project Plan was endorsed, which highlighted 31 Rushton Street (current home of Victoria Park Croquet Club) as a top ten priority to be investigated for possible 'optimisation'.

Discussions with the Victoria Park Croquet Club were progressed in 2017, with a series of meetings to negotiate the future location of the club, and if consideration would be given to a potential relocation. These discussions progressed with additional analysis and costings undertaken. During this timeframe, a complex number of requirements and constraints were raised, and a number of alternative options, including the Town's open-space reserves, were investigated. Most reserves had limited space, non-complementary sporting groups or requirements to build new, purpose-built club rooms. A scenario for co-location was discussed with a potential option being the Higgins Park Tennis Club site.

The Town previously attempted development of a multi-purpose sporting and community facility, being the Carlisle Lathlain Community Centre. This was the subject of several Council reports since 2000. The aim was to accommodate the bowling club, the Victoria Park Croquet Club, the Blind Bowlers' Association and the Western Australian Table Tennis Association. The project did not proceed due to significant cost estimates, with lifecycle costs in the order of \$37 million.

In light of the potential significant cost impact for new single-use club facilities, a co-located outcome within existing facilities was deemed the most pragmatic solution in this instance to achieve a sustainable outcome for the Town and both clubs.

DETAILS:**Victoria Park Croquet Club**

The Victoria Park Croquet Club, as at June 2018, had 12 members with a club room and storage area being circa 1930s. The kitchen area is in a dilapidated state. The facility does not have any bar, heating or cooling facilities. The club dates back to the 1920s, with an official opening ceremony in 1925. In 1930, the Postal Address Extract showed a co-location for three clubs being the Victoria Park Tennis Club, Victoria Park Bowling Club and Victoria Park Croquet Club.

The Victoria Park Croquet Club currently has two permanent courts with lighting and is currently provided with an operating subsidy of \$15,000 per annum by Council.

Discussions with the Croquet Club have been positive overall and the Club have, from the beginning, expressed their willingness to work with the Town to find alternative accommodation.

Higgins Park Tennis Club

The Higgins Park Tennis Club has been in existence since 1965 and currently has 120 members. The club is renowned for being well-run, professional and well-managed. The Higgins Park Tennis Club has proactively sought to reduce their reliance on subsidies from the Town, and achieved this in 2017. Currently there are 16 tennis courts with 12 being grass and 4 being hardcourts, with flood lighting. The club rooms have had some recent upgrades to the kitchen undertaken by the Town. The Higgins Park Tennis Club have been accommodating and genuinely interested in a co-location scenario with another club.

Further

Both sports are compatible in terms of demography, culture, playing surfaces, court dimensions, and maintenance requirements. The complexity for co-location of sporting clubs, and the potential significant cost implications for new club room facilities being required, was a consideration. The Victoria Park Croquet Club representatives have been accommodating of the request to revisit relocation and, during this process, the Higgins Park Reserve and the Higgins Park Tennis Club ultimately became the most viable opportunity. The existing club room facility has the capacity to accommodate the Victoria Park Croquet Club. The Victoria Park Croquet Club have advised that the Higgins Park Tennis Club, and club facilities, would be an upgrade to their existing situation and a preferred scenario to their current club rooms, especially during the winter months. Discussion however, would not have progressed without the understanding and acceptance of the Higgins Park Tennis Club, to continue to work on finding a solution.

At the June 2018 Special Finance and Audit Committee meeting, a workshop topic was presented and discussed being “Potential co-location of Higgins Park Tennis Club and Victoria Park Croquet Club.” Actions resulting from this meeting included the need to finalise feedback from both clubs on the options presented.

Following the feedback from both clubs, a desire for certain minimum requirements were further stipulated, and are summarised as follows:

Croquet

- Two permanent courts for exclusive use;
- A clubhouse;
- Maintenance shed;
- Storage building;
- Boundary fencing;
- Off street casual parking; and
- The opportunity for Croquet West (the state administrative body of croquet) to locate their headquarters at Higgins Park Reserve if two permanent courts were created.

Tennis

- Support to shift the mix of tennis courts from unlit grass courts to hard courts with lighting;
- Maintain the current number of tennis courts and retain eight grass tennis courts;
- A modest increase in the current footprint would enable both sports to be accommodated and would likely be supported;
- The Town to provide recurrent funding (or in kind support) to cover the cost of changing tennis courts to croquet courts for shared courts; and
- Consideration be given to the addition of one grass tennis court at the northern end of the western bank, in order to retain a minimum of eight grass courts.

In consideration of the feedback provided, the options presented in this report were developed. Included in these options is the original request for Higgins Park Tennis Club to receive a contribution towards the conversion of four grass courts to hard courts with lighting.

The Higgins Park Tennis club has successfully been awarded a grant of \$100,000 from the Local Project Local Jobs grant scheme through the Department of Sport and Recreation, to contribute towards this upgrade. There also exists an approved Town of Victoria Park parks capital works budget to match the \$100,000 grant. This grant has been taken into consideration for the final Town of Victoria Park budget amendment request provided in the *Financial Implications* sections of this report. This was approved as per the Council resolution on 8 March 2016, conditional on another \$100,000 to come direct from the Higgins Park Tennis Club. Endorsement of the recommendation from this report will replace the previous Council resolution for Higgins Park Tennis Club being required to contribute \$100,000.

The original request from Higgin Park Tennis Club to install additional hardcourts with lighting were to:

- meet growing and currently unmet club and community demand for access to tennis courts, with floodlighting for evening play; and
- underpin the club's financial sustainability by improving revenue from additional court usage and by reducing costs associated with grass court maintenance and use of water resources.

The mix of court surfaces (i.e. majority grass courts) for the Higgins Park Tennis Club's 16 courts is, according to the tennis club, the most significant blocker to the club increasing its financial sustainability and increased community participation. In terms of costs, grass court maintenance and watering currently represents around 50% of the Higgins Park Tennis Club's annual costs. Converting grass to hard courts is likely to therefore significantly decrease the tennis club's cost base.

The potential co-location of the clubs has presented a number of options to be considered by Council. These are presented in the below table. A further, more detailed options analysis is included in appendix four to this report.

