

agenda



Please be advised that a **Finance and Audit Committee** meeting will be held at **5.30pm** on **Monday 28 May 2018** in meeting room 1 at the Administration Building, 99 Shepperton Road, Victoria Park.

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

ANTHONY VULETA
CHIEF EXECUTIVE OFFICER

24 May 2018

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1. OPENING

2. ATTENDANCE

Members:

Banksia Ward:

Cr K (Karen) Vernon
Cr C (Claire) Anderson

Jarraah Ward:

Cr B (Brian) Oliver (Presiding Member)
Cr J (Jennifer) Ammons Noble

Chief Financial Officer

Mr N (Nathan) Cain

Chief Operations Officer

Mr B (Ben) Killigrew

Secretary

Ms A (Amy) Noon

Apologies

Nil

Approved Leave of Absence

Nil

3. 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	

4. TERMS OF REFERENCE

1. Name

Finance and Audit Committee

2. Purpose

The Town's Strategic Community Plan notes four components of the mission statement, namely –

- Social – To promote sustainable connected, safe and diverse places for everyone.
- Economic – To promote sustainable diverse, resilient and prosperous places for everyone.
- Environment – To promote sustainable liveable, healthy and green places for everyone.
- Civic leadership – To show leadership by communicating with, empowering and supporting people in the community.

The primary purpose of this committee shall be the civic leadership component of the Town's mission statement, which is to show leadership by communicating with, empowering and supporting people in the community.

3. Scope

The committee will primarily focus on the following key civic leadership strategic outcomes–

- Well thought out and managed projects that are delivered successfully.
- Appropriate information management that is easily accessible, accurate and reliable.
- Innovative, empowered and responsible organisational culture with the right people in the right jobs.
- Finances are managed appropriately, sustainably and transparently for the benefit of the community.
- Visionary civic leadership with sound and accountable governance that reflects objective decision making.
- Legislative responsibilities are resourced and managed appropriately, diligently and equitably.

Wherever possible, the committee will seek opportunities to address the following additional strategic outcomes –

- Everyone receives appropriate information in the most efficient and effective way for them.
- Appropriate devolution of decision making and service provision to an empowered community.
- People have positive exchanges with the Town that inspires confidence in the information and the timely service provided.
- A community that is authentically engaged and informed in a timely manner.

4. Deliverables

The committee will –

- Provide strategic leadership in the development and regular review of policies and strategies that are inclusive, empowering and build capacity of the Town of Victoria Park community.

- Provide guidance and assistance to Council as to the carrying out its functions in relation to audits in compliance with the *Local Government Act 1995*.
- Ensure Council maintains its financial capacity to deliver programs and services.
- Provide advice to Council in relation to matters related to the scope of the committee.

Specifically the committee will ensure delivery of the following –

- Annual review of policies, strategies and plans related to the scope of the committee.
- Annual compliance audit.
- Annual risk management audit.

5. Reporting

Although any service area of the Town may report through this committee on matters associated with the primary purpose and scope, the following service areas of council are likely to predominantly feature –

- Customer Relations
- Financial Services
- Human Resources
- Information Systems
- Leadership and Governance
- Project Management

6. Governance

The committee is a Council-created committee formed under Subdivision 2 (Committees and their meetings) of the *Local Government Act 1995* and is governed by the provisions of the *Town of Victoria Park Standing Orders Local Law 2011* and the *Local Government Act 1995* and its regulations.

The committee will comprise a maximum of four (4) Elected Members (being two (2) Elected Member representatives from each of the Town's two (2) wards with five (5) Elected Members being appointed in a hierarchical order as alternate deputy members) and up to two (2) other persons (that may be co-opted from time-to-time for such period, or in relation to such matters, as determined, where that person's experience, skills or qualifications would enable him or her to make a contribution to the committee's functions).

In accordance with section 5.19 of the *Local Government Act 1995*, the quorum for a meeting of the committee is at least 50% of the number of offices (whether vacant or not) of members of the committee.

7. Meeting arrangements

The committee shall convene in accordance with the annual adopted meeting schedule.

8. Authority

The committee has no delegated power. The committee may only make recommendations to Council for a decision.

9. Review

The committee and committee terms of reference will be reviewed from time-to-time and immediately following each local government election.

5. CONFIRMATION OF MINUTES

That the minutes of the Finance and Audit Committee meeting, held on 23 April 2018, be confirmed.

That the minutes of the Special Finance and Audit Committee meeting, held on 24 May 2018, be confirmed.

6. METHOD OF DEALING WITH AGENDA BUSINESS

RECOMMENDATION:

That clause *6.10 Speaking Twice of the Town of Victoria Park Standing Orders Local Law 2011* be suspended for the duration of this meeting.

NOTE: The above recommendation if adopted will enable members to speak more than once and assist in open discussion for the entire meeting.

NOTE: Mover and seconder required and the matter put to the vote.

7. PRESENTATIONS

7.1 Deputations

Nil.

8. REPORTS

8.1 Schedule of accounts for 30 April 2018

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

Date:	11 May 2018
Reporting Officer:	A. Thampoe
Responsible Officer:	N. Cain
Voting Requirement:	Simple majority

Executive Summary:

Recommendation - That the Finance and Audit Committee recommends that Council, acknowledges the schedule of accounts paid for the month ended 30 April 2018.

- The accounts paid for 30 April 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	608334 - 608350	200,356
Creditors – EFT Payments		3,717,548
Payroll		1,534,911
Bank Fees		10,461
Corporate MasterCard		6,957
		5,470,233
Trust Account		
Automatic Cheques Drawn	3558 - 3566	14,175
		14,175

Legal Compliance:

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

6.10. Financial management regulations

Regulations may provide for —

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

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

13. Lists of Accounts

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

Policy Implications:

Nil

Risk Management Considerations:

Three risks have been identified as outlined.

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

Strategic Plan Implications:

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

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

Financial Implications:

Internal Budget:

Nil

Total Asset Management:

Nil

Sustainability Assessment:

External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

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

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

RECOMMENDATION/S:

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

- 1. The accounts paid for 30 April 2018 as included in the appendices; and**
- 2. Direct lodgement of payroll payments to the personal bank accounts of employees.**

8.2 Financial statements for the month ending 30 April 2018

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

Date:	11 May 2018
Reporting Officer:	A. Thampoe
Responsible Officer:	N. Cain
Voting Requirement:	Simple majority

Executive Summary:
Recommendation - That the Finance and Audit Committee recommends that Council, accepts the Financial Activity Statement Report – 30 April 2018 as attached to and forming part of this report.

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

Revenue

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

Expense

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

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

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

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

Legal Compliance:

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

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

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

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

** Absolute majority required.*

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

Policy Implications:

Nil

Risk Management Considerations:

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

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 April 2018 be accepted.

CONCLUSION:

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

RECOMMENDATION/S:

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

(Simple majority required)



Financial Activity Statement Report

For the month ended 30 April 2018



Contents

Statement of Financial Activity Variances

Proposed Budget Amendments

Accounting Notes

Business Unit Definitions

Statement of Financial Activity

Net Current Funding Position

Cash and Cash Investments

Receivables (Rates and Sundry Debtors)

Grants and Contributions

Reserve Funds

Capital Items

Statement of Financial Activity Variances

Material Variances Defined

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

Revenues (Operating and Non-Operating)

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

Expenses (Operating, Capital and Non-Operating)

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

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

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

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

Material Variances Explained

The Financial statements are presented based on the new organisational structure

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

Revenue

Chief Executive Officer

No material variance to report

Community Planning

- **Environmental Health**

- The period variation is favourable to period budget by \$29,487.
- The variation predominantly relates to higher than anticipated income received from Noise approval monitoring fees and Food business fees.
- The impact on the year end position is estimated to be an increase in revenue of \$15,000.

Finance

- **Aqualife**

- The period variation is unfavourable to period budget by \$35,306.
- The variation predominantly relates to lower than anticipated fees received from Recreational swimming. The shortfall in revenue is slightly offset by the higher than anticipated revenue received from Health and Fitness fees.
- The impact on the year end position is estimated to be a reduction in revenue of \$20,000.

- **Leisurelife**

- The period variation is favourable to period budget by \$63,473.
- The variation is predominantly due to an increase in the health club, bingo and facility hire revenue. Whilst the year to date revenue received for these areas were higher than anticipated, recent planned works conducted at Leisurelife to resurface the basketball court and the closure of the gym to replace the carpet has had a short term negative impact on revenue.
- The impact on the year end position is estimated to be an increase in revenue of \$30,000.

Operations

- **Street Operations**

- The period variation is favourable to period budget by \$38,749.
- The variation predominantly relates to the final grant claim for two capital projects which were greater than budgeted for. The grants relate to Bishopsgate Street and Roberts Road Upgrade and Oat Street and Star Street upgrade. The positive variance is reduced by budget timing variances related to Hill View Terrace and Oat Street upgrade and Roberts Road and Orrong Road Intersection upgrade projects. These projects are staged over two financial years and therefore the associated grants for the second stage of the project will only be received next financial year.
- The impact on the year end position is estimated to be an increase in revenue of \$75,000.

Operating Expense

Chief Executive Office

- **Communication and Engagement**

- The period variation is favourable to period budget by \$51,835.
- The variation predominantly relates to vacancies within the area.
- The impact on the year end position is estimated to be a reduction in expenditure of \$40,000.

Community Planning

- **Economic Development**

- The period variation is favourable to period budget by \$32,509.
- The variation predominantly relates to vacancies within the area.
- The impact on the year end position is estimated to be a reduction in expenditure of \$50,000.

- **Environmental Health**

- The period variation is unfavourable to period budget by \$33,242.
- The variation predominantly relates to higher than anticipated costs related to acoustic consultants who were engaged to assist with noise monitoring.
- The impact on the year end position is estimated to be an increase in expenditure of \$20,000.

- **Place Management**

- The period variation is favourable to period budget by \$64,000.
- The variation predominantly relates to vacancies within the area.
- The impact on the year end position is estimated to be a reduction in expenditure of \$70,000.

Finance

- **Information Systems**

- The period variation is favourable to period budget by \$220,796.
- The variation is predominantly due to a delay in supplier invoices. These invoices have been followed up by the respective officers.
- The impact on the year end position is estimated to be nil as this is a budget timing variance.

- **Leisurelife**

- The period variation is favourable to period budget by \$61,642.
- The variation predominantly relates to vacancies and rostering changes within the area.
- The impact on the year end position is estimated to be a reduction in expenditure of \$50,000.

- **Parking**

- The period variation is favourable to period budget by \$54,107.
- The variation predominantly relates to vacancies within the area and lower than anticipated consultancy cost to perform a review of paid parking to meet the objectives of the Corporate Business Plan.
- The impact on the year end position is estimated to be a reduction in expenditure of \$50,000.

Operations

- **Asset Planning**

- The period variation is favourable to period budget by \$257,664.
- The variation predominantly relates to savings made in maintenance works and costs savings made renewing furniture and equipment for Aqualife and Leisurelife. The variance also includes a \$160,000 budget timing variance relating to the Lathlain Precinct Redevelopment Project. This project is currently underway and is expected to continue through to the following financial year.
- The impact on the year end position is estimated to be a reduction in expenditure of \$70,000.

- **Street Improvement**

- The period variation is favourable to period budget by \$57,023.
- The variation is predominantly due to lower than anticipated expenditure relating issues associated with drainage / sumps and their investigations which have been minimum this financial year, thus budget being underspent.
- The impact on the year end position is estimated to be a reduction in expenditure of \$30,000.

- **Street Operations**

- The period variation is favourable to period budget by \$276,684.
- The variation predominantly relates to lower than anticipated costs relating to footpath and drainage maintenance. There is also a budget timing variance relating to invoices that are yet to be received and paid.
- The impact on the year end position is estimated to be a reduction in expenditure of \$90,000.

Capital Expense

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 \$761,379.
- The variation predominantly relates to delays in capital projects. Four major capital projects are currently progressing through the tender process. Works will commence towards the end of the financial year.
- The impact on the year end position is estimated to be a reduction in expenditure of \$500,000. Funds that are not spent will be carried forward to the next financial year.

• **Parks**

- The period variation is favourable to period budget by \$1,149,076.
- The variation relates to delays and budget timing of capital projects. The most significant project being the new Lathlain Park with a total budget of \$1,500,000. This project is likely to be carried forward to the next financial year. McCallum Park foreshore river wall project funds will be carried forward to secure an opportunity for additional external funding towards the park upgrade. Upgrade to the Higgins Park Tennis Club is unlikely to progress as the Town has not been successful in securing grant funding. A report will be presented to Council by the Parks officers to withdraw this capital project.
- The impact on the year end position is estimated to be a reduction in expenditure of \$1,000,000. Funds that are not spent will be carried forward to the next financial year.

• **Street Operations**

- The period variation is favourable to period budget by \$796,949.
- The variation relates to delays and budget timing of capital projects. Physical works for some projects have been completed, with invoices yet to be received. Upgrade to Hill View Terrace and Oats Street Intersection project and the Roberts Road and Orrong Road intersection project will be carried forward to the next financial year as they are staged over two years. Works on Bolton Avenue has been deferred until end of April.
- The impact on the year end position is estimated to be a reduction in expenditure of \$600,000. Funds that are not spent will be carried forward to the next financial year.

Non-Operating Revenue

No material variance to report

Non-Operating Expenses

No material variance to report

Proposed Budget Amendments

No budget amendments to report

Accounting Notes

Significant Accounting Policies

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

(a) Basis of Preparation

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

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

(b) The Local Government Reporting Entity

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

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

(c) 2017- 2018 Actual Balances

Balances shown in this document as 2017 - 2018 Actual are subject to final adjustments.

(d) Rounding Off Figures

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

(e) Rates, Grants, Donations and Other Contributions

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

(f) Superannuation

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

(g) Goods and Services Tax

Revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the statement of financial position are stated inclusive of applicable GST. The net amount of GST recoverable from, or payable to, the ATO is included with receivables on payables in the statement of financial position. Cash flows are

presented on a Gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(h) Cash and Cash Equivalents

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

(i) Trade and Other Receivables

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

(j) 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 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16 (a) (i) prohibits local governments from recognising such land as an asset. In respect of land under roads acquired on or after 1 August 2008, as detailed above, Local Government (Financial Management) Regulation 16 (a) (i) prohibits local governments from recognising such land as an asset.

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

Depreciation of Non-Current Assets

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

Buildings

40 years

Furniture and Equipment		5 – 10 years
Plant and Machinery		2 – 10 years
Sealed Roads	- Clearing and Earthworks	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 30 June 2018. In any event, an impairment loss is a non-cash transaction and consequently, has no impact on the Annual Budget.

(n) Trade and Other Payables

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

(o) Employee Benefits

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

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

on national government bonds with terms to maturity that match the expected timing of cash flows.

