

agenda

Ordinary Meeting of Council



To: His Worship the Mayor and Councillors

Please be advised that an Ordinary Council Meeting will be held at **6.30pm** on **Tuesday 13 March 2018** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

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

MR ANTHONY VULETA
CHIEF EXECUTIVE OFFICER

9 March 2018

TABLE OF CONTENTS

| ITEM | TITLE | PAGE NO |
|-------------|---|----------------|
| 1 | OPENING | 4 |
| 2 | ANNOUNCEMENTS FROM THE PRESIDING MEMBER | 4 |
| 3 | ATTENDANCE | 5 |
| | 3.1 Apologies | 5 |
| | 3.2 Approved Leave of Absence | 5 |
| 4 | DECLARATIONS OF INTEREST | 5 |
| 5 | PUBLIC QUESTION TIME | 7 |
| 6 | PUBLIC STATEMENT TIME | 7 |
| 7 | CONFIRMATION OF MINUTES | 7 |
| 8 | PRESENTATIONS | 7 |
| | 8.1 Petitions | 7 |
| | 8.2 Presentations (Awards to be given to the Town) | 8 |
| | 8.3 Deputations (Planning / External Organisations) | 8 |
| 9 | METHOD OF DEALING WITH AGENDA BUSINESS | 8 |
| 10 | CHIEF EXECUTIVE OFFICER REPORTS | 9 |
| 11 | CHIEF COMMUNITY PLANNER REPORTS | 10 |
| | 11.1 20 (Lot 28) Teague Street, Victoria Park - Retrospective Change of Use to Unlisted Use (Temporary Carpark) | 10 |
| | 11.2 No. 184A (Lot 7) Shepperton Road, East Victoria Park – Amendment to Development Approval for Extension to Operational Times for Existing ‘Professional Office with Training Facility’ | 25 |
| | 11.3 46/328 Albany Highway Victoria Park – Change of Use from Office to Educational Establishment | 33 |
| | 11.4 Rowethorpe Village Masterplan – No. 4-10 (Lot 4) Hayman Road and No. 145-165 (Lot 5) Hillview Terrace, Bentley | 53 |
| | 11.5 No.232 (Lot 310) Orrong Road, Carlisle – Demolition and Construction of Convenience Store and Fast Food Outlet | 54 |
| 12 | CHIEF OPERATIONS OFFICER REPORTS | 55 |
| 13 | CHIEF FINANCIAL OFFICER REPORTS | 56 |

| | | |
|-----------|---|------------|
| 14 | COMMITTEE REPORTS | 57 |
| 14.1 | Recommendation from the Future Planning Committee: Taylor Reserve and McCallum Park Concept Design | 57 |
| 14.2 | Recommendation from the Finance and Audit Committee: 2017-2018 Schedule of Fees and Charges review | 65 |
| 14.3 | Recommendation from the Finance and Audit Committee: Schedule of accounts for 31 January 2018 | 72 |
| 14.4 | Recommendation from the Finance and Audit Committee: Financial statements for the month ending 31 January 2018 | 78 |
| 15 | APPLICATIONS FOR LEAVE OF ABSENCE | 121 |
| 16 | MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN | 121 |
| 17 | QUESTIONS FROM MEMBERS WITHOUT NOTICE | 121 |
| 18 | NEW BUSINESS OF AN URGENT NATURE | 121 |
| 19 | PUBLIC QUESTION TIME | 121 |
| 20 | PUBLIC STATEMENT TIME | 121 |
| 21 | MEETING CLOSED TO PUBLIC | 121 |
| 21.1 | Matters for Which the Meeting May be Closed | 121 |
| 21.2 | Public Reading of Resolutions That May be Made Public | 121 |
| 22 | CLOSURE | 121 |

1 OPENING

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

And to Thee, be all blessing and glory forever.

AMEN

Acknowledgement of Country (by Mayor)

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

2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER

2.1 Recording of Proceedings

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

2.2 Public Question & Public Statement Time

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

2.3 No Adverse Reflection

Both Elected Members and the public when speaking are not to reflect adversely on the character or actions of Elected Members or employees

2.4 Town of Victoria Park Standing Orders Local Law 2011

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

3 ATTENDANCE

| | |
|-------------------------------------|---|
| Mayor: | Mr T (Trevor) Vaughan |
| Banksia Ward: | Cr C (Claire) Anderson Cr J (Julian) Jacobs Cr R (Ronhhda) Potter Cr K (Karen) Vernon |
| Jarrah Ward: | Cr J (Jennifer) Ammons Noble Cr B (Bronwyn) Ife Cr B (Brian) Oliver Cr V (Vicki) Potter (Deputy Mayor) |
| Chief Executive Officer: | Mr A (Anthony) Vuleta |
| Chief Operations Officer: | Mr B (Ben) Killigrew |
| Chief Financial Officer: | Mr N (Nathan) Cain |
| Chief Community Planner: | Ms N (Natalie) Martin Goode |
| Manager Development Services | Mr R (Robert) Cruickshank |
| Secretary: | Mrs A (Alison) Podmore |
| Public: | |

3.1 Apologies

3.2 Approved Leave of Absence

4 DECLARATIONS OF INTEREST

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

Declaration of Financial Interests

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

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

Declaration of Proximity Interest

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

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

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

Declaration of Interest affecting impartiality

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

| | |
|--------------------|---|
| Name/Position | Karen Vernon – Councillor |
| Item No/Subject | Item 11.1 |
| Nature of Interest | Impartiality |
| Extent of Interest | Owner of 11 Sunbury Road, Victoria Park which is located to the rear of 20 Teague Street, across the right-of-way |

| | |
|--------------------|---|
| Name/Position | Vicki Potter – Deputy Mayor |
| Item No/Subject | Item 11.1 |
| Nature of Interest | Impartiality |
| Extent of Interest | I have children that attend Ursula Frayne Catholic College. |

| | |
|--------------------|---|
| Name/Position | Claire Anderson – Councillor |
| Item No/Subject | Item 11.1 |
| Nature of Interest | Impartiality |
| Extent of Interest | My daughter is a student at Ursula Frayne Catholic College. |

| | |
|--------------------|---|
| Name/Position | Ronhhda Potter – Councillor |
| Item No/Subject | Item 11.1 |
| Nature of Interest | Impartiality |
| Extent of Interest | My daughter is a student at Ursula Frayne Catholic College. |

5 PUBLIC QUESTION TIME

6 PUBLIC STATEMENT TIME

7 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Ordinary Council Meeting held on Tuesday, 13 February 2018 be confirmed.

8 PRESENTATIONS

| |
|----------------------|
| 8.1 Petitions |
|----------------------|

8.2 Presentations (Awards to be given to the Town)

8.3 Deputations (Planning / External Organisations)

9 METHOD OF DEALING WITH AGENDA BUSINESS

10 CHIEF EXECUTIVE OFFICER REPORTS

There are no reports from the Chief Executive Officer.

11 CHIEF COMMUNITY PLANNER REPORTS

11.1 20 (Lot 28) Teague Street, Victoria Park - Retrospective Change of Use to Unlisted Use (Temporary Carpark)

| | |
|----------------------------|--|
| File Reference: | PR3711 |
| Appendices: | No |
| Landowner: | The Roman Catholic Archbishop of Perth |
| Applicant: | DWA Architects Pty Ltd |
| Application Date: | 13 February 2018 |
| DA/BA or WAPC Ref: | 5.2018.94.1 |
| MRS Zoning: | Urban |
| TPS Zoning: | Residential R40 |
| TPS Precinct: | Precinct P6 'Victoria Park' |
| Use Class: | 'Unlisted Use' (Carpark) |
| Use Permissibility: | At Council's discretion |

| | |
|-----------------------------|---|
| Date: | 09 March 2018 |
| Reporting Officer: | S. McDonald |
| Responsible Officer: | R. Cruickshank |
| Voting Requirement: | Approval – Absolute Majority Refusal – Simple Majority |

Executive Summary:
Recommendation – Approval by Absolute Majority, subject to conditions

- Application seeks approval to use the site for the purposes of a 'Carpark' until the end of December 2018. The applicant indicates that the car park is to be used for the parking of contractor vehicles associated with the construction of a new building on the school site at No. 15 Duncan Street.
- A 'Carpark' is not included as a Use Class in the Zoning Table and as such is an 'Unlisted Use', with approval being at Council's discretion.
- The application was subject to consultation with surrounding property owners and occupiers for 21 days in accordance with Local Planning Policy 37 – Community Consultation. Eight (8) submissions were received during this period.
- The applicant contends that the temporary use of the site for car parking will lessen any parking or traffic impacts resulting from the construction works being undertaken on the School site.
- The use of Residential zoned land for car parking purposes is not preferable, however on the basis that the car park is to be used on a temporary basis only and will remove some parking and traffic pressures around the School and surrounding streets during construction works, the proposal is supported subject to stringent conditions.
- Accordingly, the application for a retrospective change of use to a temporary car park is recommended for Approval by Absolute Majority, subject to conditions.

TABLED ITEMS:

Nil

BACKGROUND:

On 23 March 2017 the Town received an application for the demolition of the existing dwelling at No. 20 Teague Street. Notwithstanding the existing dwelling being an 'original dwelling' in the Town's Residential Character Study Area, due to changes in State Planning legislation in October 2015, there was no ability for Council to refuse the demolition application. Accordingly a demolition permit was issued by the Town and the dwelling was then demolished.

On 27 April 2017 Council Officers approved a Development Application for additions and alterations to the existing educational establishment at No. 15 Duncan Street being for a new science block building.

In response to concerns expressed by nearby residents in relation to the demolition of the dwellings at Nos. 20, 28 and 30 Teague Street, and the possible future use of these properties for school related purposes, the Mayor and senior Council staff met with the School principal and other representatives to discuss these matters.

Prior to the commencement of building works at No. 15 Duncan Street, a draft Construction Management Plan was provided to the Town by the Project Manager outlining the intent for residential properties along Teague Street (that are owned by the Archbishop) to be used as temporary parking areas for construction workers, described as being for "Cars and Utes only".

Council Officers advised the Project Manager, Architect and School staff that the use of these residential properties for the purpose of car parking would require a separate development application to be lodged and considered by Council. A revised Construction Management Plan was subsequently prepared and submitted to the Town on 20 November 2017 with the reference to parking on the residential properties on Teague Street being removed and alternate transport and parking arrangements being outlined:

"There will be no illegal parking on verges, footpaths or in restricted areas. All site personnel will be instructed to park in accordance with the council requirements. All trades will be encouraged to make use of nearby available public parking or public transport where possible. Use of public transport will be encouraged amongst all trades as much as possible and this will form part of the regular site tool box talks and construction site meetings"

On 21 November 2017, the Town provided a formal response indicating that the revised Construction Management Plan was considered to satisfy the relevant conditions of the development approval.

Notwithstanding prior advice from Council Officers to the school regarding the use of the residential properties on Teague Street for parking purposes and the need for approval, the Town received a complaint from a nearby resident on 23 January 2018 advising that works had commenced at No. 20 Teague Street to create a hardstand area for car parking. At this point, Council Officers informed School representatives that the parking constituted an unauthorised change of land use and is required to cease immediately and not recommence until an approval (if any) is issued by the Town.

A retrospective development application was subsequently lodged on 13 February 2018. It should be noted that Council Officers have observed the continued use of the site for car parking despite the Town's advice that the use of the land for car parking is to cease until an approval, if any, is issued.

DETAILS:

The subject site is a residential zoned property that is opposite Ursula Frayne Catholic College. Both of these properties, No. 20 Teague Street and No. 15 Duncan Street respectively, are owned by the Roman Catholic Archbishop of Perth (hereby referred to as 'The Archbishop') and have a frontage to Teague Street. Additionally the properties at Nos. 22, 28 and 30 Teague Street are also owned by the Archbishop.

On the Application for Development Approval form, the applicant describes the proposed works/use as follows:

"The College is seeking approval to utilise 20 Teague Street for overflow parking during construction of our new facilities. It is estimated that this temporary use will be required until the end of 2018. Approximately 12 vehicles will require access"

The proposed development consists of 12 parking bays, an aisle for manoeuvring with access being taken from Teague Street via an existing crossover. No access is proposed from the adjoining Right of Way. The total hardstand area is approximately 482m² and (although annotated as 'gravel' in the plan provided) has currently been constructed with crushed limestone.

The School in correspondence dated 12 February 2018 states the following:

"The College is seeking approval to provide temporary parking for EMCO on the property at 20 Teague Street whilst they construct new facilities for the College. The proposal highlights 12 bays for small/medium vehicles and would be used as overflow when the sites facilities are full. The capital works at the College are anticipated to be completed by the end of 2018. As such, this application for land use is of a temporary nature only, encompassing the 2018 calendar year.

The rationale behind this application is in regard to safety and traffic flow in the precinct. By taking contractors vehicles off the street, we believe the traffic flow will be improved, thus increasing safety for all concerned. A reduction in street parking would also minimise any impact of increased building traffic on that of our surrounding neighbours.

The choice of 20 Teague Street as the location is made on the basis that no adjacent properties are owned by external parties to the College or the Church. Our previous discussions identified the temporary use of 28 and 30 Teague Street for temporary parking, Initially it was felt that these properties represented a better alternative, given their close proximity to the building site. It is acknowledged that these properties do have external neighbours, thus prompting the proposal for 20 Teague Street."

Legal Compliance:

Relevant General Provisions of Town Planning Scheme No. 1

In assessing and determining this application, Council is to have regard to the following general provisions of the Scheme:

- Schedule 2, Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations);
- Schedule 2, Clause 68 of the Regulations;
- Clause 28 'Determination of an Application for an Unlisted Use'; and
- Statement of Intent contained in Precinct Plan P6 'Victoria Park Precinct'.

Compliance with Development Requirements

- TPS 1 Scheme Text, Policy Manual and Precinct Plan;
- Local Planning Policy 3 – 'Non-Residential Uses in or Adjacent to Residential Areas'; and
- Local Planning Policy 23 – 'Parking Policy'.

Submissions:

Community Consultation:

In accordance with Council's Local Planning Policy 'Community Consultation on Planning Proposals' (LPP37), the proposed Unlisted Use is subject to community consultation for a period of 21 days. This consultation consists of letters being sent to the owners and occupiers of surrounding properties and a sign being erected on site for the duration of the period for public comment

LPP 37 indicates that an Unlisted Use should also be advertised by way of public notices being placed in the Southern Gazette newspaper. In this instance, Council Officers were of the opinion that letters to directly surrounding property owners and occupiers, supplemented by a sign on-site was sufficient.

The period for public comment commenced on 14 February 2018 and concluded on 8 March 2018. During this period, eight (8) submissions were received as outlined below.

| CONSULTATION SUBMISSIONS | |
|---|---|
| <i>Submission from owner/occupants of No. 32 Teague Street</i> | |
| Comments Received | Officer's Comments |
| Support- <ul style="list-style-type: none"> • This would alleviate verge parking which currently obstruct my driveway's line of sight. Concern - <ul style="list-style-type: none"> • Support for the car parking is on the basis that it is temporary. Permanent car parking is not supported. • Expansion of Ursula Frayne into the residential area is not supported. | <ul style="list-style-type: none"> • Noted |

| | |
|---|---|
| <i>Submission from owner/occupants of No. 22 Duncan Street</i> | |
| Comments Received | Officer's Comments |
| <p>Objection-</p> <ul style="list-style-type: none"> • Proposal discourages public transport/cycling and encourages car transport; • Car transport results in fumes, traffic and other negative amenity and sustainability impacts; and • The School appears to be expanding beyond the road. | <ul style="list-style-type: none"> • Noted |
| <i>Submission from owner/occupants of No. 24A Teague Street</i> | |
| Comments Received | Officer's Comments |
| <p>Objection-</p> <ul style="list-style-type: none"> • Ursula Frayne Catholic College acts with disregard for rules, doing what they like with no consequence; • Car parking is not appropriate for a residential area; and • The development taking place is an eyesore. | <ul style="list-style-type: none"> • Noted |
| <i>Submission from owner/occupants of No. 34 Teague Street</i> | |
| Comments Received | Officer's Comments |
| <p>Objection-</p> <ul style="list-style-type: none"> • Consultation with the community after works have already been undertaken is inappropriate and disingenuous. • Concern regarding the intentions of Ursula Frayne to properties along Teague Street. • Noise and disruption from development has been invasive. • Contractors have broken reticulation while verge parking. | <ul style="list-style-type: none"> • Noted |
| <i>Submission from owner/occupants of No. 7 Sunbury Street</i> | |
| Comments Received | Officer's Comments |
| <ul style="list-style-type: none"> • As long as it is temporary, the proposed car park is acceptable. • Concerns regarding the future use/development of properties along Teague Street. • Demolition of existing houses and use of heavy vehicles have caused vibrations that have resulted in cracks appearing in nearby houses. • We are saddened by the changing face of Victoria Park as we see so many character homes disappear. • Nearby residents should be informed of the College's intentions for the area | <ul style="list-style-type: none"> • Noted |

| <i>Submission from owner/occupants of No. 26 Teague Street</i> | |
|--|---|
| Comments Received | Officer's Comments |
| <p>Objection-</p> <ul style="list-style-type: none"> • The proposal is inconsistent with the applicable Precinct Plan which states: ““Child care facilities, schools and recreational areas serving the day- to-day needs of residents may be appropriate additional uses for this residential area. All such uses shall be unobtrusive in scale and <i>not adversely affect the amenity of adjacent residential uses.</i>” • Expansion or intensification of non-residential uses has adverse impacts on the amenity of surrounding residents. • Ursula Frayne Catholic College acts with disregard for due process, doing what they like with no consequence; • Extensive street/verge parking by contractors along Teague street is having a severe impact on nearby residents, and when No. 20 Teague street <i>has</i> been used for parking (without approval) this has not been used to full capacity while street/verge parking has remained an issue. • Contractors appear to prefer parking on the verges than using No.20 for car parking. • Ursula Frayne is directing parents away from using the parking at Saint Joachim’s Church (No. 120 Shepperton Road). This goes against an agreement previously reached between the School, Residents and the Town of Victoria Park. • It is disingenuous that the College claim to be concerned regarding safety and verge parking, when they have previously stated this is of no concern to them. • Scepticism that the proposed car park will be limited to the parking of cars. Building rubble, skip bins and the wash down of cement trucks is considered likely. • The future use of properties along Teague street is of concern | <ul style="list-style-type: none"> • Noted |

| <i>Submission from owner/occupants of No. 24 Teague Street</i> | |
|--|---|
| Comments Received | Officer's Comments |
| <p>Objection-</p> <ul style="list-style-type: none"> • <i>“The application is inconsistent with the object and purpose of the Victoria Park Precinct. This is a view that is shared by the ToVP and pursuant to clause 16(3) of the TPS, in such an instance the change of use application shall not be permitted”</i> • The application is inconsistent with numerous aspects of the Local Planning Policy 23- Parking Policy, Local Planning Policy 36- Climate Control and the Streetscape Policy. • The proposed car park impinges on the amenity of local residents. | <ul style="list-style-type: none"> • A permanent carpark would be considered to be inconsistent with the object and purpose of the Victoria Park Precinct. A temporary carpark in this specific instance, however, is considered to have some merit and in minimising parking and traffic measures in Teague Street while construction works occur. The change of use may therefore for supported. • Compliance with Local Planning Policy 23 is discussed in the comments section below. Local Planning Policy 36 is intended to apply to permanent development. In any case, the impact of ‘glare and heat reflection’ on nearby residences resulting from the parking area surface is considered to be negligible. Local Planning Policy 25 – Streetscape applies to residential development only. The proposal does not constitute residential development. • On balance, a temporary carpark in this specific instance is not considered to impinge upon the amenity of other residential properties. |

| <i>Submission from owner/occupants of No. 7 Hampton Street</i> | |
|--|--|
| Comments Received | Officer's Comments |
| <p>Objection-</p> <ul style="list-style-type: none"> • Increased car numbers entering and existing Teague Street would exacerbate a traffic situation that is chaotic and dangerous; • There are alternate means of providing transport (bus, train etc) and parking (more efficiently using the existing parking areas that would make this proposal unnecessary. • Demolition of houses along Teague Street is inconsistent with the Catholic Church's stance regarding affordable housing. • The future proposed use of properties along Teague Street is of concern. • <i>"...alarmed at what appear to be a number of technical failings in relation to the approval process. Having reviewed the Elected Members Briefing Session it is apparent that in recommending approval a number of mandatory relevant considerations have not been assessed. These include the parking policy, the climate control policy and streetscape policy"</i> | <ul style="list-style-type: none"> • Noted • Compliance with the Town's Parking Policy is discussed in the comments section below. The Town's Climate Control Policy is intended to apply to permanent development. In any case, the impact of 'glare and heat reflection' on nearby residences resulting from the parking area surface is considered to be negligible. The Town's Streetscape Policy applies to residential development only. The proposal does not constitute residential development. |

Policy Implications:

Nil

Risk Management Considerations:

| Risk & Consequence | Consequence Rating | Likelihood Rating | Overall Risk Analysis | Mitigation / Actions |
|---|---------------------------|--------------------------|------------------------------|--|
| If not addressed through appropriate conditions, there is a risk that an approved 'carparking' use would not be temporary, and the subject property would continue to be used in a non-residential manner indefinitely. | Moderate | Likely | High | a) Conditions of development approval specifying the limited time frame for the development, after which it is to be returned to a vacant state. b) Communication of these conditions to the applicant and school to ensure stakeholders are aware of, and understand, the conditions of approval |
| The proponent has a right of review to the State Administrative Tribunal against Council's decision, including any conditions. | Moderate | Likely | High | Ensure that Council is provided with information to make a sound decision based upon relevant planning considerations including the Scheme and applicable Local Planning Policies. |

Strategic Plan Implications:

Environment:

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

Sustainability Assessment:

External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

The application proposes the temporary use of the land for car parking by construction workers, until the end of 2018. In assessing the application, the following matters have been considered:

Precinct Plan P6 –Victoria Park Precinct

The Statement of Intent for Precinct Plan P6 – Victoria Park Precinct states the following:

“The Victoria Park Precinct will remain as attractive and essentially low to medium scale residential area set on some of the highest land within the locality...”; and

“...Development or expansion of existing non-residential uses in the precinct will be limited, to safeguard residential amenity.”

Additionally, the Statement of Intent for the Residential zone states:

“The existing schools and the Association for the Blind are acceptable uses within the precinct. Any further expansion or intensification of the uses, however, will not be permitted where it involves significant loss of existing housing or will impinge on the amenity of surrounding residents.”

It is acknowledged that the use of Residential zoned land for car parking purposes is not a preferred use for Residential zoned land. The application, however, seeks approval for car parking purposes for a temporary period of time rather than indefinitely. Furthermore it is accepted that the use of the land for temporary parking purposes for the period of the associated construction works, will remove some parking and traffic pressures that will occur in Teague Street during the construction phase.

In this respect the temporary car parking is considered to assist in preserving residential amenity during the construction of the new school building across the road. Additionally it is noted that one of the properties directly affected by the use of the land at No. 20 Teague Street as car parking, is No. 22 (also owned by the Archbishop) and it is considered that the use of the land for car parking, with appropriate conditions, has no actual impact upon the adjoining properties.

It should be emphasised that the support of Council Officers is on the basis that the use of the land for car parking is for a temporary period only, and that if the application sought an approval for car parking indefinitely, then Council Officers would not be accepting of such a proposal.

On a site visit undertaken on 15 February 2018, a truck and a skip bin were located in this parking area. The use of this property to park trucks and skip bins is not only considered to be inappropriate, but is also inconsistent with the School's advice that parking would only be for small/light vehicles.

The draft Construction Management Plan that originally proposed these lots be used as temporary parking areas for construction worker also stated that parking would be for “Cars and Utes only”. Recommended conditions of approval reflect this previously stated position.