The delivery of the recommended option 4 presented will be by the Town's Operations team, via the capital works program. The resulting co-location will allow a transition period for both clubs during the land optimisation process for 31 Rushton Street, Burswood. Scheduling will be managed and tested with potential requirements for setting up and packing down on certain days of the week. This has been budgeted for in the costings.

Options analysis:

Six options have been identified, which have been summarised as follows.

Option	Summary description	Resulting sport infrastructure	Timing	Total project cost	Budget amendment
Option 1: Do nothing	Council does not relocate Victoria Park Croquet Club and Higgins Park Tennis Club does not receive contribution towards hard court conversion and lighting.	Croquet (2) permanent courts. Tennis (16) 4 hard 12 grass.	Immediate	<ul style="list-style-type: none"> • \$15,000 pa (existing operating subsidy to Victoria Park Croquet Club) • Opportunity cost of no revenue from 31 Rushton Street. 	\$0
Option 2: Hard courts upgrade for Higgins Park Tennis Club only.	Council does not relocate Victoria Park Croquet Club and Higgins Park Tennis Club receives contribution towards hard court conversion and lighting.	Croquet (2) permanent courts. Tennis (16) total – (8) hard (8) grass.	March 2018 commence tender process.	<ul style="list-style-type: none"> • \$315,000 (includes existing operating subsidy to Victoria Park Croquet Club) • Opportunity cost of no revenue from 31 Rushton Street. 	\$200,000
Option 3: Relocate Victoria Park Croquet Club outside of Town and upgrade Higgins Park Tennis Club.	Council, with no alternative location, provide relocation costs for the members of Victoria Park Croquet Club to be integrated into another club of their choice. Higgins Park Tennis Club to receive upgrade requested.	Croquet (0) permanent courts. Tennis (16) total – (8) hard (8) grass.	March 2018 commence tender process for Higgins Park Tennis Club upgrades. And 6-12 month process to relocate the Victoria Park Croquet Club to another club.	<ul style="list-style-type: none"> • \$306,000 (approx \$500 per member for 12 members being \$6,000 as annual joining fee allowance for Victoria Park Croquet Club relocation costs) • Opportunity to receive revenue from 31 Rushton Street. 	\$200,000

Option 4: Relocate Victoria Park Croquet Club into Higgins Park Tennis Club.	Council approves the relocation of croquet into Higgins Park Tennis Club with the provision of (1) permanent Croquet court and (1) shared court both floodlit with no extension to the existing court footprint of tennis.	Croquet (1) permanent (1) shared court. Tennis (14) total – (8) hard (2) shared grass (4) permanent grass.	March 2018 commence tender process. From March 2018 a 6-12 month process to relocate Victoria Park Croquet Club into Higgins Park Tennis Club.	<ul style="list-style-type: none"> • \$531,000 • Opportunity to receive revenue from 31 Rushton Street. 	\$431,000
Option 5: Relocate Victoria Park Croquet Club into Higgins Park Tennis Club.	Council approves the relocation of croquet into Higgins Park Tennis Club with the provision of (1) permanent croquet court and (1) shared court both floodlit with (1) court extension to the existing court footprint of Higgins Park Tennis Club.	Croquet (1) permanent (1) shared court. Tennis (15) total - (8) hard (2) shared grass (5) permanent grass.	March 2018 commence tender process. From March 2018 a 6-12 month process to relocate Victoria Park Croquet Club into Higgins Park Tennis Club.	<ul style="list-style-type: none"> • \$625,000 • Opportunity to receive revenue from 31 Rushton Street. 	\$525,000
Option 6: Relocate Victoria Park Croquet Club into Higgins Park Tennis Club.	Council approves the relocation of croquet into Higgins Park Tennis Club with the provision of (1) permanent croquet court and (1) shared court both floodlit with (2) court extension to the existing court footprint of Higgins Park Tennis Club.	Croquet (1) permanent (1) shared court. Tennis (16) total – (8) hard (2) shared grass (6) permanent grass.	March 2018 commence tender process. From March 2018 a 6-12 month process to relocate Victoria Park Croquet Club into Higgins Park Tennis Club.	<ul style="list-style-type: none"> • \$736,000 • Opportunity to receive revenue from 31 Rushton Street. 	\$636,000

This is further summarised by resulting sporting facilities at Higgins Park Tennis Club.

Options	Tennis Hard Court	Tennis Grass Court			Croquet Court			Total Project Cost	Budget Amendment
	Permanent	Permanent	Shared	Total	Permanent	Shared	Total		
Option 1	4	12	0	16	2	0	2	\$15,000	\$0
Option 2	8	8	0	16	2	0	2	\$315,000	\$200,000
Option 3	8	8	0	16	0	0	0	\$306,000	\$200,000
Option 4	8	4	2	14	1	1	2	\$531,000	\$431,000
Option 5	8	5	2	15	1	1	2	\$625,000	\$525,000
Option 6	8	6	2	16	1	1	2	\$736,000	\$636,000

Please refer to appendix 4 that contains additional detailed analysis of each of the six relocation options and includes an examination of:

1. risks;
2. positives and negatives;
3. design outcomes, and
4. time and cost estimates.

Please also refer to appendix 2 and 3 showing an architectural spatial configuration for option 4-6 and the trees and cricket nets, which will be impacted with option 5 and 6.

Land asset optimisation implications

The Land Asset Optimisation Strategy (LAOS) is a priority project for the Town of Victoria Park. It aims to deliver revenue diversification and generated opportunities, whilst enabling redevelopment proposals and acts as a catalyst for regeneration or redevelopment of the Town's land assets. A Land Asset Optimisation Project Plan was received and endorsed by the Finance and Audit Committee in March 2017. The project plan highlighted the main priority projects, with 31 Rushton Street, Burswood being included on that list.