(p) Borrowing Costs

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

(q) Provisions

Provisions are recognised when:

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

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

(r) Current and Non-Current Classification

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

(s) Comparative Figures

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

(t) Budget Comparative Figures

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

Service Unit Definitions

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

Chief Executive Office

Chief Executive Office

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

Communications and Engagement

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

Customer Relations

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

Leadership and Governance

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

Human Resources

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

Community Planning

Building Services

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

Community Development

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

Community Planning Office

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

Digital Hub

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

Economic Development

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

Environmental Health

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

General Compliance

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

Healthy Community

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

Library Services

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

Place Management

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

Strategic Town Planning

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

Urban Planning

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

Finance

Aqualife

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

Budgeting

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

Corporate Funds

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

Finance Office

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

Financial Services

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

Information Systems

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

Leisurelife

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

Parking

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

Rangers

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

Operations

Asset Planning

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

Environment

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

Fleet Services

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

Operations Office

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

Parks and Reserves

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

Project Management

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

Street Improvement

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

Street Operations

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

Waste

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

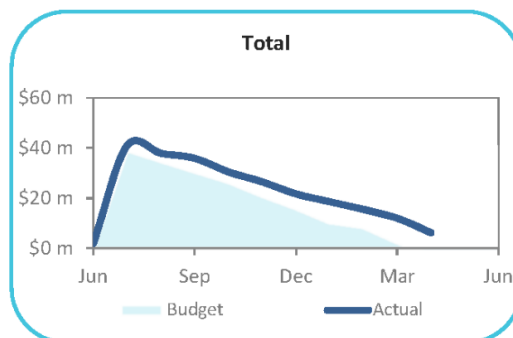
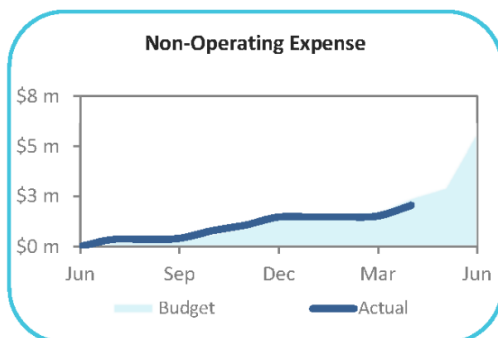
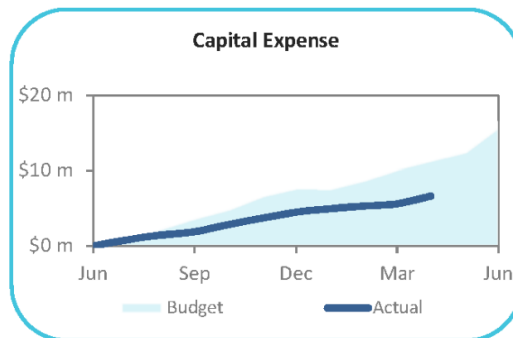
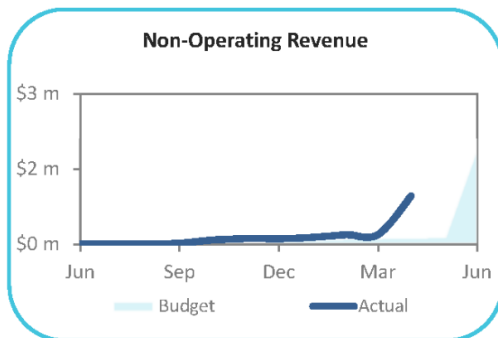
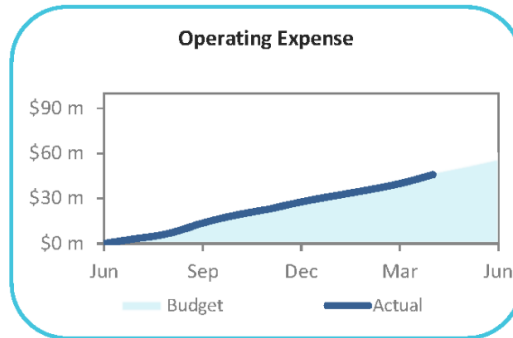
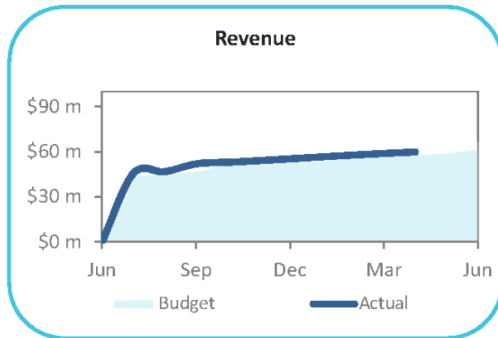
Particulars	Material Variance		30 April 2018		
	\$	%	Revised Budget \$	Year-to-Date Budget \$	Year-to-Date Actual \$
Revenue					
Chief Executive Office			5,500	3,600	3,806
Chief Executive Office			500	0	1,402
Communications and Engage			1,000	800	320
Customer Relations			0	0	0
Human Resources			3,000	2,800	677
Leadership and Governance			1,000	0	1,407
Community Planning			1,460,500	1,204,890	1,265,906
Building Services			333,000	292,900	287,555
Community Development			405,000	281,600	300,828
Community Planning Office			1,000	400	1,717
Digital Hub			1,500	1,000	479
Economic Development			0	0	0
Environmental Health	29,487	▲ 11.4%	286,000	258,400	287,887
General Compliance			0	0	6,075
Healthy Community			30,500	24,400	22,274
Library Services			33,500	30,290	26,523
Place Management			0	0	0
Strategic Town Planning			500	500	146
Urban Planning			369,500	315,400	332,421
Finance			54,177,326	52,275,436	52,338,698
Aqualife	35,306	▼ 1.8%	2,300,000	1,944,110	1,908,804
Budgeting			4,000	1,000	22,941
Corporate Funds			46,045,826	45,351,250	45,365,728
Finance Office			1,000	800	1,201
Financial Services			747,500	734,960	749,196
Information Systems			13,000	10,800	1,643
Leisurelife			2,209,500	1,868,016	1,881,489
Parking			2,735,500	2,263,000	2,282,524
Ranger services			121,000	101,500	125,172
Operations			7,010,000	6,112,404	6,156,117
Asset Planning			258,500	210,700	190,028
Environment			0	0	0
Fleet Services			10,000	0	19,052
Operations Office			2,802,500	2,794,800	2,774,696
Parks and Reserves			257,000	49,200	38,218
Project Management			850,000	850,000	858,329
Street Improvement			47,500	23,726	46,576
Street Operations	38,749	▲ 2.7%	1,978,000	1,413,578	1,452,327
Waste Services			806,500	770,400	776,889
Total Revenue			62,653,326	59,596,330	59,764,527

Particulars	Material Variance		30 April 2018		
	\$	%	Revised Budget \$	Year-to-Date Budget \$	Year-to-Date Actual \$
Operating Expense					
Chief Executive Office			(4,405,000)	(3,423,295)	(3,348,193)
Chief Executive Office			(1,063,500)	(871,440)	(853,917)
Communications and Engage	51,835	▼ 8%	(769,500)	(632,825)	(580,990)
Customer Relations			(821,000)	(646,700)	(635,986)
Human Resources			(1,107,000)	(674,170)	(662,960)
Leadership and Governance			(644,000)	(598,160)	(614,341)
Community Planning			(8,504,000)	(6,365,920)	(6,232,455)
Building Services			(531,500)	(438,510)	(422,305)
Community Development			(2,065,000)	(1,553,550)	(1,529,947)
Community Planning Office			(1,368,000)	(971,510)	(950,041)
Digital Hub			(170,500)	(138,130)	(113,145)
Economic Development	32,509	▼ 23%	(193,000)	(140,080)	(107,571)
Environmental Health	33,242	▲ 6%	(648,500)	(524,180)	(557,422)
General Compliance			(158,500)	(126,800)	(149,435)
Healthy Community			(238,500)	(197,290)	(214,019)
Library Services			(1,179,000)	(987,190)	(993,740)
Place Management	64,000	▼ 100%	(154,000)	(64,000)	0
Strategic Town Planning			(761,500)	(410,410)	(395,194)
Urban Planning			(1,036,000)	(814,270)	(799,634)
Finance			(21,134,000)	(18,659,035)	(18,300,109)
Aqualife			(2,824,500)	(2,286,099)	(2,266,423)
Budgeting			(7,461,000)	(7,959,320)	(7,978,206)
Corporate Funds			(530,500)	(365,120)	(353,747)
Finance Office			(719,500)	(602,080)	(624,994)
Financial Services			(1,128,000)	(860,810)	(849,724)
Information Systems	220,796	▼ 11%	(2,819,000)	(1,967,510)	(1,746,714)
Leisurelife	61,642	▼ 3%	(2,758,500)	(2,220,366)	(2,158,724)
Parking	54,107	▼ 3%	(2,050,000)	(1,714,870)	(1,660,763)
Ranger services			(843,000)	(682,860)	(660,814)
Operations			(22,880,000)	(18,582,551)	(17,981,850)
Asset Planning	257,664	▼ 9%	(3,766,000)	(2,800,580)	(2,542,916)
Environment			(108,500)	(73,600)	(98,338)
Fleet Services			0	(7,290)	(6,890)
Operations Office			(3,583,000)	(3,451,210)	(3,464,484)
Parks and Reserves			(4,427,000)	(3,613,120)	(3,604,333)
Project Management			(1,014,500)	(703,530)	(685,730)
Street Improvement	57,023	▼ 6%	(1,298,500)	(979,801)	(922,778)
Street Operations	276,684	▼ 12%	(2,629,500)	(2,314,440)	(2,037,756)
Waste Services			(6,053,000)	(4,638,980)	(4,618,622)
Total Operating Expense			(56,923,000)	(47,030,801)	(45,862,606)

Particulars	Material Variance		30 April 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 Engage			0	0	0	
Customer Relations			0	0	0	
Human Resources			0	0	0	
Leadership and Governance			0	0	0	
Community Planning			(20,000)	(20,000)	(7,070)	
Building Services			0	0	0	
Community Development			(20,000)	(20,000)	(7,070)	
Community Planning Office			0	0	0	
Digital Hub			0	0	0	
Economic Development			0	0	0	
Environmental Health			0	0	0	
General Compliance			0	0	0	
Healthy Community			0	0	0	
Library Services			0	0	0	
Place Management			0	0	0	
Strategic Town Planning			0	0	0	
Urban Planning			0	0	0	
Finance			(1,335,000)	(404,900)	(428,166)	
Aqualife			(23,000)	(23,000)	(8,091)	
Budgeting			0	0	0	
Business Development			0	0	0	
Corporate Funds			0	0	0	
Finance Office			0	0	0	
Financial Services			0	0	0	
Information Systems			(945,000)	(268,700)	(291,375)	
Leisurelife			0	0	0	
Parking			(367,000)	(113,200)	(128,700)	
Ranger services			0	0	0	
Operations			(14,526,700)	(8,940,552)	(6,198,813)	
Asset Planning	761,379	▼	30%	(3,687,500)	(2,507,600)	(1,746,221)
Environment				0	0	0
Fleet Services				(1,019,200)	(533,500)	(523,364)
Operations Office				0	0	0
Parks and Reserves	1,149,076	▼	75%	(3,786,000)	(1,522,000)	(372,924)
Project Management				(74,000)	(24,200)	0
Street Improvement				0	0	0
Street Operations	796,949	▼	18%	(5,949,000)	(4,353,252)	(3,556,303)
Waste Services				(11,000)	0	0
Total Capital Expense			(15,881,700)	(9,365,452)	(6,634,048)	

Particulars	Material Variance	30 April 2018		
		Revised Budget	Year-to-Date Budget	Year-to-Date Actual
	\$ %	\$	\$	\$
Non-Operating Revenue				
Finance		1,700,000	750,000	750,000
Corporate Funds		1,700,000	750,000	750,000
Operations		301,500	200,000	213,747
Fleet Services		301,500	200,000	213,747
Total Non-Operating Revenue		2,001,500	950,000	963,747
Non-Operating Expense				
Finance		(5,868,000)	(2,050,000)	(2,056,404)
Corporate Funds		(5,868,000)	(2,050,000)	(2,056,404)
Total Non-Operating Expense		(5,868,000)	(2,050,000)	(2,056,404)
Non-Cash Items Adjustments				
Profit and Loss		26,500	22,140	680,472
Depreciation		7,780,500	6,294,520	7,687,494
Total Non-Cash Items Adjustments		7,807,000	6,316,660	8,367,965
Suspense Items Yet To Be Applied			0	323,808
Opening Surplus / (Deficit)		6,210,874	6,210,874	6,210,874
Closing Surplus / (Deficit)		0	14,627,611	21,077,863

Graphical Representation

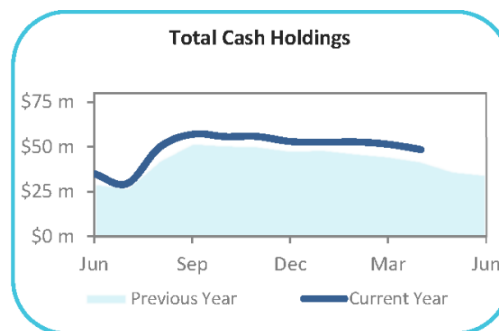
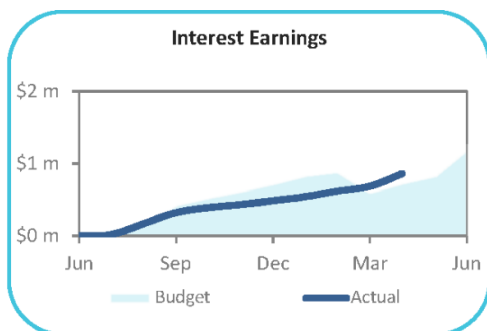
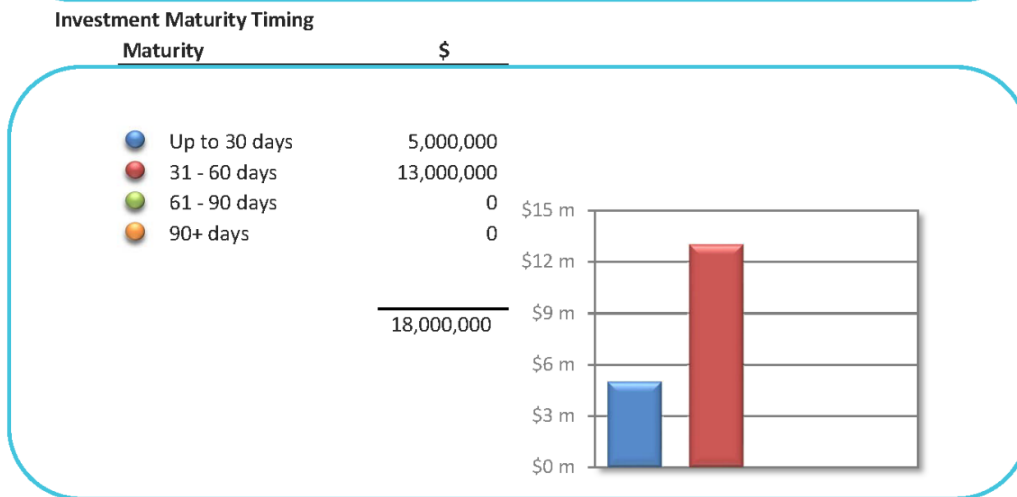
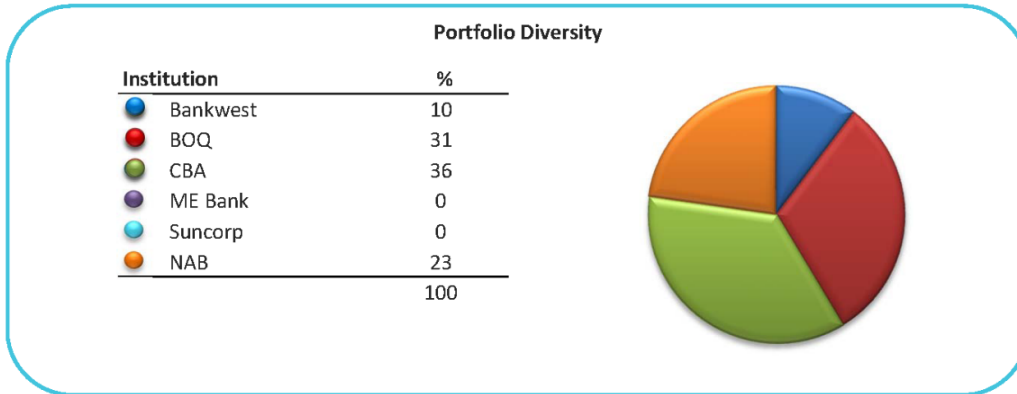


Particulars	Brought Forward 1 July \$	2017-2018 Revised Budget \$	Year To Date Actual \$
Current Assets			
Cash - Unrestricted	10,533,455	4,080,896	23,827,990
Cash - Reserves / Restricted	24,441,643	25,249,343	24,536,187
Receivables and Accruals	4,532,901	2,000,000	4,225,432
Inventories	6,978	10,000	6,978
Land Held for Sale	0	509,104	0
	39,514,977	31,849,343	52,596,587
Less Current Liabilities			
Payables and Provisions	(8,862,461)	(6,600,000)	(6,982,537)
	(8,862,461)	(6,600,000)	(6,982,537)
Net Current Asset Position	30,652,516	25,249,343	45,614,050
Less			
Cash - Reserves / Restricted	(24,441,643)	(25,249,343)	(24,536,187)
Estimated Surplus / (Deficiency) Carried Forward	6,210,873	-	21,077,863

Cash and Investments Analysis

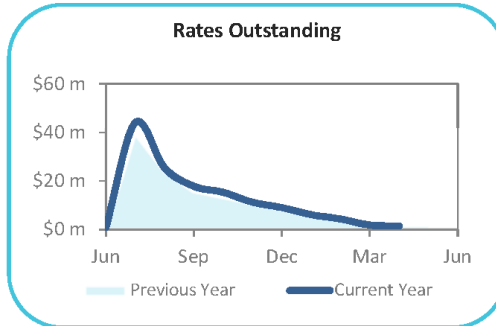
	Amount Invested \$	Interest Rate %	Term (Days)	Maturity Date	Projected Earnings \$	Percentage of Portfolio
Cash - Unrestricted						
Bankwest	2,000,000				7,562	4%
4697954	2,000,000	2.30	60	25 May 18	7,562	
CBA	11,818,985				15,318	24%
At Call	11,818,985	Variable	11am	Daily	15,318	
NAB	5,000,000				24,551	10%
10520454	3,000,000	2.40	60	25 May 18	11,836	
10520451	2,000,000	2.55	91	25 Jun 18	12,715	
BOQ	5,000,000				65,671	10%
28579	5,000,000	2.55	188	21 May 18	65,671	
Total Cash - Unrestricted	23,818,985				113,102	39%
Cash - Restricted						
CBA	5,536,187				170	11%
At Call	5,536,187	Variable	11am	Daily	170	
Bankwest	3,000,000				11,342	6%
	3,000,000	2.30	60	25 May 18	11,342	
NAB	6,000,000				87,703	12%
97-887-7369	3,000,000	2.50	334	25 Jun 18	68,630	
10520450	3,000,000	2.55	91	25 Jun 18	19,073	
BOQ	10,000,000				224,129	21%
026499	7,000,000	2.60	336	27 Jun 18	167,540	
027704	3,000,000	2.55	270	26 Jun 18	56,589	
Total Cash - Restricted	24,536,187				323,344	51%
Total Cash - Invested	48,355,172				436,446	95%
Cash on Hand	9,005					
Total Cash	48,364,177					