Determination of Application for an Unlisted Use

Clause 28 ‘Determination of Application for an Unlisted Use’ of the Scheme states that Council must be satisfied that the proposal is consistent with the matters listed under deemed clause 67 of the Regulations. Accordingly the following relevant matters need to be considered:

- The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
- The requirements of orderly and proper planning;
- The compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- The amenity of the locality including the following –
 - The character of the locality;
- The adequacy of –
 - The proposed means of access and egress from the site; and
 - Arrangements for the manoeuvring and parking of vehicles.

While accepting that from a planning principles perspective that the use of the land for car parking is not preferable, the use is to be limited to a temporary period only, and in doing so will assist in relieving the additional traffic and parking pressures in Teague Street during the construction works, and conflict between school and construction vehicles.

From an amenity perspective, it is considered that the temporary use of the land for parking will have no adverse impact upon the adjoining residential properties by way of such items of noise and vehicle movements, noting that the School has an interest in at least one of the two adjoining residential properties.

Local Planning Policy 3

Local Planning Policy 3 states the following:

“Non-residential development on land which abuts land which is or may be used for residential purposes shall only be permitted where the nature of the non-residential use will not cause undue conflict through the generation of traffic and parking or the emission of noise or any other form of pollution which may be undesirable in residential areas”

The proposed use is not a trip generator. Vehicle trips and movement is generated by the construction works occurring on the School site, with the subject land being used as overflow parking. Facilitating the use of this vacant site for the purpose of temporary parking is considered to, as discussed above, minimise undesirable conflicts in this residential area that may occur during the construction phase. Additionally it is described above that Council Officers are of the view that the temporary use has no actual adverse amenity impact upon nearby residential properties.

Local Planning Policy 23 – ‘Parking Policy’

Local Planning Policy 23 contains the following provisions:

“6.12.2 Landscaping

- a) All non-residential parking areas should contain shade trees (species to be approved by the Council) generally at a rate of one tree for every four bays.*
- b) In residential areas any continuous row of parking or length of driveway shall be provided with planting areas, including shade trees, at the rate of one per eight bays or otherwise required by the Council.*
- c) The perimeter of all parking areas should be landscaped by a planting strip of at least 1.5 metres in width. In some circumstances a greater area of landscaping may be required, particularly where a parking area adjoins a residential property, an area of parkland or an open air recreation area.”*

These provisions are noted, but are not considered to reasonable in this instance due to the car parking being temporary in nature. Further within the Town’s Car Parking Policy, the concept of “Occasional Parking” is discussed:

“7.1 Occasional Parking

- a) The Council may support the use of land or buildings for occasional parking facilities in the case of special events or circumstances relating to a particular or regular use of a site. Council approval, however, will be required and special conditions of approval may apply.”*

Just as the Town does not require shade trees to be planted for event parking elsewhere in the Town, it is not considered to be appropriate or necessary to require landscaping strips to be installed for temporary car parking that won’t remain in place beyond 2018.

CONCLUSION:

The temporary change of use of the property at No 20 (Lot 28) Teague Street, Victoria Park to an Unlisted Use (Carpark) will not cause any significant amenity impacts in the area, and in fact is considered to have some benefits while the construction works occur on the School site. While a permanent car park would not be an appropriate use for this location, Council Officers consider this temporary carpark to be an acceptable development, subject to appropriate conditions.

Additionally, as to remove the uncertainty that currently exists in relation to the potential future use of the School’s other properties in Teague Street, it is recommended that a Masterplan be prepared.

RECOMMENDATION:

- 1. In accordance with the provisions of the Town of Victoria Park Town Planning Scheme No. 1 and the Metropolitan Region Scheme, the application submitted by DWA Architects Pty Ltd (DA Ref: 5.2018.94.1) for Retrospective Change of Use to Unlisted Use (Temporary Carpark) at No. 20 (Lot 28) Teague Street, Victoria Park as indicated on the plans and details dated received 13 February 2017 be Approved by an Absolute Majority subject to the following conditions:**

- 1.1 The 'car park' hereby approved is limited to use by light vehicles (eg – utes and cars) of builders, trades and other contractors involved in the building works at No. 15 Duncan Street. The subject property is not permitted to be used for heavy vehicle parking (eg. trucks) nor is permitted to be used as a material laydown/storage area.
- 1.2 This approval authorises the use of the land for car parking until 31 December 2018 only. By no later than 28 January 2019:
 - i. the security fence to Teague Street shall be removed;
 - ii. the existing crossover to the lot shall be removed and the verge, kerbing and footpath being reinstated to the satisfaction of the Town; and
 - iii. the hardstand surface being removed and the land graded to ensure that the land is not predisposed to or trafficable for car parking.
- 1.3 The use of the land for car parking is only authorised from 7am to 7pm Monday to Friday. The land is to be secured to prevent vehicle access and use as car parking at all other times.
- 1.4 All stormwater runoff to be retained on site. Stormwater drainage to comply with the Town's "Stormwater drainage requirements for residential and commercial developments guidelines", which are available from the Town or the Town's website.
- 1.5 The parking area is to be maintained so as to avoid dust nuisance to any residential area to the specifications and satisfaction of the local government.
- 1.6 The verge shall not be used for the purpose of vehicle parking or for overflow car parking.
- 1.7 Access and egress to and from the site shall be via the existing single crossover from Teague Street. No direct vehicle access is permitted to the adjoining Right of Way.
- 1.8 The existing crossover to Teague Street is to be kept serviceable to vehicles and in a tidy condition to the satisfaction of the Town.

Advice to Applicant

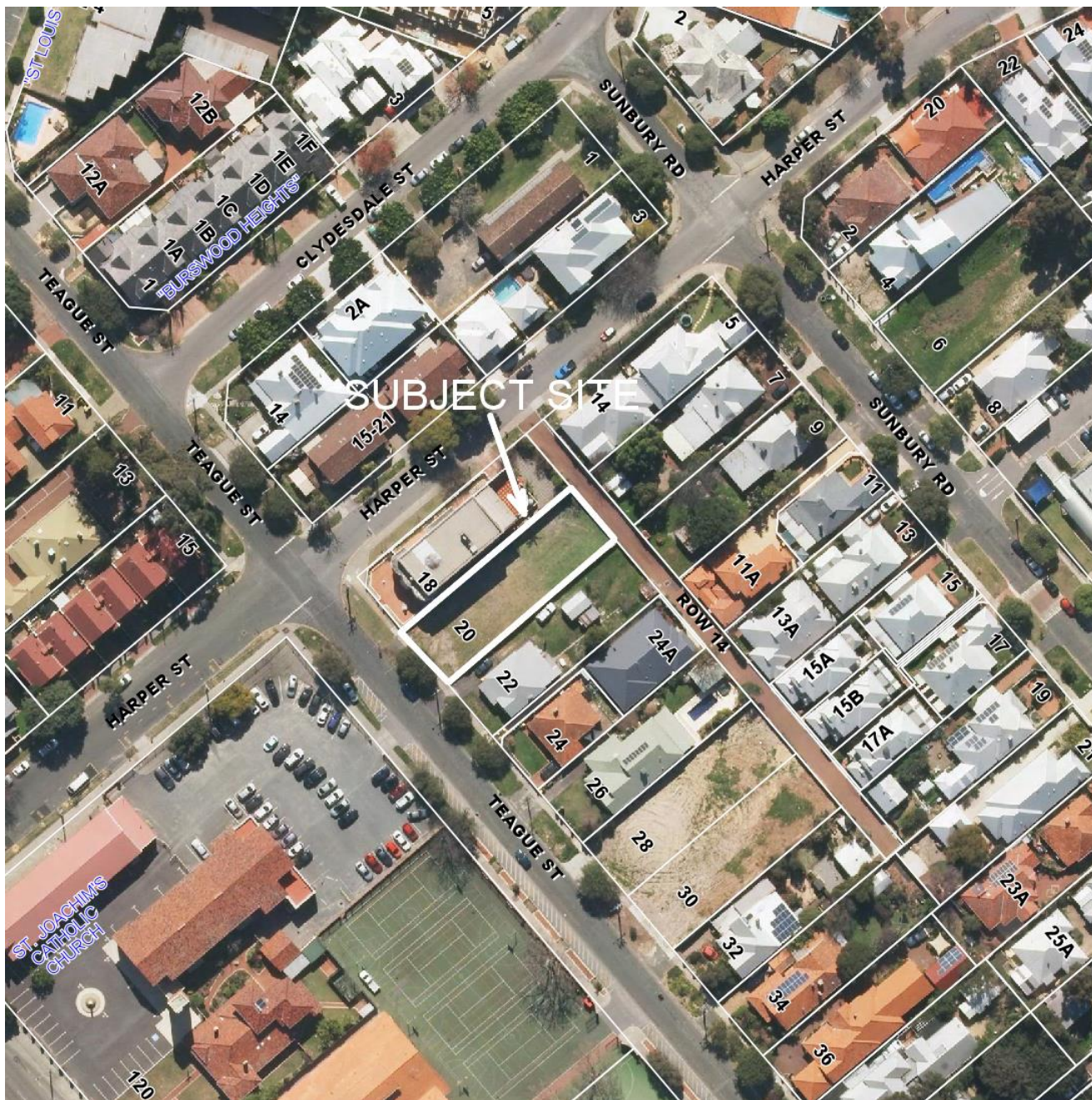
- 1.9 Any amendments or modifications to the approved drawings forming part of this development approval may require the submission of an application for amendment to development approval and reassessment of the proposal.
- 1.10 Should the applicant be aggrieved by this decision a right of appeal may exist under the provisions of the Town Planning Scheme or the Metropolitan Region Scheme and the applicant may apply for a review of the determination of Council by the State Administrative Tribunal within 28 days of the date of this decision.

1.11 Any doors and gates which are located or are to be located on property boundaries adjoining road reserves, Rights of Way, drainage reserves, recreation reserves or other land under Council control are to be constructed in such a manner so that they do not swing out on to the road reserve, Right of Way, drainage reserve, recreation reserve or other land under Council control.

1.12 Any and all damaged sustained to kerbing, verge, footpaths, bitumen patching to roadways and any other infrastructure and services are to be made good by the applicant at their expense to the satisfaction of the Town or the relevant services authorities.

(Absolute Majority Required)

- 2. Those persons who lodged a submission regarding the application be advised of Council's decision.**
- 3. Council requests the School to prepare a Masterplan for consideration by the Town, outlining the School's long term plans and intentions for the properties along Teague Street.**



11.2 No. 184A (Lot 7) Shepperton Road, East Victoria Park – Amendment to Development Approval for Extension to Operational Times for Existing ‘Professional Office with Training Facility’

| | |
|----------------------------|---|
| File Reference: | PR23681 |
| Appendices: | No |
| Landowner: | Mr A. Aveling |
| Applicant: | Mr A W De Boer (Auscare Group) |
| Application Date: | 07 February 2018 |
| DA/BA or WAPC Ref: | 5.2018.81.1 |
| MRS Zoning: | Urban |
| TPS Zoning: | Residential R40 |
| TPS Precinct: | Precinct P10 ‘Shepperton’ |
| Use Class: | ‘Office’ |
| Use Permissibility: | ‘X’ Prohibited use (Non-Conforming use) |

| | |
|-----------------------------|-----------------|
| Date: | 8 March 2018 |
| Reporting Officer: | D. Rowley |
| Responsible Officer: | R. Cruickshank |
| Voting Requirement: | Simple Majority |

| | |
|--|--|
| Executive Summary: | |
| Recommendation – Approval subject to conditions | |
| <ul style="list-style-type: none"> • Development approval was granted for a ‘Professional Office with Training Facility’ on the subject property on 10 June 2003. The Applicant seeks to amend the approved operational hours, which include operational times on Sundays. • Community consultation was conducted in accordance with Council Policy. No submissions were received. • It is considered that the amendment proposal will not result in any adverse impact upon the amenity of surrounding and adjoining properties. Therefore, the amendment to the development approval is supported, with the operating times to be extended. | |

TABLED ITEMS:

Nil

BACKGROUND:

In 1991, approval was granted by the City of Perth to develop two (2) sites at the corner of Shepperton Road and Miller Street, accessed from the right-of-way (Butler Lane) and known as 184A Shepperton Road, for the purpose of local retail shops and car parking. While the uses were identified as ‘X’ (Prohibited) uses, the development was recognised as having non-conforming use rights.

Since the initial approval in 1991, there have been a number of non-residential uses approved on the site, which include a Fast Food Outlet and Shop (Liquor Store). More recently, the Council at its meeting on 10 June 2003 resolved to grant approval for a ‘Professional Office with Training Facility’ on the site, subject to the following conditions:

- “1. *Hours of operation of the Professional Office and Training Facility being restricted to 7.00 am to 7.00 pm Monday to Friday and 8.00 am to 12.00 noon Saturdays.*
2. *Any signage for the proposed Professional Office and Training Facility to be the subject of a separate sign licence application.*
3. *This approval authorises the use of the premises for the running of safety training courses for the mining industry together with offices associated with that use, and offices used for the design and assessment of safety systems for mining companies only.*
4. *This approved non-conforming use is limited strictly to a use consistent with the application for planning approval dated 3 April 2003, lodged by Tony Aveling & Associates Pty Ltd, except as modified by the conditions of approval.*
5. *Any modification of external materials, colours or finishes is to be submitted to the satisfaction of Manager Planning Services”*

The approved development confirmed five (5) full time staff and three (3) part-time staff with a limitation of 20 participants. A total of 12 car parking bays were required for the use, whereby 31 car bays were provided over the two (2) site areas, with a further 10 temporary bays on land at the corner of Miller Street and Shepperton Road reserved for future road widening.

An amendment to the 2003 approval was granted on 5 May 2016 under delegated authority, removing Condition No. 3 from the approval, to allow for a non-mining related business (Auscare Group) to operate in a similar manner to the approved ‘Professional Office with Training Facility’ use on the premises.

On 24 October 2017 a further application to amend the 2003 approval was received by the Council, proposing to modify Condition No. 1 of the approval, seeking additional operational times as follows:

- Monday to Friday – proposed change from 7:00am to 7:00pm to 7:00am to 8:00pm; and
- Saturdays – proposed change from 8:00am to 12:00noon to 8:00am to 5:00pm.

Community consultation was conducted for the proposed additional operational times. No submissions were received as result of consultation and hence, on 12 December 2017, the amendment application was also granted approval under delegated authority.

DETAILS:

A further amendment to the 2003 development approval has been received by Council, seeking further approval to increase the operational times of the ‘Professional Office with Training Facility’ on the subject site as follows:

Proposed Operation Hours:

- Monday to Friday - 7:00am to 9:00pm; and
- Saturday and Sunday - 8:00am to 5:00pm.

The applicant states that the increased operational times would provide greater flexibility and provide a range of course times that cater for members that are currently employed during normal business hours.

The applicant has submitted a supporting letter for the proposed extended hours stating objectives as below:

- *“The existing development on the land comprises ample on-site car parking to cater for the parking demand currently generated by the use, including the additional operating hours;*
- *The current use is a low intensity type use that is contained within the existing building on the land. As such, it is contended that the proposed extension to the operating hours of the existing business will not generate any impacts detrimental to the amenity of the district or to the health, welfare and safety of existing established uses on surround properties;*
- *The subject land is well serviced with access to public transport infrastructure (i.e. bus service), along with a pedestrian footpath network. As such, alternative modes of transport is currently provided for the patrons of Auscare Group;*
- *The subject site is located on the corner of two (2) regional roads, which currently generate a high level of ambient traffic noise. As such, noise generated by vehicle movements within the car parking area (up to 9pm) would be less than the noise generated by the traffic movements along both Shepperton Road and Miller Street;*
- *The proposed operating hours are consistent or even less than those hours of operation enjoyed by the previous, more intense commercial uses on the land;*
- *The proposed additional operating hours for the existing business on the land will not have any injurious impacts on the nearby and adjoining residential properties; and*
- *The proposed hours of operation are consistent and complimentary to other commercial type land uses along Shepperton Road, including a restaurant use adjacent the subject land along Shepperton Road. “*

Number of staff and trainees:

The applicant has confirmed that a maximum of 10 staff members and 60 participants are proposed at any one time on the premises.

No change to the existing commercial building on site is proposed by this application.

Legal Compliance:

Relevant General Provisions of Town Planning Scheme No. 1

In assessing and determining this application, Council is to have regard to the following general provisions of the Scheme:

- Clause 67 ‘Matters to be considered by local government’ of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations);
- Clause 68 ‘Determination of Applications’ of the Regulations;
- Clause 77 ‘Amending or cancelling development approval’ of the Regulations; and
- Statement of Intent contained in Precinct Plan P10 ‘Shepperton Precinct’.

Compliance with Development Requirements

- Town Planning Scheme No. 1 Scheme Text and Precinct Plan P10;
- Local Planning Policy 3 ‘Non-Residential Uses in or Adjacent to Residential Areas’ (LPP3);
- Local Planning Policy 23 - Parking Policy (LPP23)

Under the provisions of LPP23, the parking requirement for ‘Office’ has been applied. The following car parking requirement is based on the current building plans for the site, which shows the ‘Office/Administration’ area being approximately 300m²:

| Activity / Use | Parking Requirement | Bays Required |
|--|--|--------------------------|
| Office/administration (300m ²) | 1 per every 40m ² of net floor area | 7 (7.5) bays required |
| | Total Required | 7 bays |
| | Total Provided | 31 bays |
| | Parking Surplus | 24 bays (surplus) |

The 2003 approval allows for the site to be used as a ‘Professional Office with Training Facility’ with 12 on-site car bays required. While this application does not change the approved use and hence does not require additional on-site parking, it is noted that the applicant has confirmed that a maximum of 10 staff members and 60 participants are proposed at any one time on the premises. Therefore, for benchmarking purposes, Council Officers have assessed the application against the parking ratio requirements for ‘Educational Establishment’ under the provisions of LPP23 to ensure sufficient car parking bays can be provided for the number of staff/participants on site as below:

| Activity / Use | Parking Requirement | Bays Required |
|--|---|-------------------------|
| Educational Establishment (10 staff and 60 trainees) | 1 bay for every 4 students and 1 bay for every staff member | 25 bays required |
| | Total Required | 25 bays |
| | Total Provided | 31 bays |
| | Parking Surplus | 6 bays (surplus) |

The use results in six (6) surplus car bays on the site, excluding the 10 temporary bays within the road widening area.

With regard to LPP3 ‘Non-Residential Uses in or Adjacent to Residential Areas’ the Council recognises that certain non-residential uses can co-exist with and integrate into residential areas without adversely affecting residential amenity. This Policy acts as a guide in the decision making process of non-residential uses in or adjacent to residential areas to ensure the compatibility with existing nearby dwellings.

Submissions:

Community Consultation:

In accordance with Council’s Local Planning Policy 37 – ‘Community Consultation on Planning Proposals’, the proposed extended operational times has been the subject of community consultation with adjoining owners/occupiers for a period of 14 days. The consultation period commenced on 16 February 2018 and concluded on 2 March 2018. No submissions were received.

Policy Implications:

Nil

Risk management considerations:

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

Strategic Plan Implications:

Environment:

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

Sustainability Assessment:

External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

The subject site is located within an area of East Victoria Park, zoned 'Residential R40', which is bounded by Shepperton Road, Miller Street and a right-of-way (Butlers Lane).

In accordance with Council records, there have been non-residential uses present on the site since 1991. Relevantly, in 2003 Council approved the use of the site for 'Professional Office with Training Facility' and the site has been used for this purpose for some time. In approving the previous amendment applications to the 2003 approval under delegated authority in 2016 and 2017, Council Officers considered that the minor amendments would not result in any adverse impact upon the amenity of surrounding and adjoining properties and satisfied relevant performance criteria.

Item 3(a) of LPP3 states “*Non-residential development on land which abuts land which is or may be used for residential purposes shall only be permitted where the nature of the non-residential use will not cause undue conflict through the generation of traffic and parking or the emission of noise or any other form of pollution which may be undesirable in residential areas*”.

This application seeks a further extension to the operating times for the ‘Professional Office with Training Facility’ on the subject site and in considering this application to amend the current approval, relevant amenity considerations outlined in LPP3 is considered below.

Traffic and Car parking

The application proposes no changes to the existing on-site car parking and vehicle access on the subject site, which is accessed via Butler Lane from Miller Street and Boulder Street.

It should be noted that the site is well serviced with public transport infrastructure i.e. bus services and pedestrian footpaths.

The ‘Professional Office with Training Facility’ on the subject site has not largely altered from the 2003 approval and the site has the car parking capacity to accommodate the increased number of staff and participants of the Auscare Group.

Council’s Parking Management Business Unit was consulted in regards to parking and traffic matters in relation to the use and number of persons on the site at any one time. In this respect, while there was no major traffic or parking concerns raised, a number of complaints had been raised from the centre’s participants in relation to vehicle access onto Miller Street during peak hour traffic. The operator of the business was consulted by the Parking Management Business Unit in regards to the raised concerns, whereby advice was provided for their clientele to use the Boulder Street exit via Butler Lane during peak traffic periods.

Having regard to these comments, it is concluded that the proposed development will not unreasonably increase traffic volumes on the surrounding streets or create unsafe traffic conditions. However, Council Officers recommend a condition requiring the staff and participants to utilise alternative means of transport e.g public transport, carpool and for vehicles to exit the subject site via Boulder Street during peak traffic periods.

Noise and Disruption Implications

Although the operational noise of the ‘Professional Office with Training Facility’ may be minimal, the attendance and departure of staff and participants from the subject premises may be the only noise impact to nearby residential properties. However, as stated by the applicant, the noise generated by vehicle movements within the car parking areas on the subject site would be less than the high level of noise generated by vehicle movements along both Shepperton Road and Miller Street. In this respect the applicant’s proposal to commence operational times as below, is supported:

- Monday to Friday - 7:00am to 9:00pm; and
- Saturday and Sunday - 8:00am to 5:00pm.

CONCLUSION:

The use on the subject site is largely consistent with the approved development of 10 June 2003, in that it remains a business involving professional training and offices.

In considering the additional operating times, Council Officers are satisfied that the amenity of nearby residential properties will not be adversely affected.

In addition to recommending that Condition 1 of the 2003 approval be modified, it is recommended that Condition 4 of the same approval be deleted to remove any ambiguity that the use is to only be by Aveling Training.

It is therefore recommended that the application be Approved subject to conditions.

RECOMMENDATION/S:

1. In accordance with the provisions of the Town of Victoria Park Town Planning Scheme No. 1 and the Metropolitan Region Scheme, the application submitted by Mr A W De Boer of Auscare Group (DA Ref: 5.2018.81.1) for Amendment to Development Approval for Extension of Operating Times for the Existing 'Professional Office with Training Facility at 184A (Lot 7) Shepperton Road, East Victoria Park as indicated on the submitted documents date stamped received 7 February 2018, be Approved subject to the following conditions:

1.1 Condition No. 1 of Planning Approval DA 03/0190 dated 10 June 2003 being modified to read as follows:

1. *Hours of operation of the Professional Office and Training Facility being restricted to 7:00am to 9:00pm Monday to Friday and 8:00am to 5:00pm Saturday and Sunday.*

1.2 Condition No. 4 of development approval DA Reference No. 03/0190 dated 10 June 2003 being deleted.

1.3 Remainder of development complying with Development Application DA 03/0190 approved on 10 June 2003.

1.4 The staff and participants of the 'Professional Office and Training Facility' are encouraged to utilise alternative means of transport e.g. public transport and carpool and it is recommended for vehicles to exit the site via the Boulder Street exit during peak hour traffic periods.