Higgins Park Master Plan

There have been ongoing discussions regarding the Higgins Park Reserve area, and the proposal to carry out a master plan for the entire grounds that also accommodates a football club, cricket club and an RSL. The co-location of the Victoria Park Croquet Club and Higgins Park Tennis Club will give further reasoning to begin to progress planning a Higgins Park Master Plan. The Town's Place Planning team have endorsed option 4, as it achieves maintaining Victoria Park Croquet Club's presence in the Town, is contained within the existing footprint whilst the future master plan is pending, and is the least cost to the Town whilst achieving the Victoria Park Croquet Club relocation. It also aligns with the general goal of increasing activation and use of public open space. That said, the Town's Place Planning team have stated that option 5 and 6 are still manageable from a future master planning perspective.

Legal Compliance:

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

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

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

* *Absolute majority required.*

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

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

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

Furthermore, given the cost of certain options, a tender process will be required to deliver certain options.

Policy Implications:

GEN7 – Strategic Management of Land and Property Assets.

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Community and political Negative community support.	Moderate	Possible	Moderate	Both community groups directly impacted were consulted with to try and achieve the most desirable and balanced solution.
Planning and environmental Planning approval delays.	Insignificant	Rare	Low	No planning approvals are required.

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Environmental Contamination.	Insignificant	Unlikely	Low	With very limited ground disturbance, contamination exposure appears to not be much of a risk. Will be managed through the contractor.
Sustainability Non sustainable development outcome.	Insignificant	Unlikely	Low	Conversion of grass to hard reduces water use. Co-location of clubs support better use of resources.
Environmental Damage to existing trees from upgrade works.	Minor	Unlikely	Low	Successful contractor to provide costs for relocation or new tree plantings as required.
Financial and economic Financial impact too great for Town to accommodate.	Major	Unlikely	Moderate	Co-location provides a cost effective solution for maximum use of limited resource such as reserve land.

Strategic Plan Implications:

Social

S1 - A healthy community.

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

Environment

En5 - Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed.

Civic Leadership

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

Financial Implications:

Internal budget:

The option endorsed by Council will determine the budget requirements. As mentioned previously, there is a \$100,000 State Government grant for Higgins Park Tennis Club available as a contribution towards the options.

- Option 1
No cost to Council. Estimated annual cost to continue Victoria Park Croquet Club subsidy of \$15,000. Opportunity cost of forgone revenue from the realisation of the 31 Rushton Street land holdings.

- Option 2
Total expected project cost of \$315,000. Mid-year review/budget to provide \$100,000 in additional funds to the parks capital works budget for 2018/2019. Total project cost includes the ongoing subsidy to Victoria Park Croquet Club. Opportunity cost of foregone revenue from the realisation of the 31 Rushton Street land holdings.
- Option 3
Total expected project cost of \$306,000. Includes \$500 per member for 12 members, being \$6,000, as annual joining fee allowance for Victoria Park Croquet Club relocation costs. Mid-year review/budget to provide \$100,000 in additional funds to the parks capital works budget for 2018/2019. The \$6,000 can be found through the reduction in the \$15,000 subsidy currently provided to Victoria Park Croquet Club.
- Option 4 (recommended option)
Total expected project cost of \$531,000. Amend the 2018/2019 budget to provide \$331,000 in additional funds to the parks capital works budget from the Land Asset Optimisation reserve fund. This estimate accounts for \$100,000 provided via the State Government Local Project Local Jobs grant to Higgins Park Tennis Club and the \$100,000 already in the parks capital works budget. This amount will be partly spent during 2018/2019 to begin the process to implement option 4, with carry-forward of unspent funds.
- Option 5
Total expected project cost of \$625,000. Amend the 2018/2019 budget to provide \$425,000 in additional funds to the parks capital works budget from the Land Asset Optimisation reserve fund. This estimate accounts for \$100,000 provided via the State Government Local Project Local Jobs grant to Higgins Park Tennis Club and the \$100,000 already in the parks capital works budget. This amount will be partly spent during 2018/2019 to begin the process to implement option 4, with carry-forward of unspent funds.
- Option 6
Total expected project cost of \$736,000. Amend the 2018/2019 budget to provide \$536,000 in additional funds to the parks capital works budget from the Land Asset Optimisation reserve fund. This estimate accounts for \$100,000 provided via the State Government Local Project Local Jobs grant to Higgins Park Tennis Club and the \$100,000 already in the parks capital works budget. This amount will be partly spent during 2018/2019 to begin the process to implement option 4, with carry-forward of unspent funds.

The existing capital works budget was approved as per the Council resolution on 8 March 2016, conditional on another \$100,000 to come direct from Higgins Park Tennis Club. Endorsement of the recommendation from this report will replace the previous Council resolution for Higgins Park Tennis Club being required to contribute \$100,000.

Total Asset Management:

The co-location of the Victoria Park Croquet Club and Higgins Park Tennis Club will achieve value for money and cost sharing on a key asset whilst allowing to plan for the future. The future of the existing Victoria Park Croquet Club facilities at 31 Rushton Street, Burswood will be determined through a community consultation process whilst the Land Asset

Optimisation Process is undertaken. A future master planning of the Higgins Park Reserve can still be undertaken with any option selected, due to a fairly minimal impact on the overall 7.2 hectares being the Higgins Park Reserve. That said, option 4 fits within the existing footprint of the Higgins Park Tennis Club and has no impact on the future master planning of the Higgins Park Reserve.

The Town of Victoria Park, due to the co-location by both clubs at Higgins Park Tennis Club, will not be required to account for significant additional asset management and operating expenditure greater than its current requirements. There will in fact be some cost savings with not being required to operate two separate club rooms and the reduction in grass court maintenance. This should help offset the lifecycle costs of the new hard courts and flood lighting.

Overall the Higgins Park Tennis Club hard court conversion will reduce grass court maintenance. Currently this is 40-55% of all expenditure. Hard courts will require an annual maintenance cost of \$300 per court, likely to be offset in the reduction in grass maintenance. Hard courts will also require approximately \$8,000 for replacement costs in 9-10 years.

With the creation of new croquet courts, the current operating subsidy provided to the Victoria Park Croquet Club will cover the operating costs. This will continue until no longer being required, with the hope of membership increases and cost-sharing arrangements. There will also be some shared costs savings due to the sharing of the one croquet court with tennis.