Cash and Investments Analysis

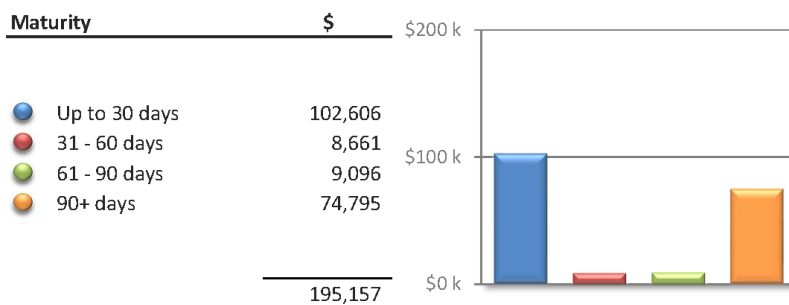


Rates Outstanding (Not Including Deferrals or Associated Fees and Charges)

	Total
Balance from Previous Year	821,508
Rates Levied - Initial	0
Rates Levied - Interims	44,259,346
Total Rates Collectable	45,080,853
Current Rates Collected To Date	43,651,809
Current Rates Outstanding	1,429,044
% Rates Outstanding	3.2%


Sundry Debtors

Type	Total	30 Days	60 Days	90 Days	90+ Days
Grants and Subsidies	10,550	-	2,000	8,550	-
Property Rent	69,146	20,388	-	70	48,688
Aqualife Fees	10,735	10,319	-	315	101
Leisurelife Fees	9,629	8,612	367	-	650
Community Life Fees	20,677	20,677	-	-	(0)
Health Fees	5,420	2,312	1,372	160	1,576
Other Fees and Charges	53,624	36,418	-	-	17,206
Long Service Leave From Councils	-	-	-	-	-
Building and Planning Application Fees	15,377	3,880	4,922	-	6,575
Total Sundry Debtors	195,157	102,606	8,661	9,096	74,795

Sundry Debtor Aged Analysis


Grants and Contributions

Details	Original	Revised	Receipt Status	
	Budget \$	Budget \$	Invoiced	Remaining
Corporate Funds				
Federal Assistance	750,000	350,000	261,923	88,078
Federal Local Road	330,000	175,000	129,890	45,110
Lifelong Learning				
Book Council Grants - Local History	2,000	1,000	-	1,000
State Government Grants - Lifelong	2,000	2,000	2,500	-
State Government Grants - Adult Programs	2,000	1,000	-	1,000
Book Council Grants - Young People Services	3,600	2,000	-	2,000
Neighbourhood Enrichment				
Federal Gov Grants Access Inclusion & Seniors	4,500	-	-	-
Sponsorship Creative Arts	4,500	2,500	-	2,500
State Government Grants Cultural Engagement	20,000	2,500	-	2,500
State Government Grants Families and Youth	50,000	-	-	-
Lotterywest Grants Events and Volunteers	20,000	-	-	-
Sponsorship Events and Volunteers	14,000	16,000	4,950	11,050
State Gov Grants Neighbourhood Enrichment	4,500	35,000	10,000	25,000
State Gov Grants Information and Donations	4,500	-	-	-
Crime Prevention Grants Safer Neighbourhoods	20,000	-	-	-
Parks				
State Government Grant - Recreational	200,000	200,000	-	200,000
Street Operations				
MRWA Direct Road Grants	62,400	47,500	47,552	-
Street Lighting Subsidy	1,000	31,000	-	31,000
MRRG Road Rehabilitation Grants	180,000	233,500	153,280	80,220
MRWA Black Spot Grants	675,000	598,000	385,606	212,394
MRWA Other Grants	280,000	270,000	178,879	91,121
Transport Authority Grants	90,000	125,000	25,000	100,000
Transport Grants	285,700	330,500	326,162	4,338
State Government Grant	70,000	145,000	75,000	70,000
Total Cash Deposits	3,075,700	2,567,500	1,600,742	967,310

Reserve Funds Descriptions

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

Building Renewal

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

Community Art

To be used to fund the purchase and placement of art for the Council and Community.

Drainage Renewal

To be used to fund renewal projects associated with Council's Drainage infrastructure.

Edward Millen Site

To be used to assist in improving and / or maintaining the Edward Millen site, including the associated grounds.

Furniture and Equipment Renewal

To be used to fund renewal projects associated with Council's Furniture and Equipment assets.

Future Fund

To assist in funding projects and property purchases that diversify Council's revenue streams.

Future Projects

To assist in funding 'new' and 'upgrade' capital projects, with funding primarily derived from the sale of land assets.

Harold Hawthorne - Carlisle Memorial

To be used to provide funds to assist in conducting future Spring Garden Competitions.

Information Technology Renewal

To be used to fund renewal projects associated with Council's information technology assets.
significant insurance claims.

Insurance Risk Reserve

To be used for the purpose of meeting the difference between premiums and claims in the event of any significant insurance claims.

Other Infrastructure Renewal

To be used to fund renewal projects associated with Council's Other infrastructure.

Parks Renewal

To be used to fund renewal projects associated with Council's Parks infrastructure.

Pathways Renewal

To be used to fund renewal projects associated with Council's Pathways infrastructure

Plant and Machinery Renewal

To be used to assist in the acquisition and replacement of the Town's Plant and Machinery.

Renewable Energy

To assist in investigating and funding renewable energy projects within the District.

Roads Renewal

To be used to fund renewal projects associated with Council's Roads Infrastructure

Underground Power

To assist in the funding of projects associated with the installation of underground power and associated landscaping.

Waste Management

To assist in the funding of waste management and waste minimisation strategies

Reserve Funds Transactions

	Annual Opening Balance \$	Transfer to Reserve \$	Transfer from Reserve \$	30 April 2018		Annual Revised Budget \$
				Balance Actual \$	Balance Budget \$	
Building Renewal	400,466	1,549	-	402,015	400,466	418,266
Community Art	641,043	2,480	-	643,523	641,043	690,043
Drainage Renewal	172,720	667	-	173,387	172,720	225,920
Edward Millen Site	1,356,878	5,248	-	1,362,126	1,356,878	1,458,678
Furniture and Equip Renewal	558,907	2,162	-	561,069	558,907	599,907
Future Fund	12,332,193	47,704	-	12,379,897	12,332,193	13,658,793
Future Projects	1,798,878	6,959	-	1,805,837	1,798,878	450,178
Harold Hawthorn - Carlisle	126,430	490	-	126,920	126,430	148,630
Information Technology Reserve	358,400	1,386	-	359,786	358,400	665,400
Insurance Risk Reserve	367,830	1,423	-	369,253	367,830	397,230
Other Infrastructure Renewal	574,443	2,221	-	576,664	574,443	615,443
Parks Renewal	261,025	1,010	-	262,035	261,025	46,225
Pathways Renewal	367,397	1,422	-	368,819	367,397	420,397
Plant and Machinery	235,342	911	-	236,253	235,342	269,342
Renewable Energy	220,980	854	-	221,834	220,980	75,380
Roads Renewal	788,737	3,050	-	791,787	788,737	882,337
Underground Power	2,962,799	11,460	-	2,974,259	2,962,799	3,241,999
Waste Management	917,175	3,548	-	920,723	917,175	985,175
	24,441,643	94,544	-	24,536,187	24,441,643	25,249,343

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 -

<input type="checkbox"/>	Behind
<input type="checkbox"/>	On-Track
<input checked="" type="checkbox"/>	In-Front

Budget Status

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

<input type="checkbox"/>	Over budget
<input type="checkbox"/>	On budget
<input checked="" type="checkbox"/>	Under budget

Completion Stage

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

<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Not commenced
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Commenced
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Half-way completed
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Nearing completion
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Completed

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Buildings			3,457,500	1,656,373
New - Buildings				
Aqualife - Energy Efficiency Initiatives	<input type="checkbox"/>	■ ■ ■ □	100,000	58,895
Leisurelife - Energy Efficiency Initiatives	<input type="checkbox"/>	■ ■ ■ □	100,000	35,902
Community Facility - Zone 6 - Lathlain Precinct	<input type="checkbox"/>	■ ■ ■ ■	30,000	8,707
Upgrade - Buildings				
Administration Centre - Security Card Entry Control	<input checked="" type="checkbox"/>	■ ■ ■ ■	60,000	73,926
Lifelong Learning - Library Entrance Upgrade	<input type="checkbox"/>	□ □ □ □	95,000	0
Leisurelife - Emergency Management Switchboard	<input type="checkbox"/>	■ ■ ■ ■	5,000	0
Administration Centre - Accessibility	<input type="checkbox"/>	■ ■ ■ □	70,000	18,978
Leisurelife - Reception and Cafe Area	<input type="checkbox"/>	■ ■ ■ □	20,000	10,745
Police and Citizens Youth Centre - Switchboard	<input type="checkbox"/>	■ ■ ■ ■	15,000	11,691
Upgrade Lot 61 Lathlain Place - Zone 8 - Lathlain Precinct	<input type="checkbox"/>	■ ■ ■ ■	3,000	1,000
Renewal - Buildings				
Aqualife Centre - Pool Deck Floor (Stage 1)	<input type="checkbox"/>	■ ■ ■ ■	140,000	131,670
Air Conditioning System - Council Administration	<input type="checkbox"/>	■ ■ ■ ■	810,000	798,521
Shepperton Road Underpass - Retiling	<input checked="" type="checkbox"/>	■ ■ ■ ■	18,000	18,040
Aqualife Centre - Renew Leisure Pool - Water feature	<input type="checkbox"/>	■ ■ ■ ■	36,000	35,950
Aqualife Centre - Replacement of Boilers	<input checked="" type="checkbox"/>	■ ■ ■ ■	97,500	99,246
Aqualife Centre - Renew Spa Plant Room, Filter and Pipes	<input type="checkbox"/>	■ ■ ■ ■	17,000	0
Aqualife Centre - Tiling of 50m Swimming Pool	<input type="checkbox"/>	■ ■ ■ □	16,000	2,738
Aqualife Centre - Renewal Circulation and Chemical Pump	<input checked="" type="checkbox"/>	■ ■ ■ ■	5,000	7,897
6 Kent Street - Accessibility and Internal Renewal	<input type="checkbox"/>	■ □ □ □	230,000	7,153
8 Kent Street - Accessibility and Internal Renewal	<input type="checkbox"/>	■ □ □ □	200,000	6,370
Administration Centre - Fire Panel Replacement	<input type="checkbox"/>	■ □ □ □	65,000	4,750
Aqualife Centre - Chemical Shed	<input type="checkbox"/>	■ ■ ■ □	20,000	4,500
Aqualife Centre - Window Tinting	<input type="checkbox"/>	■ ■ ■ ■	8,000	7,825
Archer Street Toilets - LED Lighting	<input type="checkbox"/>	■ ■ ■ ■	2,000	1,144
Balbuk Reserve Toilets - LED Lighting	<input type="checkbox"/>	■ ■ ■ ■	2,000	0
Carlisle Reserve Clubrooms - Flooring Replacement	<input type="checkbox"/>	■ ■ ■ ■	19,000	18,010
Depot Rear Shed - Roof and Cladding Replacement	<input type="checkbox"/>	■ ■ ■ □	180,000	954
GO Edwards Park Toilets (1) - LED Lighting	<input type="checkbox"/>	■ ■ ■ ■	2,000	1,685
GO Edwards Park Toilets (2) - LED Lighting	<input type="checkbox"/>	■ ■ ■ ■	2,000	1,796
Higgins Park Tennis Club - Kitchen	<input type="checkbox"/>	■ □ □ □	40,000	0
Hubert Street Carpark Toilets - LED Lighting	<input type="checkbox"/>	■ ■ ■ ■	2,000	1,444
John Macmillan Park Toilets - Lighting and accessibility	<input type="checkbox"/>	■ □ □ □	125,000	4,755
Leisurelife - Commercial Kitchen Flooring	<input type="checkbox"/>	■ ■ ■ ■	8,000	7,862

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Renewal - Buildings (continued)				
Leisurelife - Court Flooring	<input type="checkbox"/>	■■■■■	95,000	63,049
Leisurelife - Courts Lighting	<input type="checkbox"/>	■■■■■	28,000	25,097
Leisurelife - Emergency Exit Doors	<input type="checkbox"/>	■■■■■	24,000	18,700
Leisurelife - Entrance and Signage Renewal	<input checked="" type="checkbox"/>	■■■■■	25,000	25,298
Leisurelife - Gym Flooring	<input type="checkbox"/>	□□□□□	65,000	0
Leisurelife - Roofing	<input type="checkbox"/>	■■■■■	9,000	8,225
Leisurelife - Squash Courts (3 and 4)	<input type="checkbox"/>	■■■■■	65,000	58,180
Leisurelife - Toilets and Change Rooms	<input type="checkbox"/>	■■■■■	170,000	7,237
Library - Facility Lighting	<input type="checkbox"/>	■■■■■	50,000	44,665
Library - Fire Panel Replacement	<input type="checkbox"/>	■■■■■	35,000	5,000
Library - Public Area Carpets	<input type="checkbox"/>	■■■■■	100,000	10,365
McCallum Park Toilets - LED Lighting	<input type="checkbox"/>	■■■■■	2,000	0
Read Park Toilets - LED Lighting	<input type="checkbox"/>	■■■■■	2,000	1,519
Taylor Street Reserve Toilets	<input type="checkbox"/>	■■■■■	190,000	4,393
Victoria Park Carlisle Bowling Club - Toilets	<input type="checkbox"/>	■■■■■	55,000	2,492
Plant and Machinery			1,019,200	523,364
New				
Plant - Electric Bikes	<input type="checkbox"/>	■■■■■	17,200	6,336
Plant - Street Operations - High Pressure Cleaner and Trail	<input type="checkbox"/>	■■■■■	12,000	11,694
Renewal - Plant and Machinery				
Purchase Major Plant - Light Truck Parks (160VPK - Plant	<input type="checkbox"/>	■■■■■	103,500	103,216
Purchase Major Plant - Mower Slasher Parks (147VPK Pla	<input type="checkbox"/>	■■■■■	28,000	27,974
Purchase Major Plant - Mowing Trailer Parks (158VPK - Pl	<input type="checkbox"/>	■■■■■	24,000	23,940
Minor Plant Renewal - Low Value Pool - Parks	<input type="checkbox"/>	■■■■■	11,000	4,817
Minor Plant Renewal - Street Improvement	<input type="checkbox"/>	■■■■■	10,500	9,353
Minor Plant Renewal - Workshop Pressor (Replacing CVR)	<input type="checkbox"/>	■■■■■	10,000	0
Fleet - Aqualife - 1EMT367 (Plant 365)	<input type="checkbox"/>	■■■■■	22,500	22,241
Fleet - Asset Management - 179VPK (Plant 385)	<input type="checkbox"/>	■■■■■	25,000	24,986
Fleet - Building Services - 113VPK (Plant 368)	<input type="checkbox"/>	■■■■■	22,500	22,448
Fleet - Business Life Administration - 106VPK (Plant 369)	<input type="checkbox"/>	■■■■■	33,000	32,736
Fleet - Community Life Administration - 110VPK (Plant 371)	<input type="checkbox"/>	■■■■■	32,000	31,188
Fleet - Community Life Administration - 166VPK (Plant 379)	<input type="checkbox"/>	■■■■■	35,000	0
Fleet - Environmental Health - 116VPK (Plant 372)	<input type="checkbox"/>	■■■■■	21,000	20,838
Fleet - Leisurelife - 112VPK (Plant 364)	<input type="checkbox"/>	■■■■■	22,000	21,947
Fleet - Lifelong Learning - 164VPK (Plant 386)	<input checked="" type="checkbox"/>	■■■■■	25,000	25,352
Fleet - Ranger Services - 183VPK (Plant 366)	<input type="checkbox"/>	■■■■■	40,000	183
Fleet - Renew Life Administration - 111VPK (Plant 360)	<input type="checkbox"/>	■■■■■	35,000	183
Fleet - Street Improvement - 128VPK (Plant 384)	<input type="checkbox"/>	■■■■■	25,000	183
Fleet - Urban Planning - 108VPK (Plant 377)	<input type="checkbox"/>	■■■■■	25,000	24,911