Advice to Applicant:

1.5 Sound levels created are not to exceed the provisions of the Environmental Protection (Noise) Regulations 1997.

2. Those persons who lodged a submission regarding the application be advised of Council's decision.



11.3 46/328 Albany Highway Victoria Park – Change of Use from Office to Educational Establishment

| | |
|--|---|
| File Reference: | PR3634 |
| Appendices: | No |
| Landowner: Applicant: | Slava Skorda Australian NIT Education Group Pty Ltd T/A Swan Institute Australia |
| Application Date: DA/BA or WAPC Ref: MRS Zoning: TPS Zoning: TPS Precinct: Use Class: Use Permissibility: | 6 December 2017 5.2017.1004.1 Urban District Centre Precinct P11 ‘Albany Highway’ Educational Establishment ‘P’ (Permitted) use |

| | |
|-----------------------------|-----------------|
| Date: | 8 March 2018 |
| Reporting Officer: | M. Hancock |
| Responsible Officer: | R. Cruickshank |
| Voting Requirement: | Simple Majority |

| | |
|--|--|
| Executive Summary: | |
| Recommendation – Approval subject to conditions. | |
| <ul style="list-style-type: none"> • Application seeks to change the use of an existing commercial tenancy approved as “Office” to “Educational Establishment” which is a ‘P’ (Permitted) Use in the District Centre Zone. • Community consultation was undertaken for two periods of 14 days consisting of letters to surrounding property owners/occupiers. The consultation period commenced on 8 February 2018 and concluded on 22 February 2018. Additional letters were sent to the owners and occupiers of 328 Albany Highway on 20 February 2018, with consultation concluding on 7 March 2018. A total of 19 submissions were received all objecting to the proposed development. • The application proposes a 10 bay parking shortfall on the site. • The application is recommended for Approval subject to conditions. | |

TABLED ITEMS:

Nil

BACKGROUND:

The subject site was approved as an “Office” in February 1997. In December 2017 the Town received a Building Permit application for the internal works at the subject site.

DETAILS:

The broader site at No. 328 Albany Highway, Victoria Park is approximately 2628m² and contains an existing commercial building. The subject site is a strata titled property (Strata Plan 16038) comprising of 51 lots. The subject site is identified as Unit 46 No. 328 Albany Highway, Victoria Park and is situated across two floors, currently operating as an “Office”.

An application has been received seeking approval to change the use of the subject tenancy from “Office” to “Educational Establishment”. The subject site is within the Albany Highway Precinct and is zoned District Centre. No external changes are proposed as part of the application. The proposed “Educational Establishment” contains three (3) separate classrooms which operate as follows:

| Day | Time | Number of Classes | Maximum Number of Regular Students |
|--------------------|-------------------|-------------------|------------------------------------|
| Monday to Thursday | 9.00am to 3.00pm | 3 | 54 |
| Friday | 9.00am to 12.00pm | 3 | 54 |
| Monday to Friday | 5.00pm to 9.15pm | 2 | 36 |

The proposed “Educational Establishment” provides a range of vocational courses, including administration and English languages courses catering to international students. Twice a year, the proposed “Educational Establishment” will host international study tours which run for four weeks at a time. These tours will comprise of high school age (14 – 17 years of age) students who are transported to and from the facility via a charter bus. A maximum of an additional 50 students will attend study tours, only accessing the site by the designated bus.

The proposed “Educational Establishment” will employ a total of seven (7) staff, with a maximum of three (3) on the premises at any given time. Two (2) car parking bays are provided on site being for the Principal and one (1) for ACROD permit holders.

Legal Compliance:

Relevant General Provisions of Town Planning Scheme No. 1

In assessing and determining this application, Council is to have regard to the following general provisions of the Scheme:

- Deemed Clause 67 of the *Local Planning Scheme Regulations 2015*; and
- Statement of Intent contained in Precinct Plan P11 'Albany Highway Precinct'.

Compliance with Development Requirements

- TPS 1 Scheme Text, Precinct Plan and Local Planning Policies;
- Local Planning Policy 23 'Parking Policy'; and
- Local Planning Policy 30 'Car Parking Standards for Developments along Albany Highway'

Town of Victoria Park Town Planning Scheme No.1:

The statement of Intent for the Precinct states the following:

“The Albany Highway Precinct will be revitalised and consolidated as a major urban/shopping commercial axis incorporating the “strip” imagery of its past development along the length of Albany Highway.

The precinct has three retail nodes connected by general commercial areas. A wide range of uses serving both the local and regional populations shall be permitted, with emphasis on the consolidations and intergration of existing uses.”

The text associated with the 'Victoria Park Shopping Area' section of the Precinct reads:

“Non-retail uses, including residential accommodation, are appropriate behind and above street front uses .”

The proposed development addresses the intent for the Albany Highway Precinct by way of offering a wider variety of commercial uses and being located within one of the three nodes. Furthermore, the applicable tenancy is not Albany Highway facing and partially located on an upper floor.

Local Planning Policy 23 – Parking Policy and Local Planning Policy 30 – Car Parking Standards for Developments along Albany Highway:

Local Planning Policy 23 – Parking Policy (LPP 23) details car parking requirements for specified uses within the Town. The relevant car parking standard for the proposed use is Educational Establishments – Academy or other educational centre. In this regard, the applicable car parking standard is one (1) parking bay for every four (4) students and one (1) parking bay for each member of staff. This results in a total of 17 car parking bays being required for the proposed development.

Further to the provisions of LPP 23, the Town’s Local Planning Policy 30 – Car Parking Standards for Developments along Albany Highway (LPP 30) outlines historical dispensations for car parking requirements. As such, LPP 30 stipulates that all existing development above ground floor approved prior to 30 September 1998 within the District Centre Zone will be assessed on the basis that the approved use for the purposes of parking is “Office”. As a result, proposed change of use applications may be eligible for an effective historical car parking shortfall. The existing use was approved in June 1987 as an “Office” and is therefore subject to the provisions of LPP 30. In this regard, the following table outlines the car parking assessment:

| Parking Standards | Required (No. Bays) |
|--|---------------------|
| Proposed Use: Educational Establishment – Academy or other educational centre | |
| 1 bay for every 4 students | 14 |
| 1 bay for every staff member (at any given time) | 3 |
| Total Parking Requirement | 17 |
| Previous Use: Office | |
| 1 bay for every 40m ² of net floor area | 7 |

As demonstrated in the table above, the overall car parking shortfall proposed is 10 car parking bays.

Submissions:

Community Consultation:

As the proposal demonstrates non-compliance in relation to parking, Local Planning Policy 37 ‘Community Consultation on Planning Proposals’ required the application to be the subject of consultation for a 14-day period to owners and occupiers of adjoining and surrounding properties inviting their comment. The consultation period commenced on 8 February 2018 and concluded on 22 February 2018. Additional letters were sent to the owners and occupiers of 328 Albany Highway on 20 February 2018, with consultation concluding on 7 March 2018. A total of 19 submissions were received, all objecting to the proposal, and predominately being from the owners or occupiers of other strata units within the same complex.

| CONSULTATION SUBMISSIONS | |
|--|--|
| Comments Received | Officer's Comments |
| <p>In relation to the change of use to education.</p> <p>I don't support this motion.</p> <p>The parking in this area is terrible and highly sort having long term students parking in these areas will only add to the pain. The application doesn't comply to the required bay and as such should not be approved. Overflow will probably occur onto the rear parking off Harper street and the strata company has already had to engage clamping service to stifle the unapproved parking.</p> <p>In conclusion. There are a lot business along Albany Highway, if we allowed this to occur for all who applied it would be a disaster. The area is struggling now for parking and this will only impact the area in a negative way. I strongly do not support the change of use application.</p> | <p>Submission noted. Refer to Car Parking and Traffic Implications section of report.</p> |
| <p>I received a notice about a Change in use of carpark to Lot 26 / 328 Albany Hwy, Victoria Park. It says that the car park will be increased to 10 bays. Can you please clarify whether this means that Lot 26 will be given 10 bays of the carpark used by the tenants of 328 Albany Hwy? Or are they proposing to build and extend the carpark to add another 10 additional car bays?</p> <p>The number of carbays available to 328 Albany Hwy is limited and restricted as it is. I don't think it would be fair for Lot 26 to take up 10 of the bays which then mean that there will be 8 bays less for the other tenants, if they are not going to build extra parking bays to accommodate their students/teachers.</p> <p>Can you please kindly clarify?</p> | <p>Submission noted. Refer to Car Parking and Traffic Implications section of report.</p> <p>To further clarify, the application does not propose to utilise any more than two (2) car parking bays on the subject site.</p> |

| | |
|---|---|
| <p>I object to the change of use. This is a business building not an educational institute. We need a quiet environment for work and please take note that there a few psychologists here. Having that many students here will not be a conducive work environment. There will also be a problem with toilet facilities.</p> <p>Parking is already a nightmare. At the moment there are 25 parks for 50 Units and some units are entitled to 2 parks – there is already a shortfall and this school wants nearly half of the current parks? I object to that.</p> | <p>The subject site is zoned “District Centre” in accordance with TPS1, an “Educational Establishment” is a “P” (Permitted) Use in the “District Centre” zone.</p> <p>Facilities such as bathrooms are the responsibility of the strata body corporate.</p> <p>Submission noted. Refer to Car Parking and Traffic Implications section of report.</p> |
| <p>I have no objection to the educational establishment within the building. However, I have a concern in relating to the parking. The building has common area for parking; every occupier of the building can park their car based on first come first serve basis. The total number of car bays is less than the total number of units in the building; hence parking is a battle for almost everyone.</p> <p>If the educational establishment is given the exclusive us of the parking bays where everyone in the building has been parking; there will be nothing left for us who works in the building.</p> <p>I am supporting the educational establishment providing that the parking issue is addressed and allocated at another location (not at the back of the building where everyone who works in the building have been parking)</p> | <p>Submission noted. Refer to Car Parking and Traffic Implications section of report.</p> <p>To further clarify, the application does not propose to utilise any more than two (2) car parking bays on the subject site.</p> |
| <p>We do not agree for 46/328 Albany Highway Victoria Park WA 6100 to get more parking space as we always do not have space to park and we need to park at the road side. sometimes our car got locked as well. We definitely disagree on the application made by lot 46.</p> | <p>Submission noted. Refer to Car Parking and Traffic Implications section of report.</p> |

| | |
|--|--|
| <p>I'm writing to express my concern regarding this manner. I currently have access to only 24 car bays that are always full so I would not support a change to the parking policy for 328 Albany Hwy, Vic Park. Outside of the applicants (Unit 46) allocated parking of 5 bays I would strongly disagree to any change that would allow them to have access to anymore. I'm sure on agreement of their lease they would have known that this was going to be an issue.</p> | <p>Submission noted. Refer to Car Parking and Traffic Implications section of report.</p> <p>To further clarify, the application does not propose to utilise any more than two (2) car parking bays on the subject site.</p> <p>The application does not seek to change the Town's LPP 23, instead the application is for a variation to that Policy in the form of a car parking shortfall.</p> |
| <p>I write expressing my concerns regarding the proposed Change of Use to Educational Establishment.</p> <p>Car parking is extremely scarce in the area of Victoria Park immediately surrounding the above mentioned property. Any loss of parking will have a detrimental impact on the other surrounding businesses.</p> <p>Vicinity Centres owns the adjoining shopping centre, Victoria Park Central 360 Albany Hwy. This property has around 230 car bays. We are faced daily with the problem of maintaining adequate parking bays for the Centre's own customers.</p> <p>We are considering introducing paid parking at Victoria Park Central as a means to deter non Centre patrons filling our car parks (staff of businesses on Albany Hwy and their customers).</p> <p>At peak times (between 11am – 3pm) our car park occupancy rates average over 95%. Coincidentally this is not the busiest time within our Centre.</p> <p>We strongly object to any neighbouring landowners reducing their car parking capacity as their patrons will substitute the lost bays with ours in Victoria Park Central.</p> | <p>Submission noted. Refer to Car Parking and Traffic Implications section of report.</p> <p>The proposed application does not seek to reduce the car parking capacity of the subject site. The application proposes to approve a reduced number of bays being provided.</p> |

| | |
|--|--|
| <p>We wish to lodge the strongest possible objection to the above proposal for the following reasons where we can see problems occurring:</p> <p>Parking spaces are already at a premium for the owners/tenants of 328 Albany Highway. At the present time, any tenant arriving after 8.45am cannot find a vacant parking bay, and we have to use paid parking on the street. Our customers and clients also use the paid street parking.</p> <p>Where exactly are these students and staff anticipating that they can park their cars? If a number of additional student and staff cars are to be accommodated, then the car park and street parking will be fully occupied every weekday.</p> <p>We will lose clients/customers if they are unable to park close to the building.</p> <p>In the matter of security: The exterior doors of this building are electronically locked from 5pm each day until 8am the following morning and are locked for 48 Hours over the weekend.</p> <p>Are the 36 students who will be attending classes from 5pm until 9pm each weekday each to be issued with an external door security key? This will give the students access to the whole of the building and its facilities.</p> <p>Since our offices are mainly unattended at these times, what additional security is to be afforded to us and to the tenants and owners of the other offices?</p> <p>This is an office building with a relatively small number of occupants in each office. This proposal would introduce a further 57 individuals into the building on a regular basis.</p> <p>There are only two toilet areas and two small kitchens. These are totally inadequate to service a further 57 people. More so since they will not be adults and therefore probably unfamiliar with the strict hygiene requirements and cleanliness expectations in Australia where toilets and food preparation facilities are involved.</p> | <p>Submission noted. Refer to Car Parking and Traffic Implications section of report.</p> <p>To further clarify, the application does not propose to utilise any more than two (2) car parking bays on the subject site.</p> <p>Internal access and building security is not a planning consideration, this is a matter for the Applicant and the Body Corporate representing the Business Building.</p> <p>The provision of facilities within the building is not a planning consideration. This is a matter for the Applicant and the Body Corporate representing the Business Building.</p> |
|--|--|

| | |
|---|---|
| <p>What area are the intended 57 additional people going to use for eating their lunches/evening meals? Please note that the central atrium area is used by our clients waiting for appointments in various offices. It cannot be used as a lunch room or area for making loud mobile phone calls. The walls are cardboard in these offices. The noise would be intolerable.</p> <p>We note that the 'school' intends to bus in an extra 50 high school age students for four-week study tours twice a year. That equates to 50 additional people for 40 days each year.</p> <p>This is presumably in addition to the 57 Students/staff who are intending to be here daily, so for 40 days each year there will be a total of 107 persons using unit 46.</p> <p>The additional cleaning costs, consumables (toilet paper etc) power, and wear and tear that will be created by this number of people will no doubt be passed on to the Owners of the other units, who will naturally pass on these costs to their tenants.</p> <p>Many of these students will ignore the 'no-smoking' policy in the building and smoke in the stairways and corridors. How will this be policed?</p> <p>We are professionals and expect to be able to carry out our business in a relatively quiet and professional atmosphere.</p> <p>In Summary, if this planning proposal goes ahead, we will not be willing, or able, to continue to run our business from 328 Albany Highway.</p> <p>We trust that common sense will prevail, and that you will decline planning permission.</p> | <p>The location in which staff and students consume their meals is a management consideration for the Applicant to be discussed with the Body Corporate. This does not form part of a planning assessment.</p> <p>Noted. The application proposes a total of 107 people being within the facility at any given time during study tour visits, which are limited to twice a year.</p> <p>The way in which consumables are charged within the facility is not a planning consideration for this application. This is a matter to be discussed between the Applicant and the Body Corporate.</p> <p>Noted. There is no evidence to suggest that staff or students will smoke within the building.</p> <p>The proposed use is a "P" (Permitted) use within the "District Centre" zone. Refer to Deemed Clause 67 section of the Report.</p> |
|---|---|

| | |
|--|---|
| <p>Parking is already an issue here as it is first in first serve. It wouldn't be fair to the other business owners to have so many bays allocated to Suite 46.</p> <p>As previously advised, parking is already an issue, we need to be here by 9.00am to have any chance of being able to park at the premises.</p> <p>There are 54 Suites and only around 30 parking bays, I think there is enough said in that statement.</p> <p>I strongly oppose this and will continue to do so as I don't wish to be pushed out as I am an owner and trying to run a business.</p> | <p>Submission noted. Refer to Car Parking and Traffic Implications section of report.</p> <p>To further clarify, the application does not propose to utilise any more than two (2) car parking bays on the subject site.</p> |
| <p>We feel the proposed change of use wouldn't fit into the complex based on the following:</p> <p>The rear parking is designed for occupiers coming and going throughout the day. There are already not enough bays for the current occupiers so students parking there all day and taking up extra bays would cause a problem for all occupiers.</p> <p>The amount of the proposed students will put a strain on the existing amenities. The toilets and kitchen are not designed to cope with the amount of people.</p> <p>There is a fear the students will congregate in the common areas throughout their breaks. This complex has always been for professional businesses and we feel an educational facility could reduce this level of professionalism with the volume of students and increased noise.</p> | <p>Submission noted. Refer to Car Parking and Traffic Implications section of report.</p> <p>To further clarify, the application does not propose to utilise any more than two (2) car parking bays on the subject site.</p> <p>The provision of facilities within the building is not a planning consideration. This is a matter for the Applicant and the Body Corporate representing the Business Building.</p> <p>The location in which staff and students consume their meals is a management consideration for the Applicant to be discussed with the Body Corporate. This does not form part of a planning assessment.</p> |

| | |
|---|---|
| <p>PARKING ALLOCATION With regard to the Development Application 5.2017.1004.1, please note that the car park in question is allocated by providing two car park stickers to each of all the office suites at 328 Albany Highway.</p> <p>Increasing unit 46 allocation to 17 units is completely out of the question and not rational.</p> <p>Other units (including mine at unit 27) still require their allocation of two each.</p> <p>Not sure how you worked out there was 17 spare for one office suite??</p> <p>TOILET FACILITIES The existing toilet facilities are not going to be adequate for 54 extra students from Monday to Thursday. There would a burden to the strata company (which us unit holder will have to pay) for extra repairs and maintenance for all facilities that are in the building that at the moment do meet health and safety standards.</p> | <p>Submission noted. Refer to Car Parking and Traffic Implications section of report.</p> <p>To further clarify, the application does not propose to utilise any more than two (2) car parking bays on the subject site.</p> <p>The provision of facilities within the building is not a planning consideration. This is a matter for the Applicant and the Body Corporate representing the Business Building.</p> |
| <p>I strongly object on the proposed use for an educational establishment tenancy for the following reason.</p> <p>Parking: there is already scarcity parking slot available for current tenant, with additional possible 54 students and teachers sharing parking space. It will be difficult for my client to find parking around the building.</p> <p>Noise: Increased education activity will increase huge unacceptable noise around the building and will cause disruption to my business.</p> <p>Common area: Located right in front of the common area, there will be significant disruption to my business where student will be using the areas during breaks and hang-out areas.</p> | <p>Submission noted. Refer to Car Parking and Traffic Implications section of report.</p> <p>To further clarify, the application does not propose to utilise any more than two (2) car parking bays on the subject site.</p> <p>The proposed use is a “P” (Permitted) use within the “District Centre” zone. Refer to Deemed Clause 67 section of the Report.</p> <p>The location in which staff and students consume their meals is a management consideration for the Applicant to be discussed with the Body Corporate. This does not form part of a planning assessment.</p> <p>Noted. Internal security arrangements are not a planning consideration.</p> |

| | |
|---|---|
| <p>Security: As a professional Accountancy firm, there is a lot of confidential documents and discussions held in my office and I will feel the building will not be safe for use with the study tours and other educational activities held within the premises.</p> <p>Ongoing: Additional influx of 54 students (60% increased on current tenants) on a daily basis would increase the consumables such as toiletries, kitchen use and additional cleaning cost will be passed on to existing tenants which is unfair to us.</p> <p>I strongly reject the proposed change of use of this building for educational purposes and will not be renewing our leasing contracts should the council approve the change of use to educational use.</p> | <p>The way in which consumables are charged within the facility is not a planning consideration for this application. This is a matter to be discussed between the Applicant and the Body Corporate.</p> |
| <p>I object to the approval of the change of use application for the following reasons;</p> <p>The building's toilet facilities have not been designed to cope with an additional 54 persons using the facilities on any given day. I am not aware of the applicant having made any application to the strata company to upgrade the toilet facilities to cope with the additional proposed daily usage.</p> <p>It is not strictly correct that Lot 46 has 2 allocated car bays. The parking facilities are common property and vehicle parking is administered by the strata company parking policy which is on a first come basis, with each lot issued with 2 vehicle passes, each displaying the vehicle registration. Vehicles that do not display the vehicle pass are subjected to wheel clamping. At this point I am not aware of any application to change the strata company parking policy, hence Lot 46 would only have the ability to park 2 vehicles in the strata company carpark on a first come basis.</p> | <p>The provision of facilities within the building is not a planning consideration. This is a matter for the Applicant and the Body Corporate representing the Business Building.</p> <p>Submission noted. Refer to Car Parking and Traffic Implications section of report.</p> <p>To further clarify, the application does not propose to utilise any more than two (2) car parking bays on the subject site.</p> <p>The proposed application is for Development Approval.</p> <p>Separate from any development approval issued by the Town, the operator will be required to notify any obligations that apply under the Strata Titles Act.</p> |

| | |
|---|---|
| <p>The applicant has not at this point made application to the strata company for a change of use of the lot. 4. Any proposed change of use no doubt would require strata company approval, which would most likely result in a requirement to upgrade fire services and toilet facilities, at considerable cost to all lot owners.</p> | |
| <p>I object to the approval of the change of use application for the following reasons;</p> <p>The building’s toilet facilities have not been designed to cope with an additional 54 persons using the facilities on any given day. I am not aware of the applicant having made any application to the strata company to upgrade the toilet facilities to cope with the additional proposed daily usage.</p> <p>It is not strictly correct that Lot 46 has 2 allocated car bays. The parking facilities are common property and vehicle parking is administered by the strata company parking policy which is on a first come basis, with each lot issued with 2 vehicle passes, each displaying the vehicle registration. Vehicles that do not display the vehicle pass are subjected to wheel clamping. At this point I am not aware of any application to change the strata company parking policy, hence lot 46 would only have the ability to park 2 vehicles in the strata company carpark on a first come basis.</p> <p>The applicant has not at this point made application to the strata company for a change of use of the lot. 4. Any proposed change of use no doubt would require strata company approval, which would most likely result in a requirement to upgrade fire services and toilet facilities, at considerable cost to all lot owners.</p> | <p>The provision of facilities within the building is not a planning consideration. This is a matter for the Applicant and the Body Corporate representing the Business Building.</p> <p>Submission noted. Refer to Car Parking and Traffic Implications section of report.</p> <p>To further clarify, the application does not propose to utilise any more than two (2) car parking bays on the subject site.</p> <p>The proposed application is for Development Approval.</p> <p>Separate from any development approval issued by the Town, the operator will be required to notify any obligations that apply under the Strata Titles Act.</p> |
| <p>Car parking bays are not allocated, instead each tenant is provided with two car parking passes. Parking is based on a first in first served scenario.</p> <p>There is an easement in the middle of the car park which allows cars to drive through car park.</p> | <p>Submission noted. Refer to Car Parking and Traffic Implications section of report.</p> <p>To further clarify, the application does not propose to utilise any more than two (2) car parking bays on the subject site.</p> <p>Noted.</p> |