Sustainability Assessment:

External Economic Implications:

The flow on effect from the relocation of the Victoria Park Croquet Club will allow a significant land holding at the entry to the Causeway Precinct to become available as per Land Asset Optimisation Strategy objectives.

Social Issues:

The recommended option 4 allows for members of the community to engage in an active sport, which accommodates all age groups and helps foster co-location of sporting and community groups.

Cultural Issues:

The Town of Victoria Park can ensure croquet and tennis remain in the Town.

Environmental Issues:

Depending on the option endorsed, some trees may be removed or potentially relocated if feasible. The trees are shown in appendix 3.

COMMENT:

The strategic direction for co-location of various sporting and community groups, where possible, is a preferred solution for the Town of Victoria Park, especially for long-term financial management of the Town's assets. This is highlighted in the Town's Social Infrastructure Plan and supports the Town's Strategic Community Plan objectives. The approval for a multi purposes facility in which Victoria Park Croquet Club was going to be relocated has been the subject of several Council reports since 2000.

CONCLUSION:

The Higgins Park Tennis Club already has a club room facility, storage, change rooms, a kitchen and bar function area which can adequately accommodate the Victoria Park Croquet Club. There is no requirement to build or upgrade any clubrooms with the options presented within this report.

The resulting co-location will allow a transition period for both clubs during the land optimisation process for 31 Rushton Street, Burswood. Scheduling will be managed and tested with potential requirements for setting up and packing down on certain days of the week. This has been budgeted for in the costings. A new occupation licence will be needed to be provided to both the Higgins Park Tennis Club and Victoria Park Croquet Club to allow co-location. The management body governance and scheduling of use will be coordinated by both clubs.

The Higgins Park Reserve area is one of the largest sections of active public open space within the Town. As well as catering for football, cricket and tennis, it also caters for fitness training and is adjacent to the RSL. There is potential that the Victoria Park Croquet Club can relocate within the footprint of the Higgins Park Tennis Club. This will ensure benefits to both clubs and enable the Land Asset Optimisation Strategy to progress a business case for 31 Rushton Street in due course.

OFFICER RECOMMENDATION/S:

That the Finance and Audit Committee recommends that Council:

1. Approves Option 4 to relocate Victoria Park Croquet Club into Higgins Park Tennis Club at an estimated total cost of \$531,000 (ex GST); this includes the reconfiguration of the Higgins Park Tennis Club Facilities to the following:
 - a. One (1) permanent croquet court
 - b. One (1) shared croquet court
 - c. Eight (8) hard tennis courts
 - d. Two (2) shared grass tennis courts
 - e. Four (4) permanent grass courts; and
 - f. Floodlighting to hard tennis courts and croquet courts.
2. Agrees that the relocation is conditional upon both the Victoria Park Croquet Club and Higgins Park Tennis Club entering suitable arrangements that enable appropriate governance for the sharing of facilities and courts to the satisfaction of the Chief Executive Officer.
3. Accepts a fund transfer of \$100,000 from the Higgins Park Tennis Club to the Town of Victoria Park.
4. Amends the 2018/2019 Annual Budget to fund the works associated with relocating the Victoria Park Croquet Club to Higgins Park, as follows:
 - a. Increase capital expense – Higgins Park Tennis Club by \$331,000
 - b. Increase grants and contributions – Higgins Park Tennis Club contribution by \$100,000
 - c. Increase transfers from Reserve Funds – Land Optimisation Strategy by \$331,000
5. Supports that a tender be called for the delivery of works associated with Option 4.

FURTHER COMMENT:

At the Finance and Audit Committee meeting held on 17 December 2018, it was identified that the budget amendment section of the officer's recommendation did not include the \$100,000 State Government grant within the recommendation to increase capital expenditure. It should be noted that the change does not alter the total project cost for the recommended option or other proposed options as outlined within the report.

Part four of the officer's recommendation should have read:

4. *Amends the 2018/2019 Annual Budget to fund the works associated with relocating the Victoria Park Croquet Club to Higgins Park, as follows:*
 - a. *Increase capital expense – Higgins Park Tennis Club by \$431,000*
 - b. *Increase grants and contributions – Higgins Park Tennis Club contribution by \$100,000*
 - c. *Increase transfers from Reserve Funds – Land Optimisation Strategy by \$331,000*

This change also extended to the options analysis tables included within the report.

At the same Finance and Audit Committee meeting, an alternate motion was moved and carried unanimously. The reason given for the alternate motion was that, in addition to being the supported option of the clubs involved in the co-location, and supporting LAOS priority project outcomes for 31 Rushton Street (Burswood), it achieves the relocation of the croquet club through the practice of co-location and provides an enriched environment (reconfiguration of the Higgins Park Tennis Club facilities) for increased activation of the site and use of public open space. Point two attempted to address the potential loss of three trees, and option 6 was identified by Town's Place Planning team as manageable from a future master planning perspective.

RECOMMENDATION FROM THE FINANCE AND AUDIT COMMITTEE:

That Council:

1. **Approves Option 6 to relocate Victoria Park Croquet Club into Higgins Park Tennis Club at an estimated total cost of \$736,000 (ex GST); this includes the reconfiguration of the Higgins Park Tennis Club Facilities to the following:**
 - a. **One (1) permanent croquet court**
 - b. **One (1) shared croquet court**
 - c. **Eight (8) hard tennis courts**
 - d. **Two (2) shared grass tennis courts**
 - e. **Six (6) permanent grass courts; and**
 - f. **Floodlighting to hard tennis courts and croquet courts.**
2. **Requests that the three trees identified as impacted in Option 6 be transplanted within the Higgins Park Precinct, and should transplantation not be possible that each tree be replaced by a minimum of two new trees planted in the Higgins Park Precinct next planting season.**

3. **Agrees that the relocation is conditional upon both the Victoria Park Croquet Club and Higgins Park Tennis Club entering suitable arrangements that enable appropriate governance for the sharing of facilities and courts to the satisfaction of the Chief Executive Officer.**
4. **Accepts a fund transfer of \$100,000 from the Higgins Park Tennis Club to the Town of Victoria Park.**
5. **Amends the 2018/2019 Annual Budget to fund the works associated with relocating the Victoria Park Croquet Club to Higgins Park, as follows:**
 - a. **Increase capital expense – Higgins Park Tennis Club by \$636,000**
 - b. **Increase grants and contributions – Higgins Park Tennis Club contribution by \$100,000**
 - c. **Increase transfers from Reserve Funds – Land Optimisation Strategy by \$536,000**
6. **Supports that a tender be called for the delivery of works associated with Option 6.**