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Renewal - Plant and Machinery (continued)				
Plant - Street Operations - High Pressure Cleaner (239)	<input type="checkbox"/>	■■■■■	5,000	4,413
Plant - Street Operations - High Pressure Cleaner (332)	<input type="checkbox"/>	■■■■■	5,000	4,371
Truck - Street Operations - 131VPK (44)	<input type="checkbox"/>	■■■■□	105,000	183
Truck - Street Operations - 145VPK (43)	<input type="checkbox"/>	■■■■□	150,000	183
Utility (Fleet) - Parks - 130VPK (283)	<input type="checkbox"/>	■■■■□	40,000	36,988
Utility (Fleet) - Parks - 148VPK (329)	<input type="checkbox"/>	■■■■□	30,000	0
Utility (Fleet) - Street Operations - 135VPK (287)	<input type="checkbox"/>	■■■■■	30,000	29,168
Utility (Fleet) - Street Operations - 141VPK (296)	<input type="checkbox"/>	■■■■□	45,000	0
Utility (Fleet) - Street Operations - 144VPK (297)	<input checked="" type="checkbox"/>	■■■■□	30,000	33,530
Furniture and Equipment			296,000	97,939
New - Furniture and Equipment				
Licence Plate recognition devices and equipment - Parking	<input type="checkbox"/>	■■■■□	9,000	0
Hardware, software and cabling - Parking Initiative	<input type="checkbox"/>	□□□□	23,000	0
Edward Millen - Low Value Pool	<input type="checkbox"/>	■■■■■	6,500	6,486
VICPARK LED - Illuminated Lights	<input type="checkbox"/>	■■■■■	4,500	4,300
Renewal - Furniture and Equipment				
Renew Furniture & Equipment - Depot - Low Value Pool	<input type="checkbox"/>	■■■■□	6,000	2,270
Renew Minor Plant - Bins	<input type="checkbox"/>	■■■■□	11,000	0
Renew Furniture - Administration Centre - Low Value Pool	<input type="checkbox"/>	■■■■□	22,000	14,660
Parking Management Office - Office Furniture	<input type="checkbox"/>	■■■■□	5,000	0
Renew Furniture & Equipment - Aqualife - Low Value Pool	<input type="checkbox"/>	■■■■□	10,000	2,278
Renewal - Furniture & Equipment - Aqualife Cafe	<input type="checkbox"/>	■■■■□	5,000	0
Renewal - Equipment - Aqualife - Pool Scrubber	<input checked="" type="checkbox"/>	■■■■■	8,000	8,091
Aqualife - Crèche Furniture	<input type="checkbox"/>	■■■■□	4,000	0
Aqualife - Gymnasium Equipment (Assorted)	<input type="checkbox"/>	■■■■□	20,000	7,078
Aqualife - Pool Equipment	<input type="checkbox"/>	■■■■□	40,000	9,801
Renewal - Equipment - Leisurelife- Gym Equipment	<input type="checkbox"/>	■■■■□	20,000	5,059
Leisurelife - Court Floor Cleaner	<input type="checkbox"/>	■■■■■	20,000	17,146
Leisurelife - Bingo Furniture	<input type="checkbox"/>	■■■■■	7,000	6,889
Leisurelife - Sports Equipment	<input type="checkbox"/>	■■■■□	23,000	2,637
Renewal - Furniture & Equipment - Leisurelife Cafe	<input type="checkbox"/>	■■■■□	5,000	2,944
Renew Furniture & Equipment - Leisurelife - Low Value Po	<input type="checkbox"/>	■■■■□	15,000	4,433
Renew Furniture & Equipment - Lifelong Learning - Low Va	<input type="checkbox"/>	■■■■□	15,000	650
Renew Furniture & Equipment - Digital Hub - Low Value Pc	<input checked="" type="checkbox"/>	■■■■■	2,000	3,218
TAPP - Aqualife - Access and Inclusion Pool Hoist	<input type="checkbox"/>	■■■■□	12,000	0
TAPP - Aqualife - Disability Flootation devices	<input type="checkbox"/>	■■■■□	3,000	0

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Information Technology			945,000	291,375
New - Information Technology				
TAPP - Lighten Up - Mobile App Software	<input type="checkbox"/>	□□□□	5,000	0
Library - RFID Self-Service System	<input type="checkbox"/>	■□□□	90,000	0
New - Software - Mobile Health	<input type="checkbox"/>	□□□□	100,000	0
New - Software - Client engagement	<input checked="" type="checkbox"/>	■□□□	8,000	13,235
New - Noise Monitoring Device - Environmental Health	<input checked="" type="checkbox"/>	■□□□	25,000	27,114
Handheld Enforcement devices and associated equipment	<input type="checkbox"/>	■□□□	12,000	0
Renewal - Information Technology				
Hardware - Mobile Computing Devices	<input type="checkbox"/>	■□□□	65,000	64,176
Network - Wi-Fi Network	<input type="checkbox"/>	■□□□	47,000	46,991
Systems - Website, Intranet and Client Portal	<input type="checkbox"/>	■□□□	85,000	0
Renewal - Information Technology				
Depot Communications System (Hardware)	<input type="checkbox"/>	■□□□	5,000	4,997
Network Storage (Hardware)	<input type="checkbox"/>	■□□□	38,000	37,033
Bookings Management System (Software)	<input type="checkbox"/>	■□□□	50,000	0
Development Application System (Software)	<input type="checkbox"/>	■□□□	110,000	43,660
Email Archival System (Software)	<input type="checkbox"/>	■□□□	30,000	29,728
Leisure Facilities Management System (Software)	<input type="checkbox"/>	■□□□	95,000	0
Library Management System (Software)	<input type="checkbox"/>	■□□□	95,000	0
Records Management System (Software)	<input type="checkbox"/>	□□□□	60,000	0
System Security (Software)	<input type="checkbox"/>	■□□□	25,000	24,440
Roads			3,744,500	2,360,947
New - Roads				
New - Albany Highway - Pedestrian Crossing Safety Measu	<input checked="" type="checkbox"/>	■□□□	43,500	48,914
New - Alday Street - Lane Channelisation	<input type="checkbox"/>	■□□□	68,000	67,609
New - Enfield Street - Traffic Calming	<input type="checkbox"/>	■□□□	89,000	84,738
Gallipoli Street - Egham Road to Enfield Street - Traffic Cal	<input type="checkbox"/>	■□□□	25,000	1,820
Gallipoli Street - Egham Road to Howick Street - Traffic Ca	<input type="checkbox"/>	■□□□	25,000	1,820
Goddard Street - Egham Road to Howick Street - Traffic C	<input type="checkbox"/>	■□□□	25,000	0
Goddard Street - Midgley Street to Cookham Road - Traffic	<input type="checkbox"/>	■□□□	25,000	0
Hill View Terrace - Cycle Lane Extension and Ramps	<input type="checkbox"/>	■□□□	15,000	0
McCartney Crescent - Goddard Street to Roberts Road - Tr	<input type="checkbox"/>	■□□□	60,000	8,104
Saleham Street - Goddard Street to Gallipoli Street - Traffic	<input type="checkbox"/>	■□□□	55,000	2,116
Star Street - Intersection Safety Works at Briggs Street	<input type="checkbox"/>	■□□□	15,000	6,268

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Renewal - Roads				
Albany Highway - Duncan Street to Teddington Road	<input type="checkbox"/>	■■■■□	330,000	317,893
Asteroid Way - Star Street to Mercury Street	<input checked="" type="checkbox"/>	■■■■■	120,000	120,272
Bank Street - Oats Street to Milford Street	<input checked="" type="checkbox"/>	■■■■■	86,000	91,436
Berwick Street - Sussex Street to Basinghall Street	<input checked="" type="checkbox"/>	■■■■■	150,000	162,048
Bishopsgate Street - Oats Street to Mercury Street	<input type="checkbox"/>	■■■■■	49,000	48,880
Bolton Avenue - Glenn Place to Path (Northbound)	<input type="checkbox"/>	■■■■□	151,500	6,405
Bolton Avenue - Glenn Place to Path (Southbound)	<input type="checkbox"/>	■■■■□	104,000	116
Cookham Street - Gallipoli Street to Goddard Street	<input type="checkbox"/>	■■■■■	112,000	111,815
Goddard Street - Saleham Street to Bishopsgate Street	<input type="checkbox"/>	■■■■■	103,000	102,425
Raleigh Street - Mercury Street to Lion Street	<input type="checkbox"/>	■■■■■	130,000	113,069
Somerset Street - Shepperton Road to Bank Street	<input checked="" type="checkbox"/>	■■■■□	200,000	248,196
Swansea Street (West) - Dane Street to Cul-de-sac	<input checked="" type="checkbox"/>	■■■■■	178,000	178,876
Upgrade - Roads				
Upgrade Hillview & Berwick Intersection Stage 2	<input type="checkbox"/>	■■■■□	18,000	1,177
Upgrade - McCartney Crescent	<input type="checkbox"/>	■□□□	22,500	0
Traffic Management Initiative - Shepperton Rd and Gresha	<input type="checkbox"/>	■■■■■	243,000	210,043
Traffic Management Initiative - Teddington St and Burswo	<input type="checkbox"/>	■■■■□	204,000	190,887
Upgrade - Bishopsgate and Roberts Road - Pre Deflection:	<input type="checkbox"/>	■■■■■	9,000	6,006
Upgrade - Oats Street and Star Street - Pre Deflections	<input checked="" type="checkbox"/>	■■■■■	3,500	3,634
Upgrade - Temple Street and Hordern Street - Traffic Islan	<input type="checkbox"/>	■■■■■	500	360
Hill View Terrace and Oats Street - Intersection	<input type="checkbox"/>	■□□□	180,000	9,875
Roberts Road and Orrong Road - Intersection	<input type="checkbox"/>	■□□□	220,000	0
Rutland Avenue - Oats Street to Welshpool Road	<input type="checkbox"/>	■■□□	450,000	464
Temple Street and Hordern Street - Intersection	<input type="checkbox"/>	■■■■■	135,000	133,613
Upgrade - Great Eastern Highway and Craig Street - Inters	<input type="checkbox"/>	■■■■■	100,000	82,066
Drainage			552,000	215,590
New - Drainage				
Drainage - Camarvon Street	<input type="checkbox"/>	■■■■■	63,000	62,294
Drainage - Harris Street and Appleton Street - Stage 1	<input type="checkbox"/>	■■■■□	64,500	17,786
Drainage - Northampton Street	<input type="checkbox"/>	■■■■□	50,000	18,628
Lake View Terrace Drainage - To be constructed as part of	<input type="checkbox"/>	■□□□	20,000	0
Renewal - Drainage				
Intersection Improvements - Hillview Terrace	<input type="checkbox"/>	■■■■□	87,500	12,887
Right Of Ways - Various Locations	<input type="checkbox"/>	■■■■□	45,000	14
Pipe Renewal- Various Locations	<input type="checkbox"/>	■■■■□	45,000	17,199
Pit Renewal- Various Locations	<input type="checkbox"/>	■■■■□	80,000	38,477
Sump Renewall- Various Locations	<input type="checkbox"/>	■■■■■	37,000	36,596
Upgrade				
Albany Highway - Hotspot 1 Drainage Master Plan	<input type="checkbox"/>	■■□□	60,000	11,709

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
Pathways			432,500	219,258
New - Pathways				
Bolton Avenue - Carpark to Main Entrance	☒	■■■■	26,000	26,180
Brodie Hall Drive - Turner Avenue to Hayman Road	□	■■■■	42,500	42,360
Rutland Avenue P2P - Stage 2	□	■■□□	20,000	448
Rutland Avenue Safe Active Street	□	■■□□	25,000	3,887
Victoria Park Drive - Footpath Extension	□	■□□□	50,000	0
Renewal - Pathways				
Berwick Street - Bush Street to Boundary Road (East)	□	■□□□	40,000	0
Berwick Street - Bush Street to Boundary Road (West)	□	■■■■	59,000	58,720
Forward Street - Welshpool Road to Swansea Street (East)	□	■■■■	14,000	7,378
Pathway - Lathlain Precinct Redevelopment (Zone 2)	□	□□□□	75,000	0
Mars Street - Oats Street to Cohn Street	□	■■■■	24,000	23,968
Mint Street - Carnarvon Street to Shepperton Road	□	■■■■	14,000	13,800
Oats Street - Hubert Street to Albany Highway	□	■■■■	12,000	11,610
Star Street - Briggs Street to President Street	□	■■■■	21,000	20,999
Star Street - Cohn Street to Briggs Street	□	■■■■	10,000	9,908
Parks			3,786,000	372,924
New - Parks				
George Street Reserve Revegetation	□	■■■□	80,000	32,041
Park Furniture and Equipment - Burswood Peninsula	□	■■■□	75,000	688
Kensington Bushland - Jirdarup Signage	□	■■■□	30,000	2,697
Manners Reserve - Shade Sails	□	■■■■	25,000	16,159
New - Tree Plan- Tree Planting	□	■■■□	35,000	8,273
Renew - Park Lighting - Poles and Floodlighting	□	■■■■	20,000	7,500
Lathlain Park - New	□	■□□□	1,500,000	31,473
Peninsula to Park - Landscaping	□	■□□□	200,000	3,340
Emergency Works - Water Tank installation	□	■■■■	50,000	43,950
Renewal - Parks				
Fletcher Park - Playground	□	■□□□	60,000	0
Fraser Park - Playground	□	■□□□	50,000	80
GO Edwards Park - Redevelopment	□	■■■□	590,000	72,060
Harold Rossiter Park - Irrigation	□	■■■□	160,000	89,180
Manners Reserve - Furniture	□	■■■□	5,000	0
Park Signage - Various Locations	□	■■■□	50,000	950
Renew - McCallum Park (Foreshore River Wall)	□	■□□□	341,000	20,901
Renewal - Tree Plan - Tree Planting	□	■■■□	75,000	3,084
Victoria Park Community Centre - Playground	□	■□□□	20,000	1,035

8.3 Fees and Charges – Effective from 1 July 2018

File Reference:	FIN/5/65
Appendices:	Yes
Attachments:	No

Date:	21 May 2018
Reporting Officer:	A. Thampoe
Responsible Officer:	N. Cain
Voting Requirement:	Absolute majority

Executive Summary: Recommendation – That the Finance and Audit Committee recommends that Council, pursuant to Section 6.16 of the <i>Local Government Act 1995</i>, amends the current fees and charges and imposes the fees and charges as contained within the Appendices, effective from 1 July 2018.	
<ul style="list-style-type: none">As the 2018-2019 Annual Budget will not be adopted until after 30 June 2018, the current fees and charges need to be amended and updated with the proposed 2018-2019 Schedule of Fees and Charges effective from 1 July 2018.	

TABLED ITEMS:

Nil

BACKGROUND:

It is planned that the adoption of the 2018-2019 Annual Budget will not occur until after 30 June 2018. The adoption of the annual budget is traditionally the mechanism by which Council sets and adopts fees and charges. A period of time will therefore occur where the new Schedule of Fees and Charges will not be in effect. This item allows for the early adoption of the proposed fees and charges for the 2018-2019 financial year and will, in effect, amend and replace the current fees and charges with the proposed fees and charges applicable for the commencement of the 2018-2019 financial year.

DETAILS:

A detailed analysis has been conducted on the fees and charges levied by Council. Officers, in reviewing the applicable fees and charges, have taken into consideration –

- the cost to provide the service or goods;
- the importance of the service or goods to the community; and
- the price at which the service or goods could be provided by an alternative provider.

The proposed Schedule of Fees and Charges are contained within the Appendices.

Legal Compliance:

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

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

** Absolute majority required.*

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

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

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

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

** Absolute majority required.*

Policy Implications:

Nil

Risk management considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Compliance: Council not approving the fees and charges	Moderate	Possible	Moderate	Provide Elected Members the opportunity to review appropriateness of proposed fee schedule, prior to requesting approval.
Financial Impact: Council facilities not generating full revenue potential.	Moderate	Possible	Moderate	Conduct a review of the current fees and charges for appropriateness and validity and propose new based on review.

Strategic Plan Implications:

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

Financial Implications:

Internal Budget

Fees and charges encompass approximately 18% of the operating funds required to operate Council activities. Due to the fact that the fees and charges are, in effect, being set outside

the normal process of adoption via the annual budget, which will also need to occur, a period of local public notice is required. This will have a minor cost and two week timeframe associated with it. At the end of that period, the amended new fees and charges will apply.