| | |
|---|---|
| <p>The applicant has not applied to the strata company for the change of use.</p> <p>Concerned that the toilets will not be able to cope with the number of students and staff proposed.</p> <p>The additional fire systems that are relevant to any educational establishment would require upgrading and the current owners/strata company would not approve the upgrades.</p> | <p>The proposed application is for Development Approval.</p> <p>Separate from any development approval issued by the Town, the operator will be required to notify any obligations that apply under the Strata Titles Act.</p> <p>The provision of facilities within the building is not a planning consideration. This is a matter for the Applicant and the Body Corporate representing the Business Building.</p> <p>The fire rating of a building does not form part of a planning assessment. This is a matter to be addressed, if necessary at the Building Permit phase.</p> |
| <p>Concerned about the increase in the number of people occupying the building.</p> <p>Believes the increase of the approved car parking shortfall is too significant.</p> | <p>Noted. The proposed use is a “P” (Permitted) use within the “District Centre” zone. Refer to Deemed Clause 67 section of the Report.</p> <p>Submission noted. Refer to Car Parking and Traffic Implications section of report.</p> |
| <p>Concerned that the car parking shortfall applied for will be accommodated within the existing car parking area.</p> <p>Concerned 17 car parking bays will be occupied all day by teachers and students.</p> <p>Does not think the building can accommodate the needs of proposed total number of students. Insufficient number of toilets available.</p> <p>Concerned about excessive noise being generated in the common areas of the building which will disrupt other occupiers.</p> <p>Concerned about common areas being left untidy by students.</p> <p>The doors to the building are on automatic timers which lock and unlock at preprogrammed times of the day. With the building being inaccessible in the evening there is concern over how students will access the night classes.</p> | <p>Submission noted. Refer to Car Parking and Traffic Implications section of report.</p> <p>To further clarify, the application does not propose to utilise any more than two (2) car parking bays on the subject site.</p> <p>The provision of facilities within the building is not a planning consideration. This is a matter for the Applicant and the Body Corporate representing the Business Building.</p> <p>Noted. The proposed use is a “P” (Permitted) use within the “District Centre” zone. It is anticipated that any additional noise generation would occur during typical times of increased activity, such as opening, lunch and closing. As such, any additional noise generated by the proposed development is likely to be low impact in nature. Refer to Deemed Clause 67 section of the Report.</p> |

| | |
|--|--|
| | <p>The management of common areas within the building is a matter for the Body Corporate and does not form part of a planning assessment.</p> <p>Internal access and building security is not a planning consideration, this is a matter for the Applicant and the Body Corporate representing the Business Building.</p> |
| <p>Increase in building population: the stated numbers of 54 students per day on week days, represents a 50% increase in the building’s existing workforce.</p> <p>Health: there are insufficient toilets in the building to cope with an additional 54 students on a daily basis plus an additional 50 students a day for eight weeks a year. While there is a proposed access toilet in tenancy # 48, there is no wheelchair access in this building, at any entrance.</p> <p>Cleaning: it will be necessary to have toilets and kitchen areas cleaned throughout the day to cope with an influx of 54 students on a daily basis - an inconvenience to existing tenants and a cost impost on owners.</p> <p>Consumables: there would be additional costs involved in providing toiletries and kitchen equipment to cope with the influx of 54 students on a daily basis and an additional 50 students a day for eight weeks a year. Those costs will have to be borne by existing tenancy owners and will no doubt be passed to tenants through increased rentals. as well as tenants being assured that sufficient consumables are available in each area on a daily basis.</p> <p>Security: there will be a significant risk for existing businesses in the building in relation to the after hours access and activities of students in the building from 5pm to 9.15pm on week days. Will each student be issued with security pass, or will they congregate at the doorways to let in? The associated problems are too numerous to elaborate on here.</p> | <p>Noted.</p> <p>The provision of facilities within the building is not a planning consideration. This is a matter for the Applicant and the Body Corporate representing the Business Building.</p> <p>The way in which consumables are charged within the facility is not a planning consideration for this application. This is a matter to be discussed between the Applicant and the Body Corporate.</p> <p>Noted. Internal security arrangements are not a planning consideration.</p> <p>The location in which staff and students consume their meals is a management consideration for the Applicant to be discussed with the Body Corporate. This does not form part of a planning assessment.</p> <p>Submission noted. Refer to Car Parking and Traffic Implications section of report.</p> <p>To further clarify, the application does not propose to utilise any more than two (2) car parking bays on the subject site.</p> <p>The proposed use is a “P” (Permitted) use within the “District Centre” zone. Refer to Deemed Clause 67 section of the Report.</p> |

| | |
|---|--|
| <p>Noise: 54 students on a daily basis, plus an addition 50 school aged students for eight weeks a year will create an unacceptable noise level within the building, which already has poor acoustics, especially when people meet and talk in common areas, and will cause disruption to business owners and tenants</p> <p>Common areas: there will be significant disruption to business owners and tenants when students use the common areas during lunch and other breaks.</p> <p>Wear and Tear: the building will experience a higher degree of wear and tear on carpets, cleaning external glass doors etc, with the influx of 54 students on a daily basis plus an additional 50 students a day for eight weeks a year. Again this will be an additional impost on owners, that will be passed on to tenants.</p> <p>Parking: there is already insufficient parking available for tenants in the building’s private carpark with parking on a first come first served basis in place. With the number of people eligible to drive, e.g. teachers and older students using suite #48, street parking will be at more of a premium than it already is, and tenants’ clients will have more trouble finding parking around the building.</p> <p>Had I known that there was an opportunity for the change of use to an educational establishment, I would not have chosen to rent in this building and, should the development application be approved, I and many other tenants in the building will review leasing contracts when they are due. It will become diffi cult for existing owners to attract businesses to rent in this building if it occupied by older and school aged students. For the reasons outlined above I urge the town to reject the change of use to an educational establishment.</p> | |
|---|--|

Policy Implications:

Approval of the development with a parking shortfall would be inconsistent with Council's Local Planning Policy 23 'Parking Policy'. Council Officers have already acknowledged the need for the car parking ratios within the Town to be reviewed, and work already undertaken on this is progressing. It is likely that the Town's car parking ratios for new developments will be reduced, taking into account such factors as proximity to public transport, public parking facilities, siting within an Activity Centre, and the inclusion of end-of-trip facilities.

Risk Management Considerations:

| Risk & Consequence | Consequence Rating | Likelihood Rating | Overall Risk Analysis | Mitigation / Actions |
|--|--------------------|-------------------|-----------------------|--|
| The proponent has the right of review against Council's decision, including any conditions included therein, in accordance with the <i>State Administrative Tribunal Act 2004</i> and the <i>Planning and Development Act 2005</i> . | Moderate | Likely | Low | Ensure that Council is provided with information to make a sound decision based upon relevant planning considerations including the Scheme and applicable Local Planning Policies. |

Strategic Plan Implications:

Environment:

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

Economic:

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

Social:

S2 – An informed and knowledgeable community.

Sustainability Assessment:

External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:Car Parking and Traffic Implications

As outlined above, the proposed “Educational Establishment” generates a total car parking requirement of 17 bays with a 10 bay shortfall. The two (2) onsite car parking bay passes are reserved for the institutions Principal and one (1) for ACROD permits holders. The Applicant has provided justification of the acceptability of the proposed car parking shortfall as follows:

- The students who attend the college are generally aged between 14 – 17 years old and are therefore predominately too young to legally drive;
- The students attending, being international students, are unlikely to be picked up and dropped off in private vehicles;
- All students are international and are unlikely to own a vehicle;
- Students will be encouraged to either catch public transport or walk to the subject site;
- The organisation maintains records of students who wish to drive their own vehicle to the facility. Out of the 653 students who attended in the last 5 years only three students have requested the opportunity to drive; and
- Students who attend the twice yearly study tours are transported to and from the facility by a dedicated charter bus.

Ordinarily an “Educational Establishment” can potentially result in a high number of vehicle visits by staff and students. However, as demonstrated above, the primary users of the facility represent a low likelihood of privately commuting to the facility. Excluding the Principal and one ACROD permit holder, any private vehicle visitations to the facility will likely utilise on street car parking.

The proposed “Educational Establishment” will have a maximum of three (3) staff members on the premises at any given time. Presuming all students attend the facility without the use of a private vehicle, the effective car parking need generated would be three (3) car parking bays. The Principal will have a dedicated car parking bay, thereby resulting in two (2) staff members requiring car parking.

In summary the most likely outcome of the proposed “Educational Establishment” will result in an additional two (2) private vehicles utilising on street car parking. Overall, this is considered a minor increase in the demand for car parking within the area and can be adequately accommodated. The subject site has excellent access to public transport, pedestrian and cycling infrastructure. As such, there is a likelihood that the two (2) remaining staff members may use alternate forms of transport to access the site.

Details of the chartered bus have not been provided as part of the application. In this regard, the Town will recommend a condition being imposed which requires a Management Plan be submitted to the Town for endorsement prior to the issuing of an Occupancy Permit.

Deemed Clause 67

As the proposed development is non-compliant with a requirement of Town Planning Scheme No.1 Council must be satisfied that the proposal meets the requirements listed under Clause 29(3) of the Scheme. In this respect:

- **The compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.**
The proposed “Educational Establishment” is located within an existing building and does not propose any external alterations.
- **The amenity of the locality including the following –**
 - **Environmental impacts of the development;**
 - **The character of the locality; and**
 - **Social impacts of the development.**The proposal is unlikely to have a detrimental impact on the amenities of the locality. The proposed use will improve vitality in this particular part of the Precinct, and the shortfall in parking bays will be negated by the specific type of students attending the facility and the high degree of alternative transport options available.
- **The amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety.**
The Town notes the extremely high provision of public transport, access to cycling lanes and pedestrian paths in the area. Furthermore, the low likelihood of students having access to private vehicles is deemed as being the primary basis for a minimal increase in traffic.
- **Any submissions received on the application.**
A number of applications were received in relation to the proposed “Educational Establishment”. As detailed in the Community Consultation section of the Report, the Town is of the view the parking concerns have been adequately addressed.

CONCLUSION:

The proposal is considered to be consistent with the Statement of Intent and the objectives for the Precinct and the text associated with the ‘Albany Highway Central’ section. It will therefore not adversely impact on adjoining properties or the general character of the area.

Having regard to the above and deemed Clause 67, it is recommended that the application be Approved subject to conditions.

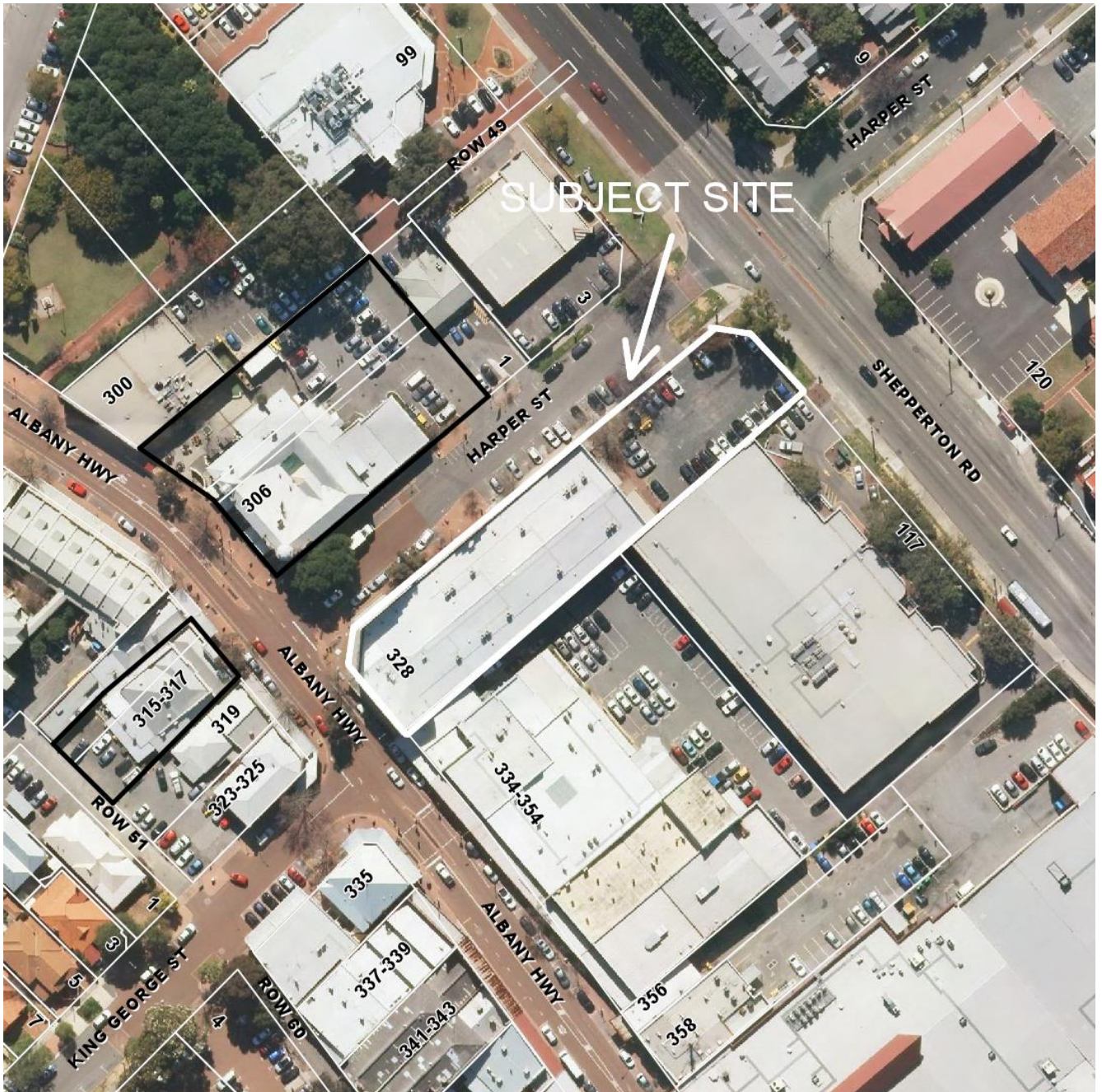
RECOMMENDATION/S:

1. **In accordance with the provisions of the Town of Victoria Park Town Planning Scheme No. 1 and the Metropolitan Region Scheme the application submitted by Australian NIT Education Group Pty Ltd T/A Swan Institute Australia (DA Ref: 5.2017.1004.1) for Change of Use from “Office” to “Educational Establishment” at Unit 46 No. 328 (Lot 15) Albany Highway, Victoria Park, as indicated on the plans dated received 6 December 2017 be Approved subject to the following conditions:**
 - 1.1 **Prior to the issuing of an occupancy permit, a management plan being prepared and submitted to the satisfaction of the Town outlining arrangements for the parking of the student character bus and the loading/unloading and safe movement of people;**

- 1.2 **There being a maximum of three (3) staff and 54 students on-site at any one time, with the exception of the proposed additional study tour participants (see condition 1.3);**
- 1.3 **The study tours are to be conducted no more than two (2) times per year, with all students to be transported to/from the site by charter bus only;**
- 1.4 **The development, once commenced, is to be carried out in accordance with the approved plans at all times, unless otherwise authorised by the Town; and**
- 1.5 **Operation of the approved “Educational Establishment” to be in accordance with details provided in correspondence from the applicant date received 6 December 2017. Any changes to the operations will require lodgement of a new application for development approval for consideration by Council.**

Advice to Applicant

- 1.6 **The applicant/owner should refer to the Requirements of Other Council Business Units, enclosed with this development approval, which are relevant to the submission of a building permit and/or the carrying out of the development for which this approval is granted. This development approval does not remove the need to obtain licences, permits or other forms of approval that may be required under other legislation or requirements of Council;**
 - 1.7 **This approval does not include the approval of any signage. Any signage for the development to be the subject of a separate sign licence application, in accordance with Council’s Signs Local Law. Please also note that should any signage not comply with the Signs Local Law a separate development approval will need to be obtained prior to a sign licence application being submitted to the Council; and**
 - 1.8 **The development approval is granted on the merits of the application under the provisions of the Town of Victoria Park Town Planning Scheme No. 1 and does not constitute approval for the purposes of the Strata Titles Act 1985 or its subsidiary regulations nor affect any requirement under the by-laws of the body corporate in relation to a proposed development pursuant to such legislation.**
2. **Those persons who lodged a submission regarding the application be advised of Council’s decision.**



11.4 Rowethorpe Village Masterplan – No. 4-10 (Lot 4) Hayman Road and No. 145-165 (Lot 5) Hillview Terrace, Bentley

The Chief Executive Officer has withdrawn this item from the agenda, on request from the applicant. It will be presented to Council at a future meeting.

11.5 No.232 (Lot 310) Orrong Road, Carlisle – Demolition and Construction of Convenience Store and Fast Food Outlet

The Chief Executive Officer has withdrawn this item from the agenda and will be presented to Council at a future meeting.

12 CHIEF OPERATIONS OFFICER REPORTS

Reports from the Chief Operations Officer are in the Committee Reports section, at Item 14.

13 CHIEF FINANCIAL OFFICER REPORTS

Reports from the Chief Financial Officer are under the Committee heading at Item 14.

14 COMMITTEE REPORTS

FUTURE PLANNING COMMITTEE

14.1 Recommendation from the Future Planning Committee: Taylor Reserve and McCallum Park Concept Design

| | |
|--|-----------------|
| File Reference: | GOR/15/0013~07 |
| Appendices: | Yes |
| Date: | 31 January 2018 |
| Reporting Officer: | B. Nock |
| Responsible Officer: | B. Killigrew |
| Voting Requirement: | Simple Majority |
| <p>Executive Summary: Recommendation –</p> <ol style="list-style-type: none"> 1. That the Future Planning Committee recommends that Council endorses the Taylor Reserve and McCallum Park Concept Design; and 2. As part of the current design project, that Council supports the commencement of the Detailed Design for the river edge treatments. <ul style="list-style-type: none"> • The Town of Victoria Park identified within the <i>Strategic Community Plan</i> a need to develop a <i>Foreshore Access and Management Plan</i> (FAMP), which was developed and endorsed by Council in 2015. • In April 2016 the Town applied for assistance funding for the implementation of this plan, which involved the Conceptual Design for McCallum Park and Taylor Reserve. • The Town was successful in obtaining \$32,750 funding through the Riverbank Grants Scheme from the (then) Department of Parks and Wildlife. • The Town, in consultation with community, State Government agencies and other stakeholders has developed a Concept Report for Taylor Reserve and McCallum Park. • Recommended that the Future Planning Committee recommends that Council endorses the Taylor Reserve and McCallum Park Concept Design, and supports the commencement of the Detailed Design for the river edge treatments. | |

TABLED ITEMS:

- Taylor Reserve and McCallum Park Concept Report.

BACKGROUND:

The Swan-Canning River system passes through the Town of Victoria Park (‘the Town’). Several stretches of associated foreshore that occur within the Town include McCallum Park/Taylor Reserve, Belmont Park, Burswood Park and Balbuk Way. 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.

However, there are a number of threatening processes to this foreshore, namely:

- Development;
- Weed invasion;
- Uncontrolled access;
- Clearing and habitat fragmentation;
- Erosion (e.g. from boat wash, uncontrolled access, clearing); and
- Infrastructure failure (e.g. river walling).

In order to address these threatening processes, the need for a holistic management plan for the foreshore that is encompassed within Victoria Park was recognised by the Town itself and the Swan River Trust, with the development of the *Foreshore Access and Management Plan* in 2014. This provides a framework within which to take a coordinated and consistent management approach to the long-term ecological sustainability and optimisation of access and utilisation to 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').

Whilst this area is highly valued and utilised as a fitness and activity destination, as well as popular event location, the site has been highly modified over the last 60 years with little if any remnant vegetation remaining, and a failing river wall that runs along its length, limiting access to the water. In the 2014 MP Rogers and Associates report *Causeway to Ellam Street Riverbank Structures Condition Inspection* commissioned by the Town, it assessed the condition of the river wall to be in largely "Poor" condition.

Working in accordance with the Town's *Foreshore Access and Management Plan*, the Town has progressed design for McCallum Park and Taylor Reserve.

More specifically, this design project comprises two components:

1. Conceptual design for the landscape elements of the site; and
2. Detailed design the river edge treatments at McCallum Park/Taylor Reserve

The conceptual design element has just been completed.

The Town was successful in obtaining \$32,750 assistance funding (of a \$73,500 total project) through the Riverbank Grants Scheme for the design project.

DETAILS:

There are a number of challenges occurring on McCallum Park/Taylor Reserve that the Town aims to address through this project. Connection to the river's edge for recreation is limited due to the design of the current river wall, with only one area, which is used for disabled waterskiers, that offers direct access via a pontoon to the river's edge. River edge treatment will focus on the need for connection to the river, coupled with shoreline stabilisation and habitat creation for wildlife.

The objectives of the Taylor Reserve and McCallum Park design include:

- Enhance the natural environment across McCallum Park/Taylor Reserve, both for long-term ecological sustainability and optimum community access and utilisation;
- Detail means to mitigate or minimise threatening processes to the foreshore;

- Detail recreation and leisure resources and provide for public use of the area where appropriate, while maintaining and enhancing natural ecosystem processes;
- Develop interpretational amenities consistent with the values of the area; and
- Ensure the Town and community is informed of design aspects, which will serve as a mechanism for the Town to seek potential funding partners to enable on-ground implementation.

The Taylor Reserve and McCallum Park Foreshore Design will reflect the diversity of uses and the existing environment, and identify the opportunities for enhancement of environmental value and community utilisation of McCallum Park/Taylor Reserve and connection to the river. More specifically, the outcomes are:

- Build on the basic concepts as outlined in the Foreshore Access and Management Plan (see pages 58-61);
- The Concept Design for the landscape elements will provide the basis for the development of future detailed design (to be address at a separate stage). This includes new and existing infrastructure (including leisure and recreational facilities);
- The Detailed Design for the river edge treatments will provide the basis for on-ground works, according to best practice principles, for the enhancement of the area's environmental amenity and community utilisation; and
- Provide a mechanism for prioritisation and allocation of funding. Design with associated costing and staging will form the basis for a prospectus for the Town to seek potential funding partners to enable on-ground implementation.

Consultation:

The views of our community and other stakeholders have been a vital element of the Concept Design development process.