(Absolute Majority Required)

14.6 Recommendation from the Finance and Audit Committee - Proposed Town of Victoria Park Meeting Procedures Local Law 2019

File Reference:	LAW/8/002~01
Appendices:	<ol style="list-style-type: none"> 1. Town of Victoria Park Standing Orders Local Law 2011 2. Proposed Town of Victoria Park Meeting Procedures Local Law 2019
Attachments:	No

Date:	5 December 2018
Reporting Officer:	D. Uniza
Responsible Officer:	A. Vuleta
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – That Council gives notice of the purpose and effect of the proposed Town of Victoria Park Meeting Procedures Local Law 2019.

- Council resolved to give notice of its intent to review the *Town of Victoria Park Standing Orders Local Law 2011* (Standing Orders) in December 2017.
- The Finance and Audit Committee, through a series of workshops, have reviewed the proposed changes which aim to modernise the local law.
- It is proposed that the current Standing Orders be repealed and replaced with the Town of Victoria Park Meeting Procedures Local Law 2019 ('Meeting Procedures').
- In line with s3.12 of the *Local Government Act 1995* (Act), it is recommended that Council give notice of the purpose and effect of the proposed local law.

TABLED ITEMS:

Nil.

BACKGROUND:

In line with s3.16 of the Act, each local government is required to conduct an eight-yearly review of its local laws. The Town's current *Standing Orders Local Law 2011* was adopted in 2012 and hasn't been reviewed since. As such, at its Ordinary Council Meeting held on 12 December 2017, Council resolved to give notice of its intent to review this local law.

Following Council's resolution, the process for the review was conducted through the Finance and Audit Committee, as outlined in the timeline below:

Meeting date	Item	Action
25 June 2018	<ul style="list-style-type: none"> • Draft format of Standing Orders presented to Finance and Audit Committee. 	<ul style="list-style-type: none"> • Finance and Audit Committee agree timeline for progressing the Standing Orders.
24 July 2018	<ul style="list-style-type: none"> • Parts 1 – 4 considered. 	<ul style="list-style-type: none"> • Agree with clauses and or determine amendments.
27 August 2018	<ul style="list-style-type: none"> • Review parts 1 – 4 	<ul style="list-style-type: none"> • Changes to parts 1 – 4 agreed

24 September 2018	<ul style="list-style-type: none"> Review parts 5 – 8 	<ul style="list-style-type: none"> Changes to parts 5 – 8 agreed
22 October 2018	<ul style="list-style-type: none"> Review parts 9 – 12 	Changes to parts 9 – 12 agreed
26 November 2018	<ul style="list-style-type: none"> Review parts 13 – 17 	<ul style="list-style-type: none"> Changes to parts 13 – 17 agreed

DETAILS:

In its review of the local law, the Town, first conducted a comparative review of the current Standing Orders against the WALGA model local law. Changes identified from this comparative review, along with other proposed amendments arising from specific needs of Council, were then progressively workshopped with the Finance and Audit Committee. After the Finance and Audit Committee finished its last workshop on the Standing Orders, a copy of the draft Meeting Procedures were sent to the Town's solicitors for review. For the purpose of the proposed local law, changes and comments from the solicitors' review have been accepted.

The intent of the review has been to propose changes that reflect a contemporary and best practice approach to meeting procedures. While a large portion of the changes are administrative in nature, some of the more notable changes to the local law are outlined below:

Provision	Proposed changes
Section 4.3 Order of Business	Removal of prayer
Section 5.6 Procedures for question time for the public	Additional provisions to include procedures to manage public question time
Section 5.7 Public statement time	Additional provisions to include procedures to manage public statement time
Part 9 Procedural Motions	Additional motions to allow referral/ deferral of report items back to either a Committee or the administration
Part 11 Minutes of Meetings	Extending the scope of this provision to further apply to Committee meetings

Legal Compliance:

Local Government Act 1995, [Section 3.12 Procedure for making local laws](#)

Local Government Act 1995, [Section 3.16 Period review of local laws](#)

Policy Implications:

Nil.

Risk Management Considerations:

Risk & Consequence	Consequence Rating	Likelihood Rating	Overall Risk Analysis	Mitigation / Actions
Compliance. The local law is disallowed by the Joint Standing Committee on Delegated Legislation	Moderate	Unlikely	Low	a) The local law review and proposed changes have been modelled against the WALGA model local law. b) The Town's solicitors have reviewed the local law for legal compliance.

Strategic Plan Implications:

CI8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

CI10 – Legislative responsibilities are resources and managed appropriately, diligently and equitably.

Financial Implications:

There are no unbudgeted financial implications.

Sustainability Assessment:External Economic Implications:

Nil.

Social Issues:

As this local law deals with the conduct of the Town's Council meetings, particularly dealing with public participation, due consideration has been given to ensure that the public's ability to engage during the course of Council meetings (e.g. public statement time, public question time, etc.) is protected.

Cultural Issues:

Currently, the Town's Standing Orders requires that each Council meeting be opened with a prayer. Understanding cultural differences and sensitivities, it has been agreed that this requirement be removed from the proposed Meeting Procedures.

Environmental Issues:

Nil.

COMMENT:

With the local law having been adopted about six years ago, and there being substantial changes identified, the proposed approach resulting from the review is to proceed with a 'repeal and replace' process in lieu of amending the existing local law. This means that the current Standing Orders is proposed to be replaced with the *Town of Victoria Park Meeting Procedures Local Law 2019*.

In line with s3.12 of the Act, it is now required that the Town gives both state-wide and local public notice stating the purpose and effect of the proposed Meeting Procedures. Following this notice, there is a further requirement to allow for at least a six week period for public consultation. At the end of the consultation period, a further report will be provided considering the nature of the public submissions received.