Total Asset Management:

Nil

Sustainability Assessment:

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

External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

An early adoption of fees and charges can be met through the application of Section 6.16 of the *Local Government Act 1995 (as amended)*. As the 2018-2019 Annual Budget will not be adopted until after 30 June 2018, the current fees and charges are requested to be amended and updated with the proposed 2018-2019 Schedule of Fees and Charges effective from 1 July 2018.

CONCLUSION:

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

RECOMMENDATION/S:

That the Finance and Audit Committee recommends to Council that, pursuant to Section 6.16 of the *Local Government Act 1995*, amends the current fees and charges and imposes the fees and charges, as contained within the Appendices, effective from 1 July 2018.

(Absolute majority required)

8.4 Memorandum of Understanding – Town of Victoria Park and Shire of Morawa

File Reference:	GOV/1/0001~02
Appendices:	No
Attachments:	Yes

Date:	14 May 2018
Reporting Officer:	R. Fishwick
Responsible Officer:	A. Vuleta
Voting Requirement:	Simple Majority

Executive Summary: Recommendation – That the Finance and Audit Committee recommends that Council endorses the Memorandum of Understanding (MOU) between the Town of Victoria Park and the Shire of Morawa. <ul style="list-style-type: none">• An opportunity exists to recognise the importance of an effective working relationship between the Town of Victoria Park (the Town) and the Shire of Morawa (the Shire);• The Shire at its Council meeting held on 17 May 2018 endorsed the MOU;• The working relationship can benefit both local governments; and• It is recommended that a MOU between the two Local Governments be endorsed.
--

TABLED ITEMS:

Nil

BACKGROUND:

There exists an opportunity between the Town and the Shire to recognise the importance of an effective and meaningful working relationship for the benefit of both local government's sustainability and the wellbeing of their respective communities.

The prospect of placing a high value on mutual cooperation and to provide assistance to each other on issues of common interest and which may affect one or both local governments is an exciting visionary outlook for the industry in Western Australia.

DETAILS:

In order to establish rules and guidelines in relation to formalising the relationship a MOU has been drafted by the Town's Principal Governance Advisor which outlines the following six (6) Principles:

Principles:

- Principle A: Embrace opportunity and strive for best practice;
- Principle B: Attract and retain quality staff and develop career opportunities;
- Principle C: Working together to foster engaged communities;
- Principle D: Increase local government capacity and improve community outcomes;
- Principle E: Reduce local government bureaucracy and streamline systems; and
- Principle F: Deliver open and transparent communication.

This MOU will enable each party to seek assistance from the other party to carry out their statutory obligations pursuant to the various laws, acts and regulations that are applicable to local government in order to provide excellent service delivery to their respective communities and enhance economic development and sustainability.

Legal Compliance:

There are no provisions in the *Local Government Act 1995* dealing with Local Governments entering into a MOU with each other.

This MOU is not a legal document or a formal instrument of contract. There is no legal recourse from the application or otherwise of MOU.

Policy Implications:

Nil

Risk Management Considerations:

If the Town enters into a MOU with the Shire the risk of either party not adhering to the conditions is low.

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Compliance. No noticeable or regulatory impact.	Low.	Likely.	Low.	This MOU becomes effective upon signature by the authorised officials from each party and will remain in effect until modified or terminated by either one of the parties.

Strategic Plan Implications:

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

Financial Implications:

Internal Budget:

This MOU is not a commitment of one party providing funds to the other party.

Total Asset Management:

Nil

Sustainability Assessment:

External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

This MOU sets forth the terms and conditions between the Town and the Shire to recognise the importance of an effective and meaningful working relationship for the benefit of both local government's sustainability and the wellbeing of their respective communities.

CONCLUSION:

The intent of the MOU is to provide a transparent and mutually agreed framework to assist with the ongoing relationship and communication between the parties. It is seen as a visionary approach between local governments to assist each other and share knowledge and the experience of their staff resources.

The Council of the Shire of Morawa at its meeting held on 17 May 2018 endorsed the MOU without any amendments.

RECOMMENDATION/S:

The Finance and Audit Committee recommends that Council:

- 1. Endorses the Memorandum of Understanding (the MOU) between the Town of Victoria Park (the Town) and the Shire of Morawa (the Shire) attached to and forming part of this report;**
- 2. Gives approval for the Mayor and the Chief Executive Officer to execute the MOU between the Town and the Shire attached to and forming part of this report.**

Memorandum of Understanding

Memorandum of Understanding

Town of Victoria Park

and

Shire of Morawa

1. Parties to the Memorandum of Understanding (the MOU):

- (a) The Town of Victoria Park (the **Town**); and
- (b) The Shire of Morawa (the **Shire**).

2. Intent:

This MOU sets forth the terms and understanding between the Town and the Shire to recognise the importance of an effective and meaningful working relationship for the benefit of both local government's sustainability and the wellbeing of their respective communities.

The parties place a high value on mutual cooperation and to provide assistance to each other on issues of common interest and which may affect one or both of the parties.

3. Principles:

- Principle A: Embrace opportunity and strive for best practice;
- Principle B: Attract and retain quality staff and develop career opportunities;
- Principle C: Working together to foster engaged communities;
- Principle D: Increase local government capacity and improve community outcomes;
- Principle E: Reduce local government bureaucracy and streamline systems; and
- Principle F: Deliver open and transparent communication.

4. Purpose:

This MOU will enable each party to seek assistance from the other party to carry out their statutory obligations pursuant to the various laws, acts and regulations that are applicable to local government in order to provide excellent service delivery to their respective communities and enhance economic development and sustainability.

- (a) This assistance will be limited to providing advice only which may require employees from one of the parties to communicate by telephone, email or by a visit to the local government district of the other party.
- (b) Notwithstanding sub-clause 4.(a), payment at cost for the provision of a local government service supplied by one of the parties to the other party or for the service of an employee of one of the parties seconded to assist the other party may be mutually agreed by the respective Chief Executive Officers (the **CEO**) of each party.

The purpose of the MOU will be accomplished by one party undertaking the provision of local government services to the other party which is not limited to the following activities:

- (a) Financial management advice and assistance;
- (b) Economic development advice and assistance;
- (c) Statutory town planning advice and assistance;
- (d) Community development and social services advice and assistance;
- (e) Civil engineering technical advice and assistance;
- (f) Asset and facility management advice and assistance;
- (g) Governance advice and assistance;
- (h) Regulatory compliance advice and assistance with such matters as noise control, environmental health, waste disposal, animal control, bush fire control; parking of vehicles and other compliance services performed by local government rangers.

5. Reporting

A record by each party shall be maintained in order to undertake an annual evaluation of the effectiveness and adherence to the MOU which is to be a subject of a report from the respective CEO of each party to the council of the party where he or she is employed.

6. Funding

This MOU is not a commitment of one party providing funds to the other party.

7. Not a legal document or contract

This MOU cannot be implied as, or applied as a legal document or formal instrument of contract. The parties acknowledge and agree that no legal recourse can be sought from the application or otherwise of this document. The intent is to provide a transparent and mutually agreed framework to assist with the ongoing relationship and communication between the parties.

8. Duration

This MOU is at-will and may be modified by mutual consent of authorised officials from each party being the:

- (a) Mayor of the Town of Victoria Park;
- (b) CEO of the Town of Victoria Park;
- (c) Shire President of the Shire of Morawa; and
- (d) CEO of the Shire of Morawa.

This MOU shall become effective upon signature by the authorised officials from each party being the:

- (a) Mayor of the Town of Victoria Park;
- (b) CEO of the Town of Victoria Park;
- (c) Shire President of the Shire of Morawa; and
- (d) CEO of the Shire of Morawa.

and will remain in effect until modified or terminated by either one of the parties. In the absence of mutual agreement by the authorised official from either party being the:

- (a) CEO of the Town of Victoria Park; or
- (b) CEO of the Shire of Morawa.

This MOU shall end on _____ [insert Day, Month & Year].

9. Contact Information

Town of Victoria Park

CEO: Anthony Vuleta
Address: 99 Shepperton Road, Victoria Park WA 6100
Postal address: Locked Bag 437, Victoria Park WA 6979
Telephone: 08 9311 8111
Fax: 08 9311 8181
E-mail: admin@vicpark.wa.gov.au

Shire of Morawa

CEO: Chris Linnell
Address: 26 Winfield Street, Morawa WA 6623
Postal address: PO Box 14, Morawa WA 6623
Telephone: 08 9971 1204
Fax: 08 9971 1284
E-mail: admin@morawa.wa.gov.au

10. Execution of the MOU

On this _____ [insert Day & Month] 2018 the duly responsible signatories representing the parties hereby endorse and give effect to this Memorandum of Understanding.

Mayor
Trevor Vaughan
Town of Victoria Park

Anthony Vuleta
Chief Executive Officer
Town of Victoria Park

Shire President
Karen Chappel
Shire of Morawa

Chris Linnell
Chief Executive Officer
Shire of Morawa



8.5 WALGA 2018 Annual General Meeting – Appointment of Delegates

File Reference:	COR/9/10
Appendices:	No
Attachments:	No

Date:	9 May 2018
Reporting Officer:	R. Fishwick
Responsible Officer:	A. Vuleta
Voting Requirement:	Simple majority

Executive Summary:

Recommendation – That the Finance and Audit Committee recommends that Council appoints voting delegates for the 2018 Annual General Meeting of the Western Australian Local Government Association (WALGA) to be held on Wednesday 1 August 2018.

- The WALGA Annual General Meeting is to be held on Wednesday 1 August 2018;
- The Town can nominate two Elected Members as voting delegates; and
- Consideration be given to nominating voting and proxy delegates.

TABLED ITEMS:

Nil

BACKGROUND:

The Annual General Meeting of WALGA is traditionally held during the WA Local Government Convention at the Perth Convention and Exhibition Centre. The majority of local governments in the State have representatives attending.

The 2018 WALGA Annual General Meeting will be held on Wednesday 1 August 2018.

DETAILS:

Voting delegates

In order to participate in voting on matters received at the Annual General Meeting, each member Council must register its voting delegates by 2 July 2018. Pursuant to the WALGA constitution, all member Councils are entitled to be represented by two voting delegates. Voting delegates may be either Elected Members or serving officers. Proxy voting is available where the Council's appointed representatives are unable to attend.

The Council at its Special Council Meeting held on 23 October 2017, appointed the following Elected Members to represent the Town on the WALGA South Eastern Metropolitan Zone:

Members

Cr Bronwyn Iffe
Cr Brian Oliver

Deputies

Cr Karen Vernon (first alternative member).
Cr Ronnhda Potter (second alternative member).

Cr Brian Oliver also represents the WALGA South Eastern Metropolitan Zone on the State Council of WALGA.

Legal Compliance:

There are no provisions in the *Local Government Act 1995* dealing with the WALGA Annual General Meeting (AGM). The AGM is governed by WALGA's constitution.

Policy Implications:

Policy "EM5 Conference Expenses – Elected Members" states inter alia that:

"The Mayor shall be entitled to attend the Annual Western Australian Local Government Association (WALGA) conference.

The two (2) Elected Members representing the Town on the South Eastern Metropolitan Zone of WALGA shall be entitled to attend the Annual WALGA conference."

There is no policy dealing with nominating voting and proxy delegates to represent the Town at the WALGA Annual General Meeting.

Risk Management Considerations:

If the Town does not submit its voting members, it will not be able to vote on the matters to be debated as part of the Annual General Meeting of WALGA.

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Compliance. No noticeable or regulatory impact.	Low.	Likely.	Low.	Council nominates two Elected Members as voting delegates to represent the Town at WALGA's AGM.

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:

The South Eastern Metropolitan Zone Committee of WALGA, consisting of two Elected Member representatives from each of the Cities of Armadale, Canning, Gosnells, South Perth and the Town of Victoria Park is the main link the Town has in considering matters relating to WALGA activities. The South Eastern Metropolitan Zone is entitled to three members on WALGA's State Council and as mentioned previously, Cr Brian Oliver has been appointed as a WALGA State Councillor.

CONCLUSION:

It is considered prudent to designate two voting delegates for the 2018 Annual General Meeting of WALGA to ensure the Town is represented and is able to vote on matters affecting the Town and the broader local government sector, noting that Crs Ife and Oliver represent the Town on WALGA's South Eastern Metropolitan Zone.

RECOMMENDATION/S

That the Finance and Audit Committee recommends that Council nominates;

- 1. Two voting delegates being _____ and _____ for the 2018 Annual General Meeting of the Western Australian Local Government Association to be held on Wednesday 1 August 2018 at the Perth Convention and Exhibition Centre; and**
- 2. Two proxy voting delegates being _____ and _____ for the 2018 Annual General Meeting of the Western Australian Local Government Association to be held on Wednesday 1 August 2018 at the Perth Convention and Exhibition Centre in the event that Council's appointed representatives in clause 1. above are unable to attend.**

8.6 Endorsement of Taylor Reserve and McCallum Park River Edge Detailed Design

File Reference:	GOR/15/0013~07; ENV/10/0001
Appendices:	Yes
Attachments:	No

Date:	18 May 2018
Reporting Officer:	B. Nock
Responsible Officer:	B. Killigrew
Voting Requirement:	Absolute Majority

Executive Summary:

Recommendation – That the Finance and Audit Committee recommends that Council endorses the Taylor Reserve and McCallum Park River Edge Detailed Design and accepts the Department of Biodiversity, Conservation and Attractions’ Riverbank funding for the 2018/2019 financial year totalling \$304,000 for Stage 1 River Edge Works for McCallum Park and Taylor Reserve.

- The Town, in consultation with the community, State Government agencies and other stakeholders, developed the Taylor Reserve and McCallum Park Concept Design which was endorsed by Council in March 2018.
- Building on the Concept Design, the Town has progressed the next element of the design project, which is the detailed design for the river edge treatment.
- It is recommended that Council endorses the Taylor Reserve and McCallum Park River Edge Detailed Design and supports the commencement of Stage 1 river edge works in 2018/19.
- In May 2018 the Town developed a potential Collaborative Arrangement with the Department of Biodiversity, Conservation and Attractions for the implementation of Stage 1 river edge works.
- Within the proposed Collaborative Arrangement, the Town has received confirmation that the Department of Biodiversity, Conservation and Attraction will match the municipal funded amount for the Taylor Reserve and McCallum Park River Edge project. The available budget remaining for this project this financial year is \$304,000.
- It is recommended that Council accepts the Department of Biodiversity, Conservation and Attractions grant funding of \$304,000 and increases the capital expenditure for this project in 2018-19 to a total of \$608,000 by carrying forward the existing 2017-18 budget of \$304,000 and allocating another \$304,000 within the 2018-2019 Budget as a new capital works initiative.

TABLED ITEMS:

Nil.

BACKGROUND:

The Town of Victoria Park’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 2015, the Town of Victoria Park ('the Town') developed a Foreshore Access and Management Plan, which provided a framework to take 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.

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 Concept Plan.

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 of the Concept Plan, in March 2018 it was endorsed by Council.

Building on the Concept Plan, the Town has since progressed the next element of the design project, which is detailed design for the river edge treatments.

DETAILS:

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

The cycle and footpath network provide access to the river edge and a barrier between the grassed areas and areas where native re-vegetation is occurring. Importantly the upgrade of the edge has allowed the design to enable user interaction with the river environment.

River edge treatments include the following:

- Native edge – gentle grading to the river edge and reintroduction of native plantings and treatments. To ensure erosion is not an issue these areas will include boulders to the river edge to stop wave action eroding the edging;
- Seating nodes and pause points – there are several areas that have been selected as reflective and passive gathering spaces within the areas adjacent 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 (indigenous 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.

Provided at the end of Taylor Street is a pedestrian gathering node. This will be installed as a headland as part of the initial works with decking installed at a later date. The viewing platform look toward Harrison Island with the city in the background and provides a unique gathering space. As part of the longer-term

plan for the site, this nodes is identified as a potential food and beverage venue coupled with a jetty and potential Transperth Ferry stop opening up access to the overall site by ferry traffic. Feature seating in these areas draws on the themes and forms within the South Perth upgrades, strengthening the parks connection to the greater river area; and

- The beach and headlands – the beach and headland areas form part of the Activity Hub and provide direct universal access to the river. However, the beach will form part of a later stage.

Details of Stage 1 river edge works are detailed in the Attachment forming part of this report.

Future Implementation

The detailed design for the river edge provide the basis for on-ground works, according to best practice principles. It also provides a mechanism for the Town to seek potential funding partners to enable on-ground implementation.

Pending Council endorsement of the river edge detailed design, a potential Collaborative Arrangement has been established between the Town and the DBCA. This Collaborative Arrangement states that the DBCA will match the municipal funded amount for the Taylor Reserve and McCallum Park River Edge project. The budget remaining for this project is \$304,000.