Such stakeholders have included:

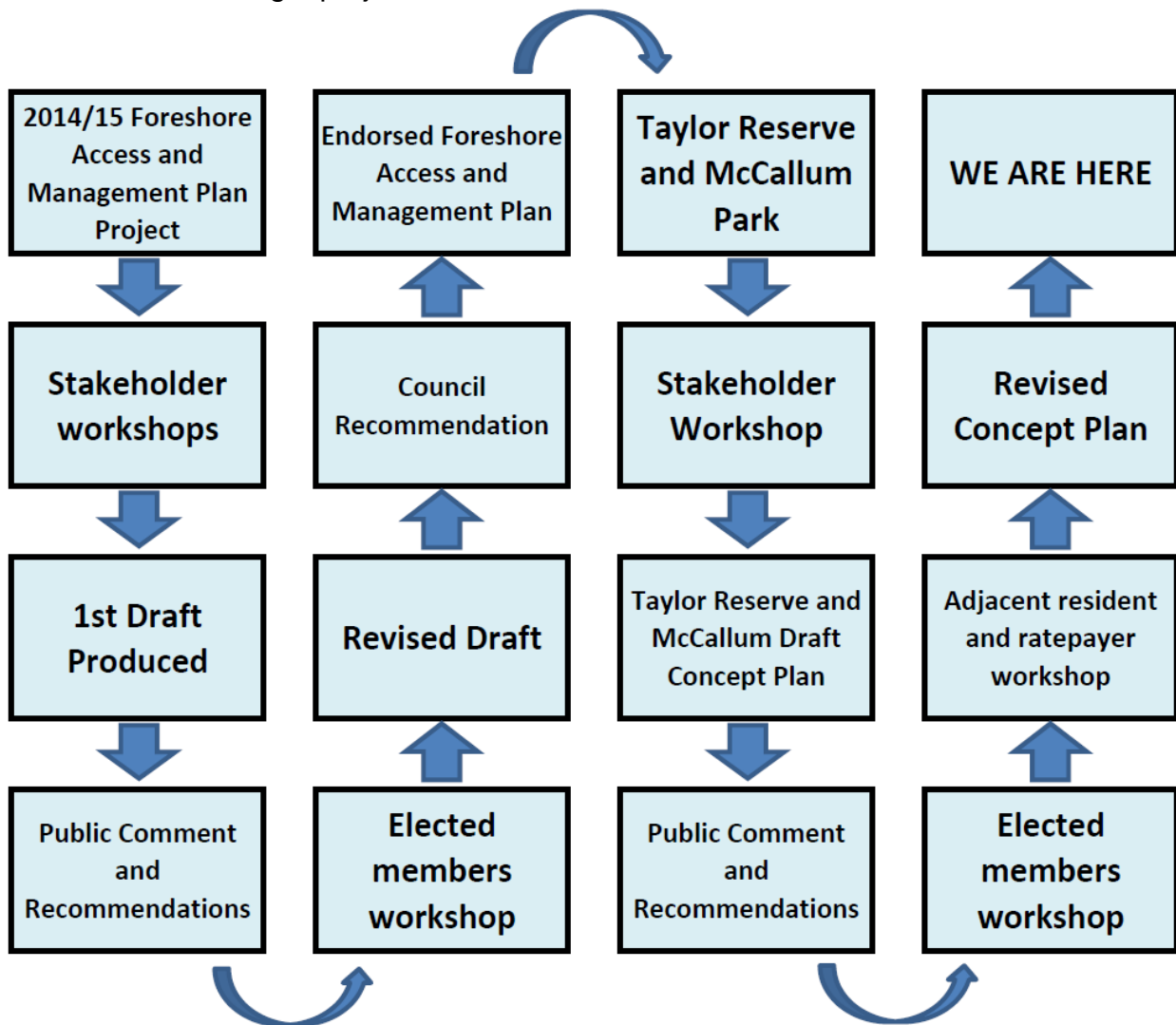
- Community;
- Community User Groups (available through Town of Victoria Park Bookings Officer);
- Elected Members;
- Town of Victoria Park Project Working Group and staff;
- Burswood Park Board (as an adjoining landholder);
- City of South Perth (as an adjoining landholder);
- City of Perth;
- City of Belmont;
- Department of Biodiversity, Conservation and Attractions;
- Department of Transport;
- Department of Fisheries;
- Department of Indigenous Affairs;
- FESA;
- Western Australian Water Ski Association;
- Western Australian Council of the Australian Powerboat Association; and
- West Australian Marathon Club.

The major consultation stages undertaken include:

- The concept plan was communicated through online engagement, an advertisement in the Southern Gazette, the Town's website, social media, Your Thoughts and a letter drop to adjacent residents;

- The community were able to be involved in the development of the concept plan through a workshop series and information sessions, including stakeholders, general community and adjacent residents. Interested parties were also invited to be involved through online engagement and through the formal submission process; and
- The concept plan has been subsequently revised to address feedback received.

The below flow chart and the project schedule contained within the Appendices outlines the process that the Town has undergone in the development of the Taylor Reserve and McCallum Park design project to date.



The community consultation results are as follows:

- 22 attended the first stakeholder workshop;
- 23 attended the second stakeholder workshop;
- 32 attended the adjacent resident and ratepayer workshop;
- 41 attended the November community information session; and
- 27 written submissions were received from individuals.

Based upon the information gathered from the consultation process, a revised Concept Plan for Taylor Reserve and McCallum Park has been prepared.

This was presented at a community information session on 16th November 2017, and to Elected Members Workshop on 29th December 2017.

The Town is seeking Council endorsement of the Taylor Reserve and McCallum Park Concept Design, and support for the commencement of the Detailed Design for the river edge treatments.

Legal Compliance:

Nil

Policy Implications:

Nil

Risk management considerations:

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

| | | | | |
|---|-------------|------------|---------------|---|
| <p>Should the time between completion of the detailed design of the river edge treatments and commencement of staged implementation occur, there is a risk that the community may become disengaged and lose ownership of the design.</p> | <p>High</p> | <p>Low</p> | <p>Medium</p> | <p>Community will be kept informed the processes post-completion of detailed design.</p> <p>Budget has been allocated for foreshore works recurringly from 2018/19.</p> <p>Riverbank support funding will be sought to supplement the Town’s contribution to maximise the staged works that that can be achieved.</p> |
|---|-------------|------------|---------------|---|

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); and
- 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:

At the commencement of the Taylor Reserve and McCallum Park design project, the Town received \$32,750 in assistance funding through the Department of Biodiversity, Conservation and Attractions' Riverbank funding program. This project comprises conceptual design for the whole of Taylor Reserve and McCallum Park, and detailed design for the river edge treatments. Total design project cost is \$76,450.

The conceptual design element has just been completed. As progression to detailed design of the river edge treatments is part of the current project, no further funding for this element is required.

Total Asset Management:

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

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 design project will ensure that the sites are enhanced environmentally, aesthetically and with regards to human access and enjoyment. The design will be representative of community views while also being balanced between long-term ecological sustainability and optimum community access and utilisation.

Cultural Issues:

As above. Opportunity for the Town's community to connect with its river.

The Town needs to be cognisant of existing users of the river, such as the Burswood Water Ski Club and the West Australia Speed Boat Club. These clubs are key user groups and, acknowledging this, the Town has actively engaged with these clubs during the design concept process and will continue to do so going forward into detailed design of the river edge treatments.

Environmental Issues:

There are a number of environmental challenges occurring on McCallum Park/Taylor Reserve that the design project will address. These include:

- Greatly increase the environmental amenity of the site by providing for suitable shade tree species along the foreshore in line with a broader Swan River strategy, reduce underutilised turf areas and replace with lower maintenance and visually more appealing low growing native plant species; and

- Integrate nodes of local native understorey vegetation, as appropriate, beneath established overstorey (such as in the south-western corner of McCallum Park and the north-eastern corner of Taylor Park) to rationalise the existing green space and provide a habitat for native fauna. Plantings of suitable larger shade canopy trees to provide sheltered areas from the wind and sun in more exposed areas along the foreshore near pathways.

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

- the creation of beach areas;
- repair or replacement of river walls where erosion has caused damage to the bank and existing infrastructure;
- incorporating 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 Department of Biodiversity, Conservation and Attractions' Riverbank funding program.

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

CONCLUSION:

The Town's overarching Foreshore Access and Management Plan ensures consistency of management principles and practices across the foreshore, both environmentally and with regards to human access.

Working in accordance with this plan, the design project for McCallum Park/Taylor Reserve represents the implementation of the Town's endorsed Foreshore Access and Management Plan.

With the completion of the Conceptual Design element of the Taylor Reserve and McCallum Park design project, with Council's support the Town can progress the detailed design element of the river edge treatments. This element will address priority shoreline stabilisation and foreshore access issues.

RECOMMENDATION/S FROM THE FUTURE PLANNING COMMITTEE:

That Council:

1. **Endorse the Taylor Reserve and McCallum Park Concept Design ; and**
2. **As part of the current design project, supports the commencement of the Detailed Design for the river edge treatments.**

FINANCE AND AUDIT COMMITTEE

14.2 Recommendation from the Finance and Audit Committee: 2017-2018 Schedule of Fees and Charges review

| | |
|------------------------|----------------|
| File Reference: | FIN/11/0001~09 |
| Appendices: | No |

| | |
|-----------------------------|-------------------|
| Date: | 16 February 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 approves minor amendments be made to the 2017-2018 Schedule of Fees and Charges and that local public notice of the proposed minor amendments be given in accordance with Section 6.19 of the *Local Government Act 1995*.

- The 2017-2018 Schedule of Fees and Charges were reviewed as part of the Annual Budget Review.
- It is recommended that some minor amendments occur to the 2017-2018 Schedule of Fees and Charges.

TABLED ITEMS:
 Nil

BACKGROUND:

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

The 2017-2018 Schedule of Fees and Charges were reviewed as part of the Annual Budget Review. The review has identified instances where amendments are required to update and rectify fees based on operational reviews conducted during the 6 months.

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

The proposed amendments, and the reasoning for those amendments, has been provided by the facility managers of Aqualife and Leisurelife.

DETAILS:

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

- a) The cost to provide the service or good;
- b) The importance of the service or goods to the community;
- c) The price at which the service or goods could be provided by an alternative provider; and

- d) Proposed changes to fees and charges imposed in accordance with other written law (statutory fees and charges).

The Fees and Charges identified for amendment / imposition are listed:

Aqualife and Leisurelife Centre

The fee structure applicable to usage of the Aqualife and Leisurelife Centre facilities underwent a review during the 2017-2018 Annual Budget Review process. The following fees and charges were identified for amendment and / or imposition:

Aquatics Casual Entry

Original Fee or Charge

| Particulars | Conditions | GST Applicable | 2017-2018 |
|------------------------|--------------------------|----------------|-----------|
| Adult winter promotion | 11am-1pm, May 1 – Sep 30 | GST | 3.50 |

Amendment requested

| Particulars | Conditions | GST Applicable | 2017-2018 |
|------------------------|--------------------------|----------------|-----------|
| Adult winter promotion | 11am-2pm, May 1 – Sep 30 | GST | 3.50 |

This proposed amendment is due to a typographical error where the time of 1pm was inserted instead of 2pm.

Original Fee or Charge

| Particulars | Conditions | GST Applicable | 2017-2018 |
|------------------------------|------------|----------------|-----------|
| Family pass additional child | Per child | GST | 4.30 |

Amendment requested

| Particulars | Conditions | GST Applicable | 2017-2018 |
|------------------------------|------------|----------------|-----------|
| Family pass additional child | Per child | GST | 4.00 |

This proposed amendment is to ensure it is in line with the child casual entry fee which is currently \$4.00.

Casual Entry Fees

Original Fee or Charge

| Particulars | Conditions | GST Applicable | 2017-2018 |
|-------------------------------|-----------------------|----------------|-----------|
| Standard single visit circuit | Per person, per visit | GST | 15.00 |

Amendment requested

| Particulars | Conditions | GST Applicable | 2017-2018 |
|-----------------------|-----------------------|----------------|-----------|
| Standard single visit | Per person, per visit | GST | 15.00 |

This proposed amendment is to provide clarity on the use of the charge.

Original Fee or Charge

| Particulars | Conditions | GST Applicable | 2017-2018 |
|---------------------------------|-----------------------|----------------|-----------|
| Concession single visit circuit | Per person, per visit | GST | 8.00 |

Amendment requested

| Particulars | Conditions | GST Applicable | 2017-2018 |
|-------------------------|-----------------------|----------------|-----------|
| Concession single visit | Per person, per visit | GST | 8.00 |

This proposed amendment is to provide clarity on the use of the charge.

Original Fee or Charge

| Particulars | Conditions | GST Applicable | 2017-2018 |
|--|-------------|----------------|-----------|
| Concession multipass – gym/group fitness | 10 sessions | GST | 114.00 |

Amendment requested

| Particulars | Conditions | GST Applicable | 2017-2018 |
|--|-------------|----------------|-----------|
| Concession multipass – gym/group fitness | 10 sessions | GST | 80.00 |

This proposed amendment is due to a typographical error where \$114.00 was inserted instead of \$80.00.

Discount Membership Loyalty Fees

Original Fee or Charge

| Particulars | Conditions | GST Applicable | 2017-2018 |
|-------------|--------------------------|----------------|-----------|
| Bronze | 1 – 5 years membership | GST | 0.10 |
| Silver | 6 – 11 years membership | GST | 0.15 |
| Gold | Above 12 year membership | GST | 0.20 |

Amendment requested

| Particulars | Conditions | GST Applicable | 2017-2018 |
|-------------|--------------------------|----------------|-----------|
| Bronze | 1 – 5 years membership | GST | 10% |
| Silver | 6 – 11 years membership | GST | 15% |
| Gold | Above 12 year membership | GST | 20% |

This proposed amendment is due to a typographical error where the values in the charges column were converted into numbers instead of percentages.

Room Hire

Original Fee or Charge

| Particulars | Conditions | GST Applicable | 2017-2018 |
|----------------------|------------------------------|----------------|-----------|
| Medium Room | Per hour | GST | 40.00 |
| Small room or office | Per hour | GST | 20.00 |
| Large room (peak) | Non-off peak times, per hour | GST | 50.00 |

Amendment requested

| Particulars | Conditions | GST Applicable | 2017-2018 |
|-----------------------------|---------------------|----------------|-----------|
| Peak - Medium Room | After 5pm, Per hour | GST | 40.00 |
| Peak - Small room or office | After 5pm, Per hour | GST | 30.00 |
| Peak - Large room | After 5pm, Per hour | GST | 50.00 |

Introduction of New Fee

| Particulars | Conditions | GST Applicable | 2017-2018 |
|--------------------|--|----------------|-----------|
| Off peak room hire | Applies to all rooms except small room or office, before 5pm, per hour | GST | 30.00 |

This proposed amendment is to provide clarity on off-peak and peak time usage.

Original Fee or Charge

| Particulars | Conditions | GST Applicable | 2017-2018 |
|---|-------------|----------------|-----------|
| Discount (charitable / community group) | Per booking | GST | 0.50 |

Amendment requested

| Particulars | Conditions | GST Applicable | 2017-2018 |
|---|-------------|----------------|-----------|
| Discount (charitable / community group) | Per booking | GST | 50% |

This proposed amendment is due to a typographical error where the values in the charges column were converted into numbers instead of percentages.

Original Fee or Charge

| Particulars | Conditions | GST Applicable | 2017-2018 |
|-----------------------------|----------------------------|----------------|-----------|
| Function cancellation fee | Less than 72 hours' notice | GST | 1.00 |
| User group cancellation fee | Less than 24 hours' notice | GST | 0.50 |

Amendment requested

| Particulars | Conditions | GST Applicable | 2017-2018 |
|-----------------------------|----------------------------|----------------|-----------|
| Function cancellation fee | Less than 72 hours' notice | GST | 100% |
| User group cancellation fee | Less than 24 hours' notice | GST | 50% |

This proposed amendment is due to a typographical error where the values in the charges column were converted into numbers instead of percentages.

Legal Compliance:

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

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

** Absolute majority required.*

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

- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
- (a) imposed* during a financial year; and
 - (b) amended* from time to time during a financial year.

** Absolute majority required.*

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

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

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

Policy Implications:

Nil

Risk management considerations:

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

Strategic Plan Implications:

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

Financial Implications:Internal Budget:

Changes to the fees and charges will allow the Town to continue to offer services and generate related revenue.

Total Asset Management:

Nil

Sustainability Assessment:

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

External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

Officers of Aqualife and Leisurelife conducted reviews of the fees and charges as part of the Annual Budget Review process. The amendments / proposals requested are based on the recommendations received from officers of Aqualife and Leisurelife facilities.

Given that the changes recommended provide better clarification for the existing fees and rectifies misstatement due to formatting it is requested that the Committee recommend to the Council to accept and confirm the changes / proposals to the 2017-2018 Fees and charges as contained in this report.

CONCLUSION:

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

OFFICER'S RECOMMENDATION/S:

The Finance and Audit Committee recommends to Council that:

1. Pursuant to Section 6.16 of the *Local Government Act 1995 (as amended)* (Imposition of Fees and Charges), Council approves the proposed amendments and inclusions to the 2017-2018 Schedule of Fees and Charges as contained in this report; and
2. Pursuant to Section 6.19 of the *Local Government Act 1995 (as amended)* (Local government to give notice of fees and charges) Council gives local public notice of its intention to amend the 2017-2018 Schedule of Fees and Charges to be effective from the date of completion of the local public notice period.

(Absolute Majority Required)

FURTHER COMMENT:

The members of the Finance and Audit Committee discussed the report at length and agreed upon minor amendments to the reasons for the changes and some of the descriptions associated with the proposed fees and charges. The changes were requested to provide more clarity and have been made.

RECOMMENDATION/S FROM FINANCE AND AUDIT COMMITTEE:

That Council:

1. Pursuant to Section 6.16 of the *Local Government Act 1995 (as amended)* (Imposition of Fees and Charges), Council approves the proposed amendments and inclusions to the 2017-2018 Schedule of Fees and Charges, adopted at the Special Council Meeting on 20 June 2017, as contained in this report; and
2. Pursuant to Section 6.19 of the *Local Government Act 1995 (as amended)* (Local government to give notice of fees and charges) Council gives local public notice of its intention to amend the 2017-2018 Schedule of Fees and Charges to be effective from the date of completion of the local public notice period.

(Absolute Majority Required)

14.3 Recommendation from the Finance and Audit Committee: Schedule of accounts for 31 January 2018

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

| | |
|-----------------------------|------------------|
| Date: | 16 February 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 31 January 2018.

- The accounts paid for 31 January 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 | 608250 – 608283 | 76,500 |
| Creditors – EFT Payments | | 3,443,158 |
| Payroll | | 1,004,255 |
| Bank Fees | | 6,518 |
| Corporate MasterCard | | 12,459 |
| | | 4,542,890 |
| Trust Account | | |
| Automatic Cheques Drawn | 3521 – 3542 | 124,339 |
| | | 124,339 |

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.

OFFICER'S RECOMMENDATION/S:

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 31 January 2018 as included in the appendices; and
2. Direct lodgement of payroll payments to the personal bank accounts of employees.

FURTHER COMMENT:

The members of the Finance and Audit Committee discussed the report at length, seeking further information on a number of payments made in January 2018. The following list represents the questions and answers associated with the request for further information:

- What were the local government services provided by City of Subiaco?
This payment is related to the transfer of long service leave for an ex-employee of the Town of Victoria Park.
- Are the charges in relation to AAPT for cloud / data service?
This amount was for a combination of internet and telephone hosting as well as the installation costs for the new telephone system for Customer Relations. The bill includes the costs for October, November, December and January.
- Are the charges in relation to MPS Trust for the air conditioning upgrade at the administration building?
This was the final progress payment for the air conditioning upgrade at administration centre.
- Why is the Town making payments to staff agencies?
The Town is utilising agencies in order to fill positions that are required. Some are for vacant positions while others are to cover long service leave or annual leave. Some of these positions include Finance Officer, IT Officer, Rates Officer, Customer Service Officer, Building Surveyor, Engineering Maintenance Operator, Irrigation Maintenance Operator, Traffic and Transport Engineer, and Records Officer.

- What legal services were the payments to McLeods & Co and Cornerstone Legal for?
 - *Termination of lease documentation and advice.*
 - *Legal advice in relation to ongoing noise complaints.*
 - *Legal advice in relation to outgoing terms and conditions for the Eat Ride Enjoy campaign.*
 - *Legal fees in relation to Local Government Act prosecution.*
- What was the resale inventory purchased from Espresso Essential?
Payment relates to coffee machine supplies and coffee cabinets at the Aqualife and Leisurelife centres.
- What types of signs do we get suppliers such as Frazzcon Enterprises to install?
Signs that are installed are mainly in relation to notification of works and parking signs.
- What was the electrical services and maintenance provided by Metrowest Services?
This payment was for the pool deck lighting at the Aqualife Centre.
- What were the payments made to Sonic HealthPlus in relation to?
Payments are made to Sonic HealthPlus for pre-employment medical assessments and fitness for work assessments.
- What are the contributions being made to the Town of Victoria Park social club and lotto club?
These amounts are deducted from employee salaries and paid to the respective club on their behalf.
- What are the project management services provided by Veev Group?
This payment was made for a Business Analyst to work on the Town's records management project and library services development.
- What were the human resources services provided by Western Australia Police?
This description does not correctly reflect what the payment was made for and has been updated. The payment made was to return unused grant funding in relation to neighbourhood safety.
- Why was \$2,200.00 paid to The Dutch Trading Co?
This amount was paid as The Dutch Trading Co are program partners for the 2018 Arts Season and are supporting the Town to deliver the event.

The committee requested that a number of minor amendments be made to the schedule to provide clarity. These amendments were:

- Town of Victoria Park – Staff Social description changed to staff deductions;
- Town of Victoria Park – Lotto Club description changed to staff deductions;
- Western Australia Police description changed to grant fund return; and
- City of Subiaco description changed to transfer of long service leave.

RECOMMENDATION/S FROM FINANCE AND AUDIT COMMITTEE:

That Council:

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

- 1. The accounts paid for 31 January 2018 as included in the appendices, subject to minor amendments being made to the following:**
 - 1.1 Town of Victoria Park – Staff Social description changed to staff deductions;**
 - 1.2 Town of Victoria Park – Lotto Club description changed to staff deductions;**
 - 1.3 Western Australia Police description changed to grant fund return;**
 - 1.4 City of Subiaco description changed to transfer of long service leave; and**
- 2. Direct lodgement of payroll payments to the personal bank accounts of employees.**

14.4 Recommendation from the Finance and Audit Committee: Financial statements for the month ending 31 January 2018

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

| | |
|-----------------------------|------------------|
| Date: | 16 February 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 Financial Activity Statement Report – 31 January 2018 as attached to and forming part of this report.

- The Financial Activity Statement Report is presented for the month ending 31 January 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.

Please note – An overlap exists between the collation of the Monthly Financial Activity Statement Report for the period ending 31 January 2018 and the Annual Budget Review adoption. Accordingly, this report does not reflect the changes that were approved as part of the Annual Budget Review.

DETAILS:

Presented is the Financial Activity Statement Report – 31 January 2018.

Revenue

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

Expense

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

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

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

Legal Compliance:

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

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

- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

Policy Implications:

Nil

Risk Management Considerations:

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

Strategic Plan Implications:

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

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

Financial Implications:Internal Budget:

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

Total Asset Management:

Nil

Sustainability Assessment:External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

COMMENT:

It is recommended that the Financial Activity Statement Report – 31 January 2018 be accepted.

CONCLUSION:

The Financial Activity Statement Report – 31 January, complies with the requirements of Regulation 34 (Financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*. It is therefore requested that the Committee recommend to Council to accept the Financial Activity Statement Report – 31 January 2018.

FURTHER COMMENTS:

The members of the Finance and Audit Committee identified that completion stages for projects did not appear to accurately reflect their status. The Finance and Audit Committee will be seeking continual improvement and greater integrity in the reporting in the coming months.

RECOMMENDATION/S FROM FINANCE AND AUDIT COMMITTEE:

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 – 31 January 2018 as attached to, and forming part of, this report.



Financial Activity Statement Report

For the month ended 31 January 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

Community Planning

- **Community Development**

- The period variation is favourable to period budget by \$31,366.
- The variation relates to higher than anticipated revenue received from facility hire fees primarily from one or two larger event holders such as the Embargo Pop-up Bar at McCallum Park.

- Variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.
- **Urban Planning**
 - The period variation is favourable to period budget by \$76,794.
 - The variation primarily relates to an increase in development application fees, which was greater than anticipated.
 - Variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.

Finance

- **Aqualife**
 - The period variation is unfavourable to period budget by \$72,091.
 - The variation predominantly relates to lower than anticipated attendance numbers and revenue associated with the Aqualife Café, which has ceased operations, lower than anticipated venue attendance.
 - Variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.
- **Leisurelife**
 - The period variation is favourable to period budget by \$53,163.
 - The variation is predominantly as a result of an increase in the health club and facility hire revenue.
 - Variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.

Operations

- **Asset Planning**
 - The period variation is favourable to period budget by \$73,099.
 - The variation is predominantly due to higher than anticipated revenue received from hire fees.
 - Variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.
- **Operations Office**
 - The period variation is unfavourable to period budget by \$735,290.
 - The variation predominantly relates to budget timing of grant funding associated with the Lathlain Precinct Redevelopment Project.
 - Variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.

- **Project Management**

- The period variation is favourable to period budget by \$758,012.
- The variation relates to revenue received from leasing of 6-8 Planet Street, Carlisle to the Education Department, to temporarily assist in the provision of education services. The funds will be transferred to the Land Asset Optimisation Reserve.
- Variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.