CONCLUSION:

As the review and redraft of this local law has been conducted with sufficient consultation with the Finance and Audit Committee, and with due regard to needs of the Council in relation to its meeting procedures, it is recommended that the proposed Meeting Procedures be progressed to advertising and public consultation.

RECOMMENDATION/S FROM THE FINANCE AND AUDIT COMMITTEE:

That Council gives notice of the purpose and effect of the proposed Town of Victoria Park Meeting Procedures Local Law 2019, in accordance with Section 3.12 of the *Local Government Act 1995*.

14.7 Recommendation from the Finance and Audit Committee - Adoption of EM6 Fees, Expenses and Allowances – Elected Members and Independent Committee Members Policy

File Reference:	COR/13/20
Appendices:	<ol style="list-style-type: none"> 1. EM6 Fees, Expenses and Allowances – Elected Members Policy 2. Proposed EM6 Fees, Expenses and Allowances – Elected Members and Independent Committee Members Policy
Attachments:	No

Date:	30 January 2019
Reporting Officer:	D. Uniza
Responsible Officer:	A. Vuleta
Voting Requirement:	Simple Majority
<p>Executive Summary: Recommendation – That Council adopts the EM6 Fees, Expenses and Allowances – Elected Members and Independent Committee Members Policy, as included in the Appendix 2.</p> <ul style="list-style-type: none"> • At its meeting held on 25 May 1999, Council adopted the EM6 Fees, Expenses and Allowances – Elected Members Policy • This policy was last reviewed in August 2015 • Resulting from its 2018 review, it is recommended that the existing policy, instead of being amended, be repealed and replaced with the proposed EM6 Fees, Expenses and Allowances – Elected Members and Independent Committee Members Policy 	

TABLED ITEMS:

Nil.

BACKGROUND:

In accordance with Section 2.7(2)(b) of the Local Government Act 1995, Council is to set the local government's policies.

At its meeting held on 25 May 1999, Council adopted the EM6 Fees, Expenses and Allowances – Elected Members Policy for the purpose of setting out the meeting fees and allowances to be provided to elected members. Since its adoption, this policy has been reviewed three times – July 2013, August 2013 and August 2015.

In 2018, a review of the policy was conducted by the Town upon request by the Finance and Audit Committee ('the Committee'). While workshops were held with the Committee, the final policy presented for adoption was presented to Council via an officer report, not a committee recommendation. The policy was presented at the Ordinary Council Meeting held on 13 November 2018. Council resolved to refer the item back to the Finance and Audit Committee for consideration due to a number of issues that needed clarification. Further detail regarding this can be found in the Council minutes relating to [Item 13.2 Policy Review - EM6 Fees, Expenses and Allowances – Elected Members Policy](#).

Upon referral back to the Finance and Audit Committee, the Committee has since reviewed the policy through a committee workshop.

DETAILS:

This policy was requested for review by the Finance and Audit Committee to ensure that the policy was still relevant, reflected Council's position on the matter, and accounts for recent changes to the Town's committee structure, specifically the inclusion of independent committee members. During the first iteration of the policy's review, it was indicated by the Committee that the following key outcomes were anticipated as a result of the review:

1. That the current payment cycle be changed from six-monthly to monthly in arrears
2. Allowance levels be retained as is, including the retention of 'annual sitting fees' as opposed to meeting fees
3. That the policy recognises independent committee members

Cognisant of those intended outcomes, this review process further included:

- A review of similar policies from six other metropolitan councils
- A thorough review of the policy against both legislative requirements as set out in the Act, and against determinations as set out by the Salaries and Allowances Tribunal
- Ensuring that the policy can be pragmatically applied by the administration in its day-to-day operations
- Aligned with proposed changes from Phase 1 of the Local Government Act review, specifically its requirement for local governments to produce an elected member professional development policy

Legal Compliance:

[Local Government Act 1995 – Section 2.7\(2\)\(b\)](#)

[Local Government \(Administration\) Regulations 1996 – Reg. 31](#)

[Local Government \(Administration\) Regulations 1996 – Reg. 32](#)

[Salaries and Allowances Tribunal Determinations for Local Governments CEOs and Elected Members](#)

Policy Implications:

EM6 Fees, Expenses and Allowances – Elected Members Policy

EM5 Conference Expenses – Elected Members

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Legal The policy being inconsistent with the Act and determinations set by the Salaries and Allowances Tribunal	Major	Unlikely	Moderate	The proposed policy has been checked against relevant legislation to ensure compliance.

Compliance The policy not giving clear direction to the Town's administration to ensure compliance in application of the policy	Moderate	Possible	Moderate	The proposed policy was created as a collaborative effort between officers and elected members to ensure that it is easily applied in the day-to-day operations of the Town
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Strategic Plan Implications:

CI6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community

Financial Implications:
Internal Budget:

There are sufficient funds in the current budget to support principles presented in the policy.

Total Asset Management:

Not applicable.

Sustainability Assessment:
External Economic Implications:

Not applicable.

Social Issues:

The policy aims to ensure that both elected members and independent committee members are provided with sufficient support to conduct their duties in a way that is fair, equitable and compliant of relevant legislation.

Cultural Issues:

Not applicable.

Environmental Issues:

Not applicable.

COMMENT:

As significant changes have been made to the existing policy, EM6 Fees, Expenses and Allowances – Elected Members Policy, it is proposed that the current policy is repealed and replaced with the proposed EM6 Fees, Expenses and Allowances – Elected Members and Independent Committee Members Policy, as presented in Appendix 2.