This will include necessary site environmental investigations, followed by implementation of the Stage 1.

The proposed works schedule is detailed below:

Milestone	Completion date
Apply for DBCA approval	31 August 2018
Aboriginal consultation and apply for S18 approval	30 September 2018
Environmental investigations (ASS, contaminants)	30 September 2018
Construction preliminaries including construction tender	30 November 2018
Demolish and dispose of existing river wall to extents required for construction	31 December 2018
Natural Edge Section A Regrade foreshore interface, supply & place geotextile or coir, supply and place limestone armour rock. Including toe, crowning	31 March 2019

and landscaping rock.	
Planting, including mulch & fertiliser	30 April 2019

The proposed Collaborative Arrangement is detailed in the Attachment that forms part of this report.

The Town is seeking Council endorsement of the Taylor Reserve and McCallum Park River Edge Detailed Design; approval of the Collaborative Arrangement with DBCA and support for the commencement Stage 1 river edge works.

The Town is also seeking that Council accepts the DBCA grant funding of \$304,000 and increases the capital expenditure to a total of \$608,000 by carrying forward the existing budget and allocating \$304,000 within the 2018-2019 Budget as a new capital initiative to reflect the Municipal funded amount and grant funded amount for this project.

Legal Compliance:

Nil

Policy Implications:

Nil

Risk management considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
<p>As the river edge treatment are developed, some of the elements may necessitate some alteration and therefore may differ from what is outlined in the Detailed Design.</p> <p>The consequence is that the final works may not match all expectations, which may cause some community concern.</p>	Medium	Likely	High	Community will be consulted during the works process, in an effort not only to keep everyone informed, but also to ensure that all concerns are understood and addressed.

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
With the time taken to commence the river edge treatments, there is a risk that the community may become disengaged and lose ownership.	High	Low	Medium	Community will be kept informed of the works process. DBCA support funding will be sought annually to supplement the Town's contribution to maximise the staged works that that can be achieved.
Inadequate progress	High	Low	Medium	Regular meetings between the Town, DBCA and the works contractor will be used to monitor activity and ensure adequate project progress against project schedule.

Strategic Plan Implications:

At the time of commencing this project, the existing Town of Victoria Park Strategic Community Plan identified the need to develop a Foreshore Access and Management Plan under the key action area Provision of high standard parks and natural areas that are safe, clean and attractive, namely:

Town Greening Plan

Including the Foreshore Access and Management Plan, McCallum Park Master Plan including Taylor St Café/Restaurant, GO Edwards Park Concept Plan.

In 2017, under the Town's new Strategic Community Plan 2017 – 2032, the subsequent McCallum Park Foreshore Design 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 EN6 (Appropriate, inviting and sustainable green

spaces for everyone that are well maintained and managed); EN7 (Increased vegetation and tree canopy).

Financial Implications:

Internal Budget:

Under the proposed Collaborative Arrangement with the DBCA, implementation of the Taylor Reserve and McCallum Park Stage 1 river edge treatments will require the following contributions:

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

Should Council approve of the Stage 1 works and the grant funding from DBCA, the Town's contribution of \$304,000 is under existing project Work Order 1741 McCallum Park Foreshore Riverwall. Currently the Town has \$318,281 under this Work Order.

For the DBCA grant contribution, \$304,000 will be allocated as revenue to the Work Order 1741.

Total Asset Management:

The development of the river edge detailed design will help guide asset management decisions relating to the river foreshore along McCallum Park/Taylor Reserve and prevent/limit interim expenditure of failing infrastructure.

During the summer months, the revegetation works will require watering during the first two years of establishment. Under existing street tree and revegetation watering services, this is typically over a 14 week period each year.

Current pricing per watering is \$709.13/1,000 sq. meters.

Under these estimates, the cost annually would equate to \$19,855.64, or \$39,711.28 over the two year establishment period.

It is anticipated that weeding will be undertaken as part of existing maintenance by the Parks team.

The limestone armour rock will not require any ongoing maintenance.

Sustainability Assessment:

External Economic Implications:

Nil

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 needs to be 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 has engaged with these clubs during the design process and will continue to do so going forward into river edge works.

Cultural Issues:

The Taylor Reserve and McCallum Park Stage 1 works provides Opportunity for the Town's community to connect with its river.

Environmental Issues:

The remediation and environmental enhancement of the river edge detailed design 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:

For the future implementation of the Taylor Reserve and McCallum Park detailed design, it is anticipated that support funding will be sought through the DBCA's Riverbank funding program.

Detailed costings for on-ground project implementation are yet to be obtained.

CONCLUSION:

With the completion of the Taylor Reserve and McCallum Park Conceptual Design and the River Edge Detailed Design and with Council's support, the Town can commence the stage 1 works on the river edge. This will address priority shoreline stabilisation and foreshore access issues which have been identified as one of the major infrastructure renewal projects of the Town.

RECOMMENDATION/S::

That the Finance and Audit Committee recommends that Council:

- 1. Endorses the Taylor Reserve and McCallum Park River Edge Detailed Design, as shown in the Attachment that forms part of this report;**
- 2. Approves the commencement of Stage 1 River Edge Works for McCallum Park and Taylor Reserve and McCallum Park;**
- 3. Accepts the Department of Biodiversity, Conservation and Attractions' Riverbank funding for the 2018/2019 financial year totalling \$304,000 for Stage 1 River Edge Works for McCallum Park and Taylor Reserve;**
- 4. By an Absolute Majority, pursuant to Section 6.8 of the *Local Government Act 1995* authorises the reallocation of \$304,000 in the Work Order number WO 1741 of the current financial year to a new Work Order number which will be created next financial year.**

8.7 Land Asset Optimisation Strategy - 12 Lathlain Place, Lathlain Divestment

File Reference:	CUP/10/0001
Appendices:	No
Attachments:	Yes

Date:	23 May 2018
Reporting Officer:	J. Morellini
Responsible Officer:	B. Killigrew
Voting Requirement:	Simple majority

Executive Summary:

Recommendation – That Council authorise the sale of lot 59, 12 Lathlain Place, Lathlain, to Palmgate Nominees Pt Ltd for consideration of \$1,100,000 plus GST.

- A valuation by a licensed valuer was procured for Lot 59 12 Lathlain Place, Lathlain. With the resulting highest offer being above valuation.
- In accordance with section 3.58 of the *Local Government Act 1995* for private treaty sale, the Town commenced a formal marketing campaign to invite offers, with a submission period.
- A business case for 12 Lathlain Place, Lathlain was completed in line with Council Policy GEN7 Strategic Management of Land and Property Asset and with reference to the Land Asset Optimisation Strategy September 2013, Council's Strategic Community Plan and Long Term Financial Plan.
- The business case was approved by Council on the 10th October 2017 with recommendation to divest 12 Lathlain Place.

TABLED ITEMS:

Nil.

BACKGROUND:

At its Ordinary Meeting held 10 October 2017, Council approved, pursuant to Section 3.58 of the *Local Government Act 1995* to commence the process for the divestment of Lot 59, 12 Lathlain Place, Lathlain.

The Land Asset Optimisation Strategy is a priority project for the Town of Victoria Park that will deliver revenue diversification and act as a catalyst for regeneration or redevelopment of the Town's land assets.

A Land Asset Optimisation Strategy Project Plan was received and endorsed by the Finance and Audit Committee in March 2017. The Project Plan highlighted the main priority projects with 12 Lathlain Place, Lathlain being included on that list.

A Business Case for 12 Lathlain was developed for Council to consider, which systematically addressed the strategic objectives of the Land Asset Optimisation Strategy. The Business Case explored development, joint ventures, community facilities, re-investment of funds and / or disposal potential for the subject property 12 Lathlain Place. The recommendation to sell the property aligned with the Land Asset Optimisation Strategy's strategic intent, which is to utilise the Town's existing land and property assets to create an alternate revenue stream for the Town, thus promoting financial diversification and sustainability.

The Council endorsed the recommendation of the Business Case to divest and undertake a formal marketing and sales campaign in line with section 3.58 of the *Local Government Act*.

DETAILS:

Lot 59 (No. 12) Lathlain Place, Lathlain is a 1098m² vacant corner lot zoned Residential R40 in the Town of Victoria Park Town Planning Scheme No.1 and is owned in fee simple by the Town of Victoria Park. The subject site is located in the suburb of Lathlain, which is approximately 5km from the Perth Central Business District.

Site Details



Land Area	1098m ²
Dimensions	Regular shaped corner site, with a curved truncation and the following dimensions: <ul style="list-style-type: none"> ▪ Lathlain Place Frontage – 18.1m ▪ Curved truncation – 15.82m ▪ Howick Street Frontage – 30.25m ▪ Rear/NE – 26.57m ▪ Side/S – 40.23m
Access	<ul style="list-style-type: none"> ▪ Dual frontage to Lathlain Place and Howick Street. ▪ Vehicular access from Howick Street.
Contours	The site is level and ready to build.

Title Details

Plan/Diagram	6215
Vol / Folio	1763 / 469
Registered Owner	Town of Victoria Park
Encumbrances	Nil.

Town Planning

Local Authority	Town of Victoria Park
Zoning	Residential R40
Plot Ratio	0.6
Permitted Uses	<ul style="list-style-type: none">▪ Home Office▪ Single House, Group Dwelling, Aged or Dependent Persons' Dwelling, Multiple Dwelling
Development Approvals	Nil.

Existing

Improvements	Vacant land.
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Legal Compliance:

Any disposition of Council owned land, either by lease or sale, has to be carried out in accordance with Section 3.58 of the *Local Government Act 1995*, which states:

“3.58. Disposing of property

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

(i) describing the property concerned;

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include:

(a) the names of all other parties concerned;

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition as ascertained by a valuation carried out not more than 6 months before the proposed disposition.”

The requirements for Local Public Notice are contained in Section 1.7 of the *Local Government Act 1995* as follows:

“1.7. Local public notice

(1) Where under this Act local public notice of a matter is required to be given, a notice of the matter is to be —

(a) published in a newspaper circulating generally throughout the district;

(b) exhibited to the public on a notice board at the local government's offices; and

(c) exhibited to the public on a notice board at every local government library in the district.

(2) Unless expressly stated otherwise it is sufficient if the notice is —

*(a) published under subsection (1)(a) on at least one occasion; and
(b) exhibited under subsection (1)(b) and (c) for a reasonable time, being not less than —
(i) the time prescribed for the purposes of this paragraph; or
(ii) if no time is prescribed, 7 days.”*

The sales process undertaken for 12 Lathlain Place included the following marketing campaign:

- Press release – free editorial coverage with aerial photo;
- Press advertising x 2 – The West Australian (broad based);
- Press advertising – The Southern Gazette (local publication);
- LinkedIn distribution;
- 10” x 8” signboard installed;
- Information memorandum – see attached;
- Mass E-Brochure distribution;
- Direct targeting;
- Offer document; and
- Multiple website representation – see below links.

This property was represented on all the most dominant websites featuring land and development sites as shown below:

- Realestate.com 1 ... <https://www.realestate.com.au/property-residential+land-wa-lathlain-202069290>;
- Realestate.com 2 ... <https://www.realestate.com.au/property/12-lathlain-pl-lathlain-wa-6100>;
- Commercialreastate.com ... <https://www.commercialrealestate.com.au/property/12-lathlain-place-lathlain-wa-6100-2014274958>; and
- Realcommercial.com ... <https://www.realcommercial.com.au/property-land+development-wa-lathlain-502761106>.

A local public notice was provided in the West Australian on 2 May 2018 with the submission period closing 17 May 2018. Submissions from the community have been received and are attached to and forming part of this report with the corresponding response.

Conditions of the sale:

A specific sales contract with outcome controls was developed for the 12 Lathlain Place. These controls were developed to discourage land banking and to achieve an outcome on the land in due time. Without contractual controls the opportunity existed for a buyer to build single storey villas, this would have been an inappropriate use of this specific land holding. A two storey requirement was created as a condition of sale.

The main specific contractual controls were as follows:

1. No single storey development can be undertaken; and
2. Development Application (DA) to be lodged within 9 months of settlement ; and
3. Substantial Commencement of development within 24 months; and
4. Practical Completion of the development within 36 months.

Policy Implications:

At its Ordinary Meeting held 8 October 2013, Council resolved:

1. *The Land Asset Optimisation Strategy dated September 2013 prepared on behalf of the Town of Victoria Park by Hester Property Solutions Pty Ltd be acknowledged; and*
2. *Any proposal in respect to Council owned or controlled property will be considered by Council on a case by case basis, with reference to the Land Asset Optimisation Strategy September 2013, Council's Strategic Community Plan and Long Term Financial Plan.*

The development of the 12 Lathlain Place, Lathlain business case was undertaken in line with Council Policy GEN7 Strategic Management of Land and Property Assets.

Risk Management Considerations:

The risk identification and categorisation below relies on the Town's Risk Assessment and Acceptance Criteria.

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Community and Political				
Negative community support for the sale.	High	Possible	Major	Community response and engagement process/Sale to conform to Section 3.58 of the <i>Local Government Act 1995</i> .
Planning and Environmental				
Purchaser not adhering to council planning and environment requirements.	Moderate	Unlikely	Moderate	Council enforcement of policy/Officer to enforce Council planning and environmental requirements.
Development of Villas and not Apartments	Moderate	Possible	Moderate	Contractual requirement/Engage a legal practitioner to provide advice on contractual ability to have the purchaser deliver apartments.
Environmental Impact and Sustainability				
Contamination	Low	Possible	Low	Council process/Enforcement of Council contamination requirements.

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Non sustainable development outcome	Moderate	Possible	Moderate	BCA sustainability requirements/Council building approvals process.
Financial and Economic				
Forecasted Sales revenue not achieved	Moderate	Unlikely	Low	Procure Valuation if not in line with Business Case findings opportunity to re asses/Procurement of independent Valuation.

Strategic Plan Implications:

The Land Asset Optimisation Strategy and the divestment of 12 Lathlain Place aligns with strategic outcomes EN1, CL3, CL6 and CL8 in the Strategic Community Plan.

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.

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

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

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

Financial Implications:

Internal Budget:

Sale of Lot 59, 12 Lathlain Place, Lathlain will provide revenue of \$1,100,000 ex GST to the Town. The proceeds of the sale will be placed into the Land Asset Optimisation reserve fund.

Total Asset Management:

The subject site will no longer require maintenance by the Town if sold.

Sustainability Assessment:

External Economic Implications:

The proposed sale of 12 Lathlain Place, Lathlain will result in an initial cash injected for the Town available for potential reinvestment.

The site is also able to accommodate up to 10 new rate paying residential properties, generating additional ongoing revenue of approximately \$13,000 per annum for the Town.

Social Issues:

12 Lathan Place, Lathlain is currently a vacant allotment.

Cultural Issues:

Nil.

Environmental Issues:

Nil.

COMMENT:

The sale process undertaken to deliver the Council endorsed recommendation of the Business Case was in line with Section 3.58 of the *Local Government Act 1995* and had independent legal oversight. A public notice was provide and a public submission period was open from 2 May 2018 to 17 May 2018.

Submissions received:

During the Public Notice period, 12 submissions were received. These are contained within this report with a response provided.

This report is seeking approval for the Mayor and Chief Executive Officer to be authorised to execute the contract of sale between the Town of Victoria Park and Palmgate Nominees Pty Ltd.

CONCLUSION:

It is recommended that Council authorise the sale of Lot 59, 12 Lathlain Place, Lathlain by private treaty to Palmgate Nominees Pty Ltd.

RECOMMENDATION/S:

1. **That the Finance and Audit Committee recommends that Council authorises the sale of lot 59, 12 Lathlain Place, Lathlain, to Palmgate Nominees Pt Ltd for consideration of \$1,100,000 plus GST subject to:**
 - 1.1 **Conditions of the sale:**
 - 1.1.1 **No single storey development can be undertaken; and**
 - 1.1.2 **Development Application (DA) to be lodged within 9 months of settlement ; and**
 - 1.1.3 **Substantial Commencement of development within 24 months; and**
 - 1.1.4 **Practical Completion of the development within 36 months.**
- 2 **All proceeds from the sale of Lot 59, 12 Lathlain Place, Lathlain, be placed in the Land Asset Reserve Fund.**
- 3 **The Mayor and the Chief Executive Officer be authorised to execute all necessary documentation to effect the sale of Lot 59, 12 Lathlain Place, Lathlain, to Palmgate Nominees Pty Ltd.**

Attachment 1: Submissions received						
Date of contribution	Full name	What is your interest in this matter? (select all that apply)	What is your interest in this matter?	What is your position in relation to the proposal?	Please provide any comments or concerns you wish to raise in the box below	Officer response
May 03 18 09:41:07 am	Jenny Beer	Property owner-occupier, Local resident (non-property owner)		I do not wish to state a position, however I have some comments or concerns I wish to raise	Lathlain Place has become the hub of our community. With community centre, scouts hall, Rayment Park, 2 cafes, hairdresser and shop on the strip, there is opportunity to continue this development of our community by including some form of fresh provisions/delicatessen store, in particular as Carlisle IGA will be shutting down. I would like to see the zoning of this area changed to included options for a convenience store of this nature or to include another shop space, restaurant or even small bar. This is something I believe our Lathlain Community would love to have and I request you consider these ideas moving forward.	The land use requested is commercial and is not an approved use under residential zoning.