- **Street Operations**

- The period variation is unfavourable to period budget by \$73,618.
- The variation predominantly relates to some capital projects that have been unsuccessful in receiving grant funding. The grant revenue and associated capital costs have been removed from these projects as part of the recent Annual Budget Review.
- Variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.

Operating Expense

Chief Executive Office

- **Communications and Engagement**

- The period variation is favourable to period budget by \$54,575.
- The variation is predominantly due to staff vacancies within the area.
- Variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.

- **Customer Relations**

- The period variation is favourable to period budget by \$65,542.
- The variation is predominantly due to staff vacancies within the area.
- Variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.

Community Planning

- **Economic Development**

- The period variation is favourable to period budget by \$64,989.
- The variation is predominantly due to staff vacancies within the area.
- The variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.

- **Healthy Community**

- The period variation is favourable to period budget by \$35,504.
- The variation is predominantly due to staff vacancies within the area.
- The variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.

- **Strategic Town Planning**

- The period variation is favourable to period budget by \$56,737.
- The variation is predominantly due to staff vacancies within the area.
- The variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.

Finance

- **Aqualife**

- The period variation is favourable to period budget by \$98,820.
- The variation is predominantly due to staff vacancies within the area.
- The variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.

- **Financial Services**

- The period variation is unfavourable to period budget by \$57,238.
- The variation is predominantly due to the addition of a Manager, as well as the relocation of existing expenses.
- The variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.

- **Financial Services**

- The period variation is favourable to period budget by \$51,100.
- The variation is predominantly due to the reallocation of existing expenditure into the Financial Services area.
- The variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.

- **Parking Management**

- The period variation is favourable to period budget by \$94,102.
- The variation is predominantly due to vacancies within the area.
- The variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.

Operations

• **Parks**

- The period variation is favourable to period budget by \$178,088.
- The variation is predominantly due to a redeployment trial of field staff, and improvement in work practices that has reduced the cost of park maintenance. The variance also relates to budget timing for tree maintenance, due to an unusually mild start to summer. Watering costs are expected to increase going forward.
- The variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.

• **Project Management**

- The period variation is favourable to period budget by \$77,062.
- The variation is predominantly due to staff vacancies within the area.
- The variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.

• **Waste Services**

- The period variation is favourable to period budget by \$153,293.
- The variation is predominantly due to timing of invoices for recycling collection, tip fees and waste collection not aligning to the year-to-date budget.
- The variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.

Capital Expense

Operations

• **Asset Planning**

- The period variation is favourable to period budget by \$695,958.
- The variation is predominantly a result of budget funds carried forward for the Aqualife Centre - Pool Deck Floor (Stage 1) project. Most of the invoices relating to this project was paid before the 2016-2017 financial year payment cut off period, therefore the total amount carried forward will not be used during the 2017-2018 year.
- The variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.

• **Parks and Reserves**

- The period variation is up on the period budget by \$415,303.
- The variation predominantly relates to budget timing not aligning with some large capital projects.
- The variations identified have been taken into consideration during the Annual Budget Review process and the budget has been adjusted accordingly. Therefore the estimated impact on the year end position is expected to be \$nil.

- **Street Operations**

- The period variation is up on the period budget by \$392,069.
- The variation is predominantly a result of projects that were unsuccessful for grant funding, which will be removed from the capital projects listing as part of the Annual Budget Review process. The variance also relates to projects that will not be completed this financial year due to the staging of the projects.
- The estimated impact on the year end position is expected to be \$nil.

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) InventoriesGeneral

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

Land Held for Resale

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

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

(k) Fixed Assets

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

Initial Recognition

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

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

Revaluation

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

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

Land Under Roads

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

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4 (2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 September 2008 is not included as an asset of the Council.

Depreciation of Non-Current Assets

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

| | | |
|-------------------------|--------------------------------------|-----------------|
| Buildings | | 40 years |
| Furniture and Equipment | | 5 – 10 years |
| Plant and Machinery | | 2 – 10 years |
| Sealed Roads | - Clearing and Earthworks | 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.

Business 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 area includes the responsibility for core organisational services, leadership and strategic direction of the Town.

Communications

The Communications area supports project teams within the organisation on issues relating to community engagement, marketing, media relations and branding. The area also develops and manages materials relating to the image and reputation of the Town.

Governance

Governance deals with the values, policies and procedures the Council and staff members adopt to provide ethical, transparent and accountable local government.

Human Resources and Organisational Development

The Human Resources and Organisational Development area coordinates all aspects of Human Resources including workforce planning, recruitment, selection and payroll. In addition it is responsible for change management initiatives and the coordination of business planning and performance management. It also manages the coordination of Occupational Safety and Health responsibilities.

Project Management

The Project Management area oversees project management and development in the organisation. It provides management support to internal officers and works collaboratively to deliver major projects to the Council by implementing the necessary standards and procedures. Its secondary function is to provide standardised project reporting to elected members and senior management – in this sense the unit operates as the eyes and ears of management and can alert them to risk and issues early to allow timely interventions to be made.

Business Life Program

Business Life Program (BLP) Administration

This Business Unit includes the administration of the Director of the Business Life Program, including specialist programs and projects relating to the Business Life Program.

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.

Business Development

Business Development is an externally focussed Business Unit concentrating on the development of the local economy, in conjunction with local businesses, as well as the generation of revenue from funding sources outside of the District.

Corporate Funds

The Corporate Funds area includes loans, reserve funds, restricted funds, rate revenue and corporate grant funding.

Customer Relations

The Customer Relations team aims to provide a consistent high level of customer service that is professional and friendly. The focus is to simplify processes and make interaction with the Town easy.

Finance

The Finance area includes the administration and operation of all corporate finance related matters, including cash receipting, billing, and investment of funds, payment of creditors, and the corporate finance systems.

Information and Communication Technology (ICT) Services

The ICT Services area includes the provision, operation and maintenance of the corporate computer systems, including software management, hardware management, printing and consumables, telephones and communications networks, and also includes the provision and maintenance of the Corporate Records System.

Parking

Parking is responsible for the management, and safe use, of parking in the District.

Regulatory Services

Regulatory Services combines the Environmental Health, Rangers and Parking areas. The Environmental Health area includes the administration, inspection and operations of programs concerned with the general health of the community and includes the provision of immunisation programs, inspection and licencing of food premises and conducting preventative service programs. The Rangers and Parking area includes the administration and operation of fire prevention services, animal control, enforcement of local laws and vehicle impoundment.

Community Life Program

Community Life Program (CLP) Administration

This Business Unit includes the administration of the Director of the Community Life Program, including specialist programs and projects relating to the Community Life Program.

Active Life

Active Life aims to improve the community's wellbeing through the provision of health related community based programs and activities.

Aqualife

Aqualife aims to improve the community's wellbeing by increasing participation rates in physical activity and leisure interest activities at the Town's Aquatic Facilities. A wide range of program options are offered, which include Learn to Swim programs, recreational swimming, organised swimming and health and fitness services.

Digital Hub

The Digital Hub provides free computer courses and online training for the local community, not-for-profit organisations and businesses. Residents are able to participate in friendly, interactive training sessions to learn how to access and explore the online world.

Lifelong Learning

The Lifelong Learning area provides local history and library services to engage the community with opportunities to explore ideas, interact with others, discover the Town's history and become lifelong learners.

Neighbourhood Enrichment

The Neighbourhood Enrichment area aims to foster the enrichment of people, place and participation through community and cultural engagement.

Sporting Life

Sporting Life aims to increase participation in physical activity and improve the community's wellbeing by providing contemporary facilities, organised sport and community programs.

Future Life and Built Life Programs

Future Life and Built Life Program (FLBLP) Administration

This Business Unit includes the administration of the Director of the Future Life and Built Life Programs, including specialist programs and projects relating to the Future Life and Built Life Programs.

Future Life Program

Strategic Planning

The Strategic Planning Business Unit includes both Strategic Planning and Strategic Asset Planning. Strategic Planning aims to provide an integrated comprehensive direction for the future development of the Town. Strategic Asset Planning aims to optimise the sustainable use of the Town's assets.

Strategic Projects

Strategic Projects aims to implement projects to achieve the desired future character of the Town.

Built Life Program

Building

Building aims to ensure buildings are safe, liveable, accessible and sustainable, and meet statutory requirements.

Urban Planning

Urban Planning seeks to enhance our unique character by promoting the development of a high quality built environment and liveable, vibrant streetscapes.

Renew Life Program

Renew Life Program (RLP) Administration

This Business Unit includes the administration of the Director of the Renew Life Program, including specialist programs and projects relating to the Renew Life Program.

Asset Management

Asset Management aims to effectively manage, maintain and renew the Town's assets.

Fleet Management

Fleet Management aims to improve and provide fleet and plant management services that are delivered to a standard that meets community expectations and contributes to a vibrant lifestyle within the Town.

Parks

The Parks area aims to ensure the parks and natural areas are provided to the best standard, and that the Town's streetscapes are safe, clean and attractive.

Street Improvement

The Street Improvement area manages the Town's public assets to a standard that creates the foundation for vibrancy and a quality lifestyle.

Street Operations

Street Operations provides the maintenance and construction services related to street infrastructure.

Waste

Waste provides the ongoing services related to the waste collection, minimisation and disposal in a sustainable manner.



*Statement of Financial Activity
For the period 1 July 2017 to 31 January 2018*

| Particulars | Material Variance | | Revised Budget | 31 January 2018 | |
|-------------------------------|-------------------|----------|-------------------|---------------------|---------------------|
| | \$ | % | | Year-to-Date Budget | Year-to-Date Actual |
| | \$ | | \$ | \$ | \$ |
| Revenue | | | | | |
| Chief Executive Office | | | 11,000 | 6,440 | 2,500 |
| Chief Executive Office | | | 0 | 0 | 510 |
| Communications and Engage | | | 1,000 | 560 | 280 |
| Customer Relations | | | 0 | 0 | 0 |
| Human Resources | | | 10,000 | 5,880 | 510 |
| Leadership and Governance | | | 0 | 0 | 1,200 |
| Community Planning | | | 1,328,100 | 912,150 | 1,039,124 |
| Building Services | | | 361,000 | 210,630 | 205,009 |
| Community Development | 31,366 | ▲ 13.6% | 365,100 | 230,280 | 261,646 |
| Community Planning Office | | | 500 | 280 | 1,471 |
| Digital Hub | | | 1,900 | 1,190 | 449 |
| Economic Development | | | 0 | 0 | 0 |
| Environmental Health | | | 247,300 | 244,110 | 269,041 |
| General Compliance | | | 0 | 0 | 0 |
| Healthy Community | | | 25,000 | 14,560 | 17,338 |
| Library Services | | | 36,900 | 21,630 | 18,180 |
| Place Management | | | 0 | 0 | 0 |
| Strategic Town Planning | | | 700 | 420 | 146 |
| Urban Planning | 76,794 | ▲ 40.6% | 289,700 | 189,050 | 265,844 |
| Finance | | | 54,511,100 | 49,983,917 | 49,979,005 |
| Aqualife | 72,091 | ▼ 5.1% | 2,518,700 | 1,400,820 | 1,328,729 |
| Budgeting | | | 20,800 | 12,180 | 3,318 |
| Business Development | | | 0 | 0 | 0 |
| Corporate Funds | | | 46,203,800 | 44,934,120 | 44,925,308 |
| Finance Office | | | 1,000 | 560 | 928 |
| Financial Services | | | 742,900 | 682,520 | 689,454 |
| Information Systems | | | 13,000 | 7,560 | 1,553 |
| Leisurelife | 53,163 | ▲ 4.0% | 2,235,500 | 1,327,127 | 1,380,290 |
| Parking Management | | | 2,629,000 | 1,533,700 | 1,539,420 |
| Rangers | | | 146,400 | 85,330 | 110,004 |
| Operations | | | 6,902,200 | 5,533,581 | 5,593,403 |
| Asset Planning | 73,099 | ▲ 81.7% | 153,000 | 89,460 | 162,559 |
| Environment | | | 0 | 0 | 0 |
| Fleet Services | | | 0 | 0 | 12,143 |
| Operations Office | 735,290 | ▼ 21.0% | 3,516,500 | 3,509,660 | 2,774,370 |
| Parks and Reserves | | | 247,500 | 27,790 | 28,128 |
| Project Management | 758,012 | ▲ 842.2% | 90,000 | 90,000 | 848,012 |
| Street Improvement | | | 38,000 | 25,926 | 26,495 |
| Street Operations | 73,618 | ▼ 6.9% | 1,966,200 | 1,070,995 | 997,377 |
| Waste Services | | | 891,000 | 719,750 | 744,320 |
| Total Revenue | | | 62,752,400 | 56,436,088 | 56,614,031 |



Statement of Financial Activity
For the period 1 July 2017 to 31 January 2018

| Particulars | Material Variance | | Revised Budget | 31 January 2018 | |
|--------------------------------|-------------------|---|---------------------|---------------------|---------------------|
| | \$ | % | | Year-to-Date Budget | Year-to-Date Actual |
| | \$ | | \$ | \$ | \$ |
| Operating Expense | | | | | |
| Chief Executive Office | | | (4,264,400) | (2,618,004) | (2,490,911) |
| Chief Executive Office | | | (1,010,800) | (586,444) | (588,299) |
| Communications and Engage | 54,575 | ▼ | (826,800) | (467,020) | (412,445) |
| Customer Relations | 65,542 | ▼ | (887,100) | (517,475) | (451,933) |
| Human Resources | | | (1,055,300) | (600,601) | (579,040) |
| Leadership and Governance | | | (484,400) | (446,464) | (459,194) |
| Community Planning | | | (8,367,000) | (4,493,600) | (4,293,281) |
| Building Services | | | (481,300) | (291,307) | (301,888) |
| Community Development | | | (2,032,000) | (1,002,594) | (982,130) |
| Community Planning Office | | | (1,585,600) | (889,945) | (880,327) |
| Digital Hub | | | (175,800) | (92,571) | (72,490) |
| Economic Development | 64,989 | ▼ | (239,000) | (139,426) | (74,437) |
| Environmental Health | | | (551,600) | (331,776) | (354,106) |
| General Compliance | | | 0 | 0 | (6,769) |
| Healthy Community | 35,504 | ▼ | (284,300) | (163,513) | (128,009) |
| Library Services | | | (1,158,800) | (675,983) | (663,673) |
| Place Management | | | 0 | 0 | 0 |
| Strategic Town Planning | 56,737 | ▼ | (804,700) | (331,696) | (274,959) |
| Urban Planning | | | (1,053,900) | (574,789) | (554,494) |
| Finance | | | (20,837,423) | (12,432,418) | (12,186,942) |
| Aqualife | 98,820 | ▼ | (2,911,280) | (1,606,034) | (1,507,214) |
| Budgeting | | | (7,706,800) | (5,085,624) | (5,092,296) |
| Business Development | | | 0 | 0 | 0 |
| Corporate Funds | | | (542,300) | (246,344) | (234,912) |
| Finance Office | 57,238 | ▲ | (571,623) | (333,466) | (390,704) |
| Financial Services | 51,100 | ▼ | (1,188,000) | (643,007) | (591,907) |
| Information Systems | | | (2,260,200) | (1,318,457) | (1,303,578) |
| Leisurelife | | | (2,768,320) | (1,579,710) | (1,555,863) |
| Parking Management | 94,102 | ▼ | (2,131,200) | (1,173,214) | (1,079,112) |
| Rangers | | | (757,700) | (446,562) | (431,356) |
| Operations | | | (23,503,800) | (13,221,732) | (12,761,218) |
| Asset Planning | | | (3,666,000) | (1,886,816) | (1,862,710) |
| Environment | | | 0 | 0 | (14,763) |
| Fleet Services | | | 0 | 0 | (5,712) |
| Operations Office | | | (4,282,800) | (3,230,505) | (3,216,571) |
| Parks and Reserves | 178,088 | ▼ | (4,424,500) | (2,220,594) | (2,042,506) |
| Project Management | 77,062 | ▼ | (952,400) | (413,321) | (336,259) |
| Street Improvement | | | (1,285,800) | (745,691) | (729,695) |
| Street Operations | | | (2,641,200) | (1,378,309) | (1,359,799) |
| Waste Services | 153,293 | ▼ | (6,251,100) | (3,346,496) | (3,193,203) |
| Total Operating Expense | | | (56,972,623) | (32,765,754) | (31,732,352) |



*Statement of Financial Activity
For the period 1 July 2017 to 31 January 2018*

| Particulars | Material Variance | | Revised Budget | 31 January 2018 | | |
|-------------------------------|-------------------|---|----------------|---------------------|---------------------|-------------|
| | \$ | % | | Year-to-Date Budget | Year-to-Date Actual | |
| | \$ | % | \$ | \$ | \$ | |
| Capital Expense | | | | | | |
| Chief Executive Office | | | 0 | 0 | 0 | |
| Chief Executive Office | | | 0 | 0 | 0 | |
| Communications and Engage | | | 0 | 0 | 0 | |
| Customer Relations | | | 0 | 0 | 0 | |
| Human Resources | | | 0 | 0 | 0 | |
| Leadership and Governance | | | 0 | 0 | 0 | |
| Community Planning | | | (10,000) | (10,000) | (7,070) | |
| Building Services | | | 0 | 0 | 0 | |
| Community Development | | | (10,000) | (10,000) | (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 | | | (1,460,600) | (358,000) | (364,580) | |
| 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 | | | (1,045,700) | (205,000) | (227,789) | |
| Leisurelife | | | 0 | 0 | 0 | |
| Parking Management | | | (391,900) | (130,000) | (128,700) | |
| Rangers | | | 0 | 0 | 0 | |
| Operations | | | (15,438,100) | (6,092,988) | (4,570,463) | |
| Asset Planning | 695,958 | ▼ | 34% | (4,272,200) | (2,054,750) | (1,358,792) |
| Environment | | | | 0 | 0 | 0 |
| Fleet Services | | | | (1,107,000) | (479,000) | (459,805) |
| Operations Office | | | | 0 | 0 | 0 |
| Parks and Reserves | 415,303 | ▼ | 80% | (3,547,600) | (518,200) | (102,897) |
| Project Management | | | | 0 | 0 | 0 |
| Street Improvement | | | | 0 | 0 | 0 |
| Street Operations | 392,069 | ▼ | 13% | (6,500,300) | (3,041,038) | (2,648,969) |
| Waste Services | | | | (11,000) | 0 | 0 |
| Total Capital Expense | | | | (16,908,700) | (6,460,988) | (4,942,113) |



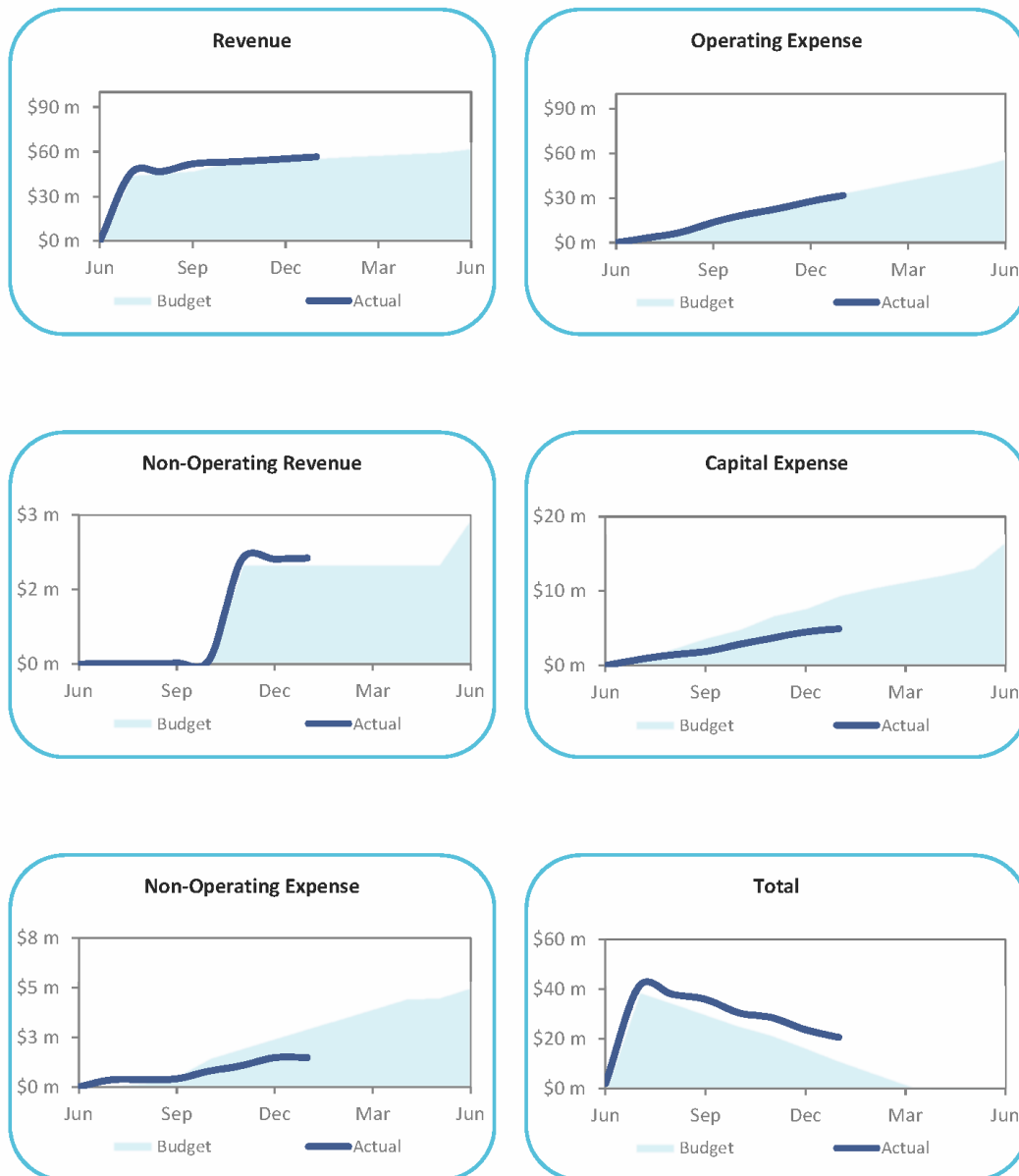
*Statement of Financial Activity
For the period 1 July 2017 to 31 January 2018*

| Particulars | Material Variance | | Revised Budget \$ | 31 January 2018 | |
|---|-------------------|---|----------------------|---------------------------|---------------------------|
| | \$ | % | | Year-to-Date Budget \$ | Year-to-Date Actual \$ |
| Non-Operating Revenue | | | | | |
| Finance | | | 2,678,800 | 2,020,000 | 2,020,000 |
| Corporate Funds | | | 2,678,800 | 2,020,000 | 2,020,000 |
| Operations | | | 293,000 | 100,000 | 113,951 |
| Fleet Services | | | 293,000 | 100,000 | 113,951 |
| Total Non-Operating Revenue | | | 2,971,800 | 2,120,000 | 2,133,951 |
| Non-Operating Expense | | | | | |
| Finance | | | (5,068,700) | (1,480,000) | (1,474,523) |
| Corporate Funds | | | (5,068,700) | (1,480,000) | (1,474,523) |
| Total Non-Operating Expense | | | (5,068,700) | (1,480,000) | (1,474,523) |
| Non-Cash Items Adjustments | | | | | |
| Profit and Loss | | | 0 | (42) | 14,293 |
| Depreciation | | | 7,936,000 | 4,629,324 | 5,386,866 |
| Total Non-Cash Items Adjustments | | | 7,936,000 | 4,629,282 | 5,401,159 |
| Suspense Items Yet To Be Applied | | | | 0 | 247,648 |
| Opening Surplus / (Deficit) | | | 5,289,823 | 5,289,823 | 6,210,874 |
| Closing Surplus / (Deficit) | | | 0 | 27,768,451 | 32,458,676 |