Such changes are outlined below:

Change	Reason
Payment of annual attendance fees and ICT expenses allowance cycle from 6-monthly to monthly	To better align with the Town's current payment cycles
Clarification of reimbursements available to elected members under Regulation 32 of the Regulations relating to travel.	To ensure that the types of travel which Council approves reimbursements for, outside of that set out in Regulation 31, are clearly outlined
Addition of 'Conference expenses' section	To ensure that allowable conference expenses are aligned to the allocated amount as approved in the annual budget
Addition of 'Professional development expenses' section	To ensure that the policy is forward-thinking in allocating allowable professional development expenses, as will be set in the annual budget, for the future requirement for local governments to adopt a professional development policy for its elected members resulting from Phase 1 of the Local Government Act Review
Addition of 'Independent Committee Members' section	To ensure that independent committee members are accounted for in the new policy. While such committee members are not entitled to a meeting fee payment, reimbursement of expenses as set out in the Regulations are applicable. Further expenses, as allowable under this policy, relates to approved training undertaken by independent committee members, as relevant to their role in the committee, and the local government sector.
Additional requirements under 'Reimbursement of Expenses'	To ensure that claims for reimbursement submitted provide sufficient evidentiary information for the claim to be assessed by the Town. It is further stipulated that reimbursements may only be claimed within 60 days of the expense being incurred to promote administrative efficiency.

It is anticipated that above changes will not only modernise the existing policy, but make the policy easier to implement by providing greater clarity in many aspects that may have been subject to interpretation.

CONCLUSION:

It is believed that the proposed policy not only achieves the intended outcomes as set out by the Committee, but it is forward-thinking in its approach and is compliant of relevant legislation. As such, it is proposed that the current policy, EM6 Fees, Expenses and Allowances – Elected Members Policy, be repealed and replaced with the proposed EM6 Fees, Expenses and Allowances – Elected Members and Independent Committee Members Policy, as presented in Appendix 2.

As current elected member allowances have been paid until the end of April 2019, it is further recommended that this policy takes effect from 1 May 2019.

FURTHER COMMENT:

The members of the Finance and Audit Committee sought further information on this item at the Finance and Audit Committee meeting held on 29 January 2019. Their questions and the answers are included below.

- The report talks about a 2017 review, can I confirm this is different to the 2018 review/workshopping that took place late last year?

This should say 2018, not 2017. This has been changed in the amended report.

- The recommendation includes an in effect date of May 1st and a repeal date at the end of March —will this leave a gap in policy coverage through April?

The recommendation has now been amended to include a repeal date of 30 April 2019. An amended agenda was sent prior to the meeting.

- Can you please provide commentary regarding the benefits of monthly vs quarterly payments?

Monthly payments allow for a simpler process and align better with the financial year. They also remove any difficulty in an election year when calculating how much an individual should receive. The current process currently consists of a payment that is both in advance and in arrears. Monthly payments will allow the Town to just pay in arrears.

RECOMMENDATION FROM THE FINANCE AND AUDIT COMMITTEE:

That Council:

1. **Adopts EM6 Fees, Expenses and Allowances – Elected Members and Independent Committee Members Policy, as included in [Appendix 2](#)**
2. **Endorses that EM6 Fees, Expenses and Allowances – Elected Members and Independent Committee Members Policy, as included in [Appendix 2](#), take effect from 1 May 2019.**
3. **Repeals EM6 Fees, Expenses and Allowances – Elected Members Policy, as included in [Appendix 1](#), from 30 April 2019.**

14.8 Recommendation from the Finance and Audit Committee - Local Government Compliance Audit 2018

File Reference:	COR/15/0001~01
Attachments	No
Appendices:	1. 2018 Compliance Audit Return 2. 2017 Compliance Audit Return – for reference

Date:	30 January 2019
3	L. O'Neill
Responsible Officer:	D. Uniza
Voting Requirement:	Simple Majority

Executive Summary:

Recommendation – That Council adopts the Local Government Compliance Audit Return, as presented in Appendix 1, for the period 1 January to 31 December 2018.

- While the Town remains compliant of the Local Government Compliance Audit for 2018 calendar year, some opportunities for improvement, of which are mostly administrative in nature, are suggested.
- The Local Government Compliance Audit Return ('CAR') is to be submitted to the Department of Local Government, Sport and Cultural Industries (the 'Department') by 31 March 2019 as required the *Local Government (Audit) Regulations 1996* (Regulations).
- The joint certification is to be completed by the Mayor and Chief Executive Officer and the document forwarded to the Department of Local Government, Sport and Cultural Industries through 'SmartHub'.

TABLED ITEMS:

Nil.

BACKGROUND:

Regulation 14 of the Regulations requires that a compliance audit return for the period 1 January to 31 December is completed each year. The CAR is a statutory reporting tool that seeks to evaluate that Town's compliance with targeted sections of the *Local Government Act 1995 (Act)*.

The Regulations require that the CAR is presented to Council for adoption following review of its Audit Committee. Once adopted, the CAR is to be certified by both the Mayor and Chief Executive Officer before it is submitted to the Executive Director of the Department of Local Government and Communities by 31 March 2019.

DETAILS:

The CAR covers a range of matters that require actions to be completed by local governments in performing their functions to maintain legislative compliance with the Act.

The CAR requires that responsible officers respond to the audit questions, whether the Town was compliant of required actions, by answering:

- (a) Yes;
- (b) No; or
- (c) N/A – Not Applicable.

Local governments are required to provide feedback or comments on areas of non-compliance. This assists the Department in better understanding any problems or issues that have resulted in a local government's inability to achieve full compliance in a particular area.

The following table summarises the Town's performance in each of the relevant categories. A comparison between the 2017 and 2018 CAR has been provided. Two new questions have been provided in the Finance area relating to Regulation 17 of the Regulations.

As the Compliance Audit Return is typically consisted of the minimum expected compliance standard for local governments, the Town remains 100% compliant for the 2018 Compliance Audit Return.

Category ^A	2017 Audit Questions	Compliance Rating	2018 Audit Questi ons	Compliance Rating
Commercial Enterprises by Local Governments	5	100%	5	100%
Delegation of Power / Duty	13	100%	13	100%
Disclosure of Interest	16	100%	16	100%
Disposal of Property	2	100%	2	100%
Elections	1	100%	1	100%
Finance	14	100%	16	100%
Integrated Planning & Reporting	7	100%	7	100%
Local Government Employees	5	100%	5	100%
Official Conduct	6	100%	6	100%
Tenders for Providing Goods and Services	25	100%	25	100%
TOTAL	94	99%	96	100%

It is a requirement pursuant to Regulation 14 of the Regulations that local governments submit the Compliance Audit Return to its Audit Committee for consideration. The intent is for the Audit Committee to examine the CAR and, if appropriate, make comment of recommendations to Council.