May 17 18 02:59:16 pm	Luana Lisandro	Property owner- occupier		I object to the proposal	Dear Mr Vuleta,	1. No, there was no
					RE: Proposed Sale of Lot 59, 12 Lathlain Place WA 6100	specific consideration
					As a resident, I wish to raise the following areas of concern in relation to the proposed sale of 12 Lathlain Place, LATHLAIN WA 6100:	to solar access for the Keith Hayes Community building as part of the land sale process for No. 12 Lathlain Place. The two storey height limit applicable to No. 12 Lathlain Place has
					1. The Town has stated on 'Your Thoughts" that the minimum and maximum heights of the proposed built form for 12 Lathlain Place will be two storeys. This will have a direct impact on the 54 PV Solar Panels and Solar Generation at the Keith Hayes Community Centre adjacent at 6 Lathlain Place as well the building's hot water system which would be severely overshadowed by an adjoining two storey development. The PV Solar Panels and System was installed at the Keith Hayes Community Centre after much advocacy work by Cr Keith Hayes and is a significant investment by the Town to create an energy	been in place for some time, and well before approval of the Keith Hayes Community Building. The Residential Design Codes (R-Codes) do contain deemed-to- comply provisions limiting the extent to which a proposed development can overshadow an adjoining property (ie. a maximum percentage of the adjoining lot). If a development meets this deemed-to- comply provision then the development is

				<p>efficient building, and if 12 Lathlain Place remains a minimum and maximum height of two storeys then it would impact on future return on this investment to the Town and as well as impact the tenants at 6 Lathlain Place.</p> <p>The Town should seek to address overshadowing by ensuring the development is a single storey development so it is in keeping with the predominately R20 single storey character of Lathlain and surrounding commercial nature of the businesses located at Lathlain Place.</p> <p>2. Historically, 12 Lathlain Place was zoned ‘Civic/Community Use’ and the rezoning to R40 residential occurred around the beginning of 2013. This rezoning was undertaken as the community group stakeholders (playgroup/toy library/scouts) were to be relocated into Lathlain Park. Prior to this rezoning the land at 2 to 12 Lathlain Place was zoned “Civic Community Use” for many years. Lathlain Place was intended to be a civic centre and heart of Lathlain and 2 to 12 for community use. After the rezoning to R40 in early 2013,</p>	<p>compliant. However if a development exceeds the deemed-to-comply provision, then the proposal needs to be assessed against the design principles contained in the R-Codes, which includes consideration of shadowing of solar collectors.</p> <p>2. Whilst rezoning was premised upon the relocation of the community groups to Lathlain Park, and while that has not occurred, most of the community Groups have now been re-housed within the new Community Building, and an alternative use such as residential is considered appropriate . 3. Is it not a valid reason to withhold a process to wait for something in draft such as the Design WA guidelines. The R codes already provide for solar/over shadowing. 4. The sale was above valuation and a strong</p>
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				<p>the West Coast Eagles (WCE) entered into negotiations with the Town for the Land Transaction Deal for Lathlain Park in December of 2013 this necessitated changes that required the community stakeholders to remain at Lathlain Place allowing for a second oval and administration building to be built for the WCE at Lathlain Park. Again, Cr Keith Hayes presented a private motion to rescind the relocation of the community groups onto Lathlain Park and back to Lathlain Place. Therefore, the rezoning of 2 to 12 Lathlain Place should not have occurred and 2 to 12 Lathlain Place should have remained for civic community use.</p> <p>3. As Design WA is drafting new guidelines and new R-Codes are being reviewed. Hence, the Town should wait on any sale of 12 Lathlain Place to allow for future applications and developments of this site to be guided by these changes as well as formulating its own "Solar Access Policy".</p> <p>4. Current market values are depressed and hence any sale would not maximise a return for</p>	<p>value in the current market. 5. This will be assessed when the Development Application is lodged. 6. This will be assessed when the Development Application is lodged.G4</p>
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					<p>the Town. Therefore, the Town should wait until there is the potential for an increased price on the sale.</p> <p>5. According to the Town Planning Scheme No. 1 Lathlain Precinct P7 Map it states the following:</p> <p>“Single houses with some ‘infill’ housing will occupy the majority of this precinct, in line with the R-codes R20 standards. The retention of structurally sound housing and the promotion of selective redevelopment in line with existing styles.”</p> <p>A potential 10 unit residential development is not in keeping with the predominate R20 character of Lathlain.</p> <p>In the P7 Residential Development Standards it states:</p> <p>“Priority will be given to ensuring that new development, particularly at higher densities, does not result in the undue loss of privacy or amenity for existing residents.”</p> <p>Given the council is prescribing a two storey development at 12</p>	
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					<p>Lathlain Place this will directly impact on the amenity and privacy of adjoining property owners. Again, solar access is an amenity which will be impacted specifically at 6 Lathlain Place as well as privacy of those using the common area playground.</p> <p>6. Also, a residential R40 development with possibly 10 units at 12 Lathlain Place will further impact on the parking at Lathlain Place and surrounding streets.</p> <p>Therefore, I urge the council and councillors to consider these issues and reject the proposed sale of 12 Lathlain Place until these issues can be addressed. Hence, I object to the proposed sale of 12 Lathlain Place, LATHLAIN WA 6100.</p> <p>Yours sincerely,</p> <p>Ms Luana Lisandro</p>	
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May 03 18 02:19:01 pm	Michael Gottschalk	Other (please specify):	Run a business in the ToVP and would like to have this facility nearby for our staff to use	I support the proposal	Keenly encourage development as proposed. According to Facebook, a Studio 64 facility is under consideration. If it is anything like the facility that they run in South Perth, it will be a wonderful asset for the Lathlain precinct region	No Development Application has been lodged as yet.
May 04 18 08:57:54 pm	Bevan Clark	Property owner (different residential address)		I object to the proposal	This was zoned for community use, the same as the scout hall. This is a loss to the community. I can't quite work out how it is in the community's interest to sell the community assets for more residential housing. All you need is one group of myopic council management and councillors for the community assets to be sold forever. As a community member and ratepayer I do not want the Council to re-zone and sell the community's assets for any amount of money.	This is a position not a question. Noted.
May 16 18 08:57:56 pm	Adam Limbert	Local resident (non-property owner)		I do not wish to state a position, however I have some comments or concerns I wish to raise	With the loss of the IGA in Carlisle, there are no small deli's or supermarkets in Lathlain. I would prefer to see this land used as a deli, small shop or cafe, or something that will add to the surrounding commercial strip. There are a lot of daycare centres around already. Not sure we need another right next to a playgroup.	No Development Application has been lodged as yet.

May 02 18 12:20:30 pm	Elise Keeley	Property owner (different residential address)		I do not wish to state a position, however I have some comments or concerns I wish to raise	I would like an IGA or other service here which will benefit the community.	This is not an allowable use under the current zoning.
May 03 18 01:52:01 pm	Paul Fiore	Other (please specify):	Studio 64 user	I support the proposal	I often have lunch in Lathlain place as I work in Burswood. I currently use Studio 64 in South Perth, it would be great to have another one around the corner.	No Development Application has been lodged as yet.
May 06 18 10:33:33 pm	Keith Hayes	Property owner-occupier		I support the proposal	To have received an offer for purchase which is above the valuation of the land is favourably unexpected in this economic climate, subsequently I would support unconditionally accepting the offer as presented. I propose that the funds received from the sale should be placed in the future projects reserve. These funds should the be used to advance construction work within zone 2 and 2 x of the Lathlain precinct redevelopment.	Noted.
May 17 18 02:02:50 pm	Breanna Young	Property owner-occupier, Other (please specify):	President, Lathlain Playgroup, tenant in Keith Hayes Community Centre	I do not wish to state a position, however I have some comments or concerns I wish to raise	I am aware there have been plans to have high rise residential buildings as part of the Lathlain redevelopment precinct. We respect the Town's position as part of its Land Asset Optimisation Program to maximise revenue for the Town. A residential development is not ideal to neighbour a playgroup but we accept this is the zoning and the authority of the Council	Note your existing use of the adjoining council owned property. Approval will be managed through normal Council processes for any Development Application which will address parking, over shadowing, and adjoining owner

					<p>to act accordingly.</p> <p>We would like the following to be considered as part of the proposed plan, noting it is difficult to make a complete submission without any specific detail of the intention for the property.</p> <p>To provide an overview of the Lathlain Playgroup, we make significant use of the Keith Hayes Community Centre, with ten sessions per week of up to 15 families in each session, and children's parties and other playgroup events held on some weekends. We typically have approximately 100-120 families each year. We feel we make a significant contribution to the vibrancy and utilisation of the Lathlain Precinct. We operate completely by volunteers from our membership base.</p> <p>Any development of two storeys will presumably overlook our outdoor area which is used by children from 0-5 years of age. Our children make noise, and this is an essential part of their play and engagement with the space. If the proposed residential development takes place, we would like residents to be made aware that our</p>	<p>consent. Your other questions relate to specific use of your property which you can contact the Town to talk directly about.</p>
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					<p>playgroup is next door and we would hope that we are not restricted in our use of our facility including the outdoor area. We would find it difficult to restrict the noise our children make during the day.</p> <p>We are extremely grateful for the Town of Victoria Park and the Council's support of our Playgroup in developing the Keith Hayes Community Centre. As often happens at the time of planning and the reality of building and costs, some of our initial hopes for our space did not eventuate. Our outdoor area does not include some of the elements that we previously had, such as swings and other playground equipment and appropriate shade cover. Our playgroup has a proposal to invest our savings and make use other fundraising /grant opportunities to add these elements that are missed by our members and their children. As part of our plan we would like to plant some more trees to create natural shade and other equipment elements for our children to be able to climb. There are some items that require addressing and we are proposing to resolve utilising our resources and support from</p>	
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					<p>fundraising initiatives and grant submissions.</p> <p>We have been liaising with Town staff regarding this proposal as we are seeking written approval to proceed. It is extremely important to our membership base that we make the best use of our savings to provide the outdoor environment that will be the most engaging and beneficial for our children. We raise this matter in the hope that our plans for the outdoor area are supported by the Town of Victoria Park and Council and that the proposed development would not have any impact on our current or future use of the outdoor area.</p> <p>Currently, we are just managing with the parking available. We compete with the school pick up and drop offs and many members try to avoid these times due to the lack of parking. As we have small children who are at an age where crossing roads is a significant risk, accessing parking in front of the Keith Hayes Building is important to our members. We would like any residential development to have its own parking. We expect that visitors would create additional</p>	
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					<p>parking needs and if there is some way to increase the public parking available that would be appreciated.</p> <p>We also understand that a two-storey development would likely impact the effectiveness of solar panels on our roof. The cost of electricity has increased significantly for us in the Keith Hayes Community Centre. We do not currently receive benefit from the solar panels directly, although we think that any potential loss in efficiency of the solar panels is undesirable.</p> <p>We would appreciate consideration of some of the revenue from the sale of the land to be reinvested into the Lathlain Precinct. From our Playgroup perspective, we would like to see more energy efficient lighting installed in the Keith Hayes Building, which we feel of long term benefit for the tenants and the Town who are responsible for the communal areas.</p> <p>We do feel that having a residential development next door is undesirable from the perspective that we anticipate feeling 'crowded' in by the development and the issues of</p>	
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					<p>parking. We would like to understand more about the future Town's plans for Lathlain Place to reassure us that there is a commitment to retain the Keith Hayes Community Building for community use especially as we are proposing to invest significant funds in play equipment and shade for the outdoor area. We also make use of the Scout's area (as they do our outdoor space) so we would not wish to see any further loss of open space for our groups to access.</p> <p>Thank you for providing an opportunity to provide comment on the proposal. We would like to request that the Lathlain Playgroup Committee is involved more directly in the consultation process regarding any proposed development of the site. If possible, this contact would be preferred via email to enable us to receive and respond to any communication in a timely manner. I can be contacted via email lathlainplaygroup.president@gmail.com.</p>	
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<p>May 16 18 08:30:23 pm</p>	<p>Natalie Limbert</p>	<p>Property owner- occupier</p>		<p>I object to the proposal</p>	<p>This land should be sold for the development of a local supermarket such as an IGA. That is what this local community needs in this location. A supermarket will attract business to Lathlain Place to support the existing businesses and fill a gap where it currently exists in this area.</p>	<p>This is not an allowable use under the current zoning.</p>
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8.8 TVP/17/08 IT consultancy and support services

File Reference:	TVP/17/08
Appendices:	No
Attachments:	No

Date:	9 March 2018
Reporting Officer:	G. Patrick
Responsible Officer:	N. Cain
Voting Requirement:	Simple majority

Executive Summary:	
Recommendation – That the Finance and Audit Committee recommends that Council award panel tender TVP17/08 for IT consultancy and support services to Veev Group Pty Ltd and Data#3 Ltd, for a period from date of acceptance to 30 June 2019, with the option to extend by two, one year extension periods.	
<ul style="list-style-type: none"> • A tender was called for suitable providers to deliver: <ul style="list-style-type: none"> ○ IT service desk functions; ○ IT consultancy functions; and ○ expertise and knowledge in coordination and implementation of projects. • An evaluation of the three received tender submissions against the prescribed criteria has been completed and it is recommended that Council accepts the tender submissions from Veev Group Pty Ltd and Data#3 Ltd. 	

TABLED ITEMS:
Nil

BACKGROUND:

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

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

And, finally, the Town operates a small service desk team internally to assist with minor ICT issues (including computer relocations and minor fixes). This team is a critical aspect of the continued functioning of the Town’s services (such is the requirement of ICT in today’s work environment). The ability to successfully call upon resources to help resolve more technical matters as well as to cover employee leave and busy periods is seen as a proactive step to

ensure the Town continues to operate effectively.

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

DETAILS:

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

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

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

All three submissions met the tender’s compliance criteria.

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

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

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

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

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

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

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

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

Legal Compliance:

*Local Government Act 1995 Section 3.57; and
Local Government (Functions and General) Regulations 1996 Division 2 Part 4.*

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

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

Policy Implications:

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

Risk Management Considerations:

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

Strategic Plan Implications:

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

Financial Implications:Internal Budget:

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

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

Total Asset Management:

Nil.

Sustainability Assessment:External Economic Implications:

Nil.

Social Issues:

Nil.

Cultural Issues:

Nil.

Environmental Issues:

Nil.

COMMENT:

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

CONCLUSION:

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

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

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

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

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

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

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

FURTHER COMMENT:

At the May 2018 Ordinary Council Meeting, Council referred this item back to the Finance and Audit Committee for further consideration.

Accordingly, officers have added the following commentary to assist Elected Members in making a decision regarding this item;

- Financial implications – additional information
Below is a list of each of the key services, and the maximum estimated annual costs for each;
 1. Managed services (the practice of remotely managing a customer's ICT infrastructure and/or end-user systems, typically on a proactive basis and under a subscription) - \$100,000;
 2. Project management (to successfully deliver ICT infrastructure/or end-user systems, as required) - \$150,000; and
 3. Business analysis (identifying business needs and determining solutions to business problems) - \$100,000.

It is important to note that these are maximum estimated annual costs, and are dependent on budget availability, and demonstrated need. If in-house resources are suitable at the time then these services will not be utilised.

- Timeframe – additional information

The tender timeframe is for a period from date of acceptance to 30 June 2019, with the option to extend by two, one year extension periods. Below is a list of the key initiatives, listed for budget consideration for the 2018-2019 financial year, where the aforementioned services may be considered for utilisation;

1. Development and costing estimation of the Town's hardware and software strategy;
2. Enhancement and upgrade of the Town's Client Relationship Management system;
3. Development and costing estimation of the Town's Information Management Strategy;
4. Scope and delivery of an asset management software solution for the Town; and
5. Scope and delivery of Microsoft 365 for the Town.

Should the use of the panel tender prove to be effective, items planned for the 2019-2020 financial year where these services may be utilised, include;

1. Development and costing estimation of an ICT Quality Management Strategy;
2. Finalisation of the delivery of an asset management software solution for the Town;
3. Finalisation of the delivery of Microsoft 365 for the Town; and
4. Commencement of the delivery of the Town's Information Management Strategy.