Statement of Financial Activity
For the period 1 July 2017 to 31 January 2018

Graphical Representation





*Net Current Funding Position
For the period 1 July 2017 to 31 January 2018*

| Particulars | Brought Forward 1 July \$ | 2017-2018 Revised Budget \$ | Year To Date Actual \$ |
|---|------------------------------------|--------------------------------------|---------------------------------|
| Current Assets | | | |
| Cash - Unrestricted | 10,533,455 | 4,080,896 | 30,189,105 |
| Cash - Reserves / Restricted | 24,441,643 | 25,249,343 | 22,423,018 |
| Receivables and Accruals | 4,532,901 | 2,000,000 | 10,246,898 |
| Inventories | 6,978 | 10,000 | 6,978 |
| Land Held for Sale | 0 | 509,104 | 0 |
| | 39,514,977 | 31,849,343 | 62,865,999 |
| Less Current Liabilities | | | |
| Payables and Provisions | (8,862,461) | (6,600,000) | (7,984,305) |
| | (8,862,461) | (6,600,000) | (7,984,305) |
| Net Current Asset Position | 30,652,516 | 25,249,343 | 54,881,694 |
| Less | | | |
| Cash - Reserves / Restricted | (24,441,643) | (25,249,343) | (22,423,018) |
| Estimated Surplus / (Deficiency) Carried Forward | 6,210,873 | - | 32,458,676 |



*Cash and Cash Investments
For the month ended 31 January 2018*

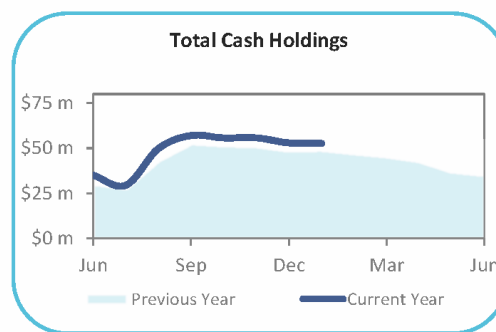
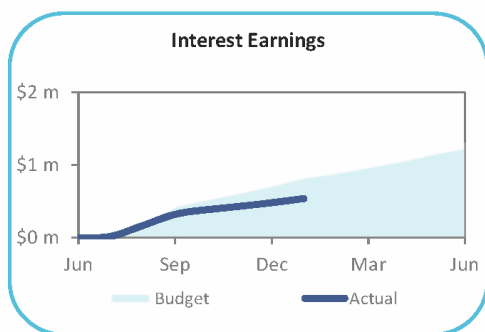
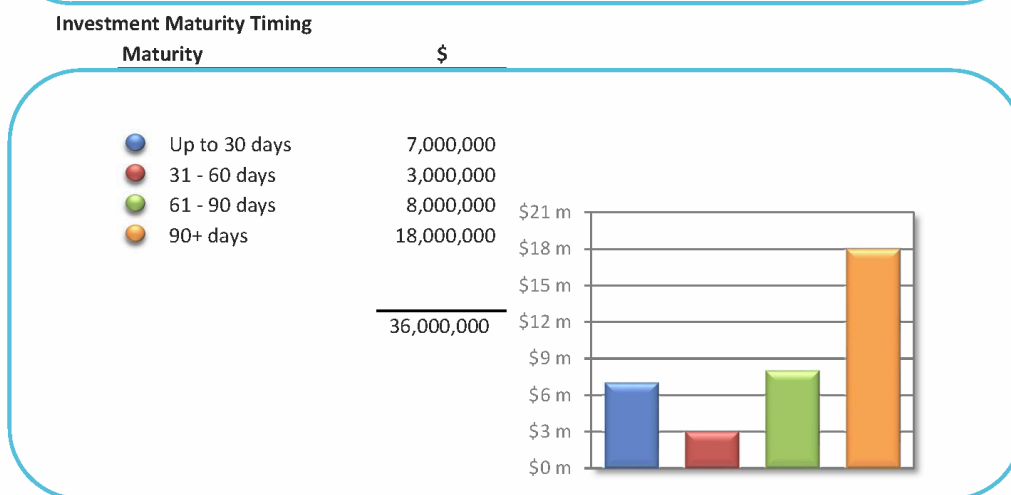
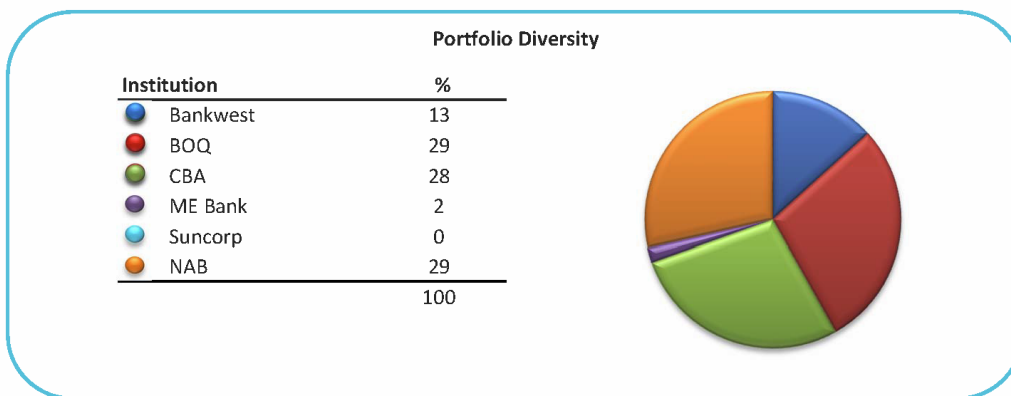
Cash and Investments Analysis

| | Amount Invested \$ | Interest Rate % | Term (Days) | Maturity Date | Projected Earnings \$ | Percentage of Portfolio |
|----------------------------------|-----------------------|--------------------|-------------|---------------|--------------------------|-------------------------|
| Cash - Unrestricted | | | | | | |
| Bankwest | 2,000,000 | | | | 11,836 | 4% |
| 4653222 | 2,000,000 | 2.40 | 90 | 12 Feb 18 | 11,836 | |
| CBA | 10,180,100 | | | | 7,405 | 19% |
| At Call | 10,180,100 | Variable | 11am | Daily | 7,405 | |
| ME Bank | 1,000,000 | | | | 10,411 | 2% |
| 27391 | 1,000,000 | 2.50 | 152 | 12 Feb 17 | 10,411 | |
| NAB | 12,000,000 | | | | 118,159 | 23% |
| 36-264-3003 | 3,000,000 | 2.55 | 180 | 12 Mar 18 | 37,726 | |
| 36-280-8525 | 3,000,000 | 2.56 | 210 | 11 Apr 18 | 44,186 | |
| 23-362-3882 | 6,000,000 | 2.45 | 90 | 12 Feb 18 | 36,247 | |
| BOQ | 5,000,000 | | | | 65,671 | 10% |
| 28579 | 5,000,000 | 2.55 | 188 | 21 May 18 | 65,671 | |
| Total Cash - Unrestricted | 30,180,100 | | | | 129,688 | 48% |
| Cash - Restricted | | | | | | |
| CBA | 4,423,018 | | | | 188 | 8% |
| At Call | 4,423,018 | Variable | 11am | Daily | 188 | |
| Bankwest | 5,000,000 | | | | 92,808 | 10% |
| 4615238 | 5,000,000 | 2.50 | 271 | 23 Apr 18 | 92,808 | |
| NAB | 3,000,000 | | | | 68,630 | 6% |
| 97-887-7369 | 3,000,000 | 2.50 | 334 | 25 Jun 18 | 68,630 | |
| BOQ | 10,000,000 | | | | 224,129 | 19% |
| 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 | 22,423,018 | | | | 385,755 | 43% |
| Total Cash - Invested | 52,603,118 | | | | 571,305 | 95% |
| Cash on Hand | 9,005 | | | | | |
| Total Cash | 52,612,123 | | | | | |



Cash and Cash Investments
For the month ended 31 January 2018

Cash and Investments Analysis

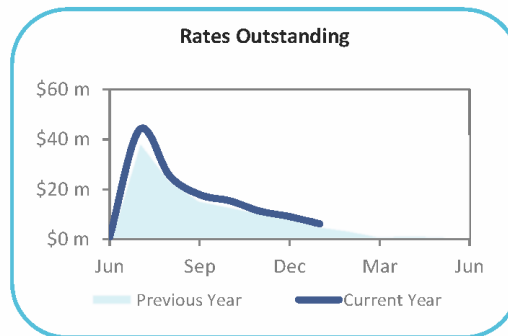




Receivables (Rates and Sundry Debtors)
For the month ended 31 January 2018

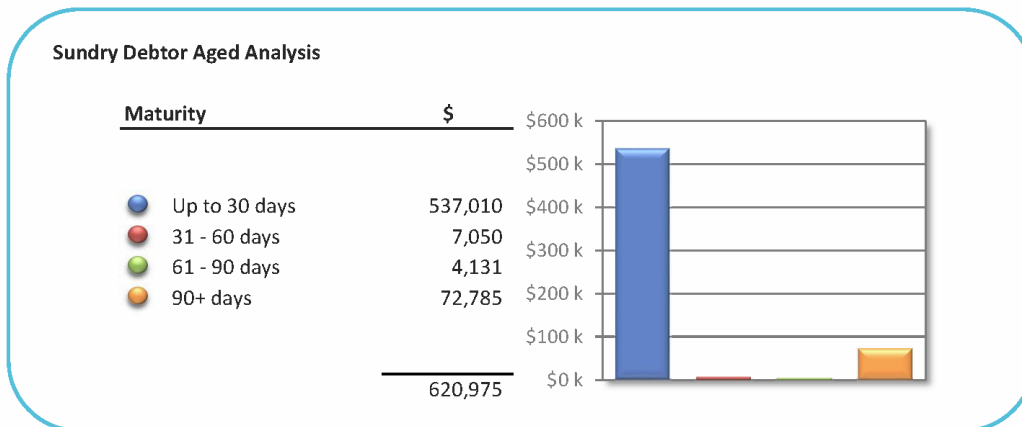
Rates Outstanding (Not Including Deferrals or Associated Fees and Charges)

| | |
|----------------------------------|-------------------|
| | Total |
| Balance from Previous Year | 821,508 |
| Rates Levied - Initial | 0 |
| Rates Levied - Interims | 44,240,741 |
| Total Rates Collectable | 45,062,248 |
| Current Rates Collected To Date | 38,956,855 |
| Current Rates Outstanding | 6,105,393 |
| % Rates Outstanding | 13.5% |



Sundry Debtors

| Type | Total | 30 Days | 60 Days | 90 Days | 90+ Days |
|--|----------------|----------------|--------------|--------------|---------------|
| Grants and Subsidies | 412,633 | 412,633 | - | - | - |
| Property Rent | 55,419 | 4,855 | 1,876 | - | 48,688 |
| Aqualife Fees | 22,047 | 20,323 | 1,309 | - | 416 |
| Leisurelife Fees | 10,298 | 10,298 | - | - | - |
| Community Life Fees | 29,859 | 26,730 | 297 | 2,713 | 120 |
| Health Fees | 44,130 | 36,418 | 1,226 | 458 | 6,028 |
| Other Fees and Charges | 30,477 | 15,287 | - | 120 | 15,070 |
| Long Service Leave From Councils | - | - | - | - | - |
| Building and Planning Application Fees | 16,112 | 10,466 | 2,343 | 840 | 2,463 |
| Total Sundry Debtors | 620,975 | 537,010 | 7,050 | 4,131 | 72,785 |





*Grants and Contributions
For the month ended 31 January 2018*

Grants and Contributions

| Details | Original Budget | Revised Budget | Receipt Status | |
|---|------------------|------------------|------------------|------------------|
| | \$ | \$ | Invoiced | Remaining |
| Corporate Funds | | | | |
| Federal Assistance | 750,000 | 750,000 | 174,615 | 575,385 |
| Federal Local Road | 330,000 | 330,000 | 86,594 | 243,407 |
| Lifelong Learning | | | | |
| Book Council Grants - Local History | 2,000 | 2,000 | - | 2,000 |
| State Government Grants - Lifelong | 2,000 | 2,000 | 1,000 | 1,000 |
| State Government Grants - Adult Programs | 2,000 | 2,000 | - | 2,000 |
| Book Council Grants - Young People Services | 3,600 | 3,600 | - | 3,600 |
| Neighbourhood Enrichment | | | | |
| Federal Gov Grants Access Inclusion & Seniors | 4,500 | 200 | - | 200 |
| Sponsorship Creative Arts | 4,500 | 13,000 | - | 13,000 |
| State Government Grants Cultural Engagement | 20,000 | 1,000 | - | 1,000 |
| State Government Grants Families and Youth | 50,000 | 5,000 | - | 5,000 |
| Lotterywest Grants Events and Volunteers | 20,000 | 20,000 | - | 20,000 |
| Sponsorship Events and Volunteers | 14,000 | 2,000 | 4,950 | - |
| 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 | 5,000 | - | 5,000 |
| Parks | | | | |
| State Government Grant - Recreational | 200,000 | 200,000 | - | 200,000 |
| Street Operations | | | | |
| MRWA Direct Road Grants | 62,400 | 62,400 | 47,552 | 14,848 |
| Street Lighting Subsidy | 1,000 | 1,000 | - | 1,000 |
| MRRG Road Rehabilitation Grants | 180,000 | 180,000 | 153,280 | 26,720 |
| MRWA Black Spot Grants | 675,000 | 675,000 | 330,109 | 344,891 |
| MRWA Other Grants | 280,000 | 280,000 | 178,879 | 101,121 |
| Transport Authority Grants | 90,000 | 90,000 | 18,000 | 72,000 |
| Transport Grants | 285,700 | 285,700 | - | 285,700 |
| State Government Grant | 70,000 | 280,000 | 75,000 | 205,000 |
| Total Cash Deposits | 3,075,700 | 3,224,900 | 1,079,979 | 2,147,871 |



Reserve Funds Descriptions

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

Building Renewal

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

Community Art

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

Drainage Renewal

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

Edward Millen Site

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

Furniture and Equipment Renewal

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

Future Fund

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

Future Projects

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

Harold Hawthorne - Carlisle Memorial

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

Information Technology Renewal

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

Insurance Risk Reserve

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

Other Infrastructure Renewal

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

Parks Renewal

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

Pathways Renewal

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

Plant and Machinery Renewal

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



*Reserve Funds
For the month ended 31 January 2018*

Renewable Energy

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

Roads Renewal

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

Underground Power

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

Waste Management

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



*Reserve Funds
For the month ended 31 January 2018*

Reserve Funds Transactions

| | Annual Opening Balance \$ | Transfer to Reserve \$ | Transfer from Reserve \$ | 31 January 2018 Balance Actual Balance Budget | | Annual Revised Budget \$ |
|-----------------------------|------------------------------------|---------------------------------|-----------------------------------|---|-------------------|-----------------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Building Renewal | 400,466 | 23 | (70,000) | 330,489 | 400,466 | 418,266 |
| Community Art | 641,043 | 36 | - | 641,079 | 641,043 | 690,043 |
| Drainage Renewal | 172,720 | 9 | - | 172,729 | 172,720 | 225,920 |
| Edward Millen Site | 1,356,878 | 76 | - | 1,356,954 | 1,356,878 | 1,458,678 |
| Furniture and Equip Renewa | 558,907 | 32 | - | 558,939 | 558,907 | 599,907 |
| Future Fund | 12,332,193 | 694 | - | 12,332,887 | 12,332,193 | 13,658,793 |
| Future Projects | 1,798,878 | 101 | (1,500,000) | 298,979 | 1,798,878 | 450,178 |
| Harold Hawthorn - Carlisle | 126,430 | 8 | - | 126,438 | 126,430 | 148,630 |
| Information Technology Ren | 358,400 | 20 | - | 358,420 | 358,400 | 665,400 |
| Insurance Risk Reserve | 367,830 | 21 | - | 367,851 | 367,830 | 397,230 |
| Other Infrastructure Renewa | 574,443 | 32 | - | 574,475 | 574,443 | 615,443 |
| Parks Renewal | 261,025 | 15 | (250,000) | 11,040 | 261,025 | 46,225 |
| Pathways Renewal | 367,397 | 21 | - | 367,418 | 367,397 | 420,397 |
| Plant and Machinery | 235,342 | 14 | - | 235,356 | 235,342 | 269,342 |
| Renewable Energy | 220,980 | 12 | (200,000) | 20,992 | 220,980 | 75,380 |
| Roads Renewal | 788,737 | 44 | - | 788,781 | 788,737 | 882,337 |
| Underground Power | 2,962,799 | 166 | - | 2,962,965 | 2,962,799 | 3,241,999 |
| Waste Management | 917,175 | 51 | - | 917,226 | 917,175 | 985,175 |
| | 24,441,643 | 1,375 | (2,020,000) | 22,423,018 | 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 -

- Behind
- On-Track
- In-Front

Budget Status

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

- Over budget
- On budget
- Under budget

Completion Stage

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

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



Capital Items Progress
For the month ended 31 January 2018

Capital Items

| Particulars | Budget Status | Completion Stage | Revised Budget \$ | Year-to-Date Actual \$ |
|--|-------------------------------------|------------------|-------------------|------------------------|
| Buildings | | | 4,042,200 | 1,297,137 |
| New - Buildings | | | | |
| New - Rayment Park Toilets | <input type="checkbox"/> | ■■■■ | 42,800 | 0 |
| Aqualife - Energy Efficiency Initiatives | <input type="checkbox"/> | ■■■■ | 100,000 | 42,279 |
| Leisurelife - Energy Efficiency Initiatives | <input type="checkbox"/> | ■■■■ | 100,000 | 0 |
| New Community Facility - Zone 6 - LPRP - Capital | <input type="checkbox"/> | ■■■■ | 31,900 | 8,707 |
| Upgrade - Buildings | | | | |
| Administration Centre - Security Card Entry Control | <input type="checkbox"/> | ■■■■ | 64,100 | 0 |
| Lifelong Learning - Library Entrance Upgrade | <input type="checkbox"/> | ■■■■ | 95,400 | 0 |
| Parking Management - Security Card Entry Control | <input type="checkbox"/> | ■■■■ | 2,000 | 0 |
| Leisurelife - Emergency Management Switchboard | <input type="checkbox"/> | ■■■■ | 5,000 | 0 |
| Administration Centre - Accessibility | <input type="checkbox"/> | ■■■■ | 70,000 | 0 |
| Leisurelife - Reception and Cafe Area | <input type="checkbox"/> | ■■■■ | 50,000 | 6,105 |
| Police and Citizens Youth Centre (Kensington PCYC) - Swit | <input type="checkbox"/> | ■■■■ | 40,000 | 0 |
| Upgrade Lot 61 Lathlain Place - Zone 8 - LPRP - Capital | <input type="checkbox"/> | ■■■■ | 48,700 | 0 |
| Renewal - Buildings | | | | |
| Aqualife Centre - Pool Deck Floor (Stage 1) | <input type="checkbox"/> | ■■■■ | 434,500 | 111,670 |
| Aqualife Centre - Airconditioning Replacement | <input type="checkbox"/> | ■■■■ | 33,000 | 0 |
| Air Conditioning System - Council Administration - Renewal | <input type="checkbox"/> | ■■■■ | 860,200 | 797,163 |
| Shepperton Road Underpass - Retiling | <input type="checkbox"/> | ■■■■ | 15,000 | 120 |
| Aqualife Centre - Renew Leisure Pool - Pump & Water feat | <input type="checkbox"/> | ■■■■ | 38,000 | 35,950 |
| Aqualife Centre - Replacement of Boilers | <input checked="" type="checkbox"/> | ■■■■ | 97,500 | 99,246 |
| Aqualife Centre - Renew Spa Plant Room, Filter & Pipewori | <input type="checkbox"/> | ■■■■ | 16,900 | 0 |
| Aqualife Centre - Tiling of 50m Swimming Pool | <input type="checkbox"/> | ■■■■ | 142,500 | 0 |
| Aqualife Centre - Renewal Circulation and Chemical Pumps | <input type="checkbox"/> | ■■■■ | 8,900 | 2,945 |
| Aqualife Centre - Training Room Fitout | <input type="checkbox"/> | ■■■■ | 30,800 | 0 |
| 6 Kent Street - Accessibility and Internal Renewal | <input type="checkbox"/> | ■■■■ | 230,000 | 900 |
| 8 Kent Street - Accessibility and Internal Renewal | <input type="checkbox"/> | ■■■■ | 200,000 | 900 |
| Administration Centre - Fire Panel Replacement | <input type="checkbox"/> | ■■■■ | 65,000 | 4,750 |
| Aqualife Centre - Chemical Shed | <input type="checkbox"/> | ■■■■ | 15,000 | 0 |
| Aqualife Centre - Window Tinting | <input type="checkbox"/> | ■■■■ | 10,000 | 7,825 |
| Archer Street Toilets - LED Lighting | <input type="checkbox"/> | ■■■■ | 2,000 | 0 |
| Balbuk Reserve Toilets - LED Lighting | <input type="checkbox"/> | ■■■■ | 2,000 | 0 |
| Carlisle Reserve Clubrooms - Flooring Replacement | <input checked="" type="checkbox"/> | ■■■■ | 15,000 | 18,010 |
| Depot Rear Shed - Roof and Cladding Replacement | <input type="checkbox"/> | ■■■■ | 177,000 | 0 |
| 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 |
| Hubert Street Carpark Toilets - LED Lighing | <input type="checkbox"/> | ■■■■ | 2,000 | 0 |
| John Macmillan Park Toilets - Lighting, accessibility access | <input type="checkbox"/> | ■■■■ | 97,000 | 2,460 |