Further to this, a joint certification is also to be completed by the Mayor and Chief Executive Officer to the effect that the information contained in the CAR is true and correct to the best of their knowledge.

Legal Compliance:

Local Government Act 1995 – Section 7.13(1)(i)

Local Government (Audit) Regulations 1996 – Regulations 14

Local Government (Audit) Regulations 1996 – Regulations 15

Policy Implications:

Nil.

Risk Management Considerations:

The risk associated with the Council failing to adopt the Return would result in non-compliance with the legislative requirements of the *Local Government (Audit) Regulations 1996*.

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
<p>Compliance There is a statutory requirement pursuant to the Audit Regulations for local governments to complete the annual Compliance Audit Return.</p>	Minor	Likely	Low	<p>Compliance Audits will identify any issues that need to be remedied or mitigated against.</p> <p>Pursuant to the <i>Local Government (Audit) Regulations 1996</i>, the CAR for the 2018 year is mandatory and must be completed.</p>

Strategic Plan Implications:

CL10 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:

In completing the CAR, relevant officers were required to undertake an audit of the Town's activities, practices and procedures in line with the Act and its associated regulations. While the survey presented by the Department does not require inclusion of evidentiary information, and this has not typically been the approach of the Town, in the 2018 return, the Town has made it a requirement that the responses provided by officers are evidenced by either a comment, or where applicable, citing references to relevant internal and external documents under the 'Comments' section of Attachment 1. This is to ensure that all responses to the audit questions are substantiated.

The internal audit has identified no areas of non-compliance; however, a number of procedural opportunities for improvement (OFI) have been identified as summarised in Table 1.

Compliance Area				Compliant	Non-Compliant	OFI
Commercial Enterprises by Local Government				5	0	N
Delegation of Power/Duty				13	0	Y
Disclosure of Interest				16	0	Y
Disposal of Property				2	0	N
Elections				1	0	N
Finance				16	0	N
Integrated Planning and Reporting				7	0	Y
Local Government Employees				5	0	N
Official Conduct				6	0	Y
Tenders for Providing Goods and Services				25	0	N

Table 1 – Town of Victoria Park Compliance Audit Return Result Summary

As the Town seeks to continually improve its internal processes and procedures, a number of processes have been identified for improvement, as detailed below.

Disclosure of Interest

While the Town currently records Disclosure of Interests received through its records management system, it is difficult to readily locate all such information as they are not centrally maintained. The Town is in the process of procuring a software that will centralise such documents, and make them easily reportable.

Delegation of Power/ Duty

While the Town currently records its exercise of its delegation of powers and duties through its records management system, it is difficult to readily locate all such decisions exercised as they are not centrally maintained. As such, the Town is in the process of sourcing new software for the capture of exercise of delegated authority, along with other functions such as capturing gift declaration, annual returns, etc. This system will be implemented alongside Council's adoption of its delegations in early 2019. It is envisaged that this system will allow the Town to produce regular reports regarding delegations exercised by relevant officers.

Finance

In the 2018 CAR, two new questions were asked in relation to audits conducted under Regulation 17 of the *Local Government (Audit) Regulations 1996*, which relate to the CEO's review of systems and procedures, namely: risk management, internal control and legislative compliance. This requirement was recently changed to be conducted on a three-yearly, rather than a two-yearly basis. The Town has last conducted the required review in the 2016/2017 financial year through single audit conducted on all three systems. As this audit is due to be conducted this year, it is proposed that the audit of systems be conducted in a staggered manner so that each system may be properly scrutinised, and that the Town's Finance and Audit Committee is provided with three different audit reports, relating to the three areas over the course of the year.

Integrated Planning and Reporting

While the Town is compliant with integrated planning and reporting requirements as set out in the Act, it is proposed that the comprehensiveness of documents within this suite be further reviewed. At current, the Town is in the process of conducting a minor review of its Strategic Community Plan, following this it is anticipated that wholesale review of its Corporate Business Plan will be conducted to ensure its relevance, effectiveness and clarity.

Official Conduct

In relation to the keeping of a complaints register, it is recommended that the Town revisit the current format of its register and update the information to better reflect best practice models.

As the opportunities for improvement as outlined above relate to the operations of the Town, such actions will be managed administratively.

CONCLUSION:

While some OFI's have been identified, the Town has remained compliant of requirements as set out in the 2018 Compliance Audit Return. As such, it is proposed that the Finance and Audit Committee recommends that Council adopt the 2018 Compliance Audit Return as presented in Appendix 1.

FURTHER COMMENT:

The members of the Finance and Audit Committee sought further information on this item at the Finance and Audit Committee meeting held on 29 January 2019. Their questions and the answers are included below.

- Work was done on the sale of property at Lathlain Place —was this in the 2017 year? It was in the 2018 calendar year.

RECOMMENDATION/S FROM THE FINANCE AND AUDIT COMMITTEE:

That the Finance and Audit Committee recommends that Council:

1. Adopts the Compliance Audit Return for the period of 1 January to 31 December 2018, as included in [Appendix 1](#), in accordance with the provisions of *Regulation 14(3) of the Local Government (Audit) Regulations 1996*.
2. Authorises the Mayor and Chief Executive Officer to complete the Joint Certification contained in the Department of Local Government, Sport and Cultural Industries Compliance Audit Return.
3. Submits the 2018 Compliance Audit Return to the Director General, Department of Local Government, Sport and Cultural Industries by 31 March 2019.

15 APPLICATIONS FOR LEAVE OF ABSENCE

Cr Brian Oliver – 9 March to 16 March 2019 inclusive.

16 MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

17 QUESTIONS FROM MEMBERS WITHOUT NOTICE

18 NEW BUSINESS OF AN URGENT NATURE

19 PUBLIC QUESTION TIME

20 PUBLIC STATEMENT TIME

21 MEETING CLOSED TO PUBLIC

21.1 Matters for Which the Meeting May be Closed

21.2 Public Reading of Resolutions That May be Made Public

22 CLOSURE



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

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

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

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

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

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