It is also envisaged that, as has occurred for many years in the past, additional ICT initiatives will be identified for delivery and, where required, the panel tender may be utilised.

- Why a panel tender? – additional information

The Western Australian Local Government Association (WALGA) eQuotes system has been used more than 15 times during the past 12 months to assist in delivering ICT services. Each of these times the vendors spend considerable time preparing detailed quotations with only one vendor being successful each time. Each time a quote has been sought, the Town has experienced a diminishing number of responses with many vendors simply not replying to the request for quote.

The Town's Purchasing Policy requires three quotes (for the majority of the services sought for ICT) and officers have often struggled to meet this requirement due to a lack of interest from vendors.

Officers determined that a panel tender would assist in meeting purchasing requirements, as well as exposing the Town to other vendors that may not be on the WALGA eQuotes system.

As it was, despite the tender being advertised on a nationwide tender site, only three tenders were received.

- Why not simply used the WALGA eQuotes system? – additional information

As mentioned previously, the Town has been experiencing reduced response rates for ICT services through the WALGA eQuotes system. Another factor is that the WALGA eQuotes system does not offer the option to create a panel as it is, in and of itself, a panel already.

RECOMMENDATION/S:

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

8.9 Higgins Park Court Resurfacing Project – Unsuccessful Grant

File Reference:	REC/4/0007
Appendices:	No
Attachments:	No

Date:	6 April 2018
Reporting Officer:	G. Wilson
Responsible Officer:	B. Killigrew
Voting Requirement:	Absolute Majority

Executive Summary:
Recommendation – That the Finance and Audit Committee recommends that Council, removes the Higgins Park Tennis Court Resurfacing Project from the 2017-2018 Annual Budget and transfers associated Municipal Funds to the Parks Renewal Reserve.

- A Community Sport and Recreation Facilities Funds (CSRFF) grant was applied for to replace four grass courts with plexi-cushion hard courts, with flood lighting, at Higgins Park.
- The grant application was unsuccessful.
- The Town’s contribution of \$100,000 towards this project (total estimated cost of \$300,000) is recommended to be transferred to the Parks Renewal Reserve for future utilisation.

TABLED ITEMS:
 Nil

BACKGROUND:
 The Council was approached by the Higgins Park Tennis Club, requesting it to submit a CSRFF grant application, to replace four grass courts with synthetic hard courts and floodlighting. The grant application was unsuccessful.

DETAILS:
 The Higgins Park Tennis Club sought to expand its membership and financial viability by increasing the use of the Club.

The installation of 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 precious water resources.

The inappropriate mix of court surfaces for the Club’s sixteen courts is currently the most significant impediment to the Club’s financial sustainability and increased community participation. With the hard courts oversubscribed in peak periods (weekday evenings, weekend afternoons), the Club is unable to meet community demand, and unable to transition casual court hirers and social tennis players into regular players and members. In terms of costs, grass court maintenance and watering currently represents around 50%

of the Club's annual costs. Reducing grass courts by one third would therefore significantly decrease the Club's operating cost.

The grant proposal was submitted on the 5 August 2018 through the CSRFF Application process. The total cost of the project was anticipated to be \$300,000, with the Town providing \$100,000 worth of funding. In anticipation of the potential grant, an amount of \$300,000 was listed on the 2017-2018 Parks Capital Works budget. This compromised the \$100,000 Town contribution and \$200,000 anticipated income combined from the Club and grant application.

The Town was advised by the grant provider that the grant application was unsuccessful. There was no issue with the application, however high demand on the limited funding pool meant there was insufficient funds available to approve all applications.

Recently there has been discussion regarding the entire Higgins Park area, and the proposal to carry out a master plan for the entire grounds that also accommodate football and cricket clubs. Discussions are also currently ongoing regarding the possibility of moving the Croquet Club from their current location on Shepperton Road to the Higgins Park site.

Legal Compliance:

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

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

* Absolute majority required.

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

Policy Implications:

Nil

Risk Management Considerations:

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Funds without the grant not sufficient to carry out the work or meet community expectations for the Tennis Club	Moderate	Likely	High	Put funds in reserve for a master plan of Higgins Park total area to accommodate all usage requirements

Strategic Plan Implications:

The existing Town of Victoria Park Strategic Community Plan identified key action area for the provision of high standard parks and natural areas that are safe, clean and attractive, namely:

In 2017, under the Town's new Strategic Community Plan 2017 – 2032, the provision of a Higgins Park Master Plan 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; and
- Environment: To promote sustainable, connected, safe and diverse places for everyone.

Financial Implications:

Internal Budget:

Given the unsuccessful nature of the grant application, it is proposed to remove, from the 2017-2018 Annual Budget, the capital works listing for the aforementioned project (at \$300,000), as well as the associated revenue of \$200,000.

With the remaining \$100,000 (being the Town's contribution to the project) it is proposed to transfer these funds to the Parks Renewal Reserve Fund, with the possible usage of the funds to assist in the future renewal (perhaps through the development of a Masterplan) of the Higgins Park site.

Total Asset Management:

The development of a Masterplan for the area will help guide asset management decisions relating to Higgins Park and prevent and / or interim expenditure of failing infrastructure.

Sustainability Assessment:

External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

The Higgins Park 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 Victoria Park Returned Services League (RSL), Fred Bell Parade. There is potential that the Croquet Club may also relocate to the area, and this would need to be planned appropriately.

Rather than look at the area in a piece meal fashion, developing a Masterplan for Higgins Park, with appropriate community consultation, is considered a more effective way forward.

CONCLUSION:

Given the grant application for upgrading the tennis courts at Higgins Park was unsuccessful, Council is requested to delay any further development on this site until such time as a Masterplan has been developed and accepted by all stakeholders.

RECOMMENDATION/S:

That that Finance and Audit Committee recommends that Council;

- 1. Pursuant to Section 6.8 of the *Local Government Act 1995*, amends the 2017-2018 Annual Budget as follows;**
 - 1.1 Higgins Park Tennis Courts upgrade reduce by \$300,000;**
 - 1.2 Higgins Park Tennis Courts upgrade capital funding reduce by \$200,000;**
 - 1.3 Transfer to Reserve Funds (Parks Renewal) increase by \$100,000;**

As recognition of the unsuccessful Community Sport and Recreation Facilities Fund grant application for the upgrade of tennis courts at Higgins Park.

- 2. List, for consideration in the 2018-2019 Annual Budget, the development of a Masterplan for the Higgins Park site, with proposed funding being sourced from the Parks Renewal Reserve Fund.**

(Absolute majority required for part 1)

8.10 Review of Wards and Representation 2018

File Reference:	COR/10/0008
Appendices:	Yes
Attachments:	No

Date:	24 May 2018
Reporting Officer:	R. Fishwick
Responsible Officer:	A. Vuleta
Voting Requirement:	Simple Majority

Executive Summary:	
Recommendation – That the Finance and Audit Committee recommends that Council initiates a review of its ward boundaries and the number of offices of councillor for each ward.	
<ul style="list-style-type: none">• The <i>Local Government Act 1995</i> requires that local governments undertake a review of their wards and representation every eight years.• Recommended that Council initiates the process to carry out a review of its wards and representation.	

TABLED ITEMS:

Nil

BACKGROUND:

Under Schedule 2.2 of the *Local Government Act 1995* (the Act), local governments with wards must conduct regular reviews of ward boundaries and representation in consultation with their communities.

It is obligatory for the Town to conduct the review pursuant to the abovementioned legislation as it is a local government that has a ward system and must therefore carry out reviews of:

- (a) its ward boundaries; and
- (b) the number of offices of councillor for each ward;

from time to time so that not more than eight years elapse between successive reviews. The previous (second) review was completed in 2010 and therefore the Town is now required to conduct a further review.

DETAILS:

The information supplied by the Local Government Advisory Board (the Board) states that the purpose of a review is to assess the current arrangements and to evaluate a range of options to find a system of representation that best suits the characteristics of the district and its people. Any of the following may be considered:

- Creating new wards in a district already divided into wards;
- Changing the boundaries of a ward;
- Abolishing any or all of the wards into which a district is divided;
- Changing the name of a district or a ward;
- Changing the number of offices of councillor on a council; and

- Specifying or changing the number of offices of councillor for a ward.

The Board expects local governments to complete their reviews to allow any changes to be implemented within the eight year period. Local governments may undertake reviews on a more frequent basis if they are experiencing significant changes to their population.

Before conducting the review the Council must resolve to undertake a review of its ward system. Once resolved by Council and before conducting the review, a local government is to give local public notice that a review is to be carried out.

The purpose of the public notice is to inform the community that the Council intends to conduct a review – it should not try to “sell” a particular option.

The notice must advise that submissions may be made to the local government six weeks from the date of the first notice (not including the day of the notice). The closing date for submissions should not be a weekend or public holiday.

It is essential to develop a diverse range of alternatives additional to the current ward system so that all options can be considered. The public notice should also encourage responses and suggestions from the community.

In addition to giving public notice, local governments may undertake other initiatives to promote community discussion including public meetings, website and media articles and interviews, sending information to non-resident electors, ratepayers or progress associations and distributing information to all households. Maps clearly showing the current situation and possible options are essential.

A discussion or information paper should be developed to explain the various options and the five factors (noted below) against which they will be assessed. Instructions on how to access the discussion paper should be included in the public notice.

The local government must consider all submissions it receives and record this in the minutes of its meeting along with any other information considered relevant to the decision making process.

All options must be assessed against the following five factors:

- Community of interest;
- Physical and topographical features;
- Demographic trends;
- Economic factors; and
- The ratio of councillors to electors in the various wards.

These factors should be considered in terms of the whole district prior to assessing the options.

The Board considers that the ratio of councillors to electors is particularly significant. It is expected that each local government will have similar ratios of electors to councillors across its wards, generally falling within a deviation of plus or minus 10%.

The Board may be reluctant to recommend (to the Minister) changes to ward boundaries and representation that result in ward councillor/elector ratios that are greater than plus or minus 10% unless exceptional circumstances apply.

Current situation

Currently the Town of Victoria Park has eight (8) councillors elected from two (2) wards as follows:

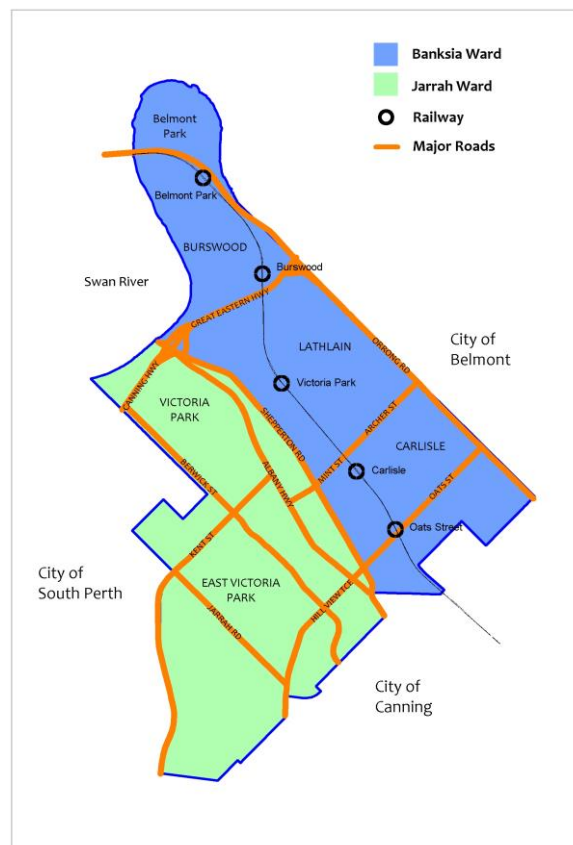
Table 1 - Current Councillor (Cr)/Elector Ratios

Ward	Number of Electors	Number of Crs	Cr: Elector Ratio	% Ratio Deviation
Banksia	10,154 *	4	1:2539	5.88%
Jarrah	11,423 *	4	1:2856	-5.88%
Total	21,577	8	1:2697	

The percentage deviation gives a clear indication of the percentage difference between the average councillor/elector ratios for each ward. It can be seen that there is a slight imbalance in representation between the two Wards with Banksia being slightly over represented and Jarrah being slightly under represented having 1,269 more electors than Banksia.

Notwithstanding the above, a balanced representation is considered appropriate where the percentage ratio deviation falls within plus or minus 10%. The percentage ratio deviation is currently 5.88% which is currently accepted as being balanced.

The following map shows the current ward boundaries, the railway and major roads within the Town:



Legal Compliance:

The review of the wards and representation complies with schedule 2.2 of the Act which states;

“6. Local government with wards to review periodically

- (1) *A local government the district of which is divided into wards is to carry out reviews of —*
- (a) *its ward boundaries; and*
 - (b) *the number of offices of councillor for each ward,*
- from time to time so that not more than 8 years elapse between successive reviews.*
- (2) *A local government the district of which is not divided into wards may carry out reviews as to —*
- (a) *whether or not the district should be divided into wards; and*
 - (b) *if so —*
 - (i) *what the ward boundaries should be; and*
 - (ii) *the number of offices of councillor there should be for each ward,*
- from time to time so that not more than 8 years elapse between successive reviews.*
- (3) *A local government is to carry out a review described in subclause (1) or (2) at any time if the Advisory Board requires the local government in writing to do so.*

In accordance with clauses 10 and 11 of schedule 2.2 of the Act, where local governments do not review these matters, the Board may recommend the making of any order in relation to changes. The Board may recover the costs of any inquiries conducted for this purpose from the local government.

Policy Implications:

Nil

Risk Management Considerations:

The risks have been identified as outlined below;

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
Compliance: No noticeable regulatory or statutory impact.	Insignificant	Unlikely	Low	The Town’s current elector representation ratios are within the prescribed deviation of plus or minus 10% for both of its Wards which sit at plus and minus 5.88%. Pursuant to Schedule 2.2 of the <i>Local Government Act 1995</i> the Town is obligated

Risk & Consequence	Consequence + Rating	Likelihood = Rating	Overall Risk Analysis	Mitigation/Actions
				to conduct a review of its Wards and Representation which is due this year.

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:

Information provided by Board suggests that it is helpful to develop some alternative(s) to the current ward system so that options can be considered in a discussion paper that is made available to the public. Whilst Council may have a preferred option, the discussion paper and particularly the public notice must not limit the possible responses and suggestions to the community.

Such options as a proposal to dispense with wards increase the number of wards could be included in the discussion paper whilst maintaining, increasing or reducing the number of elected members.

In addition a proposal to change the names of the Wards based on geographical location such as North East and South West may be appropriate rather than the current names of Banksia and Jarrah.

To commence the process the Town needs resolve to undertake a review of the ward boundaries and the number of offices of councillor for each ward. In doing so it is also considered that the four options of either:

1. retaining the current ward structure and representation;
2. a no ward structure and the same representation; and
3. changing the ward names and maintaining the same representation;
4. changing the ward boundaries and maintain the same representation;

be presented as a discussion paper that can be disseminated to the public upon request.

CONCLUSION:

It is therefore recommended that the Town resolves to initiate a review of its ward boundaries and the representation of elected members.

RECOMMENDATION/S:

That the Finance and Audit Committee recommends that the Council in accordance with clause 7 of Schedule 2.2 of the *Local Government Act 1995*, the Town initiates a review of its ward boundaries and the number of offices of councillor for each ward and makes available to the public the discussion paper as contained within the Appendices.

9. MEETING CLOSED TO PUBLIC

9.1 Matters for which the meeting may be closed

9.1.1 Mindarie Regional Council – Deed of Guarantee for Resource Recovery Facility

9.2 Public reading of resolutions that may be made public

10. WORKSHOP TOPICS AND PRESENTATIONS

Nil.

11. MOTION FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

(required 3 ½ business days prior to the meeting, in writing to the CEO.)

12. NEW BUSINESS OF AN URGENT NATURE

13. REQUEST FOR REPORTS FOR FUTURE CONSIDERATION

Forthcoming agenda items	
Reports	
Monthly financials and schedule of accounts	Every month
Workshop topics/presentation	
Revenue Diversification Policy - development	June 2018
Carbon Offset Program	TBA
Capital Works Progress	June 2018
Elected Member portal and intranet	June 2018
Review of <i>Local Government Act 1995</i>	Every month
Property Acquisition	June 2018
Divestment	July 2018
Fees and Charges – determination and analysis of the level of application	Dec 2018

14. 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”.

ALTERNATE MOTION / AMENDMENT SUBMISSION



To: HIS WORSHIP THE MAYOR:

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

Name of Elected Member:

Signature:

Date of Submission:

Council Meeting Date:

Item Number:

Item Title:

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

Note: Motions to Stand Alone

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

Reason:

Note: Explanation for changes to Recommendations

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