Capital Items Progress
For the month ended 31 January 2018

Capital Items

| Particulars | Budget Status | Completion Stage | Revised Budget \$ | Year-to-Date Actual \$ |
|---|-------------------------------------|------------------|-------------------|------------------------|
| Renewal - Buildings (continued) | | | | |
| Leisurelife - Commercial Kitchen Flooring | <input type="checkbox"/> | ■□□□ | 15,000 | 7,862 |
| Leisurelife - Court Flooring | <input type="checkbox"/> | □□□□ | 95,000 | 0 |
| Leisurelife - Courts Lighting | <input type="checkbox"/> | ■□□□ | 70,000 | 25,097 |
| Leisurelife - Emergency Exit Doors | <input type="checkbox"/> | ■□□□ | 20,000 | 18,700 |
| Leisurelife - Entrance and Signage Renewal | <input type="checkbox"/> | ■□□□ | 35,000 | 23,342 |
| Leisurelife - Gym Flooring | <input type="checkbox"/> | □□□□ | 65,000 | 0 |
| Leisurelife - Roofing | <input type="checkbox"/> | ■□□□ | 25,000 | 8,225 |
| Leisurelife - Squash Courts (3 and 4) | <input checked="" type="checkbox"/> | ■□□□ | 55,000 | 58,180 |
| Leisurelife - Toilets and Change Rooms | <input type="checkbox"/> | □□□□ | 180,000 | 0 |
| Library - Facility Lighting | <input type="checkbox"/> | ■□□□ | 20,000 | 3,600 |
| Library - Fire Panel Replacement | <input type="checkbox"/> | ■□□□ | 35,000 | 5,000 |
| Library - Public Area Carpets | <input type="checkbox"/> | □□□□ | 80,000 | 0 |
| McCallum Park Toilets - LED Lighting | <input type="checkbox"/> | □□□□ | 2,000 | 0 |
| Read Park Toilets - LED Lighting | <input type="checkbox"/> | □□□□ | 2,000 | 0 |
| Taylor Street Reserve Toilets - Upgrade | <input type="checkbox"/> | ■□□□ | 162,000 | 2,460 |
| Victoria Park Carlisle Bowling Club - Toilets | <input type="checkbox"/> | ■□□□ | 35,000 | 2,160 |
| Plant and Machinery | | | 1,107,000 | 459,805 |
| New - Plant and Machinery | | | | |
| Trailer Purchase - Engineering (149VPK - Plant 167) | <input type="checkbox"/> | □□□□ | 28,000 | 0 |
| Vehicle Purchase - Parking Management (a) | <input type="checkbox"/> | □□□□ | 25,000 | 0 |
| Vehicle Purchase - Parking Management (b) | <input type="checkbox"/> | □□□□ | 25,000 | 0 |
| Plant - Electric Bikes | <input checked="" type="checkbox"/> | ■□□□ | 6,100 | 6,336 |
| Plant - Street Operations - High Pressure Cleaner and Trail | <input type="checkbox"/> | ■□□□ | 29,000 | 11,694 |
| Renewal - Plant and Machinery | | | | |
| Purchase Major Plant - Light Truck Parks (160VPK - Plant 4 | <input checked="" type="checkbox"/> | ■□□□ | 85,000 | 103,216 |
| Purchase Major Plant - Mower Slasher Parks (147VPK Plan | <input type="checkbox"/> | ■□□□ | 37,000 | 27,974 |
| Purchase Major Plant - Mowing Trailer Parks (158VPK - Pla | <input checked="" type="checkbox"/> | ■□□□ | 20,500 | 23,940 |
| Minor Plant Renewal - Low Value Pool - Parks | <input type="checkbox"/> | ■□□□ | 15,700 | 3,675 |
| Minor Plant Renewal - Street Improvement | <input type="checkbox"/> | ■□□□ | 10,700 | 7,342 |
| Minor Plant Renewal - Workshop Pressor (Replacing CVR# | <input type="checkbox"/> | □□□□ | 10,000 | 0 |
| Fleet - Aqualife - 1EMT367 (Plant 365) | <input type="checkbox"/> | ■□□□ | 25,000 | 22,241 |
| Fleet - Asset Management - 179VPK (Plant 385) | <input type="checkbox"/> | □□□□ | 25,000 | 0 |
| Fleet - Building Services - 113VPK (Plant 368) | <input type="checkbox"/> | ■□□□ | 25,000 | 22,448 |
| Fleet - Business Life Administration - 106VPK (Plant 369) | <input type="checkbox"/> | ■□□□ | 35,000 | 32,736 |
| Fleet - Community Life Administration - 110VPK (Plant 371) | <input type="checkbox"/> | ■□□□ | 35,000 | 31,188 |
| Fleet - Community Life Administration - 166VPK (Plant 379) | <input type="checkbox"/> | ■□□□ | 35,000 | 0 |
| Fleet - Environmental Health - 116VPK (Plant 372) | <input type="checkbox"/> | ■□□□ | 25,000 | 20,838 |
| Fleet - Leisurelife - 112VPK (Plant 364) | <input type="checkbox"/> | ■□□□ | 25,000 | 21,947 |
| Fleet - Lifelong Learning - 164VPK (Plant 386) | <input type="checkbox"/> | □□□□ | 25,000 | 0 |
| Fleet - Ranger Services - 183VPK (Plant 366) | <input type="checkbox"/> | □□□□ | 25,000 | 0 |



Capital Items Progress
For the month ended 31 January 2018

Capital Items

| Particulars | Budget Status | Completion Stage | Revised Budget \$ | Year-to-Date Actual \$ |
|---|-------------------------------------|------------------|-------------------|------------------------|
| Renewal - Plant and Machinery (continued) | | | | |
| Fleet - Renew Life Administration - 111VPK (Plant 360) | <input type="checkbox"/> | □□□□ | 35,000 | 0 |
| Fleet - Street Improvement - 128VPK (Plant 384) | <input type="checkbox"/> | □□□□ | 25,000 | 0 |
| Fleet - Urban Planning - 108VPK (Plant 377) | <input type="checkbox"/> | ■ ■ ■ □ | 25,000 | 24,728 |
| Plant - Street Operations - High Pressure Cleaner (239) | <input type="checkbox"/> | □□□□ | 5,000 | 0 |
| Plant - Street Operations - High Pressure Cleaner (332) | <input type="checkbox"/> | □□□□ | 5,000 | 0 |
| Plant - Street Operations - Plate Compactor (315) | <input type="checkbox"/> | □□□□ | 5,000 | 0 |
| Plant - Street Operations - Plate Compactor (316) | <input type="checkbox"/> | □□□□ | 5,000 | 0 |
| Truck - Street Operations - 131VPK (44) | <input type="checkbox"/> | □□□□ | 105,000 | 0 |
| Truck - Street Operations - 145VPK (43) | <input type="checkbox"/> | □□□□ | 150,000 | 0 |
| 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 type="checkbox"/> | ■ ■ ■ □ | 30,000 | 33,346 |
| Furniture and Equipment | | | 295,900 | 69,747 |
| New - Furniture and Equipment | | | | |
| Licence Plate recognition devices and associated equipmen | <input type="checkbox"/> | □□□□ | 8,900 | 0 |
| Hardware, software and cabling - Parking Initiative | <input type="checkbox"/> | □□□□ | 23,000 | 0 |
| Hardware, software and cabling - Parking Initiative | <input checked="" type="checkbox"/> | ■ ■ ■ □ | 0 | 4,300 |
| Renewal - Furniture and Equipment | | | | |
| Renew Furniture & Equipment - Depot - Low Value Pool | <input type="checkbox"/> | ■ □ □ □ | 6,000 | 670 |
| Renew Minor Plant - Bins | <input type="checkbox"/> | ■ □ □ □ | 11,000 | 0 |
| Renew Furniture - Administration Centre - Low Value Pool | <input type="checkbox"/> | ■ ■ □ □ | 33,000 | 12,268 |
| Parking Management Office - Office Furniture | <input type="checkbox"/> | □ □ □ □ | 5,000 | 0 |
| Renew Furniture & Equipment - Aqualife - Low Value Pool | <input type="checkbox"/> | ■ ■ □ □ | 10,000 | 2,116 |
| 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 - Creche Furniture | <input type="checkbox"/> | □ □ □ □ | 4,000 | 0 |
| Aqualife - Gymnasium Equipment (Assorted) | <input type="checkbox"/> | ■ □ □ □ | 20,000 | 6,164 |
| Aqualife - Pool Equipment | <input type="checkbox"/> | ■ □ □ □ | 40,000 | 1,857 |
| Renewal - Equipment - Leisurelife- Gym Equipment | <input type="checkbox"/> | ■ □ □ □ | 20,000 | 3,652 |
| Leisurelife - Court Floor Cleaner | <input checked="" type="checkbox"/> | ■ ■ ■ □ | 15,000 | 17,146 |
| Leisurelife - Bingo Furniture | <input type="checkbox"/> | ■ □ □ □ | 7,000 | 6,286 |
| Leisurelife - Sports Equipment | <input type="checkbox"/> | □ □ □ □ | 23,000 | 1,432 |
| Renewal - Furniture & Equipment - Leisurelife Cafe | <input type="checkbox"/> | □ □ □ □ | 5,000 | 682 |
| Renew Furniture & Equipment - Leisurelife - Low Value Poo | <input type="checkbox"/> | ■ □ □ □ | 15,000 | 4,433 |
| Renew Furniture & Equipment - Lifelong Learning - Low Val | <input type="checkbox"/> | □ □ □ □ | 20,000 | 650 |
| Renew Furniture & Equipment - Digital Hub - Low Value Poc | <input type="checkbox"/> | □ □ □ □ | 2,000 | 0 |
| TAPP - Aqualife - Access and Inclusion Pool Hoist | <input type="checkbox"/> | ■ ■ ■ □ | 12,000 | 0 |
| TAPP - Aqualife - Disability Floatation devices | <input type="checkbox"/> | ■ ■ ■ □ | 3,000 | 0 |



Capital Items Progress
For the month ended 31 January 2018

Capital Items

| Particulars | Budget Status | Completion Stage | Revised Budget \$ | Year-to-Date Actual \$ |
|---|---------------|------------------|-------------------|------------------------|
| Information Technology | | | 1,045,700 | 227,789 |
| New - Information Technology | | | | |
| TAPP - Lighten Up - Mobile App Software | □ | □□□□ | 5,000 | 0 |
| Library - RFID Self-Service System | □ | □□□□ | 90,000 | 0 |
| New - Software - Mobile Health | □ | □□□□ | 100,000 | 0 |
| New - Software - Client engagement | □ | ■□□□ | 70,000 | 13,235 |
| New - Noise Monitoring Device - Environmental Health | □ | ■□□□ | 22,600 | 6,365 |
| Handheld Enforcement devices and associated equipment - | □ | ■□□□ | 11,900 | 0 |
| Renewal - Information Technology | | | | |
| Hardware - Telephone System | □ | □□□□ | 90,000 | 0 |
| Hardware - Mobile Computing Devices | □ | ■□□□ | 69,500 | 61,815 |
| Network - Wi-Fi Network | ☒ | ■□□□ | 5,600 | 46,991 |
| Systems - Website, Intranet and Client Portal | □ | □□□□ | 71,100 | 0 |
| Renewal - Information Technology | | | | |
| Depot Communications System (Hardware) | □ | ■□□□ | 40,000 | 4,997 |
| Network Storage (Hardware) | □ | ■□□□ | 45,000 | 37,033 |
| Bookings Management System (Software) | □ | □□□□ | 80,000 | 0 |
| Development Application System (Software) | □ | ■□□□ | 50,000 | 41,873 |
| Email Archival System (Software) | □ | ■□□□ | 30,000 | 0 |
| Leisure Facilities Management System (Software) | □ | ■□□□ | 95,000 | 0 |
| Library Management System (Software) | □ | □□□□ | 95,000 | 0 |
| Records Management System (Software) | □ | □□□□ | 60,000 | 0 |
| System Security (Software) | ☒ | ■□□□ | 15,000 | 15,480 |
| Roads | | | 3,853,500 | 1,642,172 |
| New - Roads | | | | |
| New - Albany Highway - Pedestrian Crossing Safety Measure | □ | ■□□□ | 50,000 | 43,274 |
| New - Alday Street - Lane Channelisation | ☒ | ■□□□ | 60,000 | 67,609 |
| New - Enfield Street - Traffic Calming | ☒ | ■□□□ | 65,600 | 83,633 |
| Gallipoli Street - Egham Road to Enfield Street - Traffic Calming | □ | ■□□□ | 25,000 | 0 |
| Gallipoli Street - Egham Road to Howick Street - Traffic Calming | □ | ■□□□ | 25,000 | 0 |
| Goddard Street - Egham Road to Howick Street - Traffic Calming | □ | ■□□□ | 25,000 | 0 |
| Goddard Street - Midgley Street to Cookham Road - Traffic Calming | □ | ■□□□ | 25,000 | 0 |
| Hill View Terrace - Cycle Lane Extension and Ramps | □ | ■□□□ | 15,000 | 0 |
| McCartney Crescent - Goddard Street to Roberts Road - Traffic Calming | □ | ■□□□ | 60,000 | 2,894 |
| Saleham Street - Goddard Street to Gallipoli Street - Traffic Calming | □ | ■□□□ | 55,000 | 776 |
| Star Street - Intersection Safety Works at Briggs Street | □ | ■□□□ | 60,000 | 0 |



Capital Items Progress
For the month ended 31 January 2018

Capital Items

| Particulars | Budget Status | Completion Stage | Revised Budget \$ | Year-to-Date Actual \$ |
|--|---------------|------------------|-------------------|------------------------|
| Renewal - Roads | | | | |
| Albany Highway - Duncan Street to Teddington Road | ☐ | ■ ■ ■ □ | 270,000 | 5,491 |
| Asteroid Way - Star Street to Mercury Street | ☐ | ■ ■ ■ □ | 155,000 | 115,426 |
| Bank Street - Oats Street to Milford Street | ☒ | ■ ■ □ □ | 75,000 | 91,387 |
| Berwick Street - Sussex Street to Basinghall Street | ☐ | ■ ■ □ □ | 195,000 | 140,995 |
| Bishopsgate Street - Oats Street to Mercury Street | ☐ | ■ ■ ■ □ | 70,000 | 48,880 |
| Bolton Avenue - Glenn Place to Path (Northbound) | ☐ | ■ ■ □ □ | 135,000 | 5,143 |
| Bolton Avenue - Glenn Place to Path (Southbound) | ☐ | ■ ■ □ □ | 90,000 | 116 |
| Cookham Street - Gallipoli Street to Goddard Street | ☐ | ■ ■ ■ □ | 130,000 | 111,809 |
| Goddard Street - Saleham Street to Bishopsgate Street | ☒ | ■ ■ ■ □ | 100,000 | 102,425 |
| Raleigh Street - Mercury Street to Lion Street | ☐ | ■ ■ □ □ | 130,000 | 111,599 |
| Raleigh Street - Oats Street to Mercury Street | ☐ | ■ ■ □ □ | 65,000 | 0 |
| Somerset Street - Shepperton Road to Bank Street | ☐ | ■ ■ □ □ | 250,000 | 27,995 |
| Swansea Street (West) - Dane Street to Cul-de-sac | ☒ | ■ ■ ■ □ | 150,000 | 172,013 |
| Upgrade - Roads | | | | |
| Upgrade Hillview & Berwick Intersection Stage 2 - Road Imp | ☐ | ■ □ □ □ | 18,000 | 1,177 |
| Upgrade - McCartney Crescent | ☐ | □ □ □ □ | 22,300 | 0 |
| Traffic Management Initiative - Shepperton Rd and Gresham | ☐ | ■ ■ ■ □ | 296,000 | 210,043 |
| Traffic Management Initiative - Teddington St and Burswood | ☐ | ■ ■ ■ □ | 194,000 | 155,865 |
| Upgrade - Bishopsgate and Roberts Road - Pre Deflections | ☐ | ■ ■ ■ □ | 99,800 | 6,006 |
| Upgrade - Oats Street and Star Street - Pre Deflections | ☐ | ■ ■ ■ □ | 97,800 | 3,634 |
| Upgrade - Temple Street and Hordern Street - Traffic Island | ☐ | ■ ■ ■ □ | 35,000 | 360 |
| Berwick Street and Kent Street - Intersection Pedestrian Sig | ☐ | □ □ □ □ | 105,000 | 0 |
| Hill View Terrace and Oats Street - Intersection and Pedest | ☐ | ■ □ □ □ | 180,000 | 0 |
| Roberts Road and Orrong Road - Intersection | ☐ | ■ □ □ □ | 220,000 | 0 |
| Rutland Avenue - Oats Street to Welshpool Road | ☐ | ■ □ □ □ | 150,000 | 0 |
| Temple Street and Hordern Street - Intersection | ☐ | ■ ■ ■ □ | 155,000 | 133,620 |
| Drainage | | | 642,000 | 115,636 |
| New - Drainage | | | | |
| Drainage - Carnarvon Street | ☐ | ■ ■ ■ ■ | 70,000 | 62,294 |
| Drainage - Harris Street and Appleton Street - Stage 1 | ☐ | ■ ■ ■ □ | 112,500 | 3,190 |
| Drainage - Northampton Street | ☐ | ■ ■ □ □ | 122,200 | 3,100 |
| Lake View Terrace Drainage - To be constructed as part of | | ■ □ □ □ | 30,000 | 0 |
| Renewal - Drainage | | | | |
| Intersection Improvements - Hillview Terrace | ☐ | ■ □ □ □ | 87,300 | 0 |
| Right Of Ways - Various Locations | ☐ | ■ □ □ □ | 15,000 | 0 |
| Pipe Renewal- Various Locations | ☐ | ■ □ □ □ | 25,000 | 9,043 |
| Pit Renewal- Various Locations | ☐ | ■ □ □ □ | 60,000 | 9,243 |
| Sump Renewal- Various Locations | ☐ | ■ □ □ □ | 40,000 | 28,766 |



Capital Items Progress
For the month ended 31 January 2018

| Capital Items | Budget Status | Completion Stage | Revised Budget \$ | Year-to-Date Actual \$ |
|--|-------------------------------------|------------------|-------------------|------------------------|
| Particulars | | | | |
| Upgrade | | | | |
| Albany Highway - Hotspot 1 Drainage Master Plan | <input type="checkbox"/> | ■□□□ | 80,000 | 0 |
| Pathways | | | 509,500 | 214,923 |
| New - Pathways | | | | |
| New - Rutland Avenue - Bicycle Lanes (Welshpool to Oats) | <input type="checkbox"/> | ■□□□ | 114,500 | 0 |
| Bolton Avenue - Carpark to Main Entrance | <input checked="" type="checkbox"/> | ■□□□ | 10,000 | 26,180 |
| Brodie Hall Drive - Turner Avenue to Hayman Road | <input type="checkbox"/> | ■□□□ | 55,000 | 42,360 |
| Renewal - Pathways | | | | |
| Berwick Street - Bush Street to Boundary Road (East) | <input type="checkbox"/> | ■□□□ | 40,000 | 0 |
| Berwick Street - Bush Street to Boundary Road (West) | <input type="checkbox"/> | ■□□□ | 64,000 | 58,720 |
| Forward Street - Welshpool Road to Swansea Street (East) | <input type="checkbox"/> | ■□□□ | 15,000 | 7,378 |
| Pathway - Lathlain Precinct Redevelopment (Zone 2) | <input type="checkbox"/> | ■□□□ | 75,000 | 0 |
| Mars Street - Oats Street to Cohn Street | <input type="checkbox"/> | ■□□□ | 30,000 | 23,968 |
| Mint Street - Carnarvon Street to Shepperton Road | <input type="checkbox"/> | ■□□□ | 24,000 | 13,800 |
| Oats Street - Hubert Street to Albany Highway | <input type="checkbox"/> | ■□□□ | 15,000 | 11,610 |
| Star Street - Briggs Street to President Street | <input type="checkbox"/> | ■□□□ | 30,000 | 20,999 |
| Star Street - Cohn Street to Briggs Street | <input type="checkbox"/> | ■□□□ | 37,000 | 9,908 |
| Parks | | | 3,547,600 | 102,897 |
| New - Parks | | | | |
| George Street Reserve Revegetation | <input type="checkbox"/> | ■□□□ | 80,000 | 25,985 |
| Park Furniture and Equipment - Burswood Peninsula | <input type="checkbox"/> | □□□□ | 50,000 | 0 |
| Kensington Bushland - Jirdarup Signage | <input type="checkbox"/> | ■□□□ | 30,000 | 1,428 |
| New - Tree Plan- Tree Planting | <input type="checkbox"/> | ■□□□ | 35,000 | 6,588 |
| Renew - Park Lighting - Poles and Floodlighting | <input type="checkbox"/> | ■□□□ | 20,000 | 7,500 |
| Lathlain Park - New | <input type="checkbox"/> | □□□□ | 1,500,000 | 1,673 |
| Renewal - Parks | | | | |
| GO Edwards Park - Redevelopment | <input type="checkbox"/> | ■□□□ | 650,000 | 2,720 |
| Renewal - Tree Plan - Tree Planting | <input type="checkbox"/> | □□□□ | 75,000 | 0 |
| Renew - McCallum Park (Foreshore River Wall) | <input type="checkbox"/> | ■□□□ | 389,400 | 14,170 |
| Harold Rossiter Park - Irrigation | <input type="checkbox"/> | ■□□□ | 160,000 | 4,520 |
| Main Roads/Arterial Roads - Landscaping | <input type="checkbox"/> | □□□□ | 50,000 | 0 |
| Park Signage - Various Locations | <input type="checkbox"/> | □□□□ | 50,000 | 0 |
| Upgrade - Parks | | | | |
| Upgrade - Entry Statements - Landscaping | <input type="checkbox"/> | ■□□□ | 30,000 | 0 |
| Upgrade - Higgins Park Tennis Club - Court Modifications | <input type="checkbox"/> | □□□□ | 300,000 | 0 |
| Upgrade - Rayment Park | <input type="checkbox"/> | ■□□□ | 128,200 | 38,312 |



Capital Items Progress
For the month ended 31 January 2018

Capital Items

| Particulars | Budget Status | Completion Stage | Revised Budget \$ | Year-to-Date Actual \$ |
|--|---------------|------------------|-------------------|------------------------|
| Other Assets | | | 1,865,300 | 812,007 |
| New - Other Assets | | | | |
| New - Lathlain Primary School/Rayment Park Carpark | □ | ■ ■ ■ □ | 65,300 | 27,433 |
| Parking Bay Improvements - Various Locations - Albany Hig | □ | □ □ □ □ | 4,100 | 0 |
| Car Parks - Harvey Street ACROD bays | □ | □ □ □ □ | 10,000 | 7,253 |
| New Street Lighting - Purchase and Installation | □ | ■ □ □ □ | 95,200 | 7,342 |
| Purchase and Installation of parking meters - Parking Initiati | □ | □ □ □ □ | 100,000 | 0 |
| Signage - Parking Plan Works | □ | □ □ □ □ | 130,000 | 0 |
| New - Street Furniture - Various Locations | □ | □ □ □ □ | 35,000 | 8,071 |
| Street Lighting - Safety Improvement at Various Locations | □ | □ □ □ □ | 25,000 | 0 |
| Visual Art | □ | □ □ □ □ | 10,000 | 7,070 |
| Renewal - Other Assets | | | | |
| Right of Way 51 | □ | ■ ■ ■ □ | 500,000 | 454,081 |
| Street Furniture - Bus Shelters at Various Locations | □ | □ □ □ □ | 45,000 | 0 |
| Street Lighting - Albany Highway and Laneways | □ | □ □ □ □ | 40,000 | 0 |
| Car Parks - Carlisle Reserve | □ | □ □ □ □ | 55,000 | 0 |
| Lighting - St James East Victoria Park - Safer Communities | □ | □ □ □ □ | 210,000 | 0 |
| Upgrade - Other Assets | | | | |
| Upgrade - Right of Way 31a & 31b | □ | ■ ■ ■ □ | 111,500 | 22,701 |
| Upgrade - Right of Way 45 | □ | ■ ■ ■ □ | 39,200 | 12,488 |
| Right of Way 14 - Access Upgrade | □ | ■ ■ ■ □ | 220,000 | 132,521 |
| Tap and Go - Parking Meter Upgrade | □ | ■ ■ ■ □ | 130,000 | 128,700 |
| Street Lighting - Community Safety Projects | □ | ■ ■ □ □ | 40,000 | 4,347 |

15 APPLICATIONS FOR LEAVE OF ABSENCE

16 MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

17 QUESTIONS FROM MEMBERS WITHOUT NOTICE

18 NEW BUSINESS OF AN URGENT NATURE

19 PUBLIC QUESTION TIME

20 PUBLIC STATEMENT TIME

21 MEETING CLOSED TO PUBLIC

21.1 Matters for Which the Meeting May be Closed

21.2 Public Reading of Resolutions That May be Made Public

22 CLOSURE



**DECLARATION OF
FINANCIAL INTEREST / PROXIMITY INTEREST / INTEREST THAT MAY AFFECT
IMPARTIALITY**

**TO: CHIEF EXECUTIVE OFFICER
TOWN OF VICTORIA PARK**

| | |
|----------------------------|---|
| Name & Position | |
| Meeting Date | |
| Item No/Subject | |
| Nature of Interest | Financial Interest* <i>(*Delete where</i> Proximity Interest* <i>not applicable)</i> Interest that may affect impartiality* |
| Extent of Interest | |
| Signature | |
| Date | |

Section 5.65(1) of the Local Government Act 1995 states that:

“A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by that member must disclose the nature of the interest:

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed”.

